## NHS SCOTLAND : FIRE SAFETY

## TRAINING NEEDS ANALYSIS (T.N.A.)

| | |
|---|---|
| **EMPLOYER / OCCUPIER.** | |
| **PREMISES / BUILDING.** | |
| **ORGANISATION / DEPARTMENT / PLACE.** | |
| **NAME OF ASSESSOR.** | |
| **Date of this TNA.** | |
| **Review record. Name and date.** | |

This analysis supports the statutory obligation to train staff on fire safety matters under the terms of:
the Fire (Scotland) Act 2005 as amended; and
the Fire Safety (Scotland) Regulations 2006,

and the NHS Scotland mandatory standard specified in:
CEL 25 (2008) Fire Safety Policy for NHS Scotland; Mandatory Requirements (Policy Statement 4); Requirements, para 3.

## STATUS OF THE FREQUENCY GUIDANCE

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|---|---|
| 1 | The frequency guidance provides some indicators to assist assessors when determining appropriate training frequencies. These are indicators only and should not be taken as hard and fast recommendations. A degree of judgement will need to be exercised when determining the actual training frequency to be applied in the particular circumstances being considered.

Those conducting this assessment should therefore be competent to carry out this assessment of training needs i.e. have sufficient training, knowledge and experience to understand fully the impact of workplace fire hazards and risk, and the need for staff to have appropriate and sufficient training in that context. |

## E LEARNING RESOURCES

| | |
|---|---|
| 2 | Electronic learning systems may be helpful in some areas where staff are widely dispersed, work irregular shift patterns or are employed in geographically remote locations that make the provision of training difficult. However, e learning should not be used as the sole means of providing fire safety training.

It should be noted that the training provided must in any case be sufficient to satisfy the statutory requirements of the Fire (Scotland) Act 2005 as amended; and the Fire Safety (Scotland) Regulations 2006. Whilst only the enforcing authority will determine the acceptibility or otherwise of the actual training provided, it is unlikely that e learning alone would be considered sufficient to meet the statutory obligation. |

## JOINT OCCUPANCY OF BUILDINGS OR WORKPLACES.

| | |
|---|---|
| 3 | This template has been designed so that it may be used departmentally, for a whole building, or indeed, for a whole organisation depending on the particular circumstances and staff numbers being considered. However, in practice it may best be used as an additional component of the fire risk assessment, covering the same assessment area(s), and kept with it. It may subsequently be reviewed at the same time as the fire risk assessment(s).

In joint or multiple occupied premises e.g. Local authority, social work, education dept. or commercial office or retail staff in a joint occupancy with NHSScotland staff, it is recommended that agreement is reached with the other occupier(s) as to a joint approach to staff training (amongst the range of statutory compliance matters for which there may also be a joint interest) that meets the statutory obligation of all the employers. Where such a joint arrangement is not agreed and adopted, the NHS organisation must identify the training needs of their own staff, and meet their own regulatory obligations in accordance with the national fire safety policy requirements.  (CEL 25; 2008) |

## GENERAL

| | |
|---|---|
| 4 | Not all sheets may be required in an assessment. Use only the sheets and pages required. |
| 5 | A copy of this record should be kept with the fire risk assessment, so that it is readily available to an authorised auditor, risk assessor or inspecting officer of the Fire & Rescue Service. |
| 6 | The generic categories of staff provided in this template are likely to accomodate most circumstances. However, they may be changed or modified to meet local circumstances where categories of staff do not fit the generic categories in the template. |

| TRAINING NEEDS ANALYSIS : Frequency guidance | | |
|---|---|---|
| **PRIMARY TRAINING INPUT** (Should be trainer led.) | **SECONDARY TRAINING INPUT** (May include e. learning.) See also 'General guidance note'. | **EXAMPLES AND INDICATORS** (Factors that may be considered when assessing training needs.) |
| **1** **As required.** | Induction training should be trainer led. E learning may be used to supplement induction training but should not be the sole means of provision. | Induction is required at the commencement of employment. Training for contractors may be required subject to the type and duration of work being undertaken; especially if their work incurs a potential for fire. Temporary or agency staff are likely to require training at the commencement of employment. |
| **2** **More frequently than annual** | E learning, if used, should be supplementary and should not be the sole means of provision. (Generic inputs are not normally appropriate.) | Where there is a very high turnover of staff or a very high degree of patient dependency. High fire risk processes or complex shift working regimes may incur a need for frequent training. Possibly some theatres and various high dependency (subject to local assessment). Where significant changes have occurred in the workplace or process. Possibly some laboratories due to high fire risk materials or processes. **HIGH PLACE; PROCESS OR LIFE RISK** |
| **3** **At least annually** | E learning where used should be supplementary to the primary training requirement and should not be the sole means of provision. (Generic inputs not normally appropriate.) | To sustain required staff knowledge level. Complex premises e.g. staff must supervise general public during evac or multi occ. premises with more than one management regime or high level of staff turnover. Wards / OPD / A & E / clinic staff / laboratory staff and similar facilities. Possibly some high dependency, minor procedures clinics etc (subject to local assessment). General services staff. Fire responders. Duty holders. **NORMAL PLACE, PROCESS OR LIFE RISK** |
| **4** **At least bi-annually** | E learning in intervening years - or other input - is recommended. It need not be trainer led, but should be recorded, monitored and evaluated. | Non complex workplaces. Inherently low life or workplace risks. Single occupier, single management regime premises. Clear evidence of good fs management. Office/admin. buildings (not in or attached to patient care areas). Buildings of limited size where SHTM 86 Part 1 applies. **LOW PLACE; PROCESS OR LIFE RISK** |
| **5** **At least tri-annually** | Inputs at least every three years should be trainer led. E learning or other inputs - in the intervening years is recommended. It need not be trainer led, but should be properly recorded, monitored and evaluated. | Simple very small workplaces with negligible fire or life risk. Low numbers. No unsupervised public access. Very low potential for fire. Clear evidence of good f.s. management. Small single storey healthcentre / surgery with low staff nos. & waiting area with good observation. **VERY LOW PLACE; PROCESS OR LIFE RISK** |

*Table 1.*
*as required : 1*
*more than annual : 2*
*not less than annual : 3*
*not less than bi-annual : 4*
*not less than tri-annual : 5*

| Table 1 ADMINISTRATION & SUPPORT : TRAINING FREQUENCY | | | | | |
|---|---|---|---|---|---|
| clerical & admin. | domestic & general services / portering | catering & kitchen | other office based staff. | this column may be user defined | this column may be user defined |
| **INDUCTION TRAINING.** 1 | 1 | 1 | 1 | 1 | 1 |
| **REFRESHER / CONTINUATION TRAINING.** 1 | 1 | 1 | 1 | 1 | 1 |
| **SPECIALIST TRAINING.** 1 | 1 | 1 | 1 | 1 | 1 |
| **PRACTICAL TRAINING.** 1 | 1 | 1 | 1 | 1 | 1 |

## NOTES FOR COMPLETING

1 : The default frequency value for all entries in Table 1. is **1 : as required.**

2 : Use the drop down menus to change the training frequency value as required for each staff group.

3 : The frequency values in the drop down menus are as follows;

    **1 : as required**
    **2 : more frequently than annual**
    **3 : not less than annually**
    **4 : not less than bi-annually**
    **5 : not less than tri-annually**

4 : Refer to the 'frequency guide' when considering the frequency of staff training for each staff group.
**NOTE :** *The frequency guide provides indicators of some of the typical factors that should be taken into account when considering the frequency of staff fire safety training. The information provided is not definitive and does not cover all the circumstances that may be encountered. A degree of judgement may be required.*

5 : When the training frequency table is completed, proceed to Table 2 on the next page to enter the training content required.

6 : In any case care must be exercised to ensure that all staff receive training appropriate to the fire risk for the activities they undertake and the environment in which they work.

*Table 2.* : Click on the boxes in each column to indicate the training components required for specific staff groups.

| Table 2 | ADMINISTRATION & SUPPORT : TRAINING CONTENT | | | | |
|---|---|---|---|---|---|
| clerical & admin. | domestic & general services / portering | catering & kitchen | other office based staff. | this column may be user defined | this column may be user defined |

### INDUCTION.

| | | | | | | |
|---|---|---|---|---|---|---|
| corporate fire policy | 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| local induction & workplace walk round | 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire awareness | 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| in the event of fire / hearing a warning of fire | 4 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| patient evacuation principles | 5 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| corporate fire safety | 6 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| contractors pre-start | 7 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** | 8 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### REFRESHER / CONTINUATION.

| | | | | | | |
|---|---|---|---|---|---|---|
| local fire policy & procedures | 9 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| principles of evacuation | 10 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing fires | 11 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| wilful fire raising | 12 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the effects of fire - fire awareness | 13 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire compartments | 14 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the importance of fire doors | 15 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the fire protection of stairways | 16 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| summoning the Fire & Rescue Service | 17 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| discovering a fire | 18 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| raising the alarm | 19 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing unwanted fire signals | 20 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| hearing a warning of fire | 21 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| tackling a fire - using fire extinguishers | 22 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuating patients / disabled persons | 23 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuation procedure | 24 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined input/s** | 25 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### SPECIALIST

| | | | | | | |
|---|---|---|---|---|---|---|
| escape bed lifts - use & management | 26 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| role of nominated officer (fire) (or deputy) | 27 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| incident management | 28 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire teams - theory & practice | 29 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire wardens | 30 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| managing fire safety (statutory compliance) | 31 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** | 32 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### PRACTICAL

| | | | | | | |
|---|---|---|---|---|---|---|
| fire drills - patient areas | 33 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire drills - non patient areas | 34 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire exercise - (with external agency) | 35 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire extinguisher - demonstration & use | 36 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| emergency moving and handling | 37 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| use of evacuation equipment | 38 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** | 39 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### ADDITIONAL INFORMATION

provide additional information where trainer defined content has been indicated in table 2.

| | |
|---|---|
| **Induction** | |
| **Refresher/continuation** | |
| **Specialist** | |
| **Practical** | |

| Table 1 | MAINTENANCE & TRADES : TRAINING FREQUENCY | | | | |
|---|---|---|---|---|---|
| contractors & visiting employees | tradesmen & technicians | estates & facilities officers | gardeners & other outside employees | this column may be user defined | this column may be user defined |

*Table 1.*
*as required : 1*
*more than annual : 2*
*not less than annual : 3*
*not less than bi-annual : 4*
*not less than tri-annual : 5*

| | contractors & visiting employees | tradesmen & technicians | estates & facilities officers | gardeners & other outside employees | this column may be user defined | this column may be user defined |
|---|---|---|---|---|---|---|
| **INDUCTION TRAINING.** | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **REFRESHER / CONTINUATION TRAINING.** | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **SPECIALIST TRAINING.** | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **PRACTICAL TRAINING.** | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |

## NOTES FOR COMPLETING

1 : The default frequency value for all entries in Table 1. is **1 : as required.**

2 : Use the drop down menus to change the training frequency value as required for each staff group.

3 : The frequency values in the drop down menus are as follows;

> **1 : as required**
> **2 : more frequently than annual**
> **3 : not less than annually**
> **4 : not less than bi-annually**
> **5 : not less than tri-annually**

4 : Refer to the 'frequency guide' when considering the frequency of staff training for each staff group.
**NOTE :** *The frequency guide provides indicators of some of the typical factors that should be taken into account when considering the frequency of staff fire safety training. The information provided is not definitive and does not cover all the circumstances that may be encountered. A degree of judgement may be required.*

5 : When the training frequency table is completed, proceed to Table 2 on the next page to enter the training content required.

6 : In any case care must be exercised to ensure that all staff receive training appropriate to the fire risk for the activities they undertake and the environment in which they work.

*Table 2. : Click on the boxes in each column to indicate the training components required for specific staff groups.*

| Table 2 MAINTENANCE & TRADES : TRAINING FREQUENCY | | | | | |
|---|---|---|---|---|---|
| contractors & visiting employees | tradesmen & technicians | estates & facilities officers | gardeners & other outside employees | this column may be user defined | this column may be user defined |

**INDUCTION.**

| | | | | | | |
|---|---|---|---|---|---|---|
| corporate fire policy 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| local induction & workplace walk round 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire awareness 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| in the event of fire / hearing a warning of fire 4 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| patient evacuation principles 5 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| corporate fire safety 6 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| contractors pre-start 7 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** 8 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**REFRESHER / CONTINUATION.**

| | | | | | | |
|---|---|---|---|---|---|---|
| local fire policy & procedures 9 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| principles of evacuation 10 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing fires 11 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| wilful fire raising 12 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the effects of fire - fire awareness 13 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire compartments 14 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the importance of fire doors 15 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the fire protection of stairways 16 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| summoning the Fire & Rescue Service 17 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| discovering a fire 18 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| raising the alarm 19 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing unwanted fire signals 20 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| hearing a warning of fire 21 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| tackling a fire - using fire extinguishers 22 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuating patients / disabled persons 23 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuation procedure 24 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined input/s** 25 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**SPECIALIST**

| | | | | | | |
|---|---|---|---|---|---|---|
| escape bed lifts - use & management 26 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| role of nominated officer (fire) (or deputy) 27 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| incident management 28 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire teams - theory & practice 29 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire wardens 30 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| managing fire safety (statutory compliance) 31 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** 32 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**PRACTICAL**

| | | | | | | |
|---|---|---|---|---|---|---|
| fire drills - patient areas 33 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire drills - non patient areas 34 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire exercise - (with external agency) 35 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire extinguisher - demonstration & use 36 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| emergency moving and handling 37 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| use of evacuation equipment 38 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **trainer defined content** 39 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**ADDITIONAL INFORMATION**

provide additional information where trainer defined content has been indicated in table 2.

| | |
|---|---|
| **Induction** | |
| **Refresher/continuation** | |
| **Specialist** | |
| **Practical** | |

| Table 1  HEALTHCARE : TRAINING FREQUENCY | | | | | |
|---|---|---|---|---|---|
| ward / dept. managers and super-visory | ward /dept. nursing staff | other ward staff e.g. domestic - admin.- auxiliary | comm-unity staff | health profess - ionals | A&E / OPD / non ward nursing and other care staff |
| **INDUCTION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **REFRESHER / CONTINUATION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **SPECIALIST TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **PRACTICAL TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |

*Table 1.*
*as required : 1*
*more than annual : 2*
*not less than annual : 3*
*not less than bi-annual : 4*
*not less than tri-annual : 5*

## NOTES FOR COMPLETING

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4 : Refer to the 'frequency guide' when considering the frequency of staff training for each staff group.
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5 : When the training frequency table is completed, proceed to Table 2 on the next page to enter the training content required.

6 : In any case care must be exercised to ensure that all staff receive training appropriate to the fire risk for the activities they undertake and the environment in which they work.

*Table 2.* : Click on the boxes in each column to indicate the training components required for specific staff groups.

| Table 2 HEALTHCARE : TRAINING CONTENT | | | | | |
|---|---|---|---|---|---|
| ward / dept. managers and super-visory | ward /dept. nursing staff | other ward staff e.g. domestic - admin.- auxiliary | comm-unity staff | health profess - ionals | A&E / OPD / non ward nursing and other care staff |

### INDUCTION.

| | | | | | | |
|---|---|---|---|---|---|---|
| corporate fire policy 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| local induction & workplace walk round 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire awareness 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| in the event of fire / hearing a warning of fire 4 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| patient evacuation principles 5 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| corporate fire safety 6 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| contractors pre-start 7 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 8 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### REFRESHER / CONTINUATION.

| | | | | | | |
|---|---|---|---|---|---|---|
| local fire policy & procedures 9 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| principles of evacuation 10 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing fires 11 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| wilful fire raising 12 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the effects of fire - fire awareness 13 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire compartments 14 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the importance of fire doors 15 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the fire protection of stairways 16 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| summoning the Fire & Rescue Service 17 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| discovering a fire 18 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| raising the alarm 19 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing unwanted fire signals 20 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| hearing a warning of fire 21 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| tackling a fire - using fire extinguishers 22 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuating patients / disabled persons 23 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuation procedure 24 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 25 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### SPECIALIST

| | | | | | | |
|---|---|---|---|---|---|---|
| escape bed lifts - use & management 26 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| role of nominated officer (fire) (or deputy) 27 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| incident management 28 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire teams - theory & practice 29 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire wardens 30 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| managing fire safety (statutory compliance) 31 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 32 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### PRACTICAL

| | | | | | | |
|---|---|---|---|---|---|---|
| fire drills - patient areas 33 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire drills - non patient areas 34 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire exercise - (with external agency) 35 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire extinguisher - demonstration & use 36 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| emergency moving and handling 37 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| use of evacuation equipment 38 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 39 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### ADDITIONAL INFORMATION

provide additional information where trainer defined content has been indicated in table 2.

| | |
|---|---|
| **Induction** | |
| **Refresher/continuation** | |
| **Specialist** | |
| **Practical** | |

Health Facilities Scotland

*TNA 1:Fire safety training needs analysis*

NHS
National
Services
Scotland

*Table 1.*
*as required : 1*
*more than annual : 2*
*not less than annual : 3*
*not less than bi-annual : 4*
*not less than tri-annual : 5*

| Table 1  SPECIALIST : TRAINING FREQUENCY | | | | | |
|---|---|---|---|---|---|
| fire response team & other fire responders | nominated & dep officer (fire) | fire wardens | fire safety advisors (cpd training) | other duty holders | this column may be user defined |
| **INDUCTION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **REFRESHER / CONTINUATION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **SPECIALIST TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **PRACTICAL TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |

## NOTES FOR COMPLETING

1 : The default frequency value for all entries in Table 1. is **1 : as required.**

2 : Use the drop down menus to change the training frequency value for specific staff groups.

3 : The frequency values in the drop down menus are as follows;

    **1 : as required**
    **2 : more frequently than annual**
    **3 : not less than annually**
    **4 : not less than bi-annually**
    **5 : not less than tri-annually**

4 : Refer to the 'frequency guide' when considering the frequency of staff training for each staff group.
**NOTE :** The frequency guide provides indicators of some of the typical factors that should be taken into account when considering the frequency of staff fire safety training. The information provided is not definitive and does not cover all the circumstances that may be encountered.

5 : When the training frequency table is completed, proceed to Table 2 on the next page to enter the training content required.

6 : In any case care must be exercised to ensure that all staff receive training appropriate to the fire risk for the activities they undertake and the environment in which they work.

| Table 2  SPECIALIST : TRAINING CONTENT | | | | | |
| fire response team & other fire responders | nominated & dep officer (fire) | fire wardens | fire safety advisors (cpd training) | other duty holders | this column may be user defined |
|---|---|---|---|---|---|

*Table 2.* : Click on the boxes in each column to indicate the training components required for specific staff groups.

### INDUCTION.

| | | | | | |
|---|---|---|---|---|---|
| corporate fire policy 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| local induction & workplace walk round 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire awareness 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| in the event of fire / hearing a warning of fire 4 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| patient evacuation principles 5 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| corporate fire safety 6 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| contractors pre-start 7 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 8 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### REFRESHER / CONTINUATION.

| | | | | | |
|---|---|---|---|---|---|
| local fire policy & procedures 9 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| principles of evacuation 10 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing fires 11 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| wilful fire raising 12 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the effects of fire - fire awareness 13 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire compartments 14 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the importance of fire doors 15 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the fire protection of stairways 16 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| summoning the Fire & Rescue Service 17 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| discovering a fire 18 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| raising the alarm 19 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing unwanted fire signals 20 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| hearing a warning of fire 21 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| tackling a fire - using fire extinguishers 22 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuating patients / disabled persons 23 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuation procedure 24 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 25 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### SPECIALIST

| | | | | | |
|---|---|---|---|---|---|
| escape bed lifts - use & management 26 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| role of nominated officer (fire) (or deputy) 27 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| incident management 28 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire teams - theory & practice 29 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire wardens 30 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| managing fire safety (statutory compliance) 31 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 32 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### PRACTICAL

| | | | | | |
|---|---|---|---|---|---|
| fire drills - patient areas 33 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire drills - non patient areas 34 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire exercise - (with external agency) 35 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire extinguisher - demonstration & use 36 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| emergency moving and handling 37 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| use of evacuation equipment 38 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 39 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

### ADDITIONAL INFORMATION

provide additional information where trainer defined content has been indicated in table 2.

| | |
|---|---|
| **Induction** | |
| **Refresher/continuation** | |
| **Specialist** | |
| **Practical** | |

*Table 1.*
*as required : 1*
*more than annual : 2*
*not less than annual : 3*
*not less than bi-annual : 4*
*not less than tri-annual : 5*

| Table 1  MANAGEMENT : TRAINING FREQUENCY | | | | | |
|---|---|---|---|---|---|
| executive (board) *(corporate)* | senior managers *(directorate)* | line managers *(dept.)* | super-visory *(work-place)* | out of normal hours duty holders | this column may be user defined |
| **INDUCTION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **REFRESHER / CONTINUATION TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **SPECIALIST TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |
| **PRACTICAL TRAINING.** 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ | 1 ▼ |

## NOTES FOR COMPLETING

1 : The default frequency value for all entries in Table 1. is **1 : as required.**

2 : Use the drop down menus to change the training frequency value for specific staff groups.

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**NOTE :** The frequency guide provides indicators of some of the typical factors that should be taken into account when considering the frequency of staff fire safety training. The information provided is not definitive and does not cover all the circumstances that may be encountered.

5 : When the training frequency table is completed, proceed to Table 2 on the next page to enter the training content required.

6 : In any case care must be exercised to ensure that all staff receive training appropriate to the fire risk for the activities they undertake and the environment in which they work.

Health Facilities Scotland

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**Table 2   MANANGEMENT : TRAINING CONTENT**

*Table 2. : Click on the boxes in each column to indicate the training components required for specific staff groups.*

| | executive (board) (corporate) | senior managers (directorate) | line managers (dept.) | super-visory (work-place) | out of normal hours duty holders | this column may be user defined |
|---|---|---|---|---|---|---|
| **INDUCTION.** | | | | | | |
| corporate fire policy 1 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| local induction & workplace walk round 2 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire awareness 3 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| in the event of fire / hearing a warning of fire 4 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| patient evacuation principles 5 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| corporate fire safety 6 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| contractors pre-start 7 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 8 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **REFRESHER / CONTINUATION.** | | | | | | |
| local fire policy & procedures 9 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| principles of evacuation 10 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing fires 11 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| wilful fire raising 12 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the effects of fire - fire awareness 13 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire compartments 14 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the importance of fire doors 15 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the fire protection of stairways 16 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| summoning the Fire & Rescue Service 17 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| discovering a fire 18 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| raising the alarm 19 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| preventing unwanted fire signals 20 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| hearing a warning of fire 21 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| tackling a fire - using fire extinguishers 22 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuating patients / disabled persons 23 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| evacuation procedure 24 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 25 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **SPECIALIST** | | | | | | |
| escape bed lifts - use & management 26 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| role of nominated officer (fire) (or deputy) 27 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| incident management 28 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire teams - theory & practice 29 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| the role of fire wardens 30 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| managing fire safety (statutory compliance) 31 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 32 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **PRACTICAL** | | | | | | |
| fire drills - patient areas 33 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire drills - non patient areas 34 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire exercise - (with external agency) 35 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| fire extinguisher - demonstration & use 36 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| emergency moving and handling 37 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| use of evacuation equipment 38 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| trainer defined content 39 | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**ADDITIONAL INFORMATION**

provide additional information where trainer defined content has been indicated in table 2.

| | |
|---|---|
| **Induction** | |
| **Refresher/continuation** | |
| **Specialist** | |
| **Practical** | |