



# Fire Safety Training

## Why is Fire Safety training important?

Fire safety training is essential for several reasons:

- Saves lives by preparing staff to act quickly and appropriately during a fire.
- Meets legal requirements ensuring compliance with fire safety laws.
- Minimises property loss and business disruption.
- Promotes a safety-conscious culture among all staff.

## Who needs Fire Safety training?

All individuals working in the premises must receive fire safety training, so they know what to do in the event of a fire. This includes:

- Full time staff
- Part time staff
- Temporary staff
- Volunteers

## When should Fire Safety training be carried out?

- **New Starts** – Immediately (first few days on site). All new staff members should receive induction training
- **Fire Marshals/Wardens** – Before taking on the role of fire marshal/warden and regular refresher training
- **All Staff** – Refresher training should be carried out on an annual basis
- **After changes** – Any change to the layout of the premises or fire safety measures.

## **Key Elements of Fire Safety Training**

Effective fire safety training should cover several key elements to ensure comprehensive knowledge and awareness. These elements include:

- Understanding fire hazards
- Fire prevention and control measures
- Emergency evacuation procedures
- Proper use of firefighting equipment
- Role of fire wardens and marshals
- Importance of regular fire drills and inspections
- Practical training and record keeping

## **Understanding Fire Hazards**

Fire safety training should provide staff with a clear understanding of the different types of fire hazards that may be present in the premises. This includes identifying potential sources of ignition, flammable substances, and other factors that could contribute to the spread of fire.

Staff should be able to identify common fire hazards such as:

- Electrical faults
- Overloaded power sockets
- Improper storage of flammable materials
- Blocked fire exits or escape routes
- Poor housekeeping practices
- Flammable decorations, props, or stage effects
- Crowd congestion and obstructions in public areas

## **Fire Prevention and Control Measures**

Staff should be trained in the various preventive measures that can be taken to minimise the risk of fires. This includes:

- Routine inspection and maintenance of electrical equipment
- Good housekeeping and waste management
- Ensuring clear access to fire exits and firefighting equipment
- Proper signage and lighting in exit pathways
- Proper storage and handling of flammable materials

## **Emergency Evacuation Procedures**

Training should cover:

- Recognising fire alarms
- Understanding evacuation routes and designated assembly points
- Guiding patrons/members of the public calmly to the nearest exits.
- Assisting individuals with limited mobility or disabilities
- Avoiding use of lifts
- Reporting to fire wardens

## **Proper Use of Firefighting Equipment**

Fire safety training should cover the proper use of firefighting equipment, including fire extinguishers, fire blankets, and hose reels.

Staff should be trained to:

- Identify different types of fire extinguishers (e.g., water, CO2, foam etc)
- Operate extinguishers using the PASS technique (Pull, Aim, Squeeze, Sweep)
- Knowing when to attempt extinguishing a fire and when to evacuate

## **Role of Fire Wardens and Marshals**

Fire wardens and marshals play a vital role in ensuring the safety of occupants during a fire emergency. Fire safety training should outline the responsibilities of these individuals:

- Coordinating evacuations and assisting with crowd control
- Checking all zones (auditorium, backstage, restrooms, etc.)
- Supporting individuals in need
- Liaising with emergency services
- Organising fire drills and recording findings

## **Regular Fire Evacuation Drills and Inspections**

Fire drills and inspections are essential components of fire safety training. It is recommended that a fire evacuation drill is carried out at least once a year. Staff should understand the importance of conducting regular fire drills to practice evacuation procedures and identify areas for improvement.

Staff should also record in the fire safety logbook, the date the fire drill was carried out and any actions to be taken as a result.

Fire safety inspections should also be carried out to identify potential fire hazards and ensure compliance with fire safety regulations.

Regular fire drills help to:

- Reinforce staff preparation in the event of an emergency
- Highlight any weaknesses in evacuation plans
- Improve future training content
- Comply with legal safety audits

### **Fire Safety Training Resources**

There are several resources available to provide assistance and further information in relation to fire safety training. These resources can be accessed free of charge.

- Health and Safety Executive – [www.hse.gov.uk/fireandexplosion](http://www.hse.gov.uk/fireandexplosion)
- CITB Online Fire Safety Awareness Training
- Safeti – Fire Safety Online
- Virtual College – Fire Prevention Course
- Northern Ireland Fire & Rescue Service – Business Fire Safety
- YouTube Fire Safety Tutorials

### **Practical Training and Record keeping**

- Walking evacuation routes with staff
- Demonstrating correct use of fire equipment
- Documenting all training in the premises fire safety logbook (refer to the Fire Safety Logbooks leaflet for further information)
- Reviewing and updating training programs annually

**Fire safety is everyone's responsibility! Regular training helps reduce risk and ensures everyone stays safe during emergencies.**