** **

INDUCTION TRAINING CHECKLIST - CONTRACTORS

Introduction

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| **Select.** | Items forming part of the Emergency Plan:Insert details relevant to your premises as detailed on your Fire Action Notices / Emergency Plan i.e.* Action on discovering a fire
* How to raise the alarm
* Action on hearing the alarm
* Procedures for calling the Fire Service
* Location of the assembly point
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| **Select.** | The importance of fire resisting doors – Effective fire resisting doors are vital to ensure that the occupants can evacuate to a place of safety. Fire doors will hold back both fire and smoke which will prevent your escape route becoming unusable, as well as preventing fire from spreading from one area to another. For these reasons fire doors should never be propped or wedged open. They should only ever be held open by specialist devices designed to automatically close them in the event of the fire alarm activating. If you see a fire door propped or wedged open inappropriately then you should remove the item, or if this is not possible then report it to **Click here to enter text.** immediately.  |
| **Select.** | Escape Routes – Escape routes are provided to allow you to escape from the building to a place of safety without putting yourself at risk. They should be left clear at all times. If you discover an obstruction in an escape route you should make every effort to clear it, or if this is not possible then report it to **Click here to enter text.** immediately. |
| **Select.** | Firefighting equipment is located on escape routes near to the fire exits and in areas of special fire risk. You should not attempt to use any fire extinguisher or fixed firefighting installation unless you have been nominated and trained in its operation and use.  |
| **Select.** | The Fire Assembly point is located at **Click here to enter text.** In the event of a fire you should proceed directly to the assembly point using the nearest available exit and report to: **Click here to enter text.** Do not stop to collect personal belongings and under no circumstances re-enter the building until told that it is safe to do so. |
| **Select.** | I have been taken on a walking tour of the premises and shown all exit routes, the location and operation of all exit doors and the location of the assembly point. |
| **Select.** | Smoking is only permitted in the designated smoking area which is: **Click here to enter text.** |
| **Select.** | Or - There is no smoking permitted anywhere on site.  |
| **Select.** | Cooking is only permitted using the equipment provided in the following areas:**Click here to enter text.**  |
| **Select.** | Where my role may require it; I have been trained to assist with the evacuation of disabled persons who may be on the premises. |
| **Select.** | On discovering a fire and after operating the fire alarm the Fire Service should be called immediately by dialing: **Click here to enter text.** |
| **Select.** | Staff nominated to assist with evacuation are identified by: **Click here to enter text.** I will follow their direction as required |
| **Select.** | I Select be undertaking hot work processes. The company Select been notified of this. A hot work permit **Select** been completed and attached with this form. |
|  | I have been briefed by the company on the following hazards on the premises: |
|  | High Voltage Electrics | **Choose an item.** |
|  | Flammable Materials / Gasses | **Choose an item.** |
|  | Ammonia | **Choose an item.** |
|  | Composite Panels | **Choose an item.** |
|  | Refrigerants | **Choose an item.** |
|  | Cold Stores / Freezers | **Choose an item.** |
|  | Others – Specify **Click here to enter text.** | **Choose an item.** |
| **Select.** | I will be bringing the following hazardous materials onto the site and Select provided the company with documentation relating to their safe operation / use and information for the emergency services. **Click here to enter text.** |
|  | The above mentioned hazardous materials are covered by: |
| The Chemicals Hazard Information and Packaging for Supply Regulations  | **Choose an item.** |
| Control of Substances Hazardous to Health Regulations  | **Choose an item.** |
| Dangerous Substances Explosives Atmospheres Regulations  | **Choose an item.** |
| Petroleum (Consolidation) Regulations  | **Choose an item.** |
| Others – Specify Click here to enter text. | **Choose an item.** |
| **Select.** | I am familiar with the location and basic operating procedures of the fire fighting equipment provided. |
| **Select.** | If appropriate, I have been shown how to stop machinery and processes including isolating power supplies in the event of fire. |
| **Select.** | I am familiar with the safe use and risks from storing or working with highly flammable and explosive substances. |
| **Select.** | I understand the importance of good housekeeping with my work activities. |
|  | I have received and understood the instructions given above and will adhere to them at all times when on the premises. |
|  | Name: **Click here to enter text.** |
|  | Department: **Click here to enter text.** |
|  | Signed: |
|  | Instructor: **Click here to enter text.** |
|  | Date: **Click or tap to enter a date.** |
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|  | When completed a record should be made in the fire log book and a copy should be placed on the individuals file. |
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**British Frozen Food Federation Primary Authority Partnership Assured advice**

**issued by Essex County Fire & Rescue**

**under the Primary Authority partnership co-ordinated by the British Frozen Food Federation; having legal backing for participating members.**



British Frozen Food Federation

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