

Example Fire Safety Training Record

Date:		Duration:	
Given By:		Session For:	

Subjects Covered

<input type="checkbox"/>	The significant findings from the fire risk assessment and fire safety policies
<input type="checkbox"/>	What to do on discovering a fire
<input type="checkbox"/>	How to raising the alarm, including the locations of fire break glass points
<input type="checkbox"/>	The action to take upon hearing the fire alarm
<input type="checkbox"/>	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
<input type="checkbox"/>	The arrangements for calling the fire and rescue service
<input type="checkbox"/>	The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
<input type="checkbox"/>	Knowledge of escape routes including stairways and especially those not in regular use
<input type="checkbox"/>	How to open all emergency exit doors
<input type="checkbox"/>	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
<input type="checkbox"/>	Where appropriate, isolating electrical power and gas supplies and stopping machines and processes
<input type="checkbox"/>	The reasons for not using lifts (except those specifically constructed as evacuation lifts)
<input type="checkbox"/>	The safe use, risks from storing and working with highly flammable/ explosive substances
<input type="checkbox"/>	General fire precautions, fire awareness and good housekeeping practices
<input type="checkbox"/>	The no smoking policy (where applicable)
<input type="checkbox"/>	Special provisions for assisting disabled people and any training needed
<input type="checkbox"/>	Identifying fire hazards and fire incidents reporting procedures; and
<input type="checkbox"/>	Equipment fault reporting procedures.

Attendee List

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Name:

Date:

Position: