

If your company has 5 or more staff it needs Fire Wardens, these are required to do the following:

## **RESPONSIBILITIES**

The person who owns or controls the business or premises is responsible for the safety of the Employees and other Relevant Persons by properly managing the following:

- Fire Risk Assessment
- Fire Safety Policy
- Fire Procedures (such as evacuation)
- Staff Training
- Fire Drills
- Means of Escape
- Signs and Notices
- Emergency Lighting
- Fire Alarm
- Fire Extinguishers
- Fire Doors and Compartments

The Responsible Person must appoint one or more Competent Person(s) to assist in the delivery of the above.

Failure to carry out these responsibilities may result in Enforcement by the Enforcing Authority through the actions of an Inspector. Conviction for failing to comply may lead to a penalty consisting of a fine or up to two years' imprisonment.