

FIRE SAFETY TRAINING AND FIRE WARDEN PROCEDURE

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

This procedure establishes Cresconova Labs' arrangements for fire safety training and the appointment of Fire Wardens to support safe evacuation.

It ensures that staff are adequately informed and trained in accordance with statutory requirements and that there are sufficient competent persons available to assist during an emergency.

2. Fire Safety Induction

All new staff shall receive fire safety information as part of their induction. Induction shall include:

- i. The location of escape routes and assembly points;
- ii. The sound and meaning of the fire alarm;
- iii. The evacuation procedure;
- iv. The role of staff during evacuation;
- v. The position regarding use of fire extinguishers.

Induction training shall be recorded.

3. Refresher Training

All staff shall receive periodic refresher training, at least annually, to reinforce evacuation procedures and fire safety awareness.

Refresher training may be delivered through in-person briefing sessions, practical exercises or structured safety meetings.

Attendance shall be recorded.

4. Appointment of Fire Wardens

Cresconova shall appoint a sufficient number of Fire Wardens (or Fire Marshals) to assist in implementing evacuation procedures.

Fire Wardens shall be responsible for:

- i. Assisting in the orderly evacuation of designated areas;
- ii. Conducting visual sweep checks where safe to do so;
- iii. Reporting to the Responsible Person at the assembly point; and
- iv. Assisting individuals who may require additional support, in accordance with PEEPs.

The names and areas of responsibility of appointed Fire Wardens shall be documented and communicated to staff.

5. Fire Warden Training

Fire Wardens shall receive additional training appropriate to their role, including:

- i. Evacuation leadership;
- ii. Basic fire behaviour awareness;
- iii. Coordination during emergency situations.

Training records shall be retained.

6. Record Keeping

A training matrix shall be maintained showing:

- i. Staff induction date;
- ii. Date of most recent refresher training;
- iii. Fire Warden training (where applicable).

These records shall be available for inspection.