

Health & Safety

Duties of Fire Wardens

On hearing the fire alarm:

- Actively encourage staff and students within their area to evacuate the building using the nearest escape route.
- Check those areas they would pass on their way towards fire exits, ensuring that all fire and smoke doors are closed. **Under no circumstances should they traverse through the building checking areas.**
- Ensure personnel do not make any unnecessary attempts to return to their desk/room for any belongings.
- Evacuate the building and proceed immediately to their nearest fire assembly point and assist on marshalling staff/students into an orderly manner.
- Report the position, and specifically any deficiencies, to the Senior Fire Co-ordinator at their station.
- Ensure staff and students do not block footpaths and roadways. **It is important that the emergency services are not impeded whilst responding to a fire call.**

Other duties include:

- Reporting of faults, incidents and near misses.
- Reporting of poor housekeeping.
- Regular checks of their areas and be aware of any issues or obstructions that may affect the evacuation of people from the building.
- Familiarise themselves with all escape routes from the building (in the event that their regular/nearest emergency exit may be blocked).

Further information

[Fire assembly points](#)

[Fire/emergency procedures](#)

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