

How many fire marshals do we need?

A worksheet for the responsible person

The Fire Safety Order asks for a sufficient number of competent people to carry out the evacuation. It gives no figure. Use this sheet to work out yours, then record it in your fire risk assessment.

Service / area

Completed by

Date

Trained marshals on duty, area by area

Floor, wing or zone	Day	Evening	Night	People with a PEEP

Write the number of trained marshals on duty in each box. An empty box is a gap in your cover.

Have you allowed for

- ☐ Someone to sweep every floor, wing or zone on every shift.
- ☐ Nights, weekends and times when few staff are in.
- ☐ Holidays, sickness, training days and staff working off site.
- ☐ Named helpers for everyone with a personal emergency evacuation plan (PEEP).
- ☐ Evacuation equipment that needs two trained people.
- ☐ Visitors, contractors and members of the public.
- ☐ A fire drill at your quietest staffing time, to test the numbers.
- ☐ The result written into your fire risk assessment and evacuation plan.

Ratios such as one marshal for every 20 or 50 people are rules of thumb, not law. Your fire risk assessment decides the number.

Sources (checked 13 October 2026): Regulatory Reform (Fire Safety) Order 2005, article 15 ([legislation.gov.uk](https://www.legislation.gov.uk)); Fire safety in the workplace ([GOV.UK](https://www.gov.uk)).

A quick-reference resource only. Always follow your own fire risk assessment, fire safety and evacuation plan, and current national guidance.

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