



# ACE Safety Academy Ltd – Scheme of Work

**Module Code**

FM

**Course Duration**

1 day

**Qualification Title**

Fire Marshall

**Aims and Objectives**

This course is designed to impart knowledge on the roles and responsibilities of a Fire Marshal / Fire Warden.

**Day / Times**

**TOPIC**  
[Including Key Skills / Basic Skills]

**RESOURCES**

**COMMENTS**

**09.00am – 16.00pm**

**Course Objectives**

- To explain the course content and what will be achieved by the end of the course

**The Regulatory Reform [Fire Safety] Order 2005 –**

- Introduction into the changes & what impact they have had on the workplace.
- Who is the ‘Responsible Person’?
- Why a Fire Risk Assessment [FRA] has to be completed & what should be included

**What Causes Fire**

- Suggestions from delegates as to some common causes of fires, with a presentation on the obvious and not so obvious causes

**Triangle of Combustion**

- Definition of the ‘Triangle of Combustion’ and how each side of the triangle interacts with the others in regards to causing fires and the extinction of them.

Powerpoint presentation, projector, pens and student handouts.  
Suitable classroom if delivered outside Ace head office.

Powerpoint presentation, projector, pens and student handouts.  
Suitable classroom if delivered outside Ace head office.

	<p><b>Transfer of Heat</b></p> <ul style="list-style-type: none"> <li>• Presentation and examples of how heat can be transferred in regards to conduction, convection and radiation of heat</li> </ul> <p><b>Classification of Fires</b></p> <ul style="list-style-type: none"> <li>• Presentation on the different classes of fires and examples of the types such as Class A, B, C, D &amp; F. This also covers electrical fires</li> </ul> <p><b>Action upon discovering a fire</b></p> <ul style="list-style-type: none"> <li>• Covers the generic actions to be taken in the event of fire i.e. alarm activation, notification of emergency services etc.</li> </ul> <p><b>At the Fire Assembly Point</b></p> <ul style="list-style-type: none"> <li>• Actions that must be taken once premises have been evacuated and members of staff / visitors are at the assembly point</li> </ul> <p><b>Fire Marshal Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• This covers the general duties of a Fire Marshal</li> </ul> <p><b>Checklist for Fire Marshals</b></p> <ul style="list-style-type: none"> <li>• This covers 'good practice' routines for Marshals / Wardens</li> </ul> <p><b>Fire behind a doorway</b></p> <ul style="list-style-type: none"> <li>• Precautions and systems to be in place if the delegate suspects a fire behind a closed door</li> </ul> <p><b>Fire Safety Signs</b></p> <ul style="list-style-type: none"> <li>• Reasons behind safety signs and examples</li> </ul>	<p>Powerpoint presentation, projector, pens and student handouts. Suitable classroom if delivered outside Ace head office.</p> <p>Range of In Service Fire Extinguishers</p>	
--	--	--	--

	<p><b>Fire Extinguishers in the Workplace</b></p> <ul style="list-style-type: none"><li>• Examples of various types of fire extinguishers and their contents</li></ul> <p><b>Written Assessment</b></p> <p>End of course discussion Close</p>		
--	---	--	--