

FIRE MARSHAL APPOINTMENT AND DUTIES

APPOINTMENT — SITE FILE

One sheet per marshal — the area, the training, the duties ticked as briefed, and the signatures

KD-FIRE-FM-003 Rev A0

The Fire Safety Order, arts 13 and 15, requires the responsible person to nominate enough competent people to tackle a fire in its first minutes and to run the evacuation; on a site those people are the fire marshals, and the appointment is written down so that everyone — the marshal included — knows who they are. One sheet per marshal. The names go on the fire plan (KD-FIRE-FP-002), the emergency board (KD-SITE-EB-031) and the drill record (KD-SITE-FD-030).

1 APPOINTMENT

PROJECT / SITE REF	SITE	DATE	APPOINTED BY
FIRE MARSHAL	EMPLOYER	AREA COVERED	SHIFT / DAYS
FIRE MARSHAL TRAINING	CONTACT	APPOINTMENT FROM	UNTIL

2 DUTIES — TICKED ONE BY ONE AS BRIEFED

- ☐ On the alarm, sweep the area named above, direct people to the nearest safe route and close doors behind you; do not search beyond your area
- ☐ Go to the muster point, report the area clear — or who is missing — to the roll-call holder, and stay there until the coordinator stands the site down; nobody re-enters on a marshal's say-so
- ☐ Tackle a fire only if it is small, the right extinguisher is to hand and your way out is behind you; otherwise raise the alarm and leave
- ☐ Walk the escape routes and fire points in your area at the start of each shift; report blocked routes, missing extinguishers and covered detectors to the coordinator
- ☐ Stop hot work you see without a permit displayed, and tell the issuer
- ☐ Take part in every drill and alarm test in your area, and in the review that follows
- ☐ Know who in your area needs help to escape and what the arrangement for them is
- ☐ Know where the LPG, fuel and flammable stores are, and where the isolation points for gas and electricity are
- ☐ Tell the coordinator before you are off site, so the area is covered

3 SIGNATURES

The marshal is not the responsible person and this appointment does not transfer that duty; it names who acts in the first minutes.

I accept the appointment and understand the duties above:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Appointed by (site fire safety coordinator / site manager):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.