



Swan Fire Limited
7200 The Quorum
Oxford Business Park North
Garsington Road
Oxford
OX4 2JZ

Tel: 01865 481468
Fax: 01865 481568
Email: jo.swanton@swanfire.co.uk
www.swanfire.co.uk

***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**

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:

£85.00 per person plus VAT held at one of our three luxurious locations around Oxfordshire chosen to avoid the traffic!

or at your premises for 4 -15 delegates for the all inclusive price of £495.00 plus VAT

2½ hour Fire Marshal refresher course, also available onsite for £395 plus VAT

Phone Jo: 01865 481468 to book or visit our Website: 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"



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Telephone 01865 481468 for more information

or to book a training date.

Fax: 01865 481568 **Email:** jo.swanton@swanfire.co.uk

Website: www.swanfire.co.uk

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:

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or at your premises for 4 -15 delegates for the all inclusive price of £495.00 plus VAT

Phone Jo: 01865 481468 to book or visit our Website: 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"



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

2009	
Fire Marshal 9.00am to 1.00pm	Fire Risk Assessment 9.00am to 1.00pm
21st Jan - Wed - Eynham Hall Nr Witney	29th Jan - Thurs - Egrove Park - Oxford
26th Feb - Thurs - Egrove Park - Oxford	
19th Mar - Thurs - Egrove Park - Oxford	25th Mar - Wed - Egrove Park - Oxford
22nd April - Wed - Egrove Park - Oxford	
14th May - Thurs - Eynham Hall Nr Witney	19th May - Tues - Egrove Park - Oxford
17th June - Wed - Egrove Park - Oxford	
9th July - Thurs - Egrove Park - Oxford	14th July - Tues - Egrove Park - Oxford
20th Aug - Thurs - Egrove Park - Oxford	
16th Sept - Wed - Eynham Hall Nr Witney	23rd Sept - Wed - Egrove Park - Oxford
15th Oct - Thurs - Egrove Park - Oxford	
18th Nov - Wed - Egrove Park - Oxford	26th Nov - Thurs - Egrove Park - Oxford
17th Dec - Thurs - Egrove Park - Oxford	

Visit the venue's websites to help you decide which one best suits you:

**Egrove Park, Kennington, Nr. Oxford. www.sbs.oxford.edu/conferencing
Eynsham Hall, North Leigh, Nr Witney, Oxon. www.eynshamhall.com**

Both locations miss the worst traffic congestion and offer free onsite parking

Places are limited, so call now to ensure you reserve the most convenient date and place for you on **01865 481468**.

Delegate Comments

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

Prices held from 2008



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