

## Colleague Fire Safety Training Record

Colleague Name - \_\_\_\_\_

Job Role – \_\_\_\_\_

Regular Fire Instruction training is a legal requirement and a condition of our insurance policy; it is therefore important it is carried out.

This training must be completed for ALL colleagues.

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### Part 1 – Basic Fire Instruction

Tick box when instruction is complete

- 1. Society smoking policy – no smoking in Society premises
- 2. Daily fire safety standards –
  - Fire exits and aisles clear
  - Storage areas tidy
  - Paper bins emptied
- 3. Location of – **ALL** escape routes/**ALL** fire exit points/assembly point
- 4. Importance of fire resisting doors and the need to close such doors
- 5. Fire Extinguisher awareness – types & locations – see sheet and walk site
- 6. Action to be taken upon **discovering a fire** -
  - Raising the alarm, including location of call points (where present)
  - The correct method of calling the Fire Service
- 7. Action to be taken on **hearing the fire alarm** –
  - Leave building by nearest safe exit
  - Take customers and colleagues with you
  - Close windows and doors behind you (where possible)
  - Report to assembly point and await instruction

Colleague's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Trained by (Print Name) \_\_\_\_\_ Signed \_\_\_\_\_

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### Part 2 – Annual Refresher Training & Fire Evacuation

It is the site manager's responsibility to ensure that colleagues are updated and therefore aware of the action procedures within their store. This should include being able to explain all aspects of the Basic Fire Instruction as listed above and also inclusion in at least one Fire Evacuation in a 12-month period.

Please initial and date below when annual refresher training has been completed:

	2023	2024	2025	2026
Colleague				
Trained by				