

## Fire Wardens – roles and responsibilities

### Overview

All organisations are legally required to have at least one designated Fire Warden. It's also common sense, given that every year there are nearly 20,000 commercial fires in the UK.

This course will help participants:

- Assess their awareness and knowledge of the principles of fire safety and the associated risks involved at work
- Understand the responsibilities of being a Fire Warden
- Understand the main types of firefighting equipment

### Who should attend?

Anyone who has been nominated to become a Fire Warden.

### Format

A half-day session, for up to 12 people. Extinguishers can be used if available on site and if there is space to do so.

### Programme outline

#### 1 Introduction to fire safety

- What to do in an emergency
- Causes and effects of fire
- The fire warden's duties and responsibilities

#### 2 Fire risk control

- How to raise the alarm
- Assembly points, roll calls, drills
- Fire prevention and fire risk assessment
- Understanding the fire triangle

#### 3 Practical fire safety

- Types of portable fire extinguishers
- Maintenance of firefighting equipment
- Fire signs
- In-house checks
- The fire bag/box

### The expert trainer

**Frances** is a highly qualified (MA, BSc, FRSPH, Chartered Fellow CIPD, MCIEH, Post Grad Law Cert) independent consultant and trainer in the health and safety field with a postgraduate certificate in law.

Formerly a training manager in a large London hospital, and with a background before that in catering management, Frances is also a registered CIEH and RSPH trainer, a qualified Food Inspector and Mentor and Affiliate of the Institute of Fire Engineers. She also has experience as a senior lecturer at a London college.

She has extensive practical management experience and is a very popular trainer generally, and particularly in the hospitality and commercial sectors as well as with local and central government departments. With over 20 years' training experience in a diverse cross-section of organisations and holding various management and consultancy roles in global industries, Frances has a wide range of experience to draw upon.

See what people have said about her training:

- Lovely lady, well-paced training, well explained.
- Very good trainer!!
- Easy to understand, friendly atmosphere.
- Very good training.
- Very interesting and clear explanation.
- Helpful, approachable and knowledgeable.
- She's the best!
- Clear, concise and to the point.
- Very good – made the class enjoyable and easy to understand.
- Great!