



Swan Fire (U.K.) Limited
Office F
Spinners Court
55 West End
Witney
Oxon
OX28 1NH

Tel: 01993 892000
Fax: 01993 200629
Email: admin@swanfire.co.uk
www.swanfire.co.uk

***Giving you the control and knowledge
to protect your business***

Easy Checklist to Ensure Compliance with Current Fire Safety Legislation

This checklist lists the essentials you need in place to meet your fire safety legal requirements. This knowledge will give you piece of mind that you are compliant with the law or it will guide you to exactly what you need and how to get there if anything is missing, thus saving you time and worry.

The name of the legislation that all premises are complying with is the **“Regulatory Reform (Fire Safety) Order 2005”** Under this legislation you require the following:

Area of Compliance Required	In Place
A suitable and sufficient Fire Risk Assessment (<i>top importance carry's a fine and penalty if not in place and will lead to compliance of all below</i>)	
A suitable and sufficient Fire Safety Policy incorporating a fire evacuation plan and log book of maintenance of fire safety equipment and training. (<i>free word template available on our Fire Marshal course</i>)	
Appointed Fire Marshals (as many as your risk assessment and fire safety policy establish are required) trained every 2-3 years.	
Fire Awareness training for all staff (usually 1 hour) and Induction Fire Safety Training	
Fire Extinguisher Practical training for all staff who are required to use them e.g catering, workshop, fire marshals, dept managers etc.	
A minimum of one annual Fire Drill dependant on your Fire Risk Assessment. (typically termly for educational premises)	

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.

Registered Office
Swan Fire (U.K.) Limited
Office F, Spinners Court, 55 West End, Witney, Oxon, OX28 1NH
Company Reg No. 09798025 VAT Reg No. 224 8974 77

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 Service from £350 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



On Site Fire Risk Assessment

We offer a full Fire Risk Assessment of your premises to enable you to meet the legal requirements of the Regulatory Reform (Fire Safety) Order 2005.

On-site premises fire risk assessments are carried out by our accredited, experienced fire safety professionals who are on your side! Our fire risk assessors Bob Swanton and Paul Waknell both have over 25 years' experience as Fire Safety Officers. They can now offer their wealth of experience as previous enforcing officers. The benefit you gain from having a risk assessment done by them, is that they will be able to ensure that you have a suitable and sufficient risk assessment as required by law and if you aren't compliant in any way, advise you on the necessary solutions to gain compliance with cost and time in mind.

The service includes a visit to your site to inspect your premises and audit your current fire safety management systems followed by a full report and action plan detailing any remedial works and suggested timescales.

We will always be on hand to guide you through this process and will ensure you are legally compliant.

The cost of this service is £350 plus VAT per day.

Contact us to discuss your premises, so we can confirm a guaranteed cost based on how many days it takes to complete e.g. 1 day or more. We have experience in all types of buildings and organisations including; university colleges, student accommodation, offices, retail outlets, industrial premises, residential care homes, schools, pubs, and hotels.



Bob Swanton
Trainer and
Risk Assessor



REGISTERED ASSESSOR



Paul Waknell
Trainer and
Risk Assessor



Grant McGill
Trainer and
Risk Assessor



Alan French
Trainer and
Risk Assessor



Fire Marshal & Fire Marshal Refresher

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.

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. Includes Free Hi Vis Vest for delegates and a fire safety policy & log book template.

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 £545 plus VAT.

A refresher 2 ½ 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, 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 the popular Open Fire Marshal Courses held monthly at Egrove Park Conference Centre on the Outskirts of Oxford from 9am to 1pm for just £95 per person plus VAT. See the course dates on www.swanfire.co.uk or call 01993 892000.

Free Hi Vis
Vest and
Fire Policy
Template



Fire Awareness / Fire Awareness with Extinguisher Practical

You have a legal requirement 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 your legally complaint with minimum fuss, cost and disruption.

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:

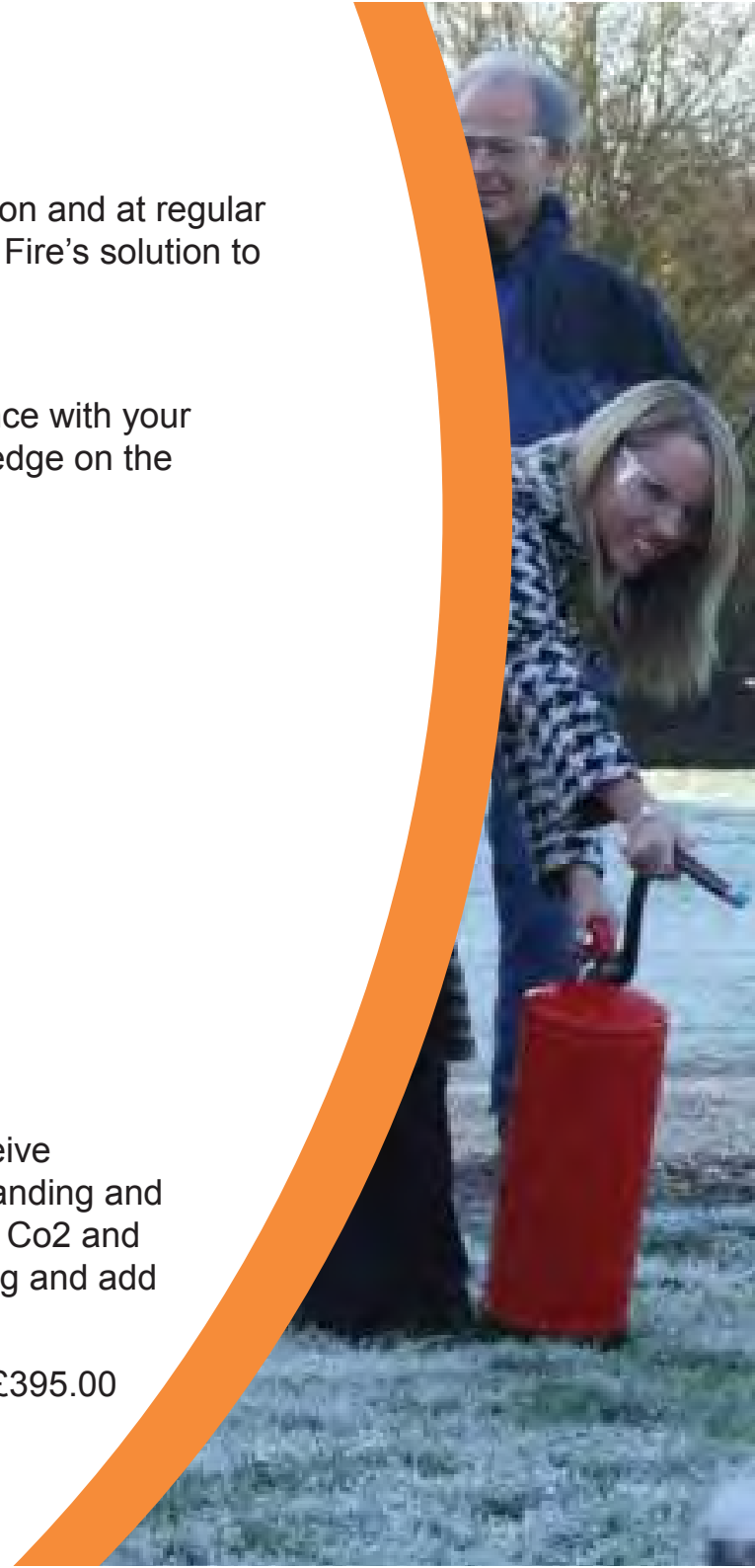
Fire Awareness - 1 Hour Course

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

Fire Awareness followed by Fire Extinguisher Practical - 1½ Hour Course

Add on a half hour fire extinguisher practical session, where all the delegates will receive a go on 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.



Benefits of Being One of Our Customers

- Course contents regularly updated and new graphics added to the presentation to aid visual appeal and learning
- Full colour logical course handouts for further use and reference
- Template documents, where applicable, for re-use on return to work
- 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
- High quality training by Fire Safety Professionals
- Open course venue, hand picked 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

Meet the Team



Jo Swanton
Trainer



Bob Swanton
Trainer and
Risk Assessor



Paul Waknell
Trainer and
Risk Assessor



Caroline Burgoyne
Office Manager



Grant McGill
Trainer and
Risk Assessor



Alan French
Trainer and
Risk Assessor