Fire safety training record

Who was shown what to do in a fire, when, and by whom. Use a line for each person each time: new staff and volunteers before they first open up or run an event, and everyone again when something changes or the refresher is due. Write the numbers of the points covered. Your fire risk assessment sets what your building needs.

Building _____ Year _____ Kept by _____

What to show each person

1. How the alarm sounds, and where the call points are
2. The escape routes and fire exits, and keeping them clear
3. The assembly point and how the head count is done
4. Where the extinguishers are, and when to leave rather than use one
5. Who calls 999, and who checks the toilets and other rooms
6. Helping anyone who needs help to get out
7. Fire doors: kept shut, never wedged open
8. Their own part, such as the weekly alarm test or locking up

Date	Name	Staff, volunteer or hirer	Points covered	Shown by	Signature	Refresher due

Questions raised, and anything to change in the fire plan (date, what, done by)

Kept by (name and signature) _____

Looked over by a second person (name, date) _____