

FIRE WARDEN

COURSE CONTENT OVERVIEW



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This e-learning course has been designed to educate anyone who will be taking on the role of fire warden in their workplace. It will familiarise them with what their specific duties are for upholding fire safety and for ensuring evacuation procedures are effective.

This course is designed to give anyone who is aiming to fulfil their role as fire warden in the workplace with the knowledge required to do so. It will provide them with information about the basic principles of fire, combating fires, identifying risks and addressing them, fire safety arrangements that should be in place, the requirements for fire plans, and their involvement in emergency evacuation procedures.

Module One: Introduction to Fire Warden Training

This module will provide the learner with an overview of their role as fire warden. It explains what the employer's duties are in terms of fire safety and how the fire warden should co-operate with them to ensure fire safety arrangements are in place, are effective, and upheld.

- Why is fire safety important?
- The law
- What are the employer's duties?
- What are my duties?
- How should I prepare for this role?

Module Two: Understanding Fire

This module familiarises the learner with the basic principles of fire. They will gain an understanding of how a fire is started, the different classes of fire, and the various types and uses of fire extinguishers designed to attack fires.

- The fire triangle
- Fire classes
- Fire extinguishers:
 1. Water
 2. Powder
 3. Foam
 4. Carbon dioxide
 5. Wet chemical

Module Three: Fire Risk Assessment

This module explains the process of carrying out a fire risk assessment in the workplace. The learner will understand how to identify hazards in the workplace and take action to minimise them.

- What is a risk assessment?
 1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the risks and decide on precautions
 4. Record your findings and implement them
 5. Review and update

Module Four: Fire Safety Arrangements

This module details the various fire safety arrangements that should be in place in the fire warden's organisation and will explain how the fire warden can maximise these arrangements' effectiveness and guarantee everyone's safety.

- The fire plan
- Fire safety arrangements:
- Fire detection and warning systems
- Emergency routes and exits
- Fire safety signs
- Emergency lighting
- Personal Emergency Evacuation Plans

Module Five: Evacuation Procedures

This module will educate the learner about the most important part of their role: evacuation procedures. It will familiarise them with the actions they must take during a fire to ensure the premises are vacated swiftly and safely. It will also explain the importance of carrying out fire drills.

- Evacuation strategies
- Your role during evacuations:
 1. Alert everyone
 2. Search the area
 3. Minimise the risks
 4. Fight the fire
 5. Work with others
 6. Go to the assembly point
- Carrying out fire drills

Aims of the Training

Upon completion of this course, learners will have a thorough understanding of:

- Their role as fire warden in the workplace and their legal duties.
- Basic principles and classifications of fires.
- Heat transmission and how fire spreads.
- How to carry out a fire risk assessment.
- Common causes of fires in the workplace.
- Control measures to minimise the risk of fire.
- Structural measures that prevent fire and smoke from spreading.
- Fire detection, fire warning, and fire equipment.
- Requirements for fire plans.
- Emergency evacuation procedures.