Fire Warden Training

This Fire Warden Training course will provide you with a strong understanding of good fire safety measures in workplaces and what your role as a fire warden involves. Fire wardens contribute to fire safety in their workplace by following control measures, being alert to issues, and knowing how to lead a safe evacuation in an emergency.

The course will therefore teach you about fire safety law, how fires commonly start, fire risk assessments, fire prevention measures, detection and alarm systems, requirements of evacuation routes, emergency plans, what your responsibilities are during a fire, and carrying out fire drills. This knowledge will give you a thorough understanding of fire safety and how to successfully fulfil your role as a fire warden.

Module One: Introduction to Fire Warden Training

This module will provide you with an overview of why fire safety is crucial and what the law requires of businesses. It discusses the hierarchy of fire protection, the overall duties that employers and other duty holders must fulfil, and the responsibilities that fire wardens will be assigned.

- Why is fire safety important?
- Fire safety law
- How is the law enforced?
- Employer duties
- Fire warden responsibilities
- How many fire wardens do businesses need?
- How to prepare for your role

Module Two: Understanding Fire

This module explains the fire triangle, which refers to the three elements required for a fire to start. It will discuss common sources of each element that you'll find in workplaces, as well as the six classes of fire. It will also explain dangerous substances, which are a common cause of fires and are crucial to control.

- The fire triangle
- Classes of fire
- Dangerous substances
- Hazard labelling and packaging
- Safety data sheets

Module Three: Fire Risk Assessments

This module discusses the importance of fire risk assessments and the five steps involved to carry them out. Employers are primarily responsible for fire risk assessments, but fire wardens can offer help based on their experience and knowledge, so having an understanding of the risk assessment process is important.

- What is a risk assessment?
- Key definitions
- Step 1: identifying the hazards
- Step 2: determining who may be harmed and how
- Step 3: deciding what precautions are needed
- Step 4: recording findings
- Step 5: reviewing and updating the assessment

Module Four: Fire Safety Arrangements

This module details the fire safety measures that businesses should have in place, including controls for avoiding risks altogether, preventing or reducing the risks, and good housekeeping practices. It also explains the requirements of fire detection and warning systems, as well as the different types of fire extinguishers and their uses.

- Fire prevention measures
- Duties of manufacturers and suppliers of machines and equipment
- Fire detection and warning systems
- Duties of manufacturers, importers, and distributors of electrical equipment
- Fire extinguishers
- Fire blankets

Module Five: Evacuation Routes and Signs

This module covers the requirements of evacuation routes in business premises, such as how many there should be, where they should run, and how they should accommodate people with vulnerabilities. It also talks about the requirements of emergency lighting and fire signage, which are crucial for guiding people to safety.

- Requirements of evacuation routes
- Emergency lighting
- Fire signs

Module Six: Emergency Plans, Evacuation Procedures, and Fire Drills

This final module sets out the requirements of fire emergency plans and evacuation procedures (including for people with vulnerabilities and disabilities). It details the key actions that fire wardens should take in an emergency, which is a fundamental part of their role, as well as the importance of carrying out fire drills.

- Fire emergency plans
- General evacuation procedures
- Evacuation procedures for vulnerable people
- Fire warden duties during evacuations
- Fire drills

Aims of the training

By the end of this course, you will understand:

- The main laws for workplace fire safety.
- Your role as a fire warden.
- The different categories of fire.
- How fires may start and spread in a workplace.
- What is involved in a fire risk assessment.
- Common causes of fires in workplaces.
- Control measures to prevent or minimise fire risks.
- The different types of fire extinguishers and their uses.
- Fire detection, fire warning, and fire equipment.
- Requirements for fire plans.
- What your specific role is during emergency evacuation procedures.
- Fire safety measures for people with vulnerabilities and disabilities.
- The purpose of personal emergency evacuation plans.
- How to carry out fire drills.