

PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



FIRE WARDEN RESPONSIBILITIES

It is the responsibility of the Fire Warden to safeguard the safety of employees and visitors to Paignton Sec.

Each morning every Fire escape must be checked to ensure that it has been unlocked and that each door has clear access.

Generally, during the day, all escape routes should be checked to ensure that they are kept clear from any item which will obstruct clear access to fire doors. Items such as boxes, parcels, luggage, equipment and personal items, which may restrict clear access or act as a trip hazard must be removed.

In the event of a fire, the Fire Warden must:

- Raise the alarm notifying as many people as possible to the danger.
- Dial 999 or instruct another responsible person to dial 999 to notify the fire service.
- If the fire is still in its infancy, collect a fire extinguisher of the correct type and attempt to extinguish the fire before it becomes out of control.
- Upon leaving the building, collect the list of people who are in the building and go to the Fire Assembly point which is at the entrance of the car park.
- When all those who were in the building have assembled, conduct a head count to establish whether any body is still in the building.
- If it is suspected that there are still people in the building, the Fire Warden MUST NOT return to the building but notify the fire service upon arrival, if any people are suspected of being in the build and their possible location.
- While waiting for the fire service to extinguish the fire and make the building safe it is the Fire Wardens responsibility to stop any body returning to the building for any reason.