**FIRE SAFETY TRAINING PROGRAMME**

All employees will receive adequate fire safety training and a competent person will deliver all safety-training sessions. There will be one/two fire drills per year to test the fire safety training.

**Fire Safety Training Sessions**

**New Employees**: Induction Programme

**Current Employees**: One training per year

**Fire** **Wardens**: One/Two training sessions per year specific to their duties

**Mangers**: One/Two training sessions per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

**Fire Safety Training Topics**

* The significant findings from the fire risk assessment and fire safety policies
* What to do on discovering a fire
* How to raise the alarm, including locations of fire break glass points
* The action to take upon hearing the alarm
* The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
* The arrangements for calling the fire and rescue service
* The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
* Knowledge of escape routes including stairways and especially those not in regular use
* How to open all emergency exit doors
* The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
* Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
* The safe use, risks from storing and working with highly flammable/explosive substances
* General fire precautions, fire awareness and good housekeeping practices
* The no smoking policy (where applicable)
* Special provisions for assisting disabled people and any training needed
* Identifying fire hazards and fire incidents reporting procedures; and
* Equipment fault reporting procedures.

**Fire Safety Training Records**

All fire safety training will be recorded to include: the date of instruction, the duration, name of

the person giving the instruction, names of persons receiving the instruction, and the nature of

the instruction and/or drill.