

Fire Safety Register (Sample)

This sample document may be used as a reference for a small 'Place of Assembly' type premises. The management may need to add relevant sections to address areas such as sleeping accommodation, commercial kitchens, sprinklers, smoke control facilities, services checks etc or remove non relevant areas to suit the premises requirements.

Places of assembly type premises include;

- amusement arcade
- art gallery
- assembly hall
- bingo hall
- casino
- concert hall
- conference hall
- cinema
- dance hall (including discotheque)
- ecclesiastical building
- exhibition hall
- funfair building
- grandstand
- gymnasium
- indoor bowling alley
- indoor games court
- theatre
- library to which the public are admitted
- museum
- non-residential college or school
- non-residential club
- premises licensed for the sale of intoxicating liquor other than an off- licence
- radio or television studio to which the public are admitted
- restaurant, cafe, canteen
- riding school
- skating rink
- sports pavilion
- stadium
- swimming baths (including any swimming pool, changing rooms, or similar facilities)
- tent or marquee to which the public are admitted

Additional information is available within 'A Code of Practice for the Management of Fire safety in Places of Assembly' and 'Fire Safety Guide for Building Owners and Operators'

'A Code of Practice for the Management of Fire safety in Places of Assembly' is available, free of charge, at www.laois.ie , Services, Emergency Services, Fire Safety Guidelines

GUIDANCE FOR COMPLETION OF THE FIRE SAFETY REGISTER

Section 18(2) of the *Fire Services Acts 1981 and 2003* generally applies to all premises other than a dwelling house occupied as a single private dwelling. This section of the Act places a duty on persons having control over premises to -

- take all reasonable measures to guard against the outbreak of fire,
 - provide reasonable fire safety measures,
 - prepare and provide appropriate fire safety procedures,
 - ensure that the fire safety measures and procedures are applied at all times, and
 - ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.
1. The Register should be kept in a safe place on the premises at all times together with the relevant Code of Practice or Guide to Fire Precautions and should be available for inspection by any Authorised Officer of the Fire Authority.
 2. Owners or Managers of premises should take careful note of the intervals at which various inspections, tests or inventory/location checks are to be carried out. These are summarised in the table below.

	Internal and External Exit Routes	Normal day to day Lighting <small>Internal and external escape routes</small>	Emergency Escape Lighting <small>Internal and external escape routes</small>	Fire Alarm	Extinguishers Hose Reels	Exit Doors <small>Internal and external escape routes</small>	Fire Resisting Doors (Fire Doors)	Furniture Seating
Daily	<u>YES</u>	<u>YES</u>		<u>YES</u>		<u>YES</u>	<u>YES</u>	
Weekly	YES	YES	YES	YES		YES	YES	YES
Monthly	YES	YES	YES	YES	YES	YES	YES	YES
3 Monthly	YES	YES	YES	YES		YES	YES	YES
6 Monthly	YES	YES	YES	YES		YES	YES	YES
Yearly	YES	YES	YES	YES	YES	YES	YES	YES

The following Pages cover the main day to day management responsibilities. The 'Code of Practice for the Management of Fire Safety in Places of Assembly' provides easy to follow guidance on how to comply with all management's statutory responsibilities.

'A Code of Practice for the Management of Fire safety in Places of Assembly' is available, free of charge, at www.laois.ie , Departments, Fire & Rescue, Codes of Practice and Guidelines.

Fire Safety Register- General Details

see 'Code of Practice for Management of Fire Safety in Places of Assembly' for more details on how to fill out this section

Name of Premises _____

Address _____

Telephone Number/s _____

Name of Owner/Hirer/Lessee _____

Contact Number _____

Type of Business _____

Name of Fire Safety Manager _____

Contact Number _____

Name of Deputy Fire Safety Manager _____

Contact Number _____

Specific Fire Duties Assigned To Particular Staff Members

see Code of Practice for Management of Fire Safety in Places of Assembly for more details on how to fill out this section

Copy this page before use

Name _____
Position _____
Fire Duties _____

Name _____
Position _____
Fire Duties _____

Name _____
Position _____
Fire Duties _____

Name _____
Position _____
Fire Duties _____

Name _____
Position _____
Fire Duties _____

i.e. Do staff know how to contact the emergency services/ are all staff familiar with each and every exit door and route/ are they familiar with all necessary daily checks /do they know how to turn the electricity / gas / sprinklers / heating system / water etc on and off / are they familiar with extinguishers and how and where to use them / the location of nearest hydrants/water supply etc.

Fire and Evacuation Drills / - Instruction/Training

see Code of Practice for Management of Fire Safety in Places of Assembly for more details on how to fill out this section

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Date _____

Details of drill (e.g. unscheduled drill time, scenario used, daylight or dark outside)

Training Received By _____
(Staff names)

Duration of exercise _____

List of problems encountered and measures taken to ensure it does not happen again

- Drills can be carried out with staff before the premises is open to the public.
- Staff should realise that they should open exit doors where possible as the majority of people will evacuate through to exit the door they entered unless provided with an alternative route.

Exit Routes (Daily Inspection)

All emergency exit routes are to be checked each day before members of the public are permitted onto the premises. The following list should be assessed and signed off each day.

- All internal and external exit routes i.e. corridors, lobbies, stairways, external escape yards, side lane way etc should be totally clear at all times and be fully available for use. This should be implemented each day before members of the public are permitted onto the premise and noted in the fire safety register.
- Section 4 of The Ease of Escape Regulations (provided at the back of this document) state that the hanging of drapes/curtains is prohibited along escape routes or on exit doors.
Therefore, all drapes/curtains over exit doors should be removed **or** stitched in such a way that they cannot be used i.e. drapes/curtains present purely for decoration purposes only. All such drapes/curtains should comply with the '*Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly*'. If sun glare is a problem on such doors, vertical/venetian blinds may be fixed to the doors in question, which will allow them to open unhindered. (Such fittings to be fixed inside the push bar at all times).
- Signs stating 'Fire Exit Keep Clear' should be provided externally on all exit doors and gates which have the potential to be blocked by cars / storage / delivery trucks etc.
- There should be no possibility of an exit door being unavailable; therefore any door / route which may be currently blocked by parked cars / storage etc should be provided with barrier / yellow box and sign to prevent this from occurring in the future. (Note; the barrier system should not block the exit from being used).
- Stairs should never be used to store any form of material. Stairs should be totally clear **at all times** and be fully available for use. All staff should be made aware that these areas are never to be used for storage of any materials, even for short durations. Supervisory staff should enforce this aspect.

Exit Routes (Daily Inspection)
(See previous page for more details)

Copy this page before use

Date	Month/Year	Inspected By (Name)	Everything in order See previous page for more details	Problems Reported to management and details of corrective action taken to make door and route available
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
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Exit/Escape Doors Daily Inspection and Test

Doors and Gates on Escape routes Inspections and Tests

- All exit doors on internal and external routes (both sides on double doors) should be checked on a daily basis before opening to the public to ensure they are in working order. (i.e. is the whole route clear and available from any location within the premises to the public street) This should be implemented **each day and noted in the fire safety register** (see next page).
- All exit routes i.e. corridors, lobbies, external escape yards etc should be totally clear at all times and be fully available for use. All staff should be made aware that these areas are never to be used for storage of any materials, even for short durations. Supervisory staff should enforce this aspect.
- Both sides of the exit doors should be open able on escape routes, as it is actually the whole door width i.e. the sum of both leaves, which is used for evaluating evacuation door widths.
- All doors within the public areas of the premise should either have push bars or have absolutely no locking device at all i.e. push open without even having to turn a handle. All push bars and all exit doors / external gates (both sides on double doors) should be checked on a daily basic to ensure they are in working order. (and notes in the fire safety register).
- All other doors for the private/staff areas i.e. such as kitchens/offices/store rooms etc should have simple fastenings that can be opened from the direction of escape (i.e. inside) without the use of a key i.e. turning buckle.

NOTE

- 1) Where main doors open inwards from the footpath/public street, the doors (both sides on double doors) need to be locked in the fully open position at all times when members of the public are on the premises. The lobby doors, at these locations, should open out (both sides) and either accommodate a push bar or have absolutely no fastenings i.e. push open (they may accommodate door closures for weather protection).
- 2) If the management wish to close any entrance/exit door at any time when members of the public are still on the premises then the doors **MUST** be capable of opening out (and be fitted with a push bars) – this ultimately means that any doors discussed in point 1 above must be hinged to open in and out)

**Daily check on Exit doors and Routes (Internal and external routes)
(See previous page for more details)**

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<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>Everything in order</u> <u>See previous page for more details</u>	<u>Problems Reported to management and details of corrective action taken to make door and route available</u>
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Daily Test - Lighting of all escape routes both internal and external to ensure they can be safely used at any time

Normal day to day simple test:

Lighting

Ensure that all internal and external areas/routes are illuminated at all times. This is especially important on external routes, which are exit routes, but are not in day to day use. Therefore, if you have an external escape route which is not covered adequately by public lighting, you need to get light fittings installed and have the lights on when there is insufficient daylight to use this route.

Management - Simple test

Internal areas: At any time, simply walk around the entire premises and ensure there is sufficient light on at all times to use all exit doors and routes.

External routes: During the hours of darkness, walk from each exit door to the public road. In areas where there is insufficient normal lighting to use escape routes or open push bars etc install additional normal / day to day lighting units. (sensor lighting not allowed as people will not progress towards areas of darkness).

Fill out the following page each day

Daily Normal Lighting Test (see previous page for test details)

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<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>Enough light to use route and get safely to public street?</u>	<u>Problems Reported to management and details of corrective action taken to make door and route available</u>
1 st				
2 nd				
3 rd				
4 th				
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Daily Test - Fire detection and Alarm System

Daily check: (See next page).

Weekly: (See rear of this register).

- The system should be set off from a detector or call point (break glass unit) to test the ability of the control and indicating equipment to receive a signal and to sound the alarm. A different zone should be tested each week in turn; the zone and trigger device used should be recorded in the register.
- Any defect should be recorded in the Fire Safety Register and reported to the responsible person, and action should be taken to correct it.

Quarterly: (See rear of this register).

- The Fire Safety Manager should ensure that the quarterly inspection and test procedures as described in I.S. 3218 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer.

Annually: (See rear of this register).

The Fire Safety Manager should ensure that the annual inspection and test procedures as described in I.S. 3218 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer

Daily Fire Alarm Control Panel Test

Daily check: A check should be made every day* to check that (a) the panel indicates normal operation (and if not, that any fault indicated is recorded in the Fire Safety Register and is receiving urgent attention) and (b) any fault warning recorded the previous day has received attention.

* Where premises are not used on a daily basis, these inspections should be made on each occasion before the public is admitted on the premises.

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<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>System ok?</u>	<u>If not - Problems Reported to management and details of corrective action taken to made door and route available</u>
1 st				
2 nd				
3 rd				
4 th				
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Annual Test - Contractor should provide certification for the fire safety register.

EMERGENCY SIGNAGE

Inspection and Test

Emergency Exit Signs

All emergency exit signs, where relevant, are to be updated to the running man configuration (diagram 1) and should be maintained (Maintained type means permanently illuminated when the premises are open to the public)



Diagram 1. - Running Man Configuration

The patrons of the premise should be under no illusion as to the location of the nearest emergency exit. Generally exit signs should be located at all changes of level and changes of direction.

If this system is correctly installed it will allow for the safe movement of persons along escape routes, towards and through the final exits provided **and** externally to a designated place of safety (i.e. the public road).

Daily Exit Signage Test (see previous page for test details)

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<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>Enough exit signage to guide people to the public street?</u>	<u>Problems Reported to management and details of corrective action taken to made door and route available</u>
1 st				
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Annual emergency lighting / signage test.
Contractor should provide certification for the fire safety register.

Fire Doors

Fire door are generally required:

- Between the public premises and the private accommodation (to prevent fire and smoke spread to the private accommodation / living quarters).
(Note; all private accommodation should also accommodate an exit route which is independent of the public areas – i.e. you should not need to enter the public house in order to escape from the private accommodation).
- All doors opening into stairways.
- Store Rooms.
- Kitchens.
- Additional fire doors may be required in other areas – see TGD Part B Appendix B for all relevant information

Daily Fire Doors Inspections and Tests:

In general, doors should be checked regularly to ensure that;

- The door and frame are in good condition and not damaged;
- The intumescent strip (usually a brown strip around the edge of the door or frame) and smoke seal are in good condition and not missing;
- The closer closes the door fully against the latch from any position;
- The latch operates smoothly;
- Any hardware (e.g. latches, handles, hinges etc) are not damaged;
- Nothing obstructs the operation of the door – e.g. wedges, floor coverings or furniture.

Any repairs required should be carried out shortly after being identified.

(Where a self-closing device would be considered a hindrance, and following a consultation with a suitably qualified company/person, some fire doors may be held open using an electro-magnetic or electro-mechanical device which will automatically release the door on activation of an adjacent smoke detector, the door should be also capable of closing manually- This should be checked regularly every day (i.e. physically closed every day to ensure it closed correctly) and there should be handles on both sides of all such doors. All such work is to comply in full with 'Code of Practice for Fire Detection and Alarm Systems for Buildings- System design, Installation and Servicing' i.e. I.S. 3218).

Daily Fire Doors Test
(not exit doors which are covered previously)
See previous page for more details

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<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>Doors ok?</u>	<u>If not - Problems Reported to management and details of corrective action taken to make door and route available</u>
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Emergency Lighting Inspections and Tests

The safe movement of persons along escape routes, towards and through the exits to a place of safety, depends on the illumination of those routes and the ability to see hazards and change of level and direction.

If this system is correctly installed / maintained it will allow for the safe movement of persons along escape routes, towards and through the provided exits to a place of safety (i.e. the main street / road / car park).

It should be realised that not all fires will affect the electrical power/control equipment and therefore there should be sufficient normal / day to day lighting along the entire escape route, during the hours of darkness, without the mains power having to be disabled to activate the emergency escape lighting units (as covered previously).

It is a management issue to ensure both normal illumination and emergency lighting along all escape routes. Certification for the Emergency Lighting should be kept in this premise Fire Safety Register.

Management - Emergency lighting Simple Test – use test switch if provided or cut the power when safe to do so. (Carry out this test as often as necessary to ensure all exit routes accommodate adequate emergency lighting).

When: As often as is required to ensure the emergency lighting is sufficient during the hours of darkness, and when the premises is not being used by members of the public. Person(s) carrying out the test should carry a working torch.

Test: Simply assess if it is possible to move throughout the premises and use all the exit doors / routes available without having to turn on the torch. If there is not enough illumination to get you from anywhere within the premise to an external place of safety, i.e. the public road, the management should get additional emergency escape lighting units installed.

Emergency lighting Inspections and Tests

Weekly: An inspection should be made to check that:

- Every lamp in a maintained system is lighting (including EXIT signs);
- The LED in each emergency lighting unit is illuminated;
- Any fault found, and the action taken, is recorded in the Fire Safety Register.

Quarterly: The following should be carried out:

- Clean exterior of lights and signs.
- Ensure the correct operation of lights and signs by operating the test facility or cutting the power to the lighting circuits.
- Record results in the fire safety register.

Annually: The fire safety manager should ensure that the annual inspection and test procedures as described in I.S. 3217 are carried out by the manufacturer, supplier or installer, or by an employee who has received special training with the manufacturer, supplier or installer.

Emergency Lighting Simple Test (see previous page for test details)

Contractors will assess the system and provided certification but this simple test can be carried out by management to ensure the coverage is adequate.

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Details of Management test / weekly/ Quarterly/ Annually
Date / result/ problems dealt with?

–

Details of management test / weekly/ Quarterly/ Annually
Date / result/ problems dealt with?

–

Details of management test / weekly/ Quarterly/ Annually
Date / result/ problems dealt with?

–

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Fire Fighting Equipment (Extinguishers)

Fire Extinguishers Inspections and Tests

Monthly: All fire extinguishers should be inspected to make sure that appliances are in their proper position, have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage. Any extinguishers that are not available for use should be replaced by serviceable extinguishers.

Annually: A more thorough examination of extinguishers (a detailed description of which is given in I.S. 291 should be carried out by a person with the necessary training and experience, and with access to the requisite tools, equipment and information. Extinguishers should be discharged periodically in accordance with the provisions of I.S. 291. When discharge is taking place the opportunity to train staff in the use of extinguishers should be taken.

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Number of Water Extinguishers

Number of Foam Extinguishers

Number of Co2 Extinguishers

Number of Powder Extinguishers

Number of Hose Reels

Number of Fire Blankets

Provide details of any other type of Extinguisher no covered already

Extinguisher Type	Number

Location of Extinguishers

see Code of Practice for Management of Fire Safety in Places of Assembly for more details on how to fill out this section

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Monthly Inspections of Extinguishers

see Code of Practice for Management of Fire Safety in Places of Assembly for more details on how to fill out this section

DATE	NO. OF APPLIANCES INSPECTED	INSPECTED BY	DETAILS OF FAULTS AND ACTION TAKEN

Annual Maintenance of Extinguishers.

Contractor should provide certification for the fire safety register.

Upholstered Seating
Copy this page before use
Weekly Inspection and Test

see Code of Practice for Management of Fire Safety in Places of Assembly for more details on how to fill out this section

All new seating installed within a place of assembly should comply in full with the 'Code of Practice for Fire safety of Furnishing and Fittings in places of Assembly'.

DATE	INSPECTED BY	DETAILS OF FAULTS	ACTION TAKEN

-
- Management are to be aware that this free register is not an exhaustive list of their responsibilities and therefore they should be totally familiar with 'Code of Practice for the Management of Fire Safety in Places of Assembly'.

**S.I. No. 249/1985: FIRE SAFETY IN PLACES OF ASSEMBLY (EASE OF ESCAPE),
REGULATIONS, 1985¹**

Appendix B:

The Minister for the Environment, in exercise of the powers conferred on him by section 37 of the Fire Services Act, 1981 (No. 30 of 1981) hereby makes the following Regulations:—

Citation. 1. These Regulations may be cited as the Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.

Commencement. 2. These Regulations shall come into operation on the 1st day of September, 1985.

Interpretation. 3. In these Regulations—

"escape route" means a route by which a person may reach a place of safety and means in relation to any point in a building, a route from that point;

"place of assembly" means a building or any part of a building put to any of the following uses that is to say, as an—

<i>amusement arcade</i>	<i>non-residential club</i>
<i>bingo hall</i>	<i>premises licensed for the sale of intoxicating liquor other</i>
<i>bus or train passenger station</i>	<i>than an off-licence</i>
<i>Casino</i>	<i>radio or television studio to which the public are admitted</i>
<i>cinema</i>	<i>restaurant, café, canteen</i>
<i>concert hall</i>	<i>riding school</i>
<i>dance hall (including discotheque)</i>	<i>skating rink</i>
<i>ecclesiastical building</i>	<i>sports pavilion</i>
<i>exhibition hall</i>	<i>stadium</i>
<i>funfair building</i>	<i>swimming baths (including any swimming pool, changing</i>
<i>grandstand</i>	<i>rooms, or similar facilities)</i>
<i>gymnasium</i>	<i>tent or marquee to which the public are admitted</i>
<i>indoor bowling alley</i>	<i>theatre</i>
<i>indoor games court</i>	

"place of safety" means a place in the open air at ground level in which persons are in no danger from fire and which, if it is an enclosed space, has a means of egress to an unenclosed space by an exit or exits having a width or aggregate width not less than the width of the exit or exits leading from the building to the enclosed space.

Precautions to be taken by persons having control.

4. Every person having control over a place of assembly shall take the following precautions that is to say, he shall ensure that, while the place is in actual use as a place of assembly—

- (i) subject to paragraph (ii), all escape routes are kept unobstructed and immediately available for use,
- (ii) doors, gates and other like barriers across escape routes are not secured in such a manner that they cannot be easily and immediately opened by persons in the place of assembly,
- (iii) all chains, padlocks and other removable fastenings for securing doors, gates or other like barriers are removed and kept in a place where they may be readily inspected by an authorised person for the purposes of section 22 of the Fire Services Act, 1981,
- (iv) no hanging or drape is placed across or along an escape route in a manner which would impede or obstruct escape,
- (v) no mirrors are placed across or along an escape route or adjacent to an exit in such a way as to confuse the direction of escape.

Duty of persons in a place of assembly.

5. A person in a place of assembly shall not prevent or obstruct the person having control over the place of assembly from complying with these Regulations.

¹ GIVEN under the Official Seal of the Minister for the Environment, this 29th day of July, 1985. LIAM KAVANAGH, Minister for the Environment.

EXPLANATORY NOTE: These Regulations provide for specified places of assembly, that certain fire safety precautions related to escape routes and exit doors should be taken by every person having control over a place of assembly and that a person in a place of assembly shall not prevent or obstruct the person in control from complying with the Regulations.