

## STAFF FIRE TRAINING COURSES

### OVERVIEW

With the implementation of the Regulatory Reform (Fire Safety) Order October 2006 employers now have a legal obligation to ensure members of staff are trained in the safe use of portable fire extinguishers.

#### **The benefits of regular fire training:**

- To ensure that those with responsibility for fire safety in buildings have the information required that will enable them to create a safe environment and comply with current fire legislation
- To familiarise staff/building users with potential dangers of a specific fire/emergency situation
- To familiarise staff/building users with the specific behaviour or duties expected from them in accordance with the local fire procedure

Fire Action Ltd offers the following Staff Fire Training Courses:

- Fire Awareness Training Course (1 Hour)
- Fire Awareness Training Course (2 Hours)
- Fire Warden Training Course (3 Hours)

#### **Delivering our Training**

All we require to facilitate our training is a quiet room with Television, DVD player and an area outside to discharge fire fighting equipment (this area should be away from buildings and vehicles and should be roughly equivalent in size to 6 car parking spaces).

Delegates require site specific PPE and suitable outdoor clothing for the practical session.

#### **Placing an order & Cancellation**

We require a faxed confirmation of any order and payment would need to be by proforma invoice to reach us (where possible) 10 days prior to the training session. We require a minimum of 72 hours notice (by fax or email) for cancellation of any of our courses which may give us an opportunity to rebook our trainers elsewhere. In the absence of this notice, we reserve the right to not refund course fees that have been paid.

## Certification

On arrival, our Trainer will request a typed copy of your delegate list, which should clearly show (in block capitals) the names of the people scheduled to receive the training. Ideally, there should be a space next to their printed name against which they can confirm their attendance. An example is shown below:

Name	Signature
Mr A N Other	
Mrs M Mouse	

Delegates each receive a Certificate of Training on completion of our Fire Marshall Training Courses and the course content booklet is left with them also.

For our 1 hour and 2 hour training courses, we will submit Group Certificates only.

We will make sure we spell your delegate names as per your delegate list and as such, any requests for retyped/reproduced certificates will be charged at £25.00 + VAT each, via a proforma invoice.

## STAFF FIRE TRAINING COURSES

### COURSE CONTENT

#### Fire Awareness Training Course (1 Hour)

- Course Aim:** To provide general fire safety training and hands on use of portable fire extinguishers.
- Location:** Courses are held at customer's premises. Please note that to facilitate our training we require a quiet room with Television & DVD player and a clear, outside area roughly equivalent in size to 6 car parking spaces for the practical demonstration.
- Duration:** Course lasts approximately one hour.
- Who should attend:** Staff who may, as part of company procedures use a fire extinguisher to aid escape from the premises.
- Course Content:** Aims and Objectives.  
Viewing of a DVD – extinguishing fires at work.  
Practical demonstration on controlled live fires using various portable fire extinguishers.  
Opportunity for all staff to use portable fire extinguishers whilst supervised on controlled live fires.
- Certificated:** Delegates will receive a group certificate of attendance.
- Staff Numbers:** A maximum of 20 delegates per session.
- Cost:** £295.00 + VAT.

## STAFF FIRE TRAINING COURSES

### COURSE CONTENT

#### Fire Awareness Training Course (2 Hour)

- Course Aim:** To provide general fire safety training and hands on use of portable fire extinguishers.
- Location:** Courses are held at customer's premises. Please note that to facilitate our training we require a quiet room with Television & DVD player and a clear, outside area roughly equivalent in size to 6 car parking spaces for the practical demonstration.
- Duration:** Course lasts approximately two hours.
- Who should attend:** Staff who may, as part of company procedures use a fire extinguisher to aid escape from the premises.
- Course Content:** Aims and objectives.
- Why fire training?
- DVD - case study exercise.
- Group exercise – work related.
- Fire prevention and housekeeping including, good housekeeping practice and areas of danger and potential risk.
- Nature and development of fire including, the fire triangle and methods of fire spread.
- DVD – extinguishing fires at work.
- Human behaviour in the event of fire.
- Practical demonstration on controlled live fires using various portable fire extinguishers.
- Opportunity for all staff to use portable fire extinguishers whilst supervised on controlled live fires.
- Certificated:** Delegates will receive a group certificate of attendance.
- Staff Numbers:** A maximum of 20 delegates per session.
- Cost:** £395.00 + VAT.

## STAFF FIRE TRAINING COURSES

### COURSE CONTENT

#### Fire Warden Course

- Course Aim:** To provide general fire safety awareness training which includes training on portable fire extinguishers. In addition subjects are covered specific to the needs of a fire warden to carry out their duties effectively in a fire and non-fire emergency role.
- Location:** Courses are held at customer's premises. Please note that to facilitate our training we require a quiet room with Television & DVD player and a clear, outside area roughly equivalent in size to 6 car parking spaces for the practical demonstration.
- Duration:** Course lasts approximately three hours.
- Who should attend:** Staff who may, as part of company procedures have additional responsibilities for fire safety in the workplace.
- Course Content:** Aims and objectives.
- Why fire training? Including, The Fire Safety Regulatory Reform Order.
- DVD – case study.
- Group exercise – work related.
- Examine the role of the Fire Warden.
- Fire prevention and housekeeping including, good housekeeping practice and areas of danger and potential risk.
- Nature and development of fire including, the fire triangle and methods of fire spread.
- First aid fire fighting equipment including, classification of fires, classification of extinguishers, extinguisher identification and capabilities and the fire blanket and hose reels.
- DVD – extinguishing fire at work.
- Practical demonstration on controlled live fires using various portable fire extinguishers.
- Opportunity for all staff to use portable fire extinguishers whilst supervised on controlled live fires.
- Review and question time.
- Issuing of support documentation.

**Certificated:** Delegates will receive a certificate of attendance.

**Staff Numbers:** A maximum of 20 delegates per session.

**Cost:** £495.00 + VAT.