



Swan Fire Limited
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*Giving you the control and knowledge
to protect your business*

How Many Fire Marshals Do I have to Nominate Legally?

Under the current legislation you are required to appoint as many Fire Marshals (a fire warden is another name for the same role) as you feel necessary to effectively carry out the following tasks and allow cover for annual leave, shift patterns and sickness.

Fire Marshal Roles

- **Fire Response Team Leader / Coordinator** a person who gathers all the information from the fire panel on an alarm sounding and directs persons as necessary to investigate the causes while remaining in charge of the evacuation and communicating with other fire marshals and the fire service on their arrival
- **Fire Response Team Investigator** Persons directed to investigate the location of an alarm sounding, to clarify if actual fire or false alarm, while rest of building is being evacuated
- **Caller of the Fire Service** the person designated to call the fire service following a confirmed fire
- **Floor / Area Sweeper** Persons nominated to sweep areas of the building to ensure no persons are left in the building and to assist in a smooth evacuation
- **Escorts for individuals requiring assistance** or who are unfamiliar with surroundings, especially in the case of disabled people, where personal evacuation plans should be worked out and put in place prior to an emergency
- **Roll Caller including collection of registers** this will be required if you do not carry out a Floor Sweep and if you can rely on the information to inform you if there is any one left in the building.
- **Persons Responsible for Isolation of Services or Making Safe of Equipment** when safe to do so and in accordance with your safe working procedures
- **Communication Channel from Roll Caller to Team Leader or Investigation Team to Team Leader** – if not done by radio or phone to keep the person in charge of the evacuation up to date with all the required information

The above is guidance on the different roles you may need for your premises, but as all premises vary slightly, you will need to choose how many you need and in what type of roles to suit your premises and occupants. If you are in any doubt, the above roles are discussed in detail on the half day Fire Marshal course, with template fire safety arrangements given out for you to adjust accordingly, alternatively phone for a non obligation chat on your requirements.

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.

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Website: www.swanfire.co.uk

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

2010	
Fire Marshal Courses – 9am to 1pm	Fire Risk Assessment Courses – 9am to 1pm
21st January - Thursday Egrove Park	
11th February - Thursday Eynsham Hall	
24th February - Wednesday Egrove Park	
11th March - Thursday Egrove Park	17th March - Wednesday Egrove Park
25th March - Thursday Egrove Park	
21st April - Wednesday Egrove Park	
11th May - Tuesday Eynsham Hall	
26th May - Wednesday Egrove Park	
10th June - Thursday Egrove Park	
24th June - Thursday Egrove Park	
7th July - Wednesday Egrove Park	13th July - Tuesday Egrove Park
21st July - Wednesday Egrove Park	
4th August - Thursday Eynsham Hall	
11th August - Wednesday Egrove Park	
9th September - Thursday Egrove Park	
23rd September - Thursday Egrove Park	
7th October - Thursday Egrove Park	
21st October - Thursday Egrove Park	
10th November - Wednesday Eynsham Hall	23rd November - Tuesday Egrove Park
25th November - Thursday Egrove Park	
15th December - Wednesday Egrove Park	

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