

STAFF TRAINING RECORD

DATE / / _____

On the above date a Fire Safety training session was delivered covering the following subjects:

Tick as appropriate

The contents of the Fire Risk Assessment	
Fire risks in the premises & the fire safety measures in the building	
The importance of fire safety, good housekeeping and keeping doors closed	
How to raise the alarm & location / operation of the fire alarm call points	
Sound of the fire alarm and action on hearing the fire alarm signal	
How to summon the fire and rescue service	
Identity of persons nominated to assist evacuation & use fire-extinguishers.	
Location, types and use of fire extinguishers	
The procedures for alerting and evacuating staff, public and visitors in the premises including, where appropriate, directing them to exits.	
The location of escape routes & how to open all escape doors	
How to stop machines, processes and isolate power in the event of a fire	
The reason for not using lifts (except those designed for evacuation)	
The requirements for any specific role such as fire marshalling	
These other areas specific to the premises were also covered:	

This was attended by:

No.	NAME	SIGNED
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