



Fire Service Central Training Programme
Fire Safety Workshop (Fire Safety in Homes)

Killeshin Hotel, Portlaoise: 29th/30th May and 20th/21st November, 2019

26th of April, 2019

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 'Fire Safety in Homes' is being delivered in 2019.

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, 2019 at the Killeshin Hotel, Portlaoise**
- **Course B: 20th/21st November, 2019 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 10th of May, 2019**. 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 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 fire safety for houses, community dwellings and flats
- An awareness of 'Bringing Back Homes, manual for the reuse of existing buildings'
- Received an update on work relating to the Fire Safety Task Force and the National Building Control Office
- A further understanding of Section 13 of the Fire Services Acts 1981 and 2003, advice to planning authority
- An understanding of building control Part B inspections
- An awareness of fire safety in modern residential construction (passive, Part L, NZEB)
- An awareness of private rental accommodation fire safety inspections (housing)
- Develop a community fire safety (CFS) programme including CFS risk factors
- An understanding of fire safety in flats including enforcement options

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, 2019

Course B: 20th/21st November, 2019

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 10th of May, 2019**. Nominations will



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not be considered unless a completed nomination form has been received in the Management Support Unit by the closing date.

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 fire safety in homes (houses and flats). 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, regulation, legislation and associated practices and technology in relation to fire safety in homes (houses and flats). It includes:
- TGD-B guidance for houses, community dwellings and flats
 - Bringing Back Homes, manual for the reuse of existing buildings
 - Fire Safety Task Force and the National Building Control Office
 - Section 13 advice to planning authority
 - Building Control Part B inspections
 - Modern residential construction (passive, Part L, NZEB)
 - Private rental accommodation fire safety inspections
 - Community fire safety
 - Fire safety in flats and enforcement options

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NOMINATION FORM

1. **Fire Authority:** _____

2. **Course Required**
Please insert as appropriate to indicate preference.

<input type="checkbox"/>	Course A: 29 th /30 th May 2019
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<input type="checkbox"/>	Course B: 20 th /21 st Nov 2019
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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: _____