

To: Heads of Department/Section,
HSLOs and DHSOs, Faculty Managers

For Information

Fire Safety Essentials is now on Moodle

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There are no changes to other fire related training. Fire Evacuation Chair training and Fire Evacuation Steward training are still face to face and bookable through HR Organiser.

Fire Safety Essentials can also be provided as a bespoke face to face course where there are specific service needs. Please contact safety@essex.ac.uk to arrange your bespoke training.

Who should undertake the training?

Fire Safety Essentials is mandatory for all staff. New starters can access the course via the University's Welcome to Essex Moodle course.

What does it cover?

The training will make you aware of potential fire causes and risks. You will be given information on the precautions you can take to reduce the risk and the University's procedures for emergency evacuation. It is useful to help recognise the potential for a fire at work and at home.

Key topics:

- minimising the potential for a fire
- taking notice of your environment
- identifying potential fire risks
- controlling fire safety risks
- evacuating buildings safely

What do you need to do?

Please inform staff that Fire Safety Essentials now available on Moodle.