



# Learning Outcomes for N703 Fire Warden

Learning Outcome	Instructor Notes
<b>Have a basic understanding of the principles of fire safety</b>	Ultimate responsibility for fire safety in the workplace rests with employers. They must: Provide fire safety equipment • Put in place emergency procedures • Provide training for all staff, and display information for visitors All employees have a legal duty to: Be aware of emergency procedures • Comply with the findings of employer's risk assessments, report any fire risks • Fires are usually avoidable incidents. The most common causes in the workplace are: Arson, careless smoking, electrical faults, and naked flames • Explain that fire is also a major hazard in the home and that 70% of people killed by fire die in private dwellings
<b>What fire is and how it spreads</b>	Explain that fire is a chemical reaction known as combustion which occurs when fuel and oxygen are brought together with sufficient heat to cause ignition. A simple explanation of this process is the fire triangle • Explain that fire can spread very rapidly in 3 ways: Convection, conduction and radiation
<b>Assessing fire risks</b>	Explain that many fires are started deliberately. Waste bins and skips should be away from buildings and be secure • Contractors should have relevant work permits and be aware of escape routes and evacuation procedures • Check for missing fire extinguishers, fire doors being wedged open, combustible materials close to sources of ignition, overloaded electrical sockets • Check escape routes, fire exits must not be obstructed
<b>Fire prevention</b>	Explain the importance of ensuring that sources of heat don't arise from faulty or overloaded electrical equipment • Hot works must be controlled • Smoking should only be allowed in designated smoking areas • Take all precautions against arson • Reduce to a minimum the amount of flammable materials and substances • Ensure a fire risk assessment is carried out by a competent person • Carry out weekly fire alarm tests
<b>Controlling the effects of fire if they start</b>	Explain that a fire may be discovered anywhere by seeing, smelling or hearing it • If a fire is discovered it is important to keep calm and follow the emergency procedure • Contain the fire as far as it is safe and possible to do so and raise the alarm immediately • Many small fires can be extinguished safely, preventing serious injury or damage • Emphasise that fires should only be tackled if it is safe to do so



# Learning Outcomes for N703 Fire Warden

Learning Outcome	Instructor Notes
<b>Means of extinguishing fires</b>	Explain the fire triangle and that in most cases removing one of the sides of the triangle will extinguish the fire. One method is to remove the heat; this is done most commonly with water. Another method is to remove the fuel and starve the fire. Thirdly removing or limiting the oxygen supply can extinguish the fire • It is essential that people are trained to know the different uses of fire extinguishers and that they can recognise them
<b>The role of a fire warden</b>	The role of a Fire Warden is to assist the fire safety manager in assessing the risks, spotting and reporting hazards. Taking appropriate action in the event of a fire, first aid fire fighting, ensuring a full and swift evacuation. Accurate records of all personnel working in the area must be kept and updated as necessary. They must know the emergency procedure in the event of a fire, the location of all entrances and exits to the building, the location of portable fire extinguishers, hose reels, alarm call points and fire blankets. Carry out daily, weekly and monthly checks
<b>Emergency procedures and means of escape</b>	Explain and demonstrate and locate the emergency exits, fire escapes and means of escape • Explain that people need to be able to turn away from a fire as they escape, or be able to pass a fire when it is still relatively small. If there are two or more escape routes • Explain they need to lead in different directions, they need to be short, and should be wide enough for the volume of people using them • Explain that there should never be obstructions in the escape routes and should be checked on a regular basis. Special arrangements must be made for disabled and vulnerable personnel lighting is essential and all routes should be well lit, and all personnel have to be able to get out of the building in 2 to 3 minutes

***\*The learning outcomes listed should not be considered in isolation and may be added to in order to accurately reflect the learner's duties and working environment***