



FIRE SAFETY TRAINING - FACT SHEET

Employers have a responsibility for ensuring their staff are instructed and trained in fire safety. Comprehensive management systems, extensive policies or procedures will all mean little if employees are not aware of them, are not sure what they mean or have not received any training in relation to them.

Training for fire safety can be divided into 2 key areas, non-specific and specific. Non-specific training looks at general fire safety, understanding the 'fire triangle' and similar areas whilst specific training concentrates on areas such as the selection and use of fire extinguishers, evacuation plans for the workplace and the role of the fire warden.

It is important that all staff have a degree of awareness about fire safety and this should include;

- Any Fire Action Plan, which may form part of your Fire Risk Assessment. These are the principle documents and should be fully understood by your employees.
- Information on the Fire Emergency Evacuation Plan
- The elements of combustion and a basic understanding on the theory of fire including information on the 'Fire Triangle'
- The types of fires, types of extinguishing agents, identification of fire extinguishers, the use of extinguishers and the appropriate extinguisher for each type of fire.
- Practical training in the use of fire extinguishers.
- What to do on discovering a fire.
- What to do upon hearing the fire alarm
- Identification of assembly points
- How to call the Fire and Rescue Service

Fire safety training should be given upon induction and then at regular intervals afterwards. Refresher training, in an ideal world, should be undertaken at least annually but the fire risk assessment will identify the need for any additional fire safety training should circumstances, procedures, processes or the environment change. Training should always be undertaken by a competent person and a record of all training kept, ideally with the fire safety logbook or other relevant record keeping system.

Green Man Compliance is experienced in providing comprehensive fire safety training and will tailor any program to suit the individual needs of the client. Please call us now to see how we can help you maintain a highly trained and safety conscious workforce.