

Personal Day One Check List

Name

You are required to be shown the following by the Manager responsible for the area where you carry out your duties.

Fire instructions ☐

Telephone number to call to
Fire Brigade/Switchboard ☐

Location of fire alarm call points ☐

Location of fire extinguishers ☐

Location of fire exits ☐

Location of assembly point ☐

I certify that has been made aware of the above.

Date

Manager (or person acting on their behalf)

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