

## Fire Safety Induction Checklist

The Elliott Nash Limited Fire Safety Policy requires all new staff to undergo a fire safety induction on their first day at work. The points on the checklist below should be covered and form the basis of the fire safety induction.

|                                  |       |
|----------------------------------|-------|
| Name of person giving induction: |       |
| Name of inductee:                |       |
| Business Stream:                 | Date: |
| Induction provided for: .....    |       |

|  | Complete                 |
|--|--------------------------|
| Action to be taken on hearing the alarm explained                  | <input type="checkbox"/> |
| Fire alarm point locations shown & method of operation explained   | <input type="checkbox"/> |
| Fire action notice locations shown & contents explained            | <input type="checkbox"/> |
| Emergency escape route described and seen                          | <input type="checkbox"/> |
| Escape routes clear of obstructions                                | <input type="checkbox"/> |
| Assembly points seen   | <input type="checkbox"/> |
| Brief explanation of the fire alarm and detection systems provided | <input type="checkbox"/> |
| Raising alarm without question or hesitation fully understood      | <input type="checkbox"/> |
| Location of fire fighting equipment/fire stations seen             | <input type="checkbox"/> |
| Location of fire doors and purpose explained                       | <input type="checkbox"/> |
| Rules on no smoking explained and understood                       | <input type="checkbox"/> |
| Particular fire risks highlighted                                  | <input type="checkbox"/> |

|                                   |
|-----------------------------------|
| Signature of new member of staff: |
|-----------------------------------|

|                                       |          |
|---------------------------------------|----------|
| Signature of person giving induction: | Position |
|---------------------------------------|----------|

| Section | Revision No | Issue Date | Review Date | Approved |
|---------|-------------|------------|-------------|----------|
| SHE 5   | 1           | July 2011  | July 2012   | Yes/BMP  |

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