

Notes: All new Staff and Contractors working for more than a VERY short period, are to receive induction training in basic fire awareness for your building. Furthermore, adequate records are to be kept of the induction training carried out.

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|-------------------|----------------------|-----------------------|----------------------|
| Trainee Name: | <input type="text"/> | Job Title: | <input type="text"/> |
| Date: | <input type="text"/> | Duration of Training: | <input type="text"/> |
| Instructors Name: | <input type="text"/> | Position: | <input type="text"/> |

Subjects Covered (Tick Boxes):

- How to raise the alarm on discovering a fire & action to take on hearing the fire alarm.
- Calling the Fire Brigade through either dialing external **(9) 999** or **999 / 112** from a mobile phone.
- Location of firefighting equipment (fire extinguishers, types and safety precautions)
- Escape routes (Including Emergency Door furniture) and the FIRE ASSEMBLY POINT
- Assisting in the evacuation of children, public and the disabled people (non-use of lifts etc)
- Kitchen / Stores and General Safety Practices
- Security measures both daily and in the case of fire
- Safety signs, their meaning (see fire signage information)
- Function and care of fire alarm systems, particularly smoke detectors
- Use & importance of Fire Doors, Door Closures and Release Mechanism - particularly in respect to electronic security overrides (their operation if fitted)
- Need to report hazards, faults and potential dangerous occurrences to the manager or other person.
- Specific instructions or other relevant information (details below / PTO if further space needed):

I confirm that I received instruction & information on the items ticked above on the date given:

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|---------------|----------------------|------------|----------------------|
| Trainee Name: | <input type="text"/> | Signature: | <input type="text"/> |
| Date: | <input type="text"/> | | |