

Responsible Person Course

Overview

This course is for those who are responsible for fire safety at various locations, as defined in the Regulatory Reform (Fire Safety) Order 2005. This person will be appointed by the person's responsible Manager and is identified by being able to exercise managerial and some financial control over the location.

Booking Your Course

To book a Responsible Person Course or to enquire for further information, please contact bookings@assesstech.com, where a member of the **AssessTech** team will be happy to assist.

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Pre-requisites

- Must have already attended a basic Fire Training course
- Must have read the company document 1.6 Fire Manual
- Must have completed the **AssessTech** Fire Assessment paper

The Fire Assessment questions are based on the candidate's original Fire Training and should be seen as an opportunity to refresh basic knowledge.

What's covered in the course

The Course covers the following:

- Company Standard Fire Manual
- Setting standards to apply in the workplace
- Risk assessments
- Evacuation procedures
- Reporting of fires
- Maintenance and inspection procedures
- Training of staff

Course Delivery

The course is delivered in one day of training, based in a classroom. It consists of a mixture of formal learning and practical exercises:

Course Session Plan

Session 1:

- Introduction and housekeeping
- Course layout
- Fire Manual review
- Review of question paper
- Regulations
- 'Swiss Cheese' Theory

Session 2:

- What is the role of the Responsible Person (RP)?
- What are the duties of the RP?
- Safety measures management
- Evacuation procedures
- Training requirements for staff

- Maintenance and inspection

Session 3:

- Risk assessment as per the Fire Manual
- Carrying out a risk assessment
- Recording evidence
- Risk assessment exercise
- Feedback and review of exercise

Session 4:

- Reporting of fires
- Documentation
- Review of the day