

CONTACT OUR CUSTOMER  
DEVELOPMENT TEAM TODAY

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# FIRE WARDEN CHECKLIST

ENSURE A SUCCESSFUL EMERGENCY  
EVACUATION PROCEDURE WITH OUR FIRE  
WARDEN CHECKLIST.



Trust Churches Fire & Security with your evacuation strategy. Contact us today on **0345 646 1760** to discuss your requirements.

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# FIRE SAFETY IN THE WORKPLACE

Evacuating the premises safely and effectively is paramount in the event of a fire and the procedure should be familiar to all employees and visitors.

Please see our checklist to help you maintain a safe environment. Fire wardens should be appointed by the Responsible Person, who will establish the number of wardens required.

**TIP** Try to schedule the tests at the beginning of the week and early on in the day. If any issues present during the test, you may be subject to out-of-hours call out charges.

## ENSURE YOU HAVE THE CORRECT NUMBER OF FIRE WARDENS WITHIN YOUR BUSINESS:

Responsible Person or FRA determines the number needed

A minimum of two fire wardens per floor is required

Contact Churches Fire & Security for more information on the number of fire wardens required

## ADDITIONAL REGULAR CHECKS INCLUDE:

Fire safety training on induction for all new staff

Ensure everyone is familiar with the evacuation procedure

Make sure fire alarms are tested weekly

Ensure the fire alarm can be heard in all areas of the premises

Check smoke detectors have not been covered – especially during building works

Involvement in fire drills at least once a year

## DAY-TO-DAY FIRE WARDENS NEED TO CHECK THE FOLLOWING:

Fire doors are undamaged and not wedged open. If they are wedged open, remove the wedges and report to the Responsible Person.

Emergency escape routes are clearly signed

Fire exits and escape routes are not blocked, including external routes up to the assembly point

Firefighting equipment, e.g. fire extinguishers and fire blankets are stored correctly, are not missing or damaged

Ensure the doors close in a controlled manner and are free from obstruction

Emergency lighting is working

Rubbish is safely stored away and not overflowing

Sockets are not overloaded and electrical equipment does not have frayed wiring

**It's important to remember that regular servicing and maintenance must be carried out by a competent technician.**

At Churches Fire & Security we have the qualifications and experience to help you meet your fire safety duties, whilst ensuring compliance to the relevant standards.

## YOUR DETAILS

Company name:

Name:

Date:

Site location:



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