

## Gatwick Airport Directive

Title: Mandatory Fire Awareness Training 2017		Ref No: GAD/F:24/16
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Issue Date: 01/12/2016	Effective Date: 01/01/2017	Expiry Date: 31/12/2017
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**It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.**

### Introduction:

All organisations at Gatwick are required to make adequate arrangements to provide fire training for their employees **annually**. An organisation may train their own staff providing it has trainers who have attended an approved GAL Fire Trainers course within the last 3 years and hold a current valid GAL Fire Trainers certificate. Alternatively they can make arrangements with any other qualified trainers from an approved organisation, provided the training content has been approved by the GAL Fire Safety Advisor.

**Records of all fire training given to employees must be maintained by each organisation and made available for inspection by the Airport Fire Service, County Fire Service and/or GAL Health and Safety Representative.**

You must bring your **company training log book/register** with you and this needs to be presented for signature by the fire trainer.

The Gatwick Visa ([www.gatwickvisa.com](http://www.gatwickvisa.com)) provides a useful source of information in most emergency situations. You can add this as an App to your Smart Phone.

### Programme:

#### 2017 FIRE AWARENESS TRAINING – GATWICK HOW TO BOOK ONTO AN ANNUAL FIRE AWARENESS TRAINING COURSE

**INITIAL TRAINING:**

**New GAL Staff**  
All new starters are required to attend initial Fire Awareness Training in the classroom, this is delivered at the Gatwick EHS Induction (half day) session for all new starters directly employed by Gatwick Airport Ltd or employed as a contingent worker by Gatwick Airport Ltd. An invitation to the monthly inductions will automatically be sent to all new starters. If you are unable to attend the session, please email DD – Gatwick Training and Development for alternative dates.

**New non-GAL Staff**  
Non GAL can book initial fire awareness training online at [www.vigilaris.com](http://www.vigilaris.com) or call on 08435 158529.

**REFRESHER TRAINING:**  
All GAL and non-GAL employees should go to <https://www.airdat.org/tms/login> and login or register as appropriate. Once logged in you can launch the course from your eLearning area.  
If you are a GAL employee, the costs for the training are covered, so when asked for PO/Credit card information, just click CONFIRM to progress to the course. For NON-GAL staff, you can do your refresher training on-line (as above) at a cost of £21 per person which will be invoiced to your company on registration.  
You don't have to cover everything in one sitting, if you exit the course, you will be able to resume it from where you left off at a later date. When you complete the course, the qualification will be entered into your training records automatically.  
If anyone requires further help, AirDAT have added a video to their online help library at <http://help.airdat.org/video/141688987> or email on [help@airdat.org](mailto:help@airdat.org)

**2017 FIRE TRAINERS INITIAL COURSE**  
This course is designed for companies who would like to carry out their own fire training programme to fit in with their operational requirements. This course will be held in Training Point, Ground Floor, North Wing, Concorde House. The course duration is 2 days and will commence at 08:30hrs on the first day and 09:00hrs on the second day and will end at 16:30hrs on each day.  
The cost per person is £450.00  
Should you wish to attend the Fire Trainers course, please contact Training using:  
DD – Gatwick Training and Development or call 01293 504070.

**Dates**

Month	Date	Day	Time (Sessions)
March	30-31	Thurs-Fri	08:30 to 16:30hrs
May	18-19	Thurs-Fri	08:30 to 16:30hrs
July	17-18	Mon-Tues	08:30 to 16:30hrs
September	18-19	Mon-Tues	08:30 to 16:30hrs

**2017 FIRE TRAINERS REFRESHER COURSES**  
This course will be held in the Training Point, Ground Floor, North Wing, Concorde House.  
The course is compulsory for anyone who has trained as a Fire Trainer and a Refresher must be completed every 3 years. The course duration is 3 hours and will commence at 09:00hrs promptly.  
The cost per person is £125.00  
Should you wish to attend the Fire Trainer Refresher course, please contact Training using ([Gatwick-Training-and-Development@gatwickairport.com](mailto:Gatwick-Training-and-Development@gatwickairport.com)) or call 01293 504070.

**Dates**

Month	Date	Day	Time (Sessions)

January	26	Thurs	09:00 to 12:00hrs
March	3	Fri	09:00 to 12:00hrs
July	14	Fri	09:00 to 12:00hrs
November	3	Fri	09:00 to 12:00hrs

**AUDIT**

GAL places the utmost importance on the capabilities of the trainer in achieving and preserving the high standard of the fire training that the Fire Certificate for the building demands. Companies will therefore be subject to periodic audits by the GAL Health & Safety department who will attend one of the fire training sessions in order to ensure that the standards are maintained to the required level.

**PENALTIES**

**Fire training courses are mandatory and therefore if a member of staff fails to attend, they stand the risk of having their ID withdrawn or refused.**

All efforts will be made by GAL to accommodate your training needs and if any further information is required, please contact the Fire Safety Advisor.

Failure to attend or provide suitable and sufficient fire safety training is viewed as an offence under the Regulatory Reform (Fire Safety) Order 2005. This may result in prosecution by the Fire Service or an Improvement/Offence Notice being issued by GAL.

**Operational Impacts:**

N/A

**Further Information:**

Any questions concerning this GAD should be directed to [Gatwick-Training-and-Development@gatwickairport.com](mailto:Gatwick-Training-and-Development@gatwickairport.com)

**Signatory**

Not yet available

**for and on behalf of the Chief Executive Officer of Gatwick Airport Limited**

**Consultation:**

Has consultation on this Directive taken place? Yes - Consultation record held by author

**Distribution:**

FULL