

How Many Fire Marshals Do I have to Nominate Legally?

Under the current legislation you are required to appoint as many Fire Marshals (Fire Warden is another name for the same role) as you need to effectively carry out your emergency evacuation procedures.

The following lists the tasks that you may need depending on size, use and complexity of your premises. Sometimes in small simple work environments all these can be covered by one or two persons, in others you may require more to assist in sweeps and other tasks. You will also need to consider cover for annual leave, shift patterns and sickness. If you are in any doubt, the roles are discussed in detail on the Fire Marshal course, with a template fire safety policy and arrangements given out for you to adjust accordingly.

Fire Marshal Roles – The names given below are typical role names, but can vary between organisations

- **Fire Response Team Leader / Coordinator** a person who gathers all the information from the fire panel on an alarm sounding and directs persons as necessary to investigate the cause of the alarm, while remaining in charge of the evacuation and communicating with other fire marshals and the fire service on their arrival.
- **Fire Response Team Investigator** Persons directed to investigate the location of an alarm sounding, to clarify if actual fire or false alarm, while rest of building is being evacuated.
- **Caller of the Fire Service** the person designated to call the fire service following a confirmed fire – this could be the same person as above.
- **Floor / Area Sweeper** Persons nominated to sweep areas of the building to check no persons are left in the building, shut doors and windows where applicable and where necessary to report to the Team Leader any areas un-swept due to smoke logging and or persons remaining in the building. To tackle the fire if safe to do so (Practical hands on Fire Extinguisher Training is covered on the Fire Marshal course)
- **Roll Caller** including collection of registers this will be required if you do not carry out a Floor Sweep and if you can rely on the information to inform you if there is any one left in the building.

- **Escorts for individuals requiring assistance** or who are unfamiliar with surroundings, especially in the case of disabled people, where personal evacuation plans should be worked out and put in place
- **Persons Responsible for Isolation of Services or Making Equipment Safe** when safe to do so and in accordance with your safe working procedures
- **Communication Channel from Roll Caller to Team Leader or Investigation Team to Team Leader** – if not done by radio or phone to keep the person in charge of the evacuation up to date with all the required information

Call for a friendly no obligation chat on your requirements or to book one of our legally compliant and popular Fire Marshal courses, which can be held at your premises or you can attend one of our open courses held in Oxfordshire.

Fire Marshal & Fire Marshal Refresher

You have a legal responsibility to train Fire Marshals for your organisation and implement a Fire Safety Policy to be legally compliant, so here is Swan Fire's solution to ensuring that you are in control with minimum fuss and minimum cost.

Course Aim:

- To build knowledge on the nature and causes of fire.
- How to manage Evacuation of employees in accordance with your own company fire safety policy.
- Fire safety management and Fire Marshal duties including use of fire extinguishers on small fires.
- To gain knowledge on the types and appropriate use of different fire extinguishers.
- We provide a Hi-Vis vest, example fire safety policy and log book template for each Fire Marshal.

Course Contents Include:

- Explanation on how fire starts, develops and travels
- The immediate effects of smoke and fire
- Your emergency response and evacuation procedures
- Human behaviour and how to control it in an emergency situation
- What is legally required in a Fire Safety Policy and a template document to use on return to work
- Full explanation on extinguisher types, their uses and limitations
- Hands on practical with extinguishers on variety of small controlled live fires

Course Costs:

Hold a 4 hour course at your premises for up to 15 delegates for the cost of £565 plus VAT.

A refresher 2 ½ hour course is offered to all clients for up to 15 delegates for the cost of £495 plus VAT. This is for delegates who have attended a Fire Marshal course within the last 3 years and this covers the same topics as above in a condensed format.

For Individual delegates or where you are unable to hold training at your premises, you can attend our popular Open Fire Marshal Courses held monthly at Egrove Park Conference Centre on the Outskirts of Oxford from 9am to 1pm for just **£99** per person plus VAT. See the course dates on **page 9** www.swanfire.co.uk or call 01993 892000.

Free Hi Vis
Vest and
Fire Policy
Template



2018 OPEN FIRE MARSHAL COURSE DATES

- Thursday 18th January 2018
- Tuesday 20th February 2018
- Thursday 8th March 2018
- Wednesday 18th April 2018
- Thursday 17th May 2018
- Wednesday 20th June 2018
- Thursday 12th July 2018
- *August 2018 - no course*
- Thursday 20th September 2018
- Thursday 18th October 2018
- Wednesday 14th November 2018
- Thursday 13th December 2018

The cost is only £99 plus VAT per delegate!

“ I loved Egrove Park as a training venue, easy and free to park, welcoming and more importantly an amazing selection of free beverages and biscuits”



Egrove Park Conference Centre Location and Venue Details for Fire Marshal Course

Training Venue:

Egrove Park Conference Centre, Kennington, Oxford, OX1 5NY.

Egrove Park is Said Business School's executive education centre situated in its own grounds of 37 acres of parkland just two miles from Oxford City Centre, just before entering Kennington Village.

Public transport - Bus from Oxford centre number 35 drops outside the entrance every 20 minutes.

Car: Once you reach the southern bypass, immediately get in the left hand lane and look out for the slip road on your left to Kennington. Egrove Park is located before you enter the sign posts for Kennington.

Onsite free parking, unlimited complimentary beverages and biscuits for delegates throughout the course. Egrove Park Conference Centre delivers a professional yet relaxing environment to learn in, with an outstanding building and parkland backdrop.

There are limited places on course dates, so please contact us to reserve your place on 01993 892000 or email admin@swanfire.co.uk

