



Swan Fire Limited

Tel: 01993 892000

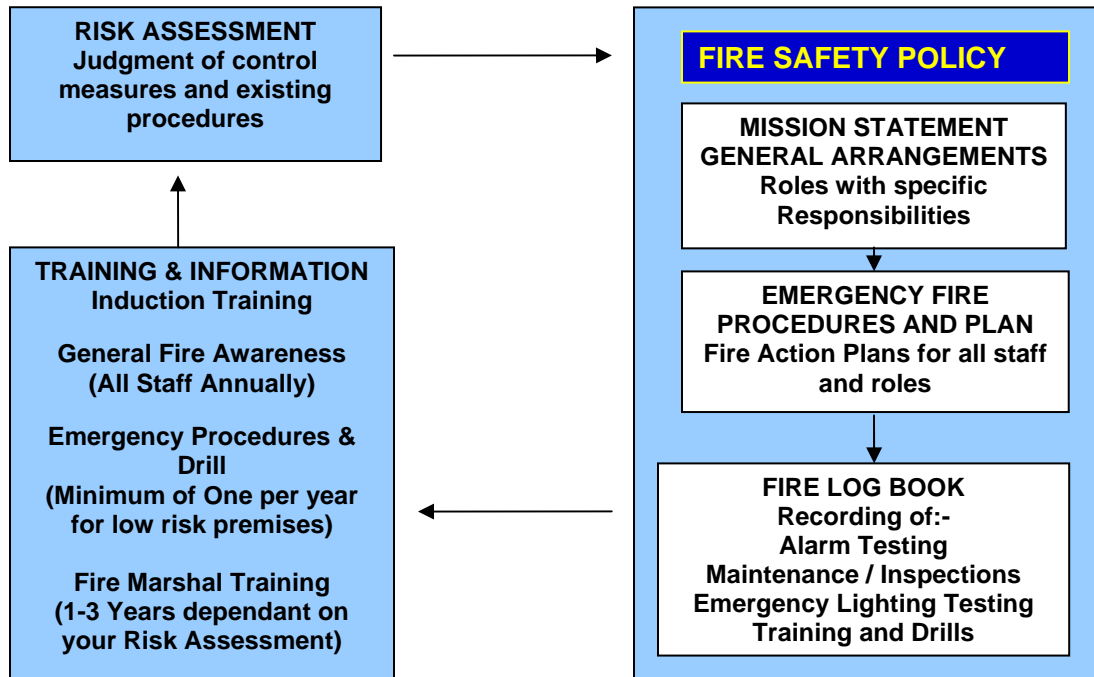
Fax: 01993 200629

Email: [jo.swanton@swanfire.co.uk](mailto:jo.swanton@swanfire.co.uk)

[www.swanfire.co.uk](http://www.swanfire.co.uk)

*Giving you the control and knowledge  
to protect your business*

**Fire Safety Management Flow Chart in Line with The Fire Safety Legislation**

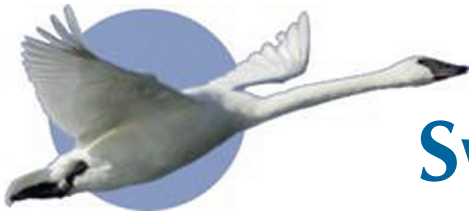


**How Often Do You Really Need To Train Staff?**

The general guidance states that as a competent person, when you carry out a suitable and sufficient risk assessment you will understand how many staff you need and how often you will need to train them to fulfill all the responsibilities in your fire safety policy and evacuation plans. The general guidance indicates the following as a bench mark:

<b>Training</b>	<b>How Often</b>	<b>Length of Course</b>	<b>Who to Train</b>
Induction Training	Once on initiation to a company or premises	Usually 1 hour or as part of a health and Safety Induction	All staff including temporary workers plus contractors
General Fire Awareness	Annually	1 Hour	All Staff including Temporary Workers
Fire Marshal	1-3 years taking account of premises, occupants, work activities and fire risk assessment	4 Hour	All staff who you have appointed a role under the responsibilities of a Fire Marshal
Fire Risk Assessment	When legislation changes or as a refresher 3-5 years dependant on experience	4 Hour	All staff who have been asked to carry out or assist in the Fire Risk Assessment Process

**Registered Office**  
**Swan Fire Limited**  
 Rose Cottage, Hailey Road, Witney, OX28 1HH.  
 Company Reg No. 06011687 VAT Reg No. 897412974



# Swan Fire Limited

Keep in  
your  
safety file

**Giving you the control and knowledge to protect your business**

## **Fire Safety Training Company – Why Choose Us?**

*We are here to give clear, honest, no obligation and friendly advice on how to comply with the current fire safety legal requirements. We take the stress and confusion out of Fire Safety Management and ensure that your company or organisation is in total control with minimum fuss, time and cost.*

**Onsite Premises Fire Risk Assessments from £350 plus VAT per day**

**Fire Risk Assessment Training** – Half Day Course

**Fire Marshal / Warden** – Half Day Course

**Fire Marshal Refresher** – 2½ Hours

**General Fire Awareness** – 1 Hour Course

**General Fire Awareness with Live Extinguisher Practical** – 1½ Hour Course

**Introduction to General Workplace Health & Safety** – Half Day Course

**Manual Handling and Written Risk Assessments** – 2 Hour for 12 delegates at £395

**Manual Handling Principles for All Staff**– 1 Hour for 12 delegates at £395

**Step Ladder and Ladder Safety 2 Hour on Site Course for 10 delegates £395 Plus VAT**

**What you receive as part of our training courses, which make us the best choice for you:**

- Full colour logical course handouts for further use and reference
- Template documents, where applicable for reuse on return to work
- An enthusiastic, friendly and interactive approach to training delivery
- Competitively priced business solutions - both on and off site
- Hands on practical extinguisher training with real fires where required
- High quality training by a Fire Safety Professional
- Venues hand picked for their service, free parking and relaxing atmosphere
- Onsite Fire Risk Assessments from £350 plus VAT per day
- Free Hi Visibility Vests for all trained Fire Marshals
- 85g Luxury Chocolate Bars from House of Dorchester Chocolatier for all delegates on every course. Plus Chocolate gift for course bookers

**Look inside for prices or call 01993 892000**

**“Chosen Training Provider for Thames Valley Police, Mercedes GP Petronas F1 Team, Oxford University Colleges and many more”**

# Fire Marshal / Warden Half Day Training Course

You have a legal requirement to train Fire Marshals up and implement a Fire Safety Policy to be legally compliant, so here is **Swan Fire's** solution to ensuring that you are in control with minimum fuss and minimum cost. Free Hi Vis Vest, Fire Policy and Fire Logbook.

## Course Aim:

To build knowledge on the nature and causes of fire and how to manage the companies and employees responsibilities with regard to evacuation, fire safety management and general fire marshal duties including the use of fire extinguishers on small fires.

## Course Contents Include:

- Explanation on how fire starts, develops and travels
- The immediate effects of smoke and fire
- Your emergency response and evacuation procedures
- Human behaviour and how to control it in an emergency situation
- What is legally required in a Fire Safety Policy and a template document to use on return to work
- Full explanation on extinguisher types, their uses and limitations
- Hands on practical with extinguishers on variety of small controlled live fires

## Course Costs:

**£95.00 per person plus VAT held at one of our luxurious locations around Oxfordshire chosen to avoid the traffic!**

**or at your premises for 4 -15 delegates for the all inclusive price of £545.00 plus VAT**

**2½ hour Fire Marshal refresher course, also available onsite for £495 plus VAT**

**Phone: 01993 892000 to book or visit our Website: [www.swanfire.co.uk](http://www.swanfire.co.uk)**

## Delegate Comments

*"Thank goodness for the fire safety templates, which will save me days of work"*

*"fun and informative, a great course"*

*"I feel confident to use any extinguisher now, it was fun and reassuring to be able to use one on the course"*

# Fire Risk Assessment Half Day Training Course

This is the most essential part of your Fire Safety Management system, hence it is a legal requirement to produce a Fire Risk Assessment for your business, so here is **Swan Fire's** solution to ensuring that you are in control with minimum fuss and minimum cost.

## Course Aim:

To enable you to meet your legal obligations of producing a compliant Fire Risk Assessment for your premises, by providing you with knowledge of a fire risk assessment process and supporting guidance to enable you to complete a template risk assessment document on return to your work place and know where and when to seek additional assistance.

## Course Contents Include:

- Explanation of a complete Risk Assessment Process in line with current legislation, guidance and best practice
- A risk assessment process that satisfies the expectations of Fire Safety Officers from your local Fire and Rescue Service
- Knowledge of what competencies are required for Risk Assessors
- A logical step by step approach to learning Fire Risk Assessment
- Advice on typical control measures used to reduced fire risks
- A complete template fire risk assessment document emailed to you or provided on CD for your use on return to work

## Course Costs:

**£95.00 per person plus VAT held at one of our luxurious locations around Oxfordshire chosen to avoid the traffic!**

**or at your premises for 4 -15 delegates for the all inclusive price of £545.00 plus VAT**

**Phone: 01993 892000 to book or visit our Website: [www.swanfire.co.uk](http://www.swanfire.co.uk)**

## Delegate Comments

*"An easy and logical course that has given me clear steps to implement on my return to work"*

*"A well balanced course, lively, interactive and informative with an excellent delivery style"*

## 2 Hour – General Manual Handling Safety Course

Manual handling is the biggest cause of accidents at work, at some point in a persons life time, they will experience back pain or other symptoms from poor manual handling.

You have a legal requirement to train all your staff in safe manual handling procedures at intervals in accordance with your risk assessment to be legally compliant, so here is Swan Fire's solution to ensuring that you are in control with minimum fuss and minimal cost.

### Course Aim:

To provide staff with the knowledge of safe moving, lifting and handling procedures and an understanding of their spine and the types of injuries incurred by incorrect lifting

### Course Contents Include:

- Statistics
- Definition
- Anatomy & Injuries
- Mechanics
- Law
- Risk Assessment
- Lifting Safely
- Practical

### Course Costs:

**At your premises for 12 delegates for the all inclusive price of £395.00 plus VAT**

**We also offer a one hour condensed course for 12 delegates at £395 plus VAT which removes the section on written risk assessments where staff wouldn't be expected to carry these out.**

This is a fun & logical course, which builds the confidence of delegates in the correct methods of lifting, moving and handling loads.



**Phone 01993 892000 to book, or email [admin@swanfire.co.uk](mailto:admin@swanfire.co.uk),  
or visit our website [www.swanfire.co.uk](http://www.swanfire.co.uk)**

**Giving you the control and knowledge to protect your business**

# Fire Safety Awareness - 1 Hour Training Course

You have a legal requirement to train all your staff in General Fire Awareness, yearly and at induction to be legally compliant, so here is **Swan Fire's** solution to ensuring that you are in control with minimum fuss and minimum cost.

## Course Aim:

To build knowledge on the nature and causes of fire and how to evacuate in accordance with your companies fire safety policy on hearing the alarm or discovering a fire. To gain knowledge on the different types of fire extinguishers and what type of fires they are used on.

## Course Contents Include:

- Explanation on how fire starts, develops and travels
- The immediate effects of smoke and fire
- Your emergency response and evacuation procedures
- Your premises fire safety features
- Full explanation of extinguisher types, their uses and limitations
- Complimentary chocolate gift and colour printed course handout for all delegates

## Course Costs:

At your premises for up to 30 delegates for the all inclusive price of  
**£295.00 plus VAT**

**Add on a half hour Fire Extinguisher Practical**, where all the delegates will receive a go on at least one type of fire extinguisher on a controlled live fire and gain understanding and visual clarification on the three most common types of extinguisher; Water, Foam and Co2 and their use and limitations - this is a brilliant extra to build confidence, re-enforce learning and add a bit of extra fun to the course!

**Total cost for the above 1 ½ hour Fire Awareness with Extinguisher Practical Course £395.00 plus VAT**



## Swan Fire Limited

Rose Cottage, 1(b) Hailey Road, Witney, Oxon OX28 1HH

**Telephone** 01993 892000 for more information  
or to book a training date.

**Fax:** 01993 200629 **Email:** admin@swanfire.co.uk

**Website:** www.swanfire.co.uk

# On Site Fire Risk Assessment

We offer a full Fire Risk Assessment of your premises to enable you to meet the legal requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessments are carried out by our in house fire risk assessor, Bob Swanton who, after serving over 27 years in the Fire & Rescue Service, is an experienced risk assessor and is registered as an approved Fire Risk Assessor with the Institution of Fire Engineers so you can be sure you are getting a professional service from a competent person.

The Service Includes a visit to your site to inspect your premises and audit you current fire safety management systems followed by a full report and action plan detailing any remedial works and suggested timescales.

We will always be on hand to guide you through this process and will ensure you are fully & legally compliant.



## Course Costs:

The cost of this service is £350 + VAT per day.

To book your Fire Risk Assessment call 01993 892000 or  
Visit our website: [www.swanfire.co.uk](http://www.swanfire.co.uk)

## Delegate Comments

*"Normally these things are so regimental, but this was very informative and we had a few laughs - well done"*

# Fire Marshal and Fire Risk Assessment Courses to Book on at your Convenience

## 2012 Open Course Dates

Fire Marshal Courses – 9am to 1pm	Fire Risk Assessment Courses – 9am to 1pm
Wednesday 18th January 2012 – Egrove Park	
Thursday 2nd February 2012 – Eynsham Hall	
Tuesday 21st February 2012 – Egrove Park	
Thursday 1st March 2012 – Egrove Park	Thursday 15th March 2012 – Egrove Park
Wednesday 21st March 2012 – Egrove Park	
Tuesday 17th April 2012 – Egrove Park	
Thursday 10th May 2012 – Eynsham Hall	
Wednesday 23rd May 2012 – Egrove Park	
Tuesday 12th June 2012 – Egrove Park	
Thursday 28th June 2012 – Egrove Park	Thursday 12th July 2012 – Egrove Park
Thursday 19th July 2012 – Egrove Park	
Thursday 2nd August 2012 – Eynsham Hall	
Thursday 6th September 2012 – Egrove Park	
Wednesday 26th September 2012 – Egrove Park	
Thursday 11th October 2012 – Egrove Park	
Wednesday 24th October 2012 – Egrove Park	
Thursday 8th November 2012 – Eynsham Hall	Wednesday 14th November 2012 – Egrove Park
Tuesday 27th November 2012 – Egrove Park	
Thursday 13th December 2012 – Egrove Park	

**Venues to choose from: see for yourself the benefits of each venue by visiting their websites:**

**Egrove Park, Kennington, Nr. Oxford. [www.sbs.oxford.edu/conferencing](http://www.sbs.oxford.edu/conferencing)**

**Eynsham Hall, North Leigh, Nr Witney. [www.eynshamhall.com](http://www.eynshamhall.com)**

**There are limited places on our popular course, so please book now**

**Call us on 01993 892000 or email us at [admin@swanfire.co.uk](mailto:admin@swanfire.co.uk)**

**Just £95 per person + VAT**

Swan Fire Ltd, Rose Cottage, 1(b) Hailey Road, Witney, OX28 1HH. Tel: 01993 892000