



Reasonable Adjustments and Special Considerations Policy

Training Policies and Quality Assurance Documents

Document owner	Jamie Morgan MIET MIFSM	Role	Director / Lead Fire Safety Consultant
Applies to	Online and in-person fire safety training	Version	1.0
Approved date	17 May 2026	Next review	Annual
Contact	training@esifiresafety.co.uk	Website	www.esifiresafety.co.uk

Aims and Objectives

ESI: Fire Safety will take reasonable steps to make its fire safety training accessible and fair, in line with the Equality Act 2010. We aim to support learners without compromising the safety, integrity or learning outcomes of the course.

Scope

This policy applies to online and in-person fire safety awareness courses, fire warden / fire marshal courses, fire extinguisher use sessions, practical demonstrations, assessments, knowledge checks and certification issued by ESI: Fire Safety.

Reasonable Adjustments

A reasonable adjustment is an arrangement that helps reduce the effect of a disability, learning difficulty, language need or other barrier that places the learner at a substantial disadvantage.

- Providing course material in advance where appropriate.
- Allowing additional time for knowledge checks where this does not compromise the course outcome.
- Adapting printed materials, font size, contrast or format.
- Using accessible online platforms where reasonably practicable.
- Providing subtitles, captions or written summaries for online learning where available.
- Adjusting seating, lighting or room layout.
- Allowing a support worker, interpreter or British Sign Language support where suitable.
- Providing alternative ways to demonstrate understanding, where this does not compromise safety or assessment integrity.

Practical Fire Extinguisher Training

Practical extinguisher use involves safety-critical activity. Adjustments will be considered carefully and may include observation instead of discharge, assisted participation, adapted briefing, additional supervision or alternative demonstration. However, adjustments must not place the learner, trainer or others at increased risk or suggest competence that has not been demonstrated.



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Special Considerations

A special consideration may be requested where a learner was prepared and present but was affected by illness, injury, bereavement or other circumstances outside their control at the time of the course or assessment. It cannot give an unfair advantage or alter the required learning outcome.

Request Process

- Requests should be made to training@esifiresafety.co.uk as early as possible, preferably at booking stage.
- Where practical training is involved, requests should normally be made at least 7 working days before the course so the activity and risk assessment can be reviewed.
- Each request will be considered individually and recorded.
- ESI: Fire Safety may request further information where needed to decide what is reasonable, safe and proportionate.
- If an adjustment cannot be made, the reason will be explained and alternative options considered where possible.

Approval and Review

Approved by	Jamie Morgan MIET MIFSM
Position	Director / Lead Fire Safety Consultant
Signature	
Date	17 May 2026
Review arrangements	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.