**FIRE SAFETY TRAINING RECORD**

Date: Duration:

Given By: Session For:

**Subjects Covered**

* 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.

**Names of those attending:**

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| **PRINT NAME** | **SIGNATURE** |
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I confirm that I have delivered the above subjects to those named above as attending.

**Name: Date:**

**Signed: Position:**