

Fire Safety Induction Checklist (SHE 5)

Elliott Nash Ltd 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		July 2011	July 2012	Yes/BP

Section	Revision No	Issue Date	Review Date	Approved
SHE 5		July 2011	July2012	Yes/BP