FIRE WARDEN GUIDANCE

INTRODUCTION

Regulator Reform (Fire Safety) Order 2005 (RRO 2005) requires the University of Warwick to have a strategy to evacuate all occupants within a building. This will be achieved by the use of Fire wardens within the departments.

RESPONSIBILITES

WHAT IS THE ROLE OF THE HEAD OF DEPARTMENT?

As the nominated 'Responsible Person' the Head of Department (HoD) will ensure a suitable and sufficient provision is in place to manage a fire evacuation process. This will be achieved through the use of nominated fire wardens. The HoD will ensure a fire warden coordinator is nominated to coordinate and implement this guidance.

WHAT IS A FIRE WARDEN COORDINATOR?

The fire warden coordinator is to liaise with the fire warden volunteers across the building and support their development within the role. The coordinator will also implement a termly 'Toolbox Talk' to discuss any issues which may affect an evacuation, such as building works. The 'Toolbox Talk' will also give the fire wardens an opportunity to meet each other.

WHAT IS A FIRE WARDEN?

A fire warden is a designated person within a department who is allocated responsibilities to help support the ongoing management of fire safety, by contributing to the safety of people in the event of a fire evacuation.

The role of the fire warden?

A fire warden's duties revolve around them being able to competently react to an emergency situation. Procedures for emergency evacuation may vary between different departments, and although the actions of the fire warden would normally be tailored towards their specific needs, there are certain actions that are common across the University of Warwick.

A fire warden will know how to raise the alarm and call the emergency services, along with being familiar with the means of escape in the area in which they are responsible for.

It is also part of a fire warden's duty to ensure that an evacuation is carried out in an orderly manner, during which they would normally conduct a quick but thorough sweep of their designated area, directing people to the nearest available exit and assembly point, whilst also assisting to any disabled people.

During a sweep, the fire warden will attempt, if safe to do so, isolate any heat generating equipment and close any windows and doors that may have been left open.

The first fire warden leaving the building will become the fire warden in charge and will collate any information from other fire wardens.

Once outside, a fire warden will report the situation in their area directly to the fire warden in charge;

- Including details of any persons who have become trapped or who may not want to leave the building for whatever reason.

- To assist the fire warden in charge with crowd control, verbally encouraging people towards the assembly area.

- To monitor final exit doors to prevent unauthorised re-entry

- Provide a cordon around the building if requested by Security or the Fire Brigade

Once Security or the Fire Brigade have ascertained that it is safe to return to the building, the fire warden will also assist persons returning into the building.

Fire wardens that have to sweep high risk areas, such as laboratories will also need to consider working with space users to make safe any hazardous activities which maybe in progress. The fire warden should be aware of compressed gas locations and piped gases within their and report to the fire warden in charge if any are involved in fire.

What extra responsibilities does a fire warden have?

Apart from the actions listed above the fire warden should be observant throughout their department, keeping an eye on day to day general fire safety.

HOW MANY FIRE WARDENS DO I NEED?

Low risk premises – fire warden requirements:

Fire Wardens per number of employees/occupants			Additional fire wardens that may be required		
Fewer than 50	**50-100**	**For every additional 100**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire warden	At least 2 fire warden	1 additional fire warden	1 fire warden per floor/area	Each shift must be adequate	Add 25-50% to the number of fire wardens to cover absence

Example:

A workshop with a separate office area. The workshop employs 7 people, including 2 who work on the weekend. The office employs 3 people, who work Monday-Friday 9am-5pm.

In this instance we would recommend nominating 5 fire wardens:
•2 in the workshop, 1 for each shift
•1 in the office
•2 to cover absences

Medium risk premises – fire warden requirements:

Fire Wardens per number of employees/occupants			Additional fire wardens that may be required		
Fewer than 20	**20-75**	**For every additional 75**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire warden	At least 2 fire warden	1 additional fire warden	1 fire warden per floor/area	Each shift must be adequate	Add 25-50% to the number of fire wardens to cover absence

Example:

A large office building has 3 floors, a cafeteria and a reception area. There are 280 employees in the offices, 90-100 on each floor, 15 people in the cafeteria working 2 shifts, and 5 people working in the reception area.

In this instance we would recommend nominating 13 fire wardens:

- 6 in the office area – 2 on each floor
- 2 in the canteen – 1 per shift
- 1 in the reception area
- 4 to cover absences

High risk premises – fire warden requirements:

Fire Wardens per number of employees/occupants			Additional fire wardens that may be required		
Fewer than 15	**15-50**	**For every additional 50**	**Large Sites**	**Shift Cover**	**Leave of absence**
At least 1 fire warden	At least 2 fire warden	1 additional fire warden	1 fire warden per floor/area	Each shift must be adequate	Add 25-50% to the number of fire wardens to cover absence

Example:

A busy research building. The building has 300 employees working in several laboratories over 3 floors (100 persons per floor). 1 employee supports the reception area. The restaurant is only open during lunch periods and supports approximately 40 people.

In this instance we would recommend nominating 20 fire wardens:

- 1 in the restaurant area
- 1 in the reception area
- 4 per floor (split across any lab areas)
- Additional 2 per floor for absences.

What if there are not enough people to act as fire wardens?

As an organisation the University must do what is reasonably practicable with the available resources. If there are too few people to act as fire wardens it is imperative that building occupants are aware of the fact and know what to do when the fire alarm sounds. Failure to act correctly when a fire alarm sounds could have serious and possibly life-threatening consequences if there is a real fire.

What happens if a fire warden is not on their floor when the alarm sounds?

If the fire warden is out of their area when the alarm sounds they must report to the fire warden in charge to advise that they have not swept their area. This is less of a problem when all occupants know what to do and act appropriately. The person in charge will need to record this fact and, if the Fire Brigade are called, pass that information to the fire service incident commander so they can decide what to do. There is no reason why a fire warden on another fire warden's floor cannot assist that fire warden. If the fire warden is outside of the building when the fire alarm sounds they do not re-enter to carry out their sweep.

FIRE WARDEN TRAINING

Initially and then every 3 years all fire wardens will need to complete the following online Moodle training package:

- Fire Warden Training.

On completion of the online training package, the department fire warden coordinator will carry out a local fire warden procedures induction on the specifics of the building (Annex A).

Any further information or support can be obtained from the University Fire Safety Advisor

Fire Warden Training is located on the Moodle Virtual Learning Environment – Search Fire Warden

ANNEX A

LOCAL FIRE WARDEN INDUCTION CHECK LIST

Building Name / Number:	
Building Fire Warden coordinator:	

Fire Warden Induction				
	Yes	**No**	**N/A**	**Comments**
Location of the fire alarm panel?	☐	☐	☐	
Local procedures on evacuation	☐	☐	☐	:
Location of Refuge Points and Evac+Chair	☐	☐	☐	
Practical use of the Evac+Chair	☐	☐	☐	*If required
Location of Assembly Point	☐	☐	☐	
Introduction to other Fire Wardens	☐	☐	☐	
Fire Warden Training Certificate?	☐	☐	☐	Provide evidence
Location of Fire Extinguishers	☐	☐	☐	
Building Familiarisation (Walk around)	☐	☐	☐	
Location of High Risk areas	☐	☐	☐	*If required
	☐	☐	☐	

Name + Signature of receiving the induction:	
Name + Signature of person carrying out the induction:	
Date:	

NOTE – To be held locally by the fire warden coordinator for auditing purposes.

Version	Date	Author	Checked By	Reason for Revision
1	3rd August 2018	Simon Watson	Graham Hakes	Initial