

FIRE TRAINING MATRIX

Course Attendees	Training Elements															
	Fire Alarm Recognition	Evacuation Procedure	Raising the Alarm Alerting Fire Brigade	Re-entry Procedures	Identify Fire Hazards	Understand Causes and Spread of Fire	Action to Take in Respect of Fire	Extinguishing Small Fires	Responsibilities of Building Co-ordinators	Respond to Fire Hazards	Understand Statutory Duty ACOP's	Perform Fire Risk Assessment	Perform Fire Audit	Familiarisation for New Staff	Record Keeping	Understand Special Hazards
All Staff (Basic Fire Training)	X	X	X	X	X	X	X	X	X							X ₃
All Students Annually	X	X	X	X												X
Heads of Department and Deputy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Building Co-Ordinators, Deputies and Housekeepers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire Marshals	X	X	X	X	X	X	X			X	X	X	X	X	X	
Security Staff	X	X	X	X	X	X	X	X	X ₁	X				X		X
Workshop Staff	X	X	X	X	X	X	X	X								X
Laboratory Safety Staff	X	X	X	X	X	X	X	X	X ₁	X	X	X ₂	X ₂	X	X	X
Maintenance Staff	X	X	X	X	X	X	X	X			X				X	X
Engineering Staff	X	X	X	X	X	X	X	X			X				X	X
Portering Staff	X	X	X	X	X	X	X	X	X ₁	X				X		X

1. These persons need to be aware of duties and responsibilities as Building Co-ordinators
2. If responsibility has been delegated by the Head of Department
3. For staff such as cleaners who work in specialised areas e.g. Laboratories, stores containing hazardous substances.