



## STANDING OPERATING PROCEDURE

<b>Subject</b>	Fire Warden Responsibilities (SOP036)
<b>Applicable to</b>	Directors, Care Services, People Services, Fundraising, Facilities & Transport Dept, Wellbeing, Bereavement.
<b>Date issued</b>	20 Sept 2023
<b>Next review date</b>	20 Sept 2026
<b>Lead responsible for Policy</b>	Director of Resources and Finance
<b>Policy Reviewed by</b>	Facilities and Transport Manager
<b>Notified to</b>	Health & Safety Group 20 Sept 2023
<b>Authorised by</b>	Health & Safety Group 20 Sept 2023
<b>CQC Standard</b>	
<b>Links to other Policies/Procedures</b>	<a href="#">Fire Safety Policy OP005</a> <a href="#">H&amp;S Policy RM0001.pdf</a>
<b>Summary</b>	Specific responsibilities for fire wardens within the workplace and the action they are expected to take in the event of a fire or fire alarm.
<b>Target Audience</b>	All trained fire wardens working within the Woodborough Road Hospice site.

### IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p><b>Introduction</b></p> <p>Ensuring workplace safety is everybody’s responsibility. The threat of fire within the workplace places further legal responsibility on employers to have specially trained staff. These staff will have day to day fire safety responsibilities within their specific work areas and offices as well as a key role during any emergency evacuation.</p> <p>In the event of a fire, the preservation of life is the priority. Upon hearing the fire alarm the evacuation of the hospice must begin immediately. Any delays such as waiting to confirm the cause of the alarm severely increases the risk to life for both staff and patients.</p> <p>Fire spreads rapidly with smoke and toxic fumes causing breathing difficulty, disorientation, unconsciousness and finally death. Timely action is imperative.</p>
<p>2.</p>	<p><b>Fire Warden responsibility in the workplace</b></p> <p>Ensuring that all staff, volunteers or visitors within their respective work area are aware of the emergency evacuation procedures; inclusive of the location of the nearest fire exit and secondary routes to safety if this exit was unusable due to fire or smoke.</p> <p>Ensuring all staff, volunteers or visitors within their respective work area know the location of the Emergency Assembly point.</p> <p>Reporting any fire safety concerns within their respective work area to their line manager and the Facilities Manager in a timely manner.</p> <p>Reporting any concerns or faults noted to emergency firefighting equipment within their respective work area.</p>

**3. Fire Warden responsibilities in the event of a Fire Alarm**

- Ensure that the evacuation of staff and volunteers within their respective work area begins immediately.
- Where it is safe to do so, close (but do not lock) the internal doors in the respective workplaces whilst evacuating.
- If evacuating from the first-floor area and it is safe to do so, collect the emergency radio and tabard from the upstairs landing.
- If evacuating from the second-floor area and it is safe to do so, collect the emergency radio and tabard from the HR office (S2).
- If evacuating from the ground floor and it is safe to do so, collect the Emergency Evacuation wheelchair and kit from within the foyer.
- Report to the Fire Assembly Point.
- Don fire warden tabards and switch on emergency radios.
- Await instructions as to further actions:

Following the roll call, Fire Wardens may be directed to:

- Prevent any traffic entering the site and meeting the emergency services at the entrance gate.
- Marshalling and directing staff, patients and visitors to other locations off site if required.
- Assisting Wellbeing Unit staff in the issue of emergency blankets and rain protection to patients.
- Any other tasks arising from the emergency evacuation of patients, visitors, staff and volunteers.

**Fire Assembly Point**



Vehicle exit gate

4. Fire escapes.



Wellbeing Corridor



Bereavement Corridor



Dining Room



Quiet Room



Main Entrance