

Places of Assembly DVD & CD set

Fire Safety in Places of Assembly – the **complete** fire safety management toolkit! This cd-rom/dvd toolkit enables the premises owner or manager to fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Simply by carrying out the various procedures described in the package, and recording the actions taken in the Fire Safety Record Keeping Logbook (supplied as a pdf download)

Other Documents Include:-

- Pre-Assessment Check List

This handy form enables you to gather and collate all the details of your premises relating to fire safety, prior to completing the actual Risk Assessment form.

- Risk Assessment Form

This document can be completed in five easy steps, and then there is a summary sheet that can be quickly referred to by an inspecting fire officer. (See also the power-point tutorial on how to complete the form). The risk assessment form is the bedrock of your whole fire safety management plan. It is a legal requirement to have such an assessment, and, where five or more people are employed, the assessment must be written.

- Specimen Fire Safety Policy/ Management Plan

It is a legal requirement that any business must possess a written Health and Safety Policy. Likewise it is a requirement under fire legislation that a company must have a Fire Safety policy. This specimen policy can simply be downloaded and the name of the company, name of director/manager and date can be added, thus saving time and effort in writing your own document!

- Arson Alert

Useful guidance on the prevention of arson in and around your property.

- Electrical Safety

Useful guidance for the 'layman' on how to detect simple electrical faults. Remember that electrical faults are the second largest cause of fires, smoking materials being the greatest cause.

- Fire Safety Quiz

This light-hearted multiple choice quiz is based upon the 'full induction' staff training power-point presentation. It enables the owner/manager to check that his staff have attained a level of competence in their fire safety training. The answers to the quiz are included on the disc.

- **Certificate**

This can be downloaded, completed and then handed to the employee. It is also important of course to keep a record of the fire training given, perhaps a photocopy of the certificate itself, in the Fire Safety logbook.

- **Your Emergency Plan**

This is advice from the Home Office document 'Fire Safety Risk Assessment-Small and Medium Places of Assembly'. It is a legal requirement to have an emergency evacuation plan.

Power-point Presentations

- **Staff training**

This is for first day induction of new employees, temporary or agency staff. The presentation runs for approx 10 minutes and gives a new employee all the information they need to know about fire safety.

- **Full induction**

This training presentation covers everything from the action to take upon discovering a fire through to knowledge and awareness of the use of fire extinguishers on small fires. Linked with the quiz, this provides full training for permanent staff.

- **Fire prevention**

This gives basic information on the causes of fires in Places of Assembly with details of how to prevent cases of arson.

- **Fire law history**

This presentation takes a light- hearted look at the history of fire law, which dates back as far as the Romans! A useful addition for when staff need to undergo re-training in fire safety matters.

- **Risk assessment**

A step-by step guide on how to complete that vital risk assessment procedure. Use this in conjunction with the pre- assessment check list and the actual risk assessment form.

Film

A short, entertaining film completes the package

Weblinks

The toolkit also contains weblinks to the Disability Rights Commission's for advice on fire evacuation and a link giving Evacuation plan advice.