

Fire Risk Assessment

Staff induction training record

All staff should be given some form of fire training. The specific nature of that training will depend on the risks they are exposed to at work and the findings of your risk assessment. Staff working in high-risk areas should be given additional training in fire-fighting and fire action procedures. Training should be repeated and reviewed as necessary (usually once or twice a year) so that staff are always clear what action should be taken in an emergency. Use the following checklist to ensure each member of staff has been instructed in the basic requirements.



Name of staff member	Date started with the company
Name of trainer	Date of training

		Date (or N/A if not applicable)	Initials of staff member
1	Action to take on discovering a fire.		
2	How to raise the fire alarm, and what happens then.		
3	Action to take on hearing the fire alarm.		
4	Procedures to take on alerting members of the public and visitors, including, where appropriate, directing them to exits or safe areas.		
5	Arrangements for calling the fire brigade		
6	The evacuation procedures for everyone in the workplace so they can all reach the assembly points, and know their locations.		
7	The location, and identification of fire fighting equipment.		
8	When it is appropriate to use the fire fighting equipment, and how.		
9	The location of escape routes, especially those not in regular use.		
10	How to open all escape doors, including those using special fastenings.		
11	The importance of keeping fire doors closed to prevent the spread of heat and smoke.		
12	When and how to shut down machinery and work processes. How to isolate power supplies in the event of fire.		
13	Why lifts should not be used in an emergency (except those especially modified for use by disabled people).		
14	The importance of fire safety and general good housekeeping.		
15	Any flammable materials stored on site, and the risks they pose.		