

## Fire Safety

July 2018

## Managers' Brief

### Introduction

*Three new fire training products have been launched and are available via content on demand or Success Factors. As part of Fire Safety Week you are required to complete the training for you and your team.*

### Overview

*There are three new fire training packages:*

**"Fire Safety for PICs and Unit Managers-** *this provides an interactive experience of potential situations in the workplace, giving the participant the ability to make decisions and see the outcome of those decisions. This is accessible via Success Factors and you should aim to complete this prior to undertaking the WTLL session with "all staff" although this is not essential. This training takes around 20 minutes to complete.*

**Fire Safety for Fire Wardens-** *this follows a similar process to that of the PiC and should be undertaken by designated Fire Wardens on site via Success Factors. This training takes around 20 minutes to complete.*

**Fire Safety for All Staff-** *available on content on demand and to be shown during Fire Safety Week. This should take approximately 10 minutes to complete.*

*After training everyone should be aware of the importance of fire safety at work. Everyone must know what is expected of them in the event of a fire evacuation - they therefore need to be aware of and understand the fire evacuation plan for their place of work. Remember that you should also involve any other people that you share your site with - eg cleaners, engineers or contractors.*

*What does the evacuation plan say for your site? This is a key document to discuss at your WTLL in conjunction with the new training package.*

### Actions

*Using Content on Demand as a discussion tool and the facilitator's notes watch the videos and discuss the correct ways to act in each of the scenarios.*

*The correct answer will play within the video but you should try and highlight what a wrong action would lead to.*

*You should aim to ensure all staff are aware of the fire exits from the building, where the assembly points are, who the fire wardens are and what is expected of them in the event of an emergency evacuation, as per your fire safety evacuation plan for the building.*

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### Preparing your WTLL session

*Managers should take 10 minutes to review the training prior to presenting, so that they are aware of the questions and potential answers within the package. The session should be held as interactively as possible with answers being the majority view of the staff taking part.*

### Facilitation tips

*Keep the session as interactive as possible and encourage everyone to participate in some way. Facilitators notes are attached.*

### Running the session

*The running order for the session is set by the package itself as the questions follow on in sequence.*