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

### **Fire Safety Checklist to Meet Current Fire Safety Legislation**

**Outlined below is a brief overview of the main requirements under the new legislation for you to check off, for your own peace of mind.**

The name of the legislation that all premises are now complying with is the “**Fire Safety Order 2005**”

Under this legislation you are correct in believing that you would require the following:

- **Appointed Fire Marshals (as many as your risk assessment and fire safety policy state is required)**
- **A suitable and sufficient Fire Risk Assessment**
- **A Fire Safety Policy incorporating a fire evacuation plan and log of maintenance of fire safety equipment and training.**
- **Induction training and yearly Fire Awareness Training (usually about 1 hour)**
- **Fire Extinguisher Training for all staff who are required to use them**
- **Fire Marshal Training**
- **An annual Fire Drill (minimum)**
- **Structural Fire Safety Features e.g fire doors and protected escape routes**
- **Adequate number of fire extinguishers, signage, emergency lighting, smoke detection and warning systems as outlined in your Fire Risk Assessment.**

The Government home office has produced 12 guide books that state what the requirements are in more detail for different types of premises.

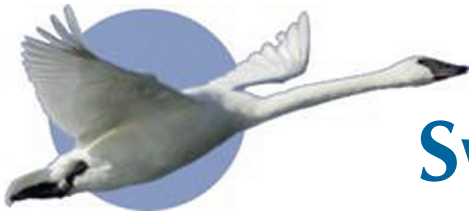
You can purchase these for £12 each from most book shops or download them for free from: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

**To save you a lot of time in reading and digesting all the legislation and designing the required forms to comply, why not save time and money by attending two four hour logical paced and enjoyable courses:**

- **Fire Marshal**
- **Fire Risk Assessment**

**After which you will have all the template documents and knowledge you need (e.g Fire Safety Policy with Log Book, Fire Risk Assessment) to bench mark against your own or to create a new set of documents and evacuation procedures.**

**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)**

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# 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

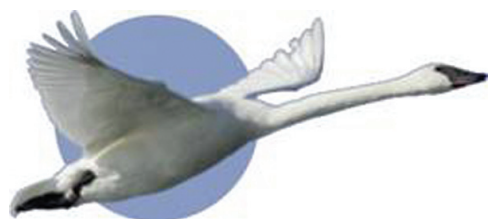
## Course Costs:

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**



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or to book a training date.

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**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"*