



FIRE SAFETY TRAINING INFORMATION

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FIRE SAFETY TRAINING REQUIREMENTS

UK Fire Legislation *The Regulatory Reform (Fire Safety Order) 2005 & The Fire Safety (Employees Capabilities) (England) Regulations 2010* requires all employers and organisations to ensure that all employees are provided with adequate fire safety training on Induction and refreshed at least annually and where additional duties such as Fire Marshals / Wardens are required additional training is provided covering the additional roles.

Fire safety training should include:

Action on hearing the fire alarm
Action on discovering a fire
Calling the fire service
Safety features within premises
Safe evacuation of the premises
Types and use of fire fighting equipment.

Basic Fire Safety instruction can be given on site and the following training guidance provides information on the basic requirements for staff Fire Safety Training within business premises.

Should additional training be required as identified as part of your Fire Risk Assessment **UK Firesafe** provides Fire Safety Training courses to suit your Businesses needs including;

- Fire Safety Awareness Training
- Fire Warden / Marshal Training
- Live Fire Practical Fire Extinguisher Training

We provide the courses at your premises from 6 persons upwards, our courses are accredited and audited by the UK Fire Association on both a commercial basis and direct to consumers and have been entered onto the UKFA approved register.

For Further information on our products and services please visit our website at ukfiresafe.co.uk or contact us by telephone on **0800 566 8543** or send an enquiry email to sales@ukfiresafe.co.uk



ANNUAL REFRESHER FIRE SAFETY STAFF TRAINING PROCEDURE

Have the following procedures been explained and demonstrated where necessary on Induction and at least annually:

- The action to take on discovering a fire
Explain company procedure on actions i.e. raise the alarm, tackle fire, evacuate building
- How to raise the alarm and call the fire brigade
Show the locations of the fire alarm break glasses and nearest telephone
- What action to take on hearing the alarm
Demonstrate actions required i.e. evacuate building close down any specific processes
- The procedures for alerting visitors / public
Explain process for visitors i.e. ask them to accompany staff etc.
- The location of fire fighting equipment
Identify where the fire extinguishers / fire blankets are in the nearest vicinity to workplace
- The location of escape routes and any restrictions
Walk the nearest escape routes from workplace detailing any specific areas to use etc.
- How to open any escape doors if necessary
Demonstrate the basic opening procedures for fire doors i.e. push bars, thumb turns etc.
- General fire prevention and safety measures
Explain closing fire doors, keeping exits, fire alarms, extinguishers and other safety items clear and accessible.
- Good Housekeeping measures and material control
Explain company procedure for good housekeeping, i.e. clear desks, storage of combustibles and keeping exit routes clean and clear.
- Reporting procedure for accidents / spills etc
Explain company reporting procedure for all incidents.



FIRE MARSHAL / WARDEN BASIC RESPONSIBILITIES AND INFORMATION

Responsibilities of a Fire Marshal / Warden

The primary duty of being a Fire Warden is to ensure the evacuation of your designated area.

- You must not put yourself at risk when carrying out your duties.
- You should check all areas such as rooms, toilets and store rooms within your designated area.
- You should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point.
- You should not use physical force or become involved in confrontation. If you are aware of somebody remaining in the building then you are to inform the Fire Service on their arrival.
- You should confirm all persons in your area are accounted for and / or area clear of all persons.
- You must report any other problems associated with the evacuation process to the senior person present or the Fire Service Officer.
- You may have other duties related to working practices and environments.

Day to Day Duties

- You may be asked to ensure ALL fire exits and routes to them remain unobstructed.
- You may be asked to ensure call points are visible and unobstructed.
- You may be asked ensure Fire extinguishers are not missing or obstructed and also report any extinguishers that have been tampered with or used to the senior person present.
- You should ensure general house-keeping does not pose a fire risk e.g. storage of waste paper.
- You must ensure any evidence of smoking inside buildings is reported.

Fire Safety Concerns

- You should always report any fire safety concerns that you may have, to the senior person present.





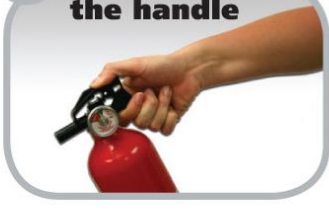

Fire Extinguisher Information

There are Five Main types of Fire Extinguishers available, ensure all staff are aware of the types on site and their use by showing staff the site equipment and identifying them against the chart below.

	Know your fire extinguishers				
	WATER	FOAM SPRAY	CO2	ABC POWDER	WET CHEMICAL
 Wood, paper and textiles.	 Safe for	 Safe for	 Not safe for	 Safe for	 Safe for
 Flammable liquids.	 Not safe for	 Safe for	 Safe for	 Safe for	 Not safe for
 Gaseous fires.	 Not safe for	 Not safe for	 Not safe for	 Safe for	 Not safe for
 Cooking oils and deep fat fires	 Not safe for	 Not safe for	 Not safe for	 Not safe for	 Safe for
 Live electrical equipment.	 Not safe for	 Not safe for	 Safe for	 Safe for	 Not safe for

Basic Procedure for using a Fire Extinguisher, ensure all staff are aware of the basic procedures for using Fire Extinguishers as per the Chart below, any staff working in High fire risk areas or with specific 'Fire' duties should have further practical training.

Remember the Phrase **PASS**

1 Pull the pin	2 Aim at the base of the fire
	
3 Squeeze the handle	4 Sweep from side to side
	

FIRE SAFETY STAFF TRAINING RECORD

NAME _____
(Person receiving training)

Date _____
(Date of training session)

Tick relevant box's as evidence of training received as appropriate.

Have the following procedures been explained and demonstrated where necessary:

- | | Yes |
|--|--------------------------|
| • The action to take on discovering a fire | <input type="checkbox"/> |
| • How to raise the alarm and call the fire brigade | <input type="checkbox"/> |
| • What action to take on hearing the alarm | <input type="checkbox"/> |
| • The procedures for alerting visitors / public | <input type="checkbox"/> |
| • The location of fire fighting equipment | <input type="checkbox"/> |
| • Types of Extinguishers & Basic Use | <input type="checkbox"/> |
| • The location of escape routes and any restrictions | <input type="checkbox"/> |
| • How to open any escape doors if necessary | <input type="checkbox"/> |
| • General fire prevention and safety measures | <input type="checkbox"/> |
| • Good Housekeeping measures and material control | <input type="checkbox"/> |
| • Reporting procedure for accidents / spills etc | <input type="checkbox"/> |
| • Fire Marshal or Additional Duties Explained | <input type="checkbox"/> |

Staff Signature _____

Date _____

Managers Signature _____

Date _____