

## How Often Do You Really Need To Train Staff?

The following is a list of legally required training courses under the current UK health and safety legislation and fire safety legislation offered by Swan Fire as short succinct and cost effective courses.

Course Title	Length of Course	Who to Train	How Often Place
<b>Fire Marshal Training</b>	4 Hour Initial Course or 2 ½ Hour Refresher Course	All Staff who hold an appointed role under the fire safety procedures e.g. floor sweepers, roll callers, alarm investigators, response teams etc.	Typically 2 -3 years or dependant on your fire risk assessment for your premises
<b>General Fire Awareness</b>	1 Hour	All staff including temporary workers	Typically bi-annually or at regular refresher intervals to catch new staff and as deemed sufficient by your premises risk assessments
<b>Fire Awareness with Practical Use on Fire Extinguishers</b>	1 ½ Hours	All staff in addition to fire marshals who would be expected to tackle a fire or in high risk areas e.g. kitchen staff, workshop, maintenance (Practical included in the Fire Marshal course)	Typically bi-annually or at regular intervals to catch new staff and as deemed sufficient by your premises risk assessments
<b>Induction Fire Safety</b>	½ Hour to 1 Hour	All staff including temporary workers	At Induction
<b>Manual Handling</b>	1 Hour to 2 Hours	All staff including temporary workers, as everyone will likely lift and move objects	Typically bi-annually or at regular refresher intervals to catch new staff and as deemed sufficient by your health and safety policy
<b>Step Ladder and Ladder Safety</b>	2 Hours	All staff who use ladders and step ladders	Typically bi-annually or at regular refresher intervals to catch new staff and as deemed sufficient by your health and safety policy

Contact us or visit our website for full course agendas, costs and available dates. We don't just deliver training we are passionate about it. Book us now for a professional worthwhile training session that provides delegates with confidence and the knowledge to do it right.

We offer all the above services if you do not have them covered, so no matter what your fire safety query is, please get in touch for a no obligation friendly chat for an easy, cost effective solution, no matter how small or large.

## Fire Marshal & Fire Marshal Refresher

You have a legal responsibility to train Fire Marshals for your organisation 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.

### Course Aim:

- To build knowledge on the nature and causes of fire.
- How to manage Evacuation of employees in accordance with your own company fire safety policy.
- Fire safety management and Fire Marshal duties including use of fire extinguishers on small fires.
- To gain knowledge on the types and appropriate use of different fire extinguishers.
- We provide a Hi-Vis vest, example fire safety policy and log book template for each Fire Marshal.

### 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:

Hold a 4 hour course at your premises for up to 15 delegates for the cost of £565 plus VAT.

A refresher 2 ½ hour course is offered to all clients for up to 15 delegates for the cost of £495 plus VAT. This is for delegates who have attended a Fire Marshal course within the last 3 years and this covers the same topics as above in a condensed format.

For Individual delegates or where you are unable to hold training at your premises, you can attend our popular Open Fire Marshal Courses held monthly at Egrove Park Conference Centre on the Outskirts of Oxford from 9am to 1pm for just **£99** per person plus VAT. See the course dates on **page 9** [www.swanfire.co.uk](http://www.swanfire.co.uk) or call 01993 892000.

Free Hi Vis  
Vest and  
Fire Policy  
Template



## 2018 OPEN FIRE MARSHAL COURSE DATES

- Thursday 18th January 2018
- Tuesday 20th February 2018
- Thursday 8th March 2018
- Wednesday 18th April 2018
- Thursday 17th May 2018
- Wednesday 20th June 2018
- Thursday 12th July 2018
- *August 2018 - no course*
- Thursday 20th September 2018
- Thursday 18th October 2018
- Wednesday 14th November 2018
- Thursday 13th December 2018

The cost is only £99 plus VAT per delegate!

“ I loved Egrove Park as a training venue, easy and free to park, welcoming and more importantly an amazing selection of free beverages and biscuits”



Recently updated course



## Fire Awareness / Fire Awareness with Extinguisher Practical

You have a legal responsibility to train all your staff in general fire awareness at induction and at regular refresher periods in line with your fire risk assessment and procedures. Here is Swan Fire's solution to ensuring you are legally compliant with minimum fuss, cost and disruption.

### Course Aim:

- To build knowledge on the nature and causes of fire.
- Evacuation procedures in accordance with your own fire safety policy.
- To gain knowledge on the types and appropriate use of different fire extinguishers.

### 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:

#### Fire Awareness - 1 Hour Course

At your premises for up to 30 delegates for the all inclusive price of £295 plus VAT.

#### Fire Awareness followed by Fire Extinguisher Practical - 1 ½ Hour Course

Add on a half hour fire extinguisher practical session, where all the delegates will have the opportunity to use at least one type of fire extinguisher on a controlled live fire and gain understanding and visual clarification on the three most common types of extinguisher; Water, Foam and CO2 and their use and limitations - this is a brilliant extra to build confidence, re-enforce learning and add a bit of extra fun to the course!

Total cost for the above 1 ½ hour Fire Awareness with Extinguisher Practical Course £395.00 plus VAT for up to 30 delegates.



## 2 Hour - General Manual Handling Safety Course

Manual handling is the biggest cause of work place accidents. Many people will experience back pain or other associated symptoms cause by poor manual handling practices.

You have a legal responsibility to train all your staff in safe manual handling procedures at regular intervals in accordance with your risk assessment in order to be legally compliant, so here is Swan Fire's solution to ensuring that you are in control with minimum fuss and minimal cost.

### Course Aim:

To provide staff with the knowledge of safe moving, lifting and handling procedures and an understanding of their spine, and the types of injuries that can be incurred by incorrect lifting.

### Course Contents Include:

- Statistics
- Definition
- Anatomy & Injuries
- Mechanics
- Law
- Risk Assessment
- Lifting Safely
- Practical

### Course Costs:

At your premises for 12 delegates for the all inclusive price of £395 plus VAT for 1-2 hours.

We also offer a one hour condensed course for 12 delegates which removes the section on written risk assessments where staff wouldn't be expected to carry these out.

This is a fun & logical course, which builds the confidence of delegates in the correct methods of lifting, moving and handling loads. Enquire about available dates on [www.swanfire.co.uk](http://www.swanfire.co.uk) or call 01993 892000.



## Step Ladder and Ladder Safety Course - 2 Hour

### Course Aim:

This course is designed to meet the legal requirements to train all staff who use ladders, by providing guidance on safe working practices, pre-use routine maintenance checks and the correct methods for pitching and using ladders or stepladders.

### Course Overview:

#### Part One

- Accident Statistics and Causes
- Common Hazards
- Pre-Checks of Equipment and Environment

#### Part Two

- Where Not to Position Ladders
- Leaning Ladders
- Safe Ladder Angle
- The 1 in 4 Rule

#### Part Three

- Safe Use of All Types of Ladder
- Securing Methods
- Practical on Own Equipment

The course is designed for up to 10 delegates for the inclusive cost of £395 plus at your premises. The cost includes all course handouts, use of presentation equipment, certificates of attendance and a complimentary chocolate bar for all attendees.

You will need to provide a suitable sized training room for the theory part of the course and an inside or outside area (dependant on the weather) with ladders and stepladders that are used at your premises for typical work tasks that we can use for practical training.



## Fire Safety Training and Risk Assessment Service Provider – Why Choose Us?

We are here to give clear, honest, no obligation and friendly advice on how to comply with the current fire safety legal requirements. We take the stress and confusion out of Fire Safety Management and ensure that your company or organisation is in total control, with minimum fuss, time and cost.

### Fire Management Service

Onsite Premises Fire Risk Assessment Services from £375.00 plus VAT per day

### List of Courses Offered At Your Premises

Fire Marshal / Warden – 4 Hour Course for up to 15 Delegates

Fire Marshal Refresher – 2½ Hours for up to 15 Delegates

Fire Marshal Open Course - 4 Hour Course for individuals, held at venue in Oxfordshire

General Fire Awareness – 1 Hour Course for up to 30 Delegates

General Fire Awareness with Live Extinguisher Practical – 1½ Hour Course for up to 30 Delegates

Manual Handling and Written Risk Assessments – 2 Hour for up to 12 Delegates

Manual Handling Principles for All Staff – 1 Hour for up to 12 Delegates

Step Ladder and Ladder Safety – 2 Hour on Site Course for 10 Delegates



For prices  
look inside  
or call us on:  
01993 892000

## Benefits of Being One of Our Customers

- High quality training by Fire Safety Professionals
- An enthusiastic, friendly and interactive approach to training delivery
- Competitively priced business solutions - both on and off site
- Hands on practical extinguisher training with real fires, where required
- Course contents regularly updated and new graphics added to the presentation to aid visual appeal and learning
- Full colour logical course hand-outs for further use and reference
- Template documents, where applicable, for re-use on return to work
- Open course venue, handpicked for service, free parking and relaxing atmosphere
- Free Hi Visibility Vests for all trained Fire Marshals
- Chocolate bars for all delegates on every course, plus chocolate gift for course bookers
- The knowledge that you have access to a fire safety expert in times of need for advice and guidance

