Fire Marshalling

In all areas they occupy, Schools and Departments are responsible for appointing sufficient Fire Marshals wherever practicable. Management should record which staff are nominated as Fire Marshals and ensure they attend the “Fire Marshalling” training course, which should be refreshed every 3 years. (See guidance – “Fire Safety Instruction and Training”).

In most buildings Fire Marshals are required to carry out regular low-key fire safety inspections, as well as the more obvious evacuation tasks. This fulfils requirements of legislative guidance and supports management in discharging their responsibilities for fire safety.

Deputy Fire Marshals are not usually required to carry out inspections.

1. Fire safety inspections – weekly checks

In some buildings these are carried out by Security, Facilities Management or other staff – ask local management.

Most Fire Marshals only need to check their own designated area. After a few inspections you will be familiar with all the features – so on most occasions this need only take a few minutes.

Record defects/problems if/when they arise, and report to local manager, Estates Helpdesk and/or Departmental Safety Co-ordinator etc. as appropriate. Keep a simple record and brief notes if appropriate, e.g. when and how the problem was corrected. Example forms are on pages 3 & 4.

Actual accidents, near misses and fire-related incidents should be reported via iCASS (via link on front page of Safety, Health and Environment Unit’s website).

The following list covers the main aspects to cover during inspections:

- Fire extinguishers (see below)
- Fire loading – combustibles, flammables
- Sources of heat/ignition, and separation from combustibles – 500mm guidance
- Waste – promptly removed and/or safely stored
- Arson risks – possible targets
- Heat/smoke detectors – not covered or damaged
- Escape routes – unobstructed including outside the building; doors openable; signed; nil or minimal/appropriate fire risks
- Safe areas (previously termed “refuges”) and assistance points – unobstructed access to telephone panel; signed; location shown
- Fire doors – not propped or wedged; self-closing correctly; automatic holdback devices working
  - Any “significant change” – occupancy/use, equipment, layout etc
  - Any new staff – local induction and further training planned
  - Any contractors present – familiarity with emergency procedures; safe working practices
2. **Fire extinguishers – monthly recorded checks**

The weekly checks above do not need to be recorded unless there is a problem – however, extinguisher checks should be recorded monthly to confirm the following:

- Pin and seal (tamper-evident tag) intact
- Properly mounted/positioned
- Unobstructed
- Maintenance label in-date

An example form follows below.

3. **Fire emergency tasks**

Fire marshalling areas (“cells”) should be defined, or other procedures in place, so that Fire Marshals are clear about their exact tasks in an evacuation and that all areas of the building can be fully accounted for, insofar as practicable.

As a general rule of thumb, the area should take no more than 3 minutes to “sweep” clear and exit and Fire Marshals should not be required to go upstairs during evacuations. However, these guidelines may vary depending on the nature of the building and the fire risk assessment – ask the Fire Safety Adviser (SHE Unit) for assistance if in doubt.

**Typical Fire Marshal’s duties**

Conduct regular basic fire safety inspections within designated area (weekly general checks and recorded monthly checks of extinguishers, as above)

Co-ordinate between main and deputy Fire Marshal(s) on a daily basis, to ensure full coverage.

During an emergency evacuation, subject to ensuring own safety as trained:

- close all doors and windows
- instruct/encourage occupants to evacuate by the nearest route
- direct/advice anyone who may need assistance to escape safely
- verify that all spaces within designated area have been fully evacuated
- report all relevant information to Campus Security, Chief Fire Marshal or FM co-ordinator
- assist in other emergency roles as designated or requested

**Always**, if you discover or suspect there is a fire in the immediate vicinity, evacuate **immediately** via the shortest or safest escape route, and report outside.

**Typical Door Warden’s duties**

During an emergency evacuation, subject to ensuring own safety as briefed (no formal training is necessary):

- close all doors and windows
- instruct/encourage occupants to evacuate by the nearest route
- stationed outside designated door, direct people to the assembly point and prevent anyone from (re-)entering the building
- assist in other emergency roles as designated or requested
# Weekly Fire Safety Inspection Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Equipment type, or other feature</th>
<th>Defects or problem</th>
<th>By</th>
<th>Action, reported, date corrected, comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/11/07</td>
<td>Path outside rear fire exit</td>
<td>(escape route)</td>
<td>Obstructed by pallets (builders)</td>
<td>ACB</td>
<td>Spoke to builders (supervisor). Pallets moved later same morning.</td>
</tr>
<tr>
<td>25/2/08</td>
<td>Main corridor</td>
<td>(escape route)</td>
<td>Waste paper present (recycling)</td>
<td>ACB</td>
<td>Moved to stationery room; staff informed/instructed</td>
</tr>
<tr>
<td>3/4/08</td>
<td>Rear fire exit</td>
<td>Door crashbar</td>
<td>Stiff and difficult to operate</td>
<td>ACB</td>
<td>Estates Helpdesk - corrected xx/xx/08</td>
</tr>
</tbody>
</table>
## Fire Extinguisher Inspection Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Extinguisher or equipment type</th>
<th>OK or defects</th>
<th>By</th>
<th>Action, reported, date corrected, comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/08</td>
<td>Safety Unit front entrance</td>
<td>Water</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CO₂</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>rear fire exit</td>
<td>Water</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>4/3/08</td>
<td>front entrance</td>
<td>Water</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>CO₂</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>rear fire exit</td>
<td>Water</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>3/4/08</td>
<td>front entrance</td>
<td>Water</td>
<td>Seal missing</td>
<td>ACB</td>
<td>Estates Helpdesk - corrected xx/xx/08</td>
</tr>
<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>CO₂</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>rear fire exit</td>
<td>Water</td>
<td>OK</td>
<td>ACB</td>
<td></td>
</tr>
</tbody>
</table>