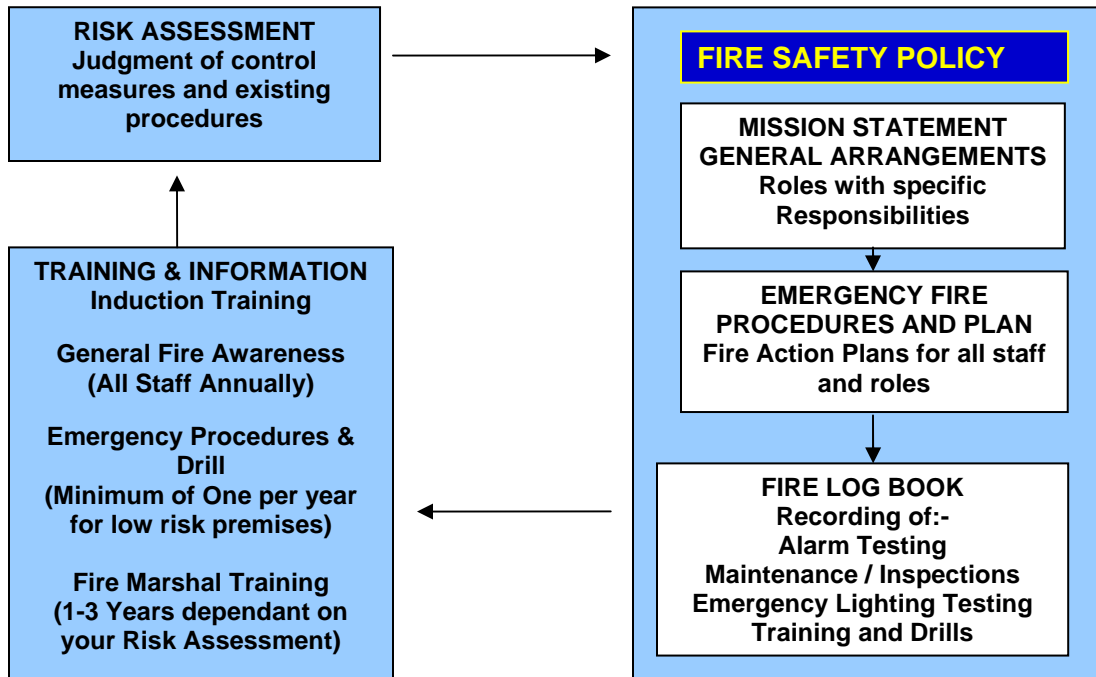




Swan Fire Limited  
 Oxford Business Park North  
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 Tel: 01865 481468  
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[www.swanfire.co.uk](http://www.swanfire.co.uk)

*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

# 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 5 to 25 delegates for the all inclusive price of **£250.00 plus VAT**

**Add on a half hour Fire Extinguisher Demonstration**, where 15 delegates from the group are used to demonstrate extinguishers on live controlled small fires to provide visual experience and understanding for the rest for the group This is an additional **£95.00 plus VAT** and includes all equipment and extinguishers

**Total cost for 1 ½ hour course with extinguishers is £345.00**



## Swan Fire Limited

7200 Oxford Business Park, Garsington Road, Oxford OX4 2JZ

**Telephone** 01865 481468 for more information

or to book a training date.

**Fax:** 01865 481568 **Email:** [jo.swanton@swanfire.co.uk](mailto:jo.swanton@swanfire.co.uk)

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

# 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](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"*



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# 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:

**£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**

**Phone Jo: 01865 481468 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"*



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

<b>2009</b>	
<b>Fire Marshal 9.00am to 1.00pm</b>	<b>Fire Risk Assessment 9.00am to 1.00pm</b>
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](http://www.sbs.oxford.edu/conferencing)  
Eynsham Hall, North Leigh, Nr Witney, Oxon. [www.eynshamhall.com](http://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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