

Responsibilities of a Fire Warden

What are my main duties as designated fire warden?

- You must ensure ALL fire exits and routes to them remain unobstructed / check fire doors
- All fire escape / safety signage is present and clear.
- You must ensure call points are visible and unobstructed.
- You must ensure Fire extinguishers are not missing or obstructed and also report any extinguishers that have been tampered with or used to the senior person present.
- You should ensure general house-keeping does not pose a fire risk e.g. storage of waste paper.
- You must ensure any evidence of smoking inside buildings is reported.

Your role during a fire evacuation

Your top priority will be ensuring that evacuation plans are effective and understood by everyone on the premises. You will be their guide in the instance of a fire. You will be the one who will respond to the fire and will do all you can to minimise the risks it poses to everyone in the building.

- You must not put yourself at risk when carrying out your duties.
- You should check all areas such as rooms, toilets and store rooms within your designated area, close windows and doors to starve the fire of oxygen if safe to do so.
- You should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point.
- You should not use physical force or become involved in confrontation. If you are aware of somebody remaining in the building then you are to inform the Fire Brigade on their arrival.

Remember

- What's important during a fire evacuation is that you do everything you can to not put others at risk and do not put yourself in danger.
- Everyone needs to remain calm; panic will only make matters worse.
- You need to remain level headed and instil trust in those you are in charge of evacuating, in doing so, you will be capable of fulfilling your role as fire warden.

Any Fire Safety Concerns you may have Report to:

The person responsible for fire safety

Typically the employer, owner or occupier of the premises is **responsible** for **fire safety**. In law, they are known as the '**responsible person**'.