**A picture containing knife

Description automatically generated **

INDUCTION TRAINING CHECKLIST – STAFF

Introduction

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | | |
|  | | |  | | | |
|  | | |  | | | |
|  | | |  | | |
| **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.  Guidance on the safe operation of firefighting equipment will be given as part of this induction programme.  Each extinguisher has clear instructions on how to use it and also the classification of fire that it is designed to extinguish. Nominated and trained personnel should make themselves familiar with fire extinguishers closest to their work area.  It is important to note that using the incorrect type of fire extinguisher can make the situation worse. If you are not confident in the correct type to use or the fire is larger than a waste paper bin you should not attempt to fight the fire.  The table below is a reminder of extinguisher types and the fire classifications each can be used to extinguish. Different tactics are used dependant on the type of fire.  Most fires however, can be extinguished by aiming at its base and sweeping the extinguisher to cover all the flames, continuing until the fire is out.  Application  Description automatically generated with low confidence  You should be aware that using dry powder extinguishers in small rooms can cause disorientation due to the fine powder creating a cloud, which will irritate mouth, eyes and throat as the powder is acidic when wet. Carbon dioxide extinguisher horns become extremely cold when in use, do not hold onto the black discharge horn. | |
| **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. | |
| **Select.** | | | A fire drill has been conducted and I am familiar with the sound and method of operating the fire alarm and routes to the assembly point | |
| **Select.** | | | I have been shown the location of waste and recycling bins and instructed in the need to prevent the accumulation of combustible waste | |
| **Select.** | | | I have been issued with a copy of the policy regarding electrical safety and personal electrical items in the workplace and will adhere to it at all times. | |
| **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 always adhere to them 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.** | |
|  | | | When completed a record should be made in the fire log book and a copy should be placed on the individuals file. | |

**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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