

# Fire safety induction checklist

What the alarm sounds like is the one thing a new person cannot work out for themselves.

Complete on the person's first day on the premises, before they work unsupervised. Nobody should leave this induction believing they are obliged to fight a fire.

|                                 |            |      |
|---------------------------------|------------|------|
| PREMISES                        | NAME       | ROLE |
| EMPLOYEE / CONTRACTOR / VISITOR | WORK AREAS | DATE |

## THE ALARM

|                                                                                | COVERED                  |
|--------------------------------------------------------------------------------|--------------------------|
| What the fire alarm sounds or looks like in this building                      | <input type="checkbox"/> |
| How it differs from any other alarm here                                       | <input type="checkbox"/> |
| How to raise the alarm, and where the nearest call point is to their work area | <input type="checkbox"/> |
| What to do on discovering a fire                                               | <input type="checkbox"/> |
| That the alarm means leave, not investigate                                    | <input type="checkbox"/> |
|                                                                                | <input type="checkbox"/> |
|                                                                                | <input type="checkbox"/> |

## GETTING OUT

|                                                                | COVERED                  | WALKED IT                |
|----------------------------------------------------------------|--------------------------|--------------------------|
| Escape routes from each of their work areas                    | <input type="checkbox"/> | <input type="checkbox"/> |
| The alternative route when the nearest is unavailable          | <input type="checkbox"/> | <input type="checkbox"/> |
| Final exits they would use, and that they open from the inside | <input type="checkbox"/> | <input type="checkbox"/> |
| That fire doors must not be wedged or propped                  | <input type="checkbox"/> | <input type="checkbox"/> |
| That lifts are not used                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| The assembly point, and that they were taken to it             | <input type="checkbox"/> | <input type="checkbox"/> |
| Who takes the roll call, and that they must report in          | <input type="checkbox"/> | <input type="checkbox"/> |
| That nobody re-enters until told                               | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> | <input type="checkbox"/> |

## EQUIPMENT

Where it is and what it is for. Not an instruction to use it.

|                                                                                        | COVERED                  |
|----------------------------------------------------------------------------------------|--------------------------|
| Where firefighting equipment is in their areas                                         | <input type="checkbox"/> |
| That different types are for different fires                                           | <input type="checkbox"/> |
| That they are not expected to use any of it unless trained and willing, and it is safe | <input type="checkbox"/> |
| That tackling a fire is always a choice, never a duty                                  | <input type="checkbox"/> |
|                                                                                        | <input type="checkbox"/> |
|                                                                                        | <input type="checkbox"/> |

## PEOPLE AND ARRANGEMENTS

|                                                                                | COVERED                  |
|--------------------------------------------------------------------------------|--------------------------|
| Who the fire wardens are for their areas                                       | <input type="checkbox"/> |
| Who the responsible person is, and how to raise a fire safety concern          | <input type="checkbox"/> |
| Where fire action notices are, and that they should read the one by their door | <input type="checkbox"/> |
| How visitors and contractors they bring in are signed in and accounted for     | <input type="checkbox"/> |
| Any area-specific hazard or restriction                                        | <input type="checkbox"/> |
| Smoking policy and where it applies                                            | <input type="checkbox"/> |

WOULD THIS PERSON NEED HELP TO EVACUATE?

Asked on the first morning, which is far easier than raising it after a drill goes wrong. Record only what the purpose requires.

Would they need any assistance to evacuate? (including temporarily)

If yes, PEEP started on

Interim arrangement until it is agreed

Who is providing that

ANYTHING ELSE COVERED, OR ANY QUESTION LEFT OPEN

CONFIRMATION

PERSON'S SIGNATURE

DATE

INDUCTION GIVEN BY

DATE

REFRESHER OR FURTHER TRAINING ARRANGED

RECORD FILED IN