



Fire Service Central Training Programme
Fire Safety Workshop (Passive Fire Protection)

Killeshin Hotel, Portlaoise: 29th/30th May and 13th/14th November, 2018

25rd of April, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

The National Directorate have been reviewing the on-going training programme for officers and arrangements have been made for the delivery of Fire Safety Workshops. A Fire Safety Workshop on 'Passive Fire Protection' is being delivered in 2018.

Further information on the workshops accompany this notification. These will be two-day workshops delivered as two identical courses, as follows:

- **Course A: 29th/30th May, 2018 at the Killeshin Hotel, Portlaoise**
- **Course B: 13th/14th November, 2018 at the Killeshin Hotel, Portlaoise**

The workshops are aimed at officers who primarily work in statutory fire safety and there are **30** places on each course. It is intended that there will be one nomination only per authority for each workshop.

Fire authorities who wish to nominate candidates should send their nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Friday the 4th of May, 2018**. Nominations will not be considered unless a completed nomination form (attached) has been received in the Management Support Unit by the closing date.

Each fire authority is asked to designate an officer who will co-ordinate the submission of the completed nomination forms and with whom the Management Support Unit will liaise on the allocation of places.

Fire authorities may wish to provide notice of nominations to the Management Support Unit by telephone to (01) 888 2334 or (01) 888 2460, in the first instance, and follow up by post, fax or e-mail with the completed nomination form in time for the closing date.

The e-mail address is: fire-service-training@housing.gov.ie and the postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G 59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
National Directorate for Fire and Emergency Management



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1. Workshop Aim

The aim of this workshop is to assist Fire Authorities to discharge their role in respect of fire safety and provide an opportunity for the continuing professional development of officers working in statutory fire safety. The workshop will be delivered as two identical courses

2. Workshop Objectives

2.1 At the end of each workshop participants should have/be able to:

- A further understanding of the requirements of Technical Guidance Document B, in relation to Passive Fire Protection, including Fire Testing and Construction Products Regulations (CPR)
- Explain passive fire safety and the key design features of passive elements
- Examine the performance of common building materials in fire
- Describe passive fire protection for elements of structure
- Examine methods of fire stopping and sealing
- Describe the proper selection of fire stopping materials
- Describe the components and performance of a fire doorset
- An awareness of best practice guidance in this area

2.2 The format of the workshops will include presentations, discussion, individual and group participation.

3. Course Venue / Dates / Capacity

3.1 Both courses will be held in the Killeshin Hotel, Portlaoise, Co. Laois.

3.2 The courses are scheduled to run as follows:

Course A: 29th/30th May, 2018

Course B: 13th/14th November, 2018

3.3 There are **30** places on each workshop with one nomination per authority. There will be further additional nominations available for the significantly larger authorities of Dublin (two) and Cork County (one) for each workshop.

4. Eligibility

4.1 The course is open to fire service officers who are primarily working in the area of statutory fire safety in the Fire Authority.

4.2 Nominees for the course would be expected to have relevant experience in Fire Safety / Fire Prevention.

5. Nominations

5.1 A nomination form is enclosed and a separate form should be completed in respect of each nominee. Completed nomination forms should arrive with the National Directorate Management Support Unit **not later than Friday the 4th of May, 2018**. Nominations will not be considered unless a completed nomination form has been received in the Management Support Unit by the closing date.



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6. Participation

- 6.1 The workshop programme and details will be issued in due course to personnel allocated places.

7. Assessments

- 7.1 The workshop is viewed as a developmental opportunity and primarily educational in nature, designed to update participants' knowledge and understanding in the area of Passive Fire Protection. Performance assessments will not be carried out.

8. Liability

- 8.1 The Department of Housing, Planning and Local Government and the fire authorities and other training venue hosts, at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the seminar. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and the Killeshin Hotel, Portlaoise (at whose premises the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

9. Costs

- 9.1 The National Directorate Management Support Unit will pay the cost of hiring the course venue and the costs of the facilitators, and will also pay for the participants' mid-day meal.
- 9.2 Fire authorities whose nominations are accepted will be responsible for all costs incurred by their nominee(s) arising from attendance at the course other than those set out in paragraph 9.1.

10. Workshop Content

- 10.1 The workshop is intended as a review of relevant guidance and its application to Passive Fire Protection. It includes:
- TGD-B guidance on passive fire protection
 - Fire Testing
 - Construction Products Directive
 - Structural Frame
 - Walls, Floors, Ceilings and Glazing
 - Firestopping and Sealing
 - Fire Resisting Doorsets and Shutters
 - Awareness of best practice guidance in this area
 - Case Study



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NOMINATION FORM

1. Fire Authority: _____

2. Course Required

Please insert as appropriate to indicate preference.

<input type="checkbox"/>	Course A: 29th/30th May 2018
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<input type="checkbox"/>	Course B: 13th/14th Nov 2018
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3. Name of Nominee: _____
(Block Capitals, Please)

4. Rank: _____

5. Date of Appointment to Present Rank: / /

6. Areas of work currently being performed by the Nominee:

7. The above-named officer is nominated to attend the course.

Signed : _____ Rank: _____
(On behalf of Fire Authority)

Date: _____