

The Institution of Occupational Safety and Health
Tailored Health and Safety Training – Syllabus

Workplace Fire Safety Facilitator Train-the-Trainer Programme

Outline Syllabus: Workplace Fire Safety Facilitator Train-the-Trainer Programme

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Introduction

The Workplace Fire Safety Facilitator is a vital individual in the development, planning, implementation and evaluation of a workplace fire safety (fire prevention and fire prevention) programme. The Facilitator achieves this through effective communications, facilitation, being a role model, and actively promoting fire safety at work. This five-day training programme and its assignments are designed to strengthen this capacity. The Workplace Fire Safety Facilitator Trainer has the competencies to effectively arrange and implement the training of the Facilitator.

Goal

The goal of the Train-the-Trainer Program is to develop the participants' knowledge and skills so they are prepared to instruct the Workplace Fire Safety Facilitator Training Programme, leading a cascading effect to influence the development and implementation of a workplace fire safety program and a fire safety culture.

Note

The Train-the-Trainer programme has a duration of 20 days for a Master Trainer (the person who trains trainers and 15 days for the Trainer (the person who trains Workplace Fire Safety Facilitators). The initial ten days is a train-the-trainer course in which the five-day Workplace Fire Safety Facilitator Course, the half-day course Fire Safety in the Workplace: An Introduction for Employers and Senior Managers and the half-day course Fire Safety in the Workplace: An Introduction for Workers are embedded. During the second ten days, the Master Trainer candidate attending the train-the-trainer course will teach the train-the-trainer course and be evaluated by the lead trainer. The Trainer will be required to teach the Workplace Fire Safety Facilitator Course and be evaluated by a Master Trainer. The objectives listed are divided into the Fire Safety Facilitator Course and the Train-the-trainer element of the course.

Learning objectives (Fire Safety Facilitator)

On successful completion of the course, participants will have the required knowledge, skills and information to:

1. Verbally define the role of the workplace fire safety facilitator
2. Describe at three actions to prevent fire, and three measures to raise awareness of fire issues
3. Describe three steps to set up an external assembly point and three steps to set up an employee-accountability system
4. Describe the means of raising awareness of fire safety through communications and training
5. Explain at least three steps necessary to prepare a fire safety information session, and demonstrate presentation skills and discussion animation with another participant
6. Explain the role of the emergency evacuation warden in support of evacuation
7. List four different types of fire extinguishers and explain whether they should be used in support of evacuation
8. Explain how fire safety fits into a company's occupational safety and health structure
9. Describe the process for the development of a company fire safety directive

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10. Develop an action plan based on three fire safety priorities and describe how to formulate a presentation to management

Learning objectives (Train-the-Trainer Course)

On successful completion of the course, participants will have the required knowledge, skills and information to:

1. Describe the role of the Trainer of the Workplace Fire Safety Facilitator Fire Safety Facilitator Programme and explain how this type of adult learning methodology makes it easier for adults to learn.
2. Describe in detail a structured lesson plan and demonstrate their ability to annotate the lesson plan to adapt to the needs of a specific audience.
3. Carry out the preparation of instructional materials, handouts, and the classroom facility
4. Select an appropriate instructional method associated with the subject you are instructing
5. Describe the means of using and the advantages of different five different teaching and learning resources.
6. Prepare and demonstrate in a classroom the instruction of an assigned micro-presentation demonstrating presentation skills and discussion animation
7. Describe the importance of participant evaluation
8. Describe the required reporting requirement for IOSH certification

Participant prerequisites

Before final certification as a Trainer, participants will be required to complete the International Fire Safety and Risk Management Course (NEBOSH) or equivalent.

Who should attend

This training program is for prospective trainers of workplace fire safety facilitators. Employees, management and members of relevant training institutions may attend.

Duration

The programme consists of 20 days in four segments – an initial five days, followed by five additional days 30 to 60 days later. During the time between the two segments, participants will be asked to complete a gap assignment. The trainers will subsequently be evaluated while they in turn instruct the Train-the-trainer course.

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Programme (Fire Safety Facilitator Course)

1. Pre-test and introduction
2. Defining a workplace culture that promotes fire safety
3. The role and responsibilities of the fire safety facilitator
4. Introduction of the Foundational Competencies for Workplace Fire Protection
5. Steps that can prevent workplace fires
6. Developing key messages on fire prevention and fire protection
7. Understanding initial actions in the event of fire
8. Getting people out of danger and to an area of safety
9. The communications model
10. Developing information sheets for fire prevention and fire protection
11. Setting up external assembly points and employee accountability systems
12. The path of life: assuring safe, unobstructed, unlocked, well-lighted means of egress
13. Training as a means of raising awareness of fire safety
14. Development and delivery of informational sessions to co-workers
15. Carrying out a workplace fire hazard assessment
16. The gap assignment
17. Reporting on the gap assignment
18. Timing: the development of fire versus notification and evacuation
19. Developing and implementing a system of evacuation wardens
20. Roles and responsibilities in dealing with fire safety – including top management, mid-level management, the representative occupational safety and health committee, the fire safety officer, the safety and health officer, the fire safety facilitator and the workers
21. Fire safety as part of the occupational safety and health management system
22. Initial steps towards drafting a company fire safety directive
23. Initial steps towards contributing to fire safety objectives, targets and activities
24. Post-test and concluding remarks
25. Evaluation

Programme (Train-the-Trainer Course)

1. Pre-test and introduction
2. How adults learn
3. The structured lesson plan and learning objectives
4. Instructional methods
5. Teaching and learning resources
6. Micro-teaching assignments
7. Participant assessment
8. Administrative and reporting requirements
9. Post-test and concluding remarks
10. Evaluation
11. Trainer evaluation

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Certification

A Workplace Fire Safety Facilitator Certificate and a Workplace Fire Safety Facilitator Trainer Certificate is awarded to all those who attend the course and successfully complete the written and practical assessments

For the embedded course, understanding of the course material is evaluated by means of a 30-minute written assessment paper, including 15 multi-format questions, and a practical assessment, such as jointly carrying out worker information sessions on fire awareness raising, identifying information, communication and training gaps and planning action to fill the gaps.

For the Train-the-Trainer element, the Trainer will also be evaluated by a 25 question assessment paper and a micro-teaching assignment. Additionally the Trainer will be evaluated by a Master Trainer while they instruct the five-day Workplace Fire Safety Facilitator Course. The Master Trainer will be evaluated by the Lead Trainer while they instruct the ten-day Train-the-Trainer course.

Approval criteria for course providers

A suitably qualified person should deliver or supervise the course and will normally be:

- An individual with a level three capability in training and education.
- An individual with a level three capability in fire safety.
- Experience in workplace fire safety.

It is the responsibility of the course provider to ensure that suitable tutors are used.