



# FIRE WARDEN

Your Name:.....



## WELCOME TO YOUR IOSH FIRE WARDEN COURSE

BY INSPIRE INTERNATIONAL UK LTD

### ABOUT THIS COURSE

This training course will provide employees with the knowledge needed to become a trained Fire Warden.

It will cover your duties as a Fire Warden, fire prevention measures, fire extinguishers and other important information to help you in your role as a Fire Warden which is crucial for any workplace's safety.

### ABOUT IOSH

The Institution of Occupational Safety and Health (IOSH) is the world's Chartered body for safety and health professionals.

- They are the largest membership body for health and safety professionals.
- They champion occupational safety and health causes and advocate for change.
- They advise governments, NGOs and policymakers.
- They facilitate safety and health awareness training in around 130 countries through IOSH Services Ltd, our wholly-owned trading arm.
- They are an awarding organisation for occupational safety and health qualifications.
- They commission research and set national and international standards.
- They shape the future of the profession.

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**MODULE 1:**

# **BASIC PRICIPLES OF FIRE**



## MODULE 1:

# BASIC PRICIPLES OF FIRE

## KEY LEARNING POINTS

- What 3 things are needed for fire to occur?
- What Fire Hazards are in your workplace?
- What are the ways that fire & heat can spread?
- How can you prevent fires & fire spread in your workplace?



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# FIRE TRIANGLE



## What is the Fire Triangle?

The fire triangle is a model that represents the three key elements required for a fire to ignite and sustain. These three elements are fuel, heat, and oxygen. Without any one of these three elements, a fire cannot start or continue.

### Fuel:

Fuel refers to any material that can burn. The type of fuel and its characteristics can affect the intensity and behaviour of a fire. For example, some fuels burn hotter and faster than others.

### Heat:

Heat is the energy that is required to raise the temperature of a fuel to its ignition point. When the heat is applied to the fuel, it begins to break down and produce flammable gases that can ignite.

### Oxygen:

Oxygen is the third element required for a fire to ignite and sustain. Air contains about 21% oxygen, which is necessary for combustion to occur. When oxygen combines with the flammable gases produced by the fuel, it creates a flame.



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Understanding the fire triangle is essential to controlling a fire. To extinguish a fire, you need to remove one or more elements of the fire triangle.

You can do this by:

- Removing the fuel source: This can involve removing any flammable material from the area, turning off the fuel source, or depriving the fire of fuel by smothering it with a fire blanket or extinguishing agent.
- Reducing the heat: This can involve cooling the area with water or a fire extinguisher, closing doors and windows to limit the amount of oxygen, or turning off the electrical source.
- Cutting off the oxygen supply: This can involve using a fire extinguisher to spray a fire-suppressing agent, closing doors and windows to limit the amount of oxygen, or using a fire blanket to smother the flames.

In conclusion, the fire triangle is a simple model that can help you understand the key elements required for a fire to ignite and sustain. By understanding this model, you can take steps to prevent fires from occurring and effectively control them if they do.

**What IGNITION / HEAT sources are in your workplace**

**What FUEL sources are in your workplace**

## Hot Works



Work that involves open flames, sparks or any other activity that generates heat. Fires involving hot work have led to multi-million-pound losses. Most frequently, the cause is carelessness and ineffective supervision.

Special attention should be given to areas in which hot work is being carried out

The area should be clear of all combustible materials and suitable extinguishers provided nearby

A thorough check should be made of the area 30 mins to 1 hour after the work is completed.

The sources of heat most commonly involved include:

- Gas and electric welding and cutting equipment;
- Blowlamps and blowtorches;
- Grinding wheels and cutting discs

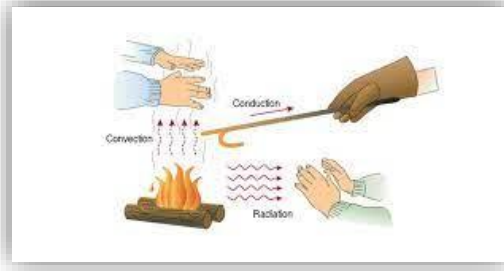
### Stages of Combustion

- 1. Induction** - Heat produces sufficient vapour which can mix air above the fuel & generate a flammable mixture
- 2. Ignition** - Initiates the reaction and becomes self sustaining (no longer needs a heat source)
- 3. Fire Growth** - Fire may spread in 4 ways – rate of spread depends on HEAT, FUEL & OXYGEN
- 4. Steady State** - Temperature stabilises and combustion reaches steady state
- 5. Decay** - Begins when either FUEL or OXYGEN has been consumed – Fire will begin to cool down and extinguish.

More fuel = Bigger faster spreading fire. It is important to control combustible materials and heat sources to help reduce fire spread.



# Fire / Heat Spread



Understanding how fire spreads is important for fire prevention and control. Firefighters use various strategies and techniques to control and extinguish fires, depending on the type of fire and how it is spreading

**Convection:** This is the transfer of heat through the movement of hot gases or liquids. As the fire burns, it heats the air above it, causing it to rise and pull in cooler air from the sides. This creates a convective current that can carry the fire and its heat to other areas.

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**Radiation:** This is the transfer of heat through electromagnetic waves. As the fire burns, it emits radiation in the form of heat and light. This radiation can travel through the air and ignite nearby combustible materials, even if they are not in direct contact with the flames.

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**Conduction:** This is the transfer of heat through direct contact. When a material that is already burning comes into contact with another material, it can transfer heat and ignite the second material. For example, a burning log can ignite nearby grass or leaves through conduction.

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**Direct flame contact, Ember or spark ignition:** This is when the flame of a fire comes into direct contact with a combustible material, causing it to ignite. Ember or spark ignition is when a hot ember or spark is carried by the wind and lands on a combustible material, igniting it. This is a common way that wildfires can spread.



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# Smoke



Smoke in fires can be extremely dangerous and even deadly.

Here are some of the dangers of smoke in fires;

## Inhalation of toxic gases:

Smoke contains toxic gases, such as carbon monoxide, hydrogen cyanide, and sulphur dioxide, which can cause serious health effects when inhaled. These gases can displace oxygen in the air, leading to oxygen deprivation and potentially fatal consequences.

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## Heat and burns:

Smoke can contain hot particles and gases that can cause burns to the respiratory tract and other parts of the body.

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## Reduced visibility:

Smoke can reduce visibility, making it difficult for occupants to escape a building or for firefighters to locate and extinguish a fire.

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## Structural damage:

Smoke can weaken the structure of a building, making it more likely to collapse in a fire.

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## Spread of fire:

Smoke can also transport burning particles to other areas of a building, causing the fire to spread.

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## Psychological impact:

Smoke can cause panic, confusion, and disorientation, making it more difficult for people to escape a fire.

To protect against the dangers of smoke in fires, it is important to install smoke detectors and alarms, ensure proper ventilation, and follow fire safety procedures, such as evacuating the building immediately when a fire occurs.

# Compartmentation

Compartmentation is a fire safety strategy that involves dividing a building into smaller fire-resistant compartments, in order to prevent the spread of fire and smoke between areas.

This helps to slow down the spread of fire and smoke, giving occupants more time to evacuate and firefighters more time to respond



Examples of compartmentation include:

1. **Fire doors:** These are specially designed doors that are installed in walls and floors to prevent the spread of fire and smoke. They are usually made of fire-resistant materials, such as steel or gypsum, and have seals around the edges to prevent smoke from leaking through.
2. **Fire-resistant walls:** These are walls that are designed to resist the spread of fire and smoke. They are usually made of materials such as concrete, masonry, or gypsum, and are built to withstand high temperatures and structural stresses.
3. **Fire-rated windows:** These are windows that are designed to resist the spread of fire and smoke. They are made of fire-resistant materials, such as tempered glass or ceramic, and are installed with fire-rated frames and seals.
4. **Firestops:** These are barriers that are installed within walls, floors, and ceilings to prevent the spread of fire and smoke through gaps and penetrations. They are usually made of fire-resistant materials, such as intumescent seals or cementitious mortars.
5. **Smoke curtains:** These are curtains or barriers that are installed in large open spaces, such as atriums or lobbies, to prevent the spread of smoke. They are made of fire-resistant materials, such as glass fiber or ceramic, and can be operated manually or automatically in the event of a fire.



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## MODULE 1:

# BASIC PRICIPLES OF FIRE

## Summary

- What 3 things are needed for fire to occur?
- What Fire Hazards are in your workplace?
- What are the ways that fire & heat can spread?
- How can you prevent fires & fire spread in your workplace?

**MODULE 2:**

**FIRE SIGNS & NOTICES**



## MODULE 2:

# FIRE SIGNS & NOTICES

## KEY LEARNING POINTS

- What are the different signs associated to Fire Safety?
- What are the requirements of Fire Signs & Notices?



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## Fire Signs & Notices

Fire signs and notices should comply with the following requirements:

1. **Signs should be clear and visible:** Fire signs should be easily seen and understood by everyone in the building, including visitors and those who may not speak the language fluently. They should be placed in prominent locations, such as near exits and fire equipment.
2. **Signs should be durable:** Fire signs should be made of materials that are durable and can withstand exposure to heat and other elements.
3. **Signs should be informative:** Fire signs should convey clear and concise information about the nature of the hazard and the appropriate action to take in case of a fire. They should include clear symbols or text and be easy to understand.
4. **Signs should be standardized:** Fire signs should conform to standard design and color specifications, such as those specified in ISO 7010.
5. **Signs should be regularly maintained:** Fire signs should be regularly inspected and maintained to ensure they remain visible and effective.

## The importance of Fire Safety Signs & Notices must not be underestimated;

Fire safety signage is essential to assist people escape during an emergency

Signs are vital to guide those unfamiliar with the area

Signage can guide the emergency services to the point of fire

Signage provides clear instructions for mandatory requirements, such as 'fire door keep shut'

The location of fire safety and fire-fighting equipment, such as fire extinguishers is indicated by signage

Building occupants should be able to view an emergency exit sign from anywhere in a building



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### **MANDATORY**

- Circular, blue background
- White image or writing
- The image represents the type of mandatory action to follow.



### **WARNING**

- Triangular with yellow background and black picture
- The image represents the type of warning.



### **PROHIBITION**

- Circular, white background and red border
- Diagonal red line crossing a black image
- The image represents the type of prohibition.



### **SAFE CONDITION**

- Square or rectangular, green background
- White image or writing
- The image represents the safe condition.



### **FIRE SAFETY**

- Square or rectangular, red background
- White image or writing
- The image represents fire safety measures such as fire extinguishers.



### **FIRE ACTION**

- Usually blue on a white background
- Can contain other images
- They contain instructions on what to do in a fire – Must be up to date



## MODULE 3:

# FIRE EXTINGUISHERS



## MODULE 3:

# FIRE EXTINGUISHERS

## KEY LEARNING POINTS

- What are the 6 classes of Fire?
- What are the 5 main types of Fire Extinguisher?
- What is the correct method for using a Fire Extinguisher?



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## Classification of Fire

Classification	Fire Risk
 <b>Class A</b>	Solid Combustible Materials i.e. Paper, Wood, Textiles.
 <b>Class B</b>	Flammable Liquids i.e. Petrol, Diesel, Oil.
 <b>Class C</b>	Flammable Gases i.e. Natural Gas, Propane.
 <b>Class D</b>	Combustible Metals i.e. Sodium, Potassium, Lithium.
 <b>Class F</b>	Cooking Oils/Fats i.e. Deep Fat Fryers
 <b>Class E*</b>	Electrical Fires i.e. Short Circuiting Equipment

Fire can be classified into six different classes based on the type of fuel involved. Knowing the different classes of fire is important for understanding how to properly extinguish each type of fire.

Here are the six classes of fire:

- 1. Class A Fire:** This is a fire involving solid materials such as wood, paper, and textiles. These fires usually leave ash as a residue.
- 2. Class B Fire:** This is a fire involving flammable liquids such as petrol, oil, and solvents.
- 3. Class C Fire:** This is a fire involving gases such as propane, butane, and natural gas.
- 4. Class D Fire:** This is a fire involving metals such as magnesium, titanium, and sodium.
- 5. Class E Fire:** This is a fire involving electrical equipment such as appliances, computers, and power tools.
- 6. Class F Fire:** This is a fire involving cooking oils and fats.

It is important to note that using the wrong type of extinguisher on a fire can actually make the fire worse. Therefore, it is important to know the class of fire you are dealing with before attempting to extinguish it.

## Types of Fire Extinguisher

- 1. Water extinguishers (Class A):** These are designed to extinguish fires involving ordinary combustibles such as wood, paper, and fabrics. They work by cooling the fuel and reducing the temperature below the ignition point. Water extinguishers should never be used on electrical fires, flammable liquids, or cooking oils/fats as it can make the fire worse or create electrocution hazards.
- 2. Foam extinguishers (Class A and B):** These are effective on fires involving both solid combustibles and flammable liquids. They work by smothering the fire and cutting off the supply of oxygen, also they can cool the fire. Foam extinguishers are not recommended for electrical fires or fires involving combustible metals.
- 3. Carbon dioxide (CO2) extinguishers (Class B and electrical):** These extinguishers are effective on fires involving flammable liquids and electrical equipment. CO2 works by displacing the oxygen and smothering the fire. They are not suitable for Class A fires as they do not have cooling properties.
- 4. Dry powder extinguishers (Class A, B, C, D and electrical):** These are versatile extinguishers that can be used on most types of fires. They work by creating a barrier between the fuel and the oxygen, which prevents combustion. They are suitable for Class A, B, C, and electrical fires. However, they are not recommended for use in enclosed spaces as they can cause visibility problems and respiratory issues.
- 5. Wet chemical extinguishers (Class F):** These extinguishers are designed specifically for fires involving cooking oils and fats, such as those found in commercial kitchens. They work by creating a barrier between the fuel and the oxygen, which prevents combustion. Additionally, they cool down the fire and form a thick soap-like foam to prevent re-ignition.

	A WOOD, PAPER, FABRIC, ETC.	B FLAMMABLE LIQUID FUEL	B FLAMMABLE GASES	C ELECTRICAL EQUIPMENTS	D BURNING METAL	K COOKING OIL, FAT
WATER	✓	✗	✗	✗	✗	✗
DRY POWDER	✓	✓	✓	✓	✗	✗
CARBON DIOXIDE	✗	✓	✗	✓	✗	✗
FOAM	✓	✓	✗	✗	✗	✓
WET CHEMICAL	✓	✗	✗	✗	✗	✓
M2S/L2 SPECIAL POWDER	✗	✗	✗	✗	✓	✗

# Using Fire Extinguishers

## NEVER TAKE ANY UNNECESSARY RISKS

Assess the fire and determine if it is safe to use a fire extinguisher. Only attempt to put out small fires that are contained and do not pose an immediate threat to your safety.

Choose the appropriate fire extinguisher for the type of fire you are dealing with. Remember that each fire extinguisher is designed to tackle a specific class of fire.

Using a fire extinguisher can be a straightforward process if you know how to do it properly. Here are the basic steps for using a fire extinguisher:



### PULL:

Pull the pin on the extinguisher to break the tamper seal and allow the extinguisher to operate.

### AIM:

Aim the nozzle or hose of the extinguisher at the base of the fire, not at the flames. This will help to smother the fire by cutting off its source of fuel.

### SQUEEZE:

Squeeze the handle of the extinguisher to release the extinguishing agent. Keep the extinguisher aimed at the base of the fire while you squeeze the handle.

### SWEEP:

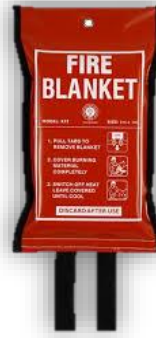
Sweep the nozzle or hose from side to side, covering the entire area of the fire with the extinguishing agent. Move slowly and steadily, and keep the extinguisher aimed at the base of the fire.

Stand back and observe the fire to ensure that it does not reignite. If it does, repeat the process. Evacuate the area immediately if the fire is not extinguished quickly, or if it becomes too large to control. It's important to remember that fire extinguishers have limitations and may not be effective on all types of fires.

If in doubt or if the fire is not easily contained, evacuate the area and call the emergency services. Also, ensure you know how to use a fire extinguisher by reading instructions and familiarising yourself with it beforehand to avoid any delays or mistakes during an emergency.

# Using Fire Blankets

A fire blanket is a piece of fire safety equipment that can be used to smother small fires, especially those involving cooking oils and fats.



## Here are the steps for using a fire blanket:

1. Identify the location of the fire blanket and remove it from its container or storage location.
2. Approach the fire cautiously and ensure that you have a clear path to the fire blanket's location.
3. Hold the fire blanket by its corners and cover your hands to protect them.
4. Carefully approach the fire and cover it completely with the fire blanket. Ensure that the blanket is placed flat over the flames to prevent the fire from spreading.
5. Leave the fire blanket in place until the fire is extinguished and the blanket is cool. Do not remove the blanket immediately, as this could allow oxygen to reignite the fire.
6. Once the fire has been extinguished, turn off any heat sources, and allow the area to cool down.
7. If there is any doubt about the effectiveness of the fire blanket or if the fire continues to burn, evacuate the area and call the emergency services.

It's important to note that fire blankets are not suitable for all types of fires, such as electrical fires. Always use the appropriate fire extinguisher or seek professional help if in doubt.



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**MODULE 4:**

# **ROLES & DUTIES OF A FIRE WARDEN**



## MODULE 4:

# ROLES & DUTIES OF A FIRE WARDEN

## KEY LEARNING POINTS

- What PROACTIVE duties does a Fire Warden have?
- What REACTIVE duties does a Fire Warden have?
- What routine checks does a Fire Warden carry out?



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# PROACTIVE DUTIES

## Developing & Implementing Fire Safety Procedures & Plans

By having a fire evacuation plan in place and regularly reviewing and practicing it, occupants can be prepared and able to respond effectively in the event of a fire, which can ultimately save lives and minimize property damage.



The purpose of a fire evacuation plan is to ensure the safe and orderly evacuation of occupants in the event of a fire. The plan should outline the procedures to be followed and identify the resources and personnel required to execute the plan. A fire evacuation plan should include the following:

1. **Emergency contact information:** This should include phone numbers for emergency services, such as the fire department, police, and medical services.
2. **Emergency exits and evacuation routes:** The plan should clearly identify all emergency exits and evacuation routes, including any secondary routes.
3. **Assembly areas:** The plan should identify designated assembly areas where occupants can gather safely after evacuating the building.
4. **Personnel and responsibilities:** The plan should identify the personnel responsible for implementing the plan and their specific duties.
5. **Alarm procedures:** The plan should outline the procedures for sounding the fire alarm and who is authorized to initiate the alarm.
6. **Hazardous materials:** If hazardous materials are present in the building, the plan should include procedures for their safe handling and disposal.
7. **Special needs:** The plan should account for any occupants with special needs, such as those with disabilities or limited mobility, and provide procedures for their safe evacuation.

## Personal Emergency Evacuation Plan

The purpose of a P.E.E.P is to provide people who cannot get themselves out of a building unaided with the best possible escape plan in a fire emergency

Your Personal Emergency Evacuation Plan should:

1. Identify areas of safety/refuge and determine safe routes
2. Name anyone appointed to assist the person in an emergency
3. List what specialist equipment is necessary
4. Identify where staff training is needed
5. Detail when and how escape practise will take place
6. Be documented.

# PROACTIVE DUTIES

## Conducting Fire Safety Checks & Updating The Fire Folder

Fire Folder contains all documents/records to comply with Regulations.

Fire Wardens must check the fire folder to make sure all checks are carried out as planned - If not report to Manager immediately.



### Daily checks

(These do not need to be recorded unless a noncompliance or fault is found in which case a record must be made along with the action taken to rectify it.)

- Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully, and check escape routes to ensure they are clear from obstructions and combustible materials, and in a good state of repair.
- Open all final exit doors to the full extent and walk exterior escape routes.
- Check the fire alarm panel to ensure the system is active and fully operational.
- Visually check that emergency lighting units are in good repair and apparently working.
- Check that all safety signs and notices are legible.

### Weekly Tests and Checks

- Test fire-detection and warning systems and manually-operated warning devices weekly following the manufacturer's or installer's instructions.
- Check the fire extinguishers are correctly located and in apparent working order. These do not need to be recorded.

### Monthly Tests and Checks

- Test all emergency lighting systems to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions.
- Check that all fire doors are in good working order and closing correctly and that the frames and seals are intact.
- Check battery operated smoke alarms following the manufacturer's or installer's instructions.
- Check the fire extinguishers are correctly located and in apparent working order. These do need to be recorded.

### Six-monthly Tests and Checks

- A competent person should test and maintain the fire-detection and warning system.

### Annual Tests and Checks

- The emergency lighting, all firefighting equipment and fire alarms systems should be tested and maintained by a competent person.

# PROACTIVE DUTIES

## Raising Awareness of Fire Safety

Fire wardens should lead by example for fire safety and educate staff

You should;

- Understand and be aware of the Fire Hazards in your workplace



- Understand your area of Responsibility
- Ensure that all staff & visitors understand what is required of them during fires and fire drills



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# REACTIVE DUTIES

## Evacuation & Fire Drills

Fire drills should be carried out to ensure that people are prepared to respond quickly and safely in the event of a fire emergency.

Here are some reasons why fire drills are important:

1. **Safety:** Fire drills help people become familiar with evacuation procedures, emergency exits, and fire safety equipment such as fire alarms, extinguishers, and sprinklers. This knowledge can save lives in case of a real emergency.
2. **Practice:** Fire drills allow people to practice what they would do in case of an emergency, which can help them to react quickly and calmly when a real emergency occurs.
3. **Compliance:** Fire drills are often required by law or regulation, and failure to conduct them can result in fines or penalties.
4. **Awareness:** Fire drills also help to raise awareness about fire safety and the importance of being prepared in case of an emergency. This can help to prevent fires from occurring in the first place.

Overall, fire drills are an important part of ensuring the safety of people in buildings and should be conducted regularly to ensure that everyone is prepared in case of an emergency.

- Confirm that alarm can be heard throughout the building
- Allow everyone to practise the evacuation
- Identify weaknesses or problems with the evacuation procedure
- Allow you to practise PEEP's
- Should be conducted at least 2 times per year and documented
- Fire Drill MUST cover all shift patterns.



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# REACTIVE DUTIES

## Fire Response & Management

Fire wardens should take charge of the situation in the event of a fire, and coordinate with the emergency services and other Fire Wardens. They should ensure that all employees are accounted for and understand their area of responsibility.

Once outside it is vital to ensure that, whenever possible, all building occupants are accounted for. There are two types of system commonly used for this:

- a full role call of individuals; and
- fire wardens sweep areas and report them clear.

Although sometimes undertaken by a senior member of staff or a supervisor, a fire warden may be required to meet the fire and rescue service and direct them to the building and where possible explain where the fire is and any hazards that are in the building. Anybody who is unaccounted for or any zones that remain unchecked should be reported to the fire officer in charge.

It is common that members of staff or the public will try to re-enter the building in the event of a fire.

They may want to search for friends or relatives, fetch personal belongings, return to a queue or simply get warm. Fire wardens have a key role to play in restricting re-entry to the building, but they should not put themselves at risk in doing so.

Some vulnerable groups will need constant supervision and reassurance. A fire warden may also be responsible for this task, along with helping any members of the public who may have concerns.

A Fire Warden does not have to be the last person out of a building!



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# REACTIVE DUTIES

## Fire Response & Management



Human behaviour in fires is an issue because it can greatly impact the outcome of a fire emergency.

Here are some reasons why human behaviour in fires is important:

1. **Panic:** In a fire emergency, people may panic and make poor decisions that can put themselves and others in danger. Panic can also lead to overcrowding and bottlenecking at exits, making it difficult for people to escape.
2. **Delayed response:** People may underestimate the seriousness of a fire emergency, delaying their response and potentially putting themselves in harm's way.
3. **Lack of knowledge:** If people are not familiar with fire safety procedures and do not know how to use fire safety equipment, they may not be able to respond appropriately in a fire emergency.
4. **Non-compliance:** Some people may ignore fire safety procedures and continue to use flammable materials, overload electrical outlets, or engage in other behaviours that increase the risk of a fire emergency.
5. **Physical limitations:** Some people may have physical limitations that make it difficult for them to escape a fire emergency, such as mobility or hearing impairments.

Overall, human behaviour in fires can greatly impact the safety of individuals and should be taken into consideration when designing fire safety protocols and emergency response plans.

It is important to educate people on fire safety procedures, conduct regular fire drills, and ensure that buildings are equipped with appropriate fire safety equipment to minimize the risk of fire emergencies and increase the likelihood of a safe evacuation.

- Don't take it seriously - Frequently inappropriate
- Initially skeptical - Uncertain and indecisive
- Role dependent - Ignore as no one around them are reacting
- Group led
- Occasionally fatal
- Must be taught to react to alarms CORRECTLY.



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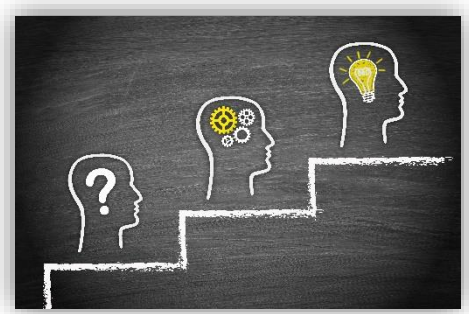
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# REACTIVE DUTIES

## Reporting & Investigating Incidents

Fire wardens should report all incidents and near-misses to management, and conduct investigations to identify the cause of the incident and take necessary corrective action.



1. Gather Information
2. Analyze Information
3. Develop, Implement and Share Corrective Actions.

There are several fire safety issues that should be reported to prevent a fire or minimize the damage caused by it.

Here are some examples:

1. **Blocked fire exits** - Blocked fire exits can be a significant hazard in case of a fire as it can delay evacuation, causing harm to people in the building. Examples of blocked fire exits include furniture, boxes, or other objects that are blocking the exit.
2. **Faulty electrical equipment** - Electrical equipment that is faulty or has worn-out wiring can cause a fire. Examples of faulty electrical equipment include frayed cords, damaged plugs, and overloaded electrical sockets.
3. **Accumulation of flammable materials** - If flammable materials such as papers, boxes, or chemicals are stored improperly, they can become a fire hazard. For example, storing flammable chemicals near a heat source can cause a fire.
4. **Inadequate fire alarms or smoke detectors** - Fire alarms and smoke detectors are essential in detecting a fire and alerting people to evacuate the building. Inadequate fire alarms or smoke detectors can result in delayed evacuation, which can cause injuries or fatalities.
5. **Improperly maintained fire safety equipment** - Fire safety equipment, such as fire extinguishers, sprinklers, and smoke detectors, must be maintained regularly to ensure they are functioning correctly when needed.

It is important to report these fire safety issues immediately to the appropriate people to prevent fire or minimize the damage caused by it.



**NOTES:** \_\_\_\_\_

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# REACTIVE DUTIES

## Reporting & Investigating Incidents

In the event of a workplace fire incident, several aspects should be investigated to determine the cause of the fire and prevent future occurrences.

Here are some things that should be investigated:

- 1. Fire origin and cause** - The first step in any fire investigation is to determine the origin and cause of the fire. Investigators will look for signs of damage and burn patterns to determine where the fire started and how it started.
- 2. Fire alarm and detection systems** - The effectiveness of the fire alarm and detection systems in the workplace should be investigated. This includes checking if the alarm sounded and if it was heard by employees.
- 3. Fire suppression systems** - The functionality of the fire suppression systems, such as sprinklers and extinguishers, should be evaluated to determine if they were activated and if they worked properly.
- 4. Emergency response** - The response of employees and emergency responders should be assessed to determine if they followed the proper procedures, and if there were any issues with evacuation or communication during the fire.
- 5. Electrical systems and equipment** - If the cause of the fire is electrical, an investigation into the electrical systems and equipment should be conducted to determine if there were any faults or failures that led to the fire.
- 6. Housekeeping and maintenance** - The housekeeping and maintenance of the workplace should be evaluated to determine if there were any hazardous conditions that could have contributed to the fire or hindered the response to the fire.
- 7. Human factors** - The human factors that may have contributed to the fire, such as employee behaviour, training, and safety culture, should also be investigated.

The goal of a workplace fire incident investigation is to identify the cause of the fire and implement measures to prevent it from happening again.



**NOTES:**

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## MODULE 4:

# ROLES & DUTIES OF A FIRE WARDEN

## Summary

- What PROACTIVE duties does a Fire Warden have?
  
- What REACTIVE duties does a Fire Warden have?
  
- What routine checks does a Fire Warden carry out?

