

<b>Fire Policy Practice Guidance Note</b>		
<b>Duties and Procedures for Fire Wardens – V03</b>		
<b>Date Issued</b> Issue 1– Feb 2021	<b>Planned Review</b> Feb 2024	<b>FP-PGN-13</b> Part of CNTW(O)41 Fire Policy
<b>Author/Designation</b>	Matthew Lessells, Head of Estates - NTW Solutions Ltd	
<b>Responsible Officer / Designation</b>	Executive Finance Director and Deputy Chief Executive	

<b>Contents</b>		
<b>Section</b>	<b>Description</b>	<b>Page No</b>
1	Introduction	1
2	Scope	1
3	Statement	2
4	Principal Duties	2

## **1 Introduction**

- 1.1 Certain premises or departments within Cumbria Northumberland, Tyne and Wear NHS Foundation Trust Group (CNTW Group), may require persons with specific duties regarding fire safety to be in place. These persons are known as Fire Wardens and have responsibility to promote and assist in overseeing fire safety in their area of work. They will also be expected to take action (if they are on duty) in the event of fire or actuation of the fire alarm system.

## **2 Scope**

- 2.1 This Practice Guidance Note (PGN) together with any associated procedures and guidance notes, shall be observed by all employees of the CNTW Group and is applicable to responsible persons and their nominated deputies.

## **3 Statement**

- 3.1 The CNTW Group are committed to effective management and control of fire safety in order to reduce the risks to patients, staff, visitors and members of the public.

Fire Practice Guidance Notes form part of the CNTW Group's approach to managing health and safety and it is expected that staff will follow the guidance contained within them unless there is a compelling reason to deviate from it. Such reasons should be documented whenever the circumstance occurs and notified to the Head of Estates so that modifications to future editions can be made if necessary.

3.2 The Fire Safety Advisors will actively assist all persons to ensure they are competent in their role with regards to fire safety measures.

#### **4 Principal Duties**

4.1 Staff or other persons nominated as Fire Wardens are intended to promote fire safety and awareness in their area of work. It is recognised that they are not available at all times and therefore some of the duties listed below can only be fulfilled if they are on duty.

- Take appropriate and effective action in the event of a fire
- Ensure the alarm has been raised
- Ensure escape routes are available for use
- Assist in evacuation or movement all persons in the affected area
- Ensure any staff or visitors with disabilities are assisted
- Fight the fire if it is safe to do and training has been received
- Call the fire service If required
- Isolate any power supplies if necessary
- Go to assembly points and carry out a roll call
- Carry out or assist in fire evacuation drills

**Appropriate training will be given to Fire Wardens.**

Fire Practice Guidance Notes form part of the CNTW Group's approach to managing health and safety and it is expected that staff will follow the guidance contained within them unless there is a compelling reason to deviate from it. Such reasons should be documented whenever the circumstance occurs and notified to the Head of Estates so that modifications to future editions can be made if necessary.

2