

Fire Safety Protocol 5



Fire Warden

The Role and Responsibilities of a Fire Warden

A Fire Warden is a person(s) designated by the person with responsibility for workplace activities, or workplace manager, to assist them in implementing the necessary fire safety arrangements as identified by the manager to prevent a fire from endangering the health and safety of occupants and other relevant person for whom a duty of care is held.

Fire Wardens play an important role in ensuring the continuity of the workplace and are prepared for a fire emergency. Along with the Emergency Plan, devised by the Workplace Manager, Fire Wardens are an important risk-control measure to ensure the workplace is prepared should an emergency situation - potentially a fire - occur.

Key Duties of a Fire Warden include:

- to assist the Workplace Manager in implementing and improving effective emergency arrangements within the workplace;
- to assist in preventing emergencies by monitoring the adequacy of the fire risk control measures;
- to raise awareness with other staff about the fire hazards that exist within the workplace;
- to instruct occupants in the action to be undertaken in response to a fire emergency;

- to assist the Workplace Manager in undertaking simulated Fire Evacuation Drills to evaluate the effectiveness of emergency arrangements - they must be familiar with all fire emergency escape routes and exits from their designated area;
- to ensure all people from within the workplace are accounted for during an evacuation and;
- to assist all people in the workplace should an emergency occur, including assisting people with special needs, e.g. helping someone in a wheelchair to evacuate.

If the fire alarm is sounded, Fire Wardens have a Duty of care to assist in the safe evacuation of all workplace occupants including visitors and to ensure that their designated area has been cleared.

During an Evacuation, Fire Wardens need to:

- direct everyone to leave the workplace/building using all appropriate routes and exits, (avoid inappropriate exits, such as lifts);
- check all accessible spaces in their area, including bathrooms and toilets, to make sure everyone has evacuated – this should be undertaken whilst exiting the area so as not to expose themselves to un-necessary risks or delays;
- close windows and doors behind them so as to isolate any spread of fire;
- guide everyone to the designated Fire Assembly Area and assist in confirming that everyone has arrived safely.
- to liaise with the Emergency Services on arrival at the premise informing them of any relevant details relating to the fire incident and follow any instruction provided.

Fire Wardens should be provided by the workplace manager with the full authority to conduct a Fire Emergency Evacuation Drill and that staff are aware of the delegated authority.