



## 45. Fire - Training, Permits & Miscellaneous - Fire Safety Training Records Audit & Review

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<b>Category:</b>	Fire
<b>Subcategory:</b>	Training, Permits & Miscellaneous
<b>Frequency:</b>	Yearly
<b>Status:</b>	<b>Best Practice</b>
<b>Type:</b>	Competent Person
<b>Priority:</b>	Recommended
<b>Commonality:</b>	Common

*Note: This document provides guidance to support compliance but is not a substitute for professional advice.*

### Why This Task Matters

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Your annual audit of fire safety training records ensures that all staff have up-to-date knowledge of evacuation, alarm response, and extinguisher use. By maintaining comprehensive training records in educational settings with frequent staff changes, you build confidence in the organization's safety culture and compliance. Your systematic approach to this essential training verification demonstrates your commitment to staff competence and safety preparedness.

### Task Summary

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**Best Practice:** An annual review of fire safety training records ensures that all staff have up-to-date instruction on evacuation, alarm response, and extinguisher use. This comprehensive audit involves checking training matrices, verifying attendance records, confirming certificate validity, and identifying training gaps. In education settings with frequent staff turnover, temporary staff, and volunteers, this review is essential to maintain competence. Keeping training records current supports audit readiness and reinforces the culture of safety. The audit includes updating training matrices, reviewing attendance logs, and arranging refresher training as needed. Evidence produced includes updated training matrices showing current staff competencies, attendance logs documenting training completion, signed certificates verifying training completion, and any training plans for identified gaps.

## Relevant Legislation & Guidance

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- **Regulatory Reform (Fire Safety) Order 2005:** Requires competent persons for fire safety duties
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on fire safety training
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on staff training and competence
- **Management of Health and Safety at Work Regulations 1999:** Requires adequate training for workplace safety
- **The Education (Independent School Standards) Regulations 2014** (for independent schools): Requires adequate staff training

## Typical Frequency

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Fire safety training records should be audited annually, or sooner if there are significant staff changes or if training requirements change. In educational settings, annual audits are essential for maintaining training compliance. However, more frequent reviews may be needed following staff turnover or changes to fire safety procedures.

## Applicability

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This task is recommended for all educational establishments, which is common as all schools require fire safety training. It is a best practice task essential for ensuring staff competence. The task applies to all schools and colleges with staff responsibilities for fire safety.

## Responsible Persons

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- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by trained HR staff, facilities managers, or fire safety officers who have received appropriate training in training record management. Staff should be familiar with training requirements and record-keeping procedures.
- **Permit to Work:** No permit to work is typically required for this audit task.
- **Delivery Model:** Normally completed in-house by trained staff, with support from HR and training coordinators.

## Key Considerations

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- **Timing considerations:** Schedule during school holidays to allow for thorough review

without disruption

- **Cost implications:** Minimal cost if completed in-house, though may require occasional training updates
- **Resource requirements:** Access to HR records, training databases, and staff directories
- **Potential disruption:** Minimal disruption as this is primarily a documentation review
- **Risk assessment requirements:** Audit findings should inform the fire risk assessment

## Task Instructions

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### Prerequisites & Safety

- Ensure auditor is familiar with fire safety training requirements
- Confirm access to HR records and training databases
- Gather current staff directories and organizational charts
- Review current fire safety training curriculum

### Tools & Materials

- Current staff directory and organizational structure
- Training records and attendance logs
- Certificate database and verification procedures
- Training matrix templates and audit checklists
- Communication tools for staff notifications

### Method (Step-by-Step)

#### Phase A: Pre-Audit Preparation

1. Review current fire safety training requirements and curriculum
2. Gather staff lists and organizational structure
3. Collect existing training records and certificates
4. Prepare audit checklist and documentation forms

#### Phase B: Record Review

1. Check training records for all staff categories
2. Verify certificate validity and currency
3. Review attendance logs for training sessions
4. Assess training coverage across different roles

#### Phase C: Compliance Assessment

1. Compare training records against staff directories
2. Identify gaps in training coverage
3. Check training suitability for different roles
4. Evaluate training effectiveness and completion rates

### **Phase D: Matrix Update**

1. Update training matrix with current staff information
2. Record training status for all personnel
3. Identify training needs and priorities
4. Plan refresher training for expired certifications

### **Phase E: Documentation and Reporting**

1. Prepare updated training matrix with compliance status
2. Document audit findings and recommendations
3. Identify corrective actions for training gaps
4. Update procedures for ongoing training management

### **Measurements & Acceptance Criteria**

- All staff must have current fire safety training certificates
- Training records must match staff directories
- Training coverage must meet role-specific requirements
- Refresher training must be scheduled for expired certifications

### **If Results Fail**

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately arrange training for identified gaps. Escalate significant issues to HR management and arrange urgent training sessions. Update training procedures to prevent future gaps.

### **Reinstatement & Housekeeping**

Distribute updated training matrix to relevant staff. Ensure all training records are securely filed.

### **Completion Checks**

Verify that the training matrix is current and comprehensive. Confirm that all training records are properly reviewed. Ensure recommendations include specific training requirements.

## Record-Keeping & Evidence

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- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** No statutory evidence is required for this task.
- **Supporting/Good Practice Evidence:** Updated training matrix, attendance logs, and certificates documenting compliance support audit readiness.

## Common Pitfalls & Best Practice Tips

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- **Common mistakes to avoid:** Not accounting for new staff, missing role-specific training requirements, or failing to verify certificate validity
- **Best practices for efficient completion:** Maintain integrated HR and training databases, conduct regular self-assessments, and coordinate with staff induction procedures
- **Pro tips for educational settings:** Integrate fire safety training with staff induction, coordinate with teaching staff for role-specific training, and maintain clear records of temporary staff training
- **Warning signs that indicate problems:** High staff turnover without training updates, expired certificates, or incomplete training records

## Quick Reference Checklist

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- Staff directory and organizational structure reviewed
- Training records and certificates gathered
- Compliance assessment against requirements completed
- Training gaps identified and prioritized
- Training matrix updated with current status
- Refresher training scheduled for gaps
- Audit findings documented
- Evidence uploaded to Compliance Pod

## Grouped Tasks

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Grouping is feasible; align with related tasks of the same frequency and contractor visit.

## Related Tasks

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- Fire - Training, Permits & Miscellaneous - Hot Work Permit System Audit & Review

## **Disclaimer**

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