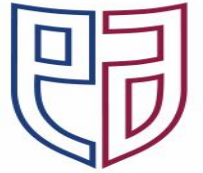




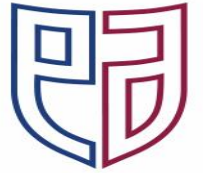
Facilities Assistant Induction Training with Learnpro

- Background
- Initial idea
- Working with our OD Dept.
- Getting feedback
- Final phase and launch
- Next steps



The way we were

- 3 Day course for new starts
- Hands on training
- Moved to a few days training in a school
- Level of training depended on the staff member delivering the training



Initial idea to move to Learnpro online training

E Learning has been with us for some time now but it has always been supplied to us through our Organisational Development teams and we simply direct our staff to complete the mandatory sections. After discussing the idea of us developing and launching a bespoke set of modules with Mhairi fro OD we very quickly got the ball rolling,

[BACK](#)

Search: facilities

EAC: Facilities Assistant Induction



Course Title

EAC: Facilities Assistant Induction Status
Incomplete Progress
Started 07/12/22

Collection of Modules for the Induction of Facilities Assistants

You have started EAC: Facilities Assistant Induction. Click **Launch** beside a module below to continue.

Fire Safety

[LAUNCH](#)

Opening and closing building

[LAUNCH](#)

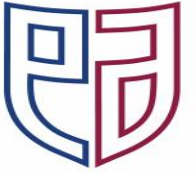
Heating Systems and Energy Management

[LAUNCH](#)

Faults and Repairs

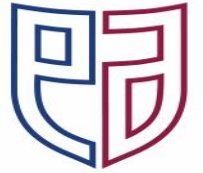
[LAUNCH](#)[Remove Course](#)

The aims of the module were set out on page 1



- ? This module aims to raise awareness in the following areas:
- ? Fire safety within the buildings you are responsible for
- ? The Fire Register
- ? Building inspections and escape routes
- ? Testing and resetting alarms





The training has a series of subjects with drop down information and click-on points

Weekly fire tests

East Ayrshire Council
Comhairle Siorrachd Air an Ear

Facilities Assistant Induction: Fire Safety

Facilities Management & Fire Safety - Record of weekly fire alarm and emergency lighting

OPEN MENU | BACK

SECTION 7

Records of weekly fire alarm and emergency lighting tests

Again this is a vitally important and a statutory requirement – meaning it has to be done by LAW.

▼ Should there be people in the building?

Ideally this should be carried out when the building is fully occupied, the occupants don't need to evacuate but need to be informed that this is a test. This is not always achievable for various reasons and it may be that the test is carried out prior to the building being occupied, the test still has to be communicated to anyone in the building during this time.

> When should I do this?

> How should I do this?


> What should I do during the test?

A

How to do these

East Ayrshire Council
Comhairle Siorrachd Air an Ear

Facilities Management & Fire Safety - Call Points



This should be a detailed list of call points (break glass) and each numbered as this will be helpful when completing the next section.

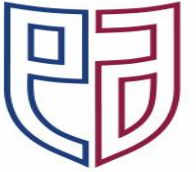
East Ayrshire Council
Corporate Health and Safety Policy Arrangements

LOCATION OF FIRE ALARM CALL POINTS

List the call point numbers and locations i.e. break glass points in the table below

| Call Point No. | Location | Call Point No. | Location |
|----------------|----------|----------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Assessments



HOME PROFILE * CHANGE PASSWORD CERTIFICATE ? SUPPORT LOGOUT

Questions

- Fire Drills
- Reset System
- Escape Inspections
- Obstructing a means of escape
- Fire Doors
- Fire door cannot be used
- Carry out a fire alarm system test
- Fire Sprinkler system
- Unsure how to carry out a fire test
- Test or drill

FIRE SAFETY
The assessment will measure your knowledge and record a score on the system.

▶ Click on an answer to select it and move to the next question. You may change your answer later. Please attempt all questions.

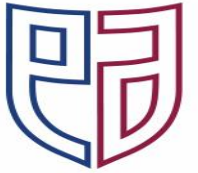
Obstructing a means of escape

What would be classed as obstructing a means of escape?

ANSWERS:

- A vehicle parked outside a fire door.
- A desk in a corridor.
- A gym matt resting against a fire door.
- All the above

Opening and Closing a building



learnPro
COUNCIL

HOME PROFILE * CHANGE PASSWORD CERTIFICATE ? SUPPORT LOGOUT

Questions

- Open Building
- External Walk
- Basic Principles
- Internal Walk
- Alarm
- Strangers
- Contractors
- Security Doors
- Escape

OPENING AND CLOSING BUILDING

The assessment will measure your knowledge and record a score on the system.

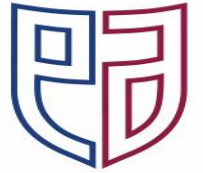
▶ Click on an answer to select it and move to the next question. You may change your answer later. Please attempt all questions.

Open Building

When opening the building and unsettling the alarm, you enter the building by?

ANSWERS:

- The Main entrance.
- The nearest door to the alarm panel.
- The pre-determined route.
- Any door to the building.



Heating and Energy Management

East Ayrshire Council
Comhairle Siorrachd Air an Ear

East Ayrshire Council
Heating Systems and Energy Management

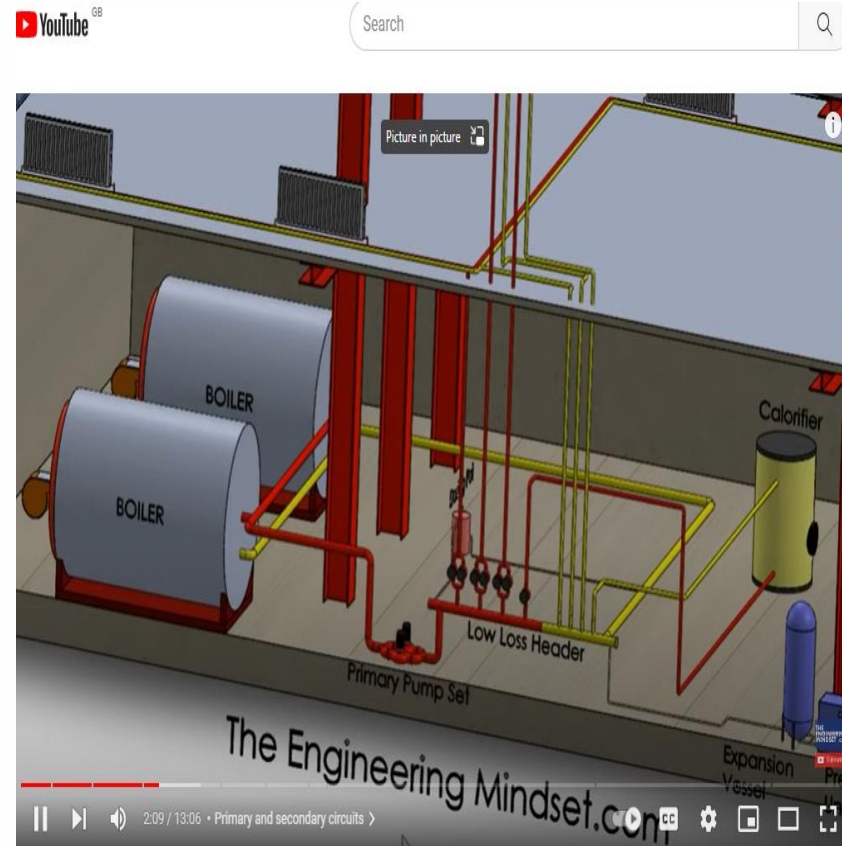
Section 1 - Review

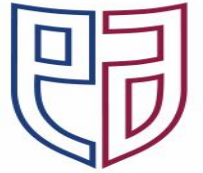
Review

Answer the following questions to check your learning. All questions are based upon the media clip you have just watched. This is not assessed. This is to check your learning. There are 5 questions to complete

What is a domestic hot water storage tank called?

- > Calorifier
- > Calor Heater
- > Convictor





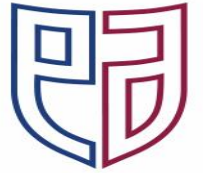
Faults and repairs

Learning Outcomes

Click the bullets on the right to reveal the learning outcomes

- ➔ Identify and report a fault and it's location
- ➔ Follow the reporting process to it's completion and feedback the outcome of the repair
- ➔ What you can do to address minor repairs
- ➔ What we cannot do and must be carried out by a contractor





Getting feedback before going live

[← BACK TO COURSE SETTINGS](#)

REVIEW: STEVEN DEVANEY

CONTACT DETAILS
Steven Devaney

RATING
Content update required

FEEDBACK: NAVIGATION, USER INSTRUCTION AND DESIGN

It may be confusing to new Facilities Assistants, to show picture of someone pressing on a broken break glass in order to carry out a fire alarm test. Even although it states in the text later on, that you should use a key to carry out the tests, some people may still think that they should be using the break glass.

[← BACK TO COURSE SETTINGS](#) [Assign Reviewers](#) [Assign Alerts](#) [Preview Assessment](#) [Preview Module](#)

FEEDBACK: NAVIGATION, USER INSTRUCTION AND DESIGN

This is great!! It is easy to navigate, clear user instructions and the design layout is perfect.

Sorry if I seem pedantic but I wouldn't like this to spoil the design of this. On the Fire triangle exclamation page Alarm is missing the second A

FEEDBACK: COURSE CONTENT, ACCURACY AND LEARNING OBJECTIVES

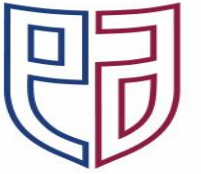
Again this is great! Plenty of content, plenty of relevant and accurate information on this part of the Facilities Assistant role with clear instructions on how/when to carry out and record tests and also information on what to do when issues found so easy to meet the learning objectives for the assessment part of the course.

A couple of relevant things that you may like to add. On the daily means of escape part is the importance of feeding back any and all issues to the premise manager so they can alert other building users if say a door was too jam shut so users need to find another exit or sounders not working in a part of the building so PM can find a way to alert building users until any repairs can be carried out. Fire extinguishers should be checked regularly to check if the safety tag seal has been broken and/or if the extinguisher has been set off this should be reported to the repairs helpdesk.

ASSESSMENT FEEDBACK

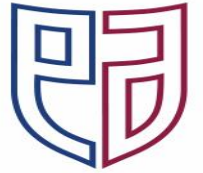
The assessment is also great! Clear and relevant questions, quick and easy to find the relevant answer and a wee' all of the above' question thrown in too.

Going live



It was great to see this through from
concept to going live





Next steps

We are setting up our next E-Learning training for our Cleaning Supervisors and hope that it is as successful

Watch this space

Thank you

Gordon Scott
FM Services Manager