

# FIRE SAFETY REGISTER

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**Premises Name:** \_\_\_\_\_

**Premises Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Safety Manager:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Cork City Fire Department**  
[www.corkcityfirebrigade.ie](http://www.corkcityfirebrigade.ie)

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## 1.0 INTRODUCTION

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.

The Department of the Environment and Local Government has published guidance to assist persons in control of particular types of premises in discharging their statutory responsibilities under the Fire Services Act. The publications include the following:-

- Code of Practice for the Management of Fire Safety in Places of Assembly
- Guide to Fire Precautions in Existing Hotels, Guesthouses and Similar Premises
- Fire Safety in Guest Accommodation
- Fire Safety in Hostels
- Fire Safety in Nursing Homes

[free download available at <http://www.environ.ie/en/publications/Community/FireandEmergencyServices/> ]

Compliance with responsibilities under the Fire Services Act requires that –

- The premises must be suitable for its intended use and certain essential fire safety features appropriate to the use of the premises must be provided, and
- A proactive fire safety management policy must be in place to minimize the risk of a fire occurring and ensure the safety of persons on the premises in an emergency.

The keeping of fire safety records is an important element of the proper fire safety management of premises. This Fire Safety Register has been produced to assist in the keeping of records for specific items. It will also be necessary to keep records and certificates for other items such as furnishings, bedding, electrical installations, and gas installations as appropriate to the particular premises.

**Note: Owners/Fire Safety managers should satisfy themselves that all Electrical & Gas Installations have been fully serviced by a competent person to ensure compliance with all statutory requirements and codes of practice.**

## 2.0 GUIDANCE FOR COMPLETION OF THE FIRE SAFETY REGISTER

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 Cork City Fire Department.
2. The Register generally has sufficient pages to allow for records over a period of 2 years. Additional photocopies of unused pages should be added as required.
3. 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.

	Emergency Lighting	Fire Alarm	Extinguishers & Hose Reels	Fire Exit Doors	Fire Resisting Doors	Upholstery
Daily	✓	✓		✓		
Weekly	✓	✓				✓
Monthly	✓		✓			
3 Monthly	✓	✓			✓	
6 Monthly				✓		✓
Annually	✓	✓	✓	✓	✓	✓

## **3.0 GENERAL FIRE SAFETY PRECAUTIONS NOTICE**

The following notice should be provided to all employees on a regular basis and should be placed in a number of locations in the premises, to provide a constant reminder of the fire safety rules to be observed by all employees and other occupants.

### **Fire Safety Rules to be observed by all Employees and other Occupants**

#### **DO**

- Keep fire doors shut at all times and doors generally closed where possible
- Keep final exit doors and escape routes free from obstruction at all times
- Report all fires, no matter how trivial, to the Fire Safety Manager
- Report any defective fire protection equipment to the Fire Safety Manager
- Read and take note of the emergency procedures for the premises
- Correctly dispose of all waste materials in non-combustible waste bins and ensure that such bins are emptied frequently
- Use cooking equipment safely.
- Switch off all non essential electrical equipment at close of business.
- Smoke only in designated locations outside the building and extinguish cigarettes in an appropriate container
- Take extra care when using flammable materials

#### **DO NOT**

- Wedge or hold-open any fire door, or remove any self-closing device
- Store goods or waste materials in stairways or other designated escape routes
- Tamper with any of the following life safety equipment or systems: Fire Detection and Alarm System, Emergency Lighting System, Fire Extinguishers or Hose Reels
- Remove fire-fighting equipment from their designated locations
- Tamper with any electrical or gas equipment in the building
- Use any unapproved portable or mobile space heating appliance in the building
- Bring anything into the premises which is considered a fire hazard

## **4.0 SPECIFIC FIRE DUTIES ASSIGNED TO PARTICULAR STAFF MEMBERS**

### **Owner Details**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fire Duties:** Overall responsible person with regards to minimising the risk of an outbreak of fire and the risk to staff and occupants should an outbreak of fire occur

### **Fire Safety Manager**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fire Duties:** Minimise the risk of outbreak of fire through good fire prevention practice and ensure that all staff are aware and can carry out any relevant fire safety actions

### **Deputy Fire Safety Manager**

**Name** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fire Duties** Minimise the risk of outbreak of fire through good fire prevention practice and ensure that all staff are aware and can carry out any relevant fire safety actions

**4.0 SPECIFIC FIRE DUTIES ASSIGNED TO PARTICULAR STAFF MEMBERS**

**Name**

\_\_\_\_\_

**Position**

\_\_\_\_\_

**Fire Duties**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Position**

\_\_\_\_\_

**Fire Duties**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Position**

\_\_\_\_\_

**Fire Duties**

\_\_\_\_\_

\_\_\_\_\_

**5.0 RECORD OF FIRE SAFETY TRAINING/DRILLS  
(including fire extinguisher training)**

**Date:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Name of Training Provider:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Nature of Training:** \_\_\_\_\_

**List of Attendees:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Signed:** \_\_\_\_\_



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**Duration:** \_\_\_\_\_

**Name of Training Provider:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Nature of Training:** \_\_\_\_\_

**List of Attendees:**

_____	_____
_____	_____
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_____	_____
_____	_____

**Signed:**

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**Nature of Training:** \_\_\_\_\_

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_____	_____
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_____	_____

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(including fire extinguisher training)**

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**Instructor Name:** \_\_\_\_\_

**Nature of Training:** \_\_\_\_\_

**List of Attendees:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Signed:**

## **6.0 INSPECTION OF FIRST AID FIRE FIGHTING EQUIPMENT**

### **Monthly Inspection Procedure:**

- The extinguisher is in its designated place;
- Access to or visibility of the extinguisher is not obstructed;
- Any seals or indicator tabs are not broken;
- Pressure indicators, where fitted, show the correct pressure;
- The extinguisher has not been damaged;
- The extinguisher does not have obvious defects such as a clogged nozzle, corrosion, leakage or a loose or damaged hose;
- In the case of all carbon dioxide gas extinguishers the discharge horn or hose/horn is properly secured;
- The maintenance record label is properly attached to the extinguisher and is up to date and the maintenance register is entered up to date;
- A service certificate should be issued to the customer for record purposes.

### **Annual Inspection Procedure:**

The annual inspection of the First Aid Fire Fighting equipment must be carried out by a competent service organisation in accordance with the recommendations of IS 291:2002 and the certificate of compliance should be attached to the fire safety register.



















## **9.0 FIRE DETECTION & ALARM SYSTEM: Maintenance Schedule**

### **Daily Attention by the user:**

- Check status of control panel
- Log any defects indicated
- Report defect to responsible person
- Responsible person to action any faults immediately
- Ensure any logged faults from previous inspections are attended to

### **Weekly Attention by the user:**

Daily attention as above and in addition:

- Activate 1 device for every 13 zones in the system
- Confirm correct activation of device
- Confirm sounder operation
- Record results of test

### **Quarterly Attention by competent person (see annual attention below)**

- Check and test batteries
- Check ancillary functions of alarm panel (where practicable)
- Rectify faults
- Certificate by competent person

### **Annual Attention by competent person**

- Correct operation of all detectors
- Correct operation of all manual call points
- Visual inspection of cables and fittings (as far as practicable)
- Confirm required sound levels are achieved

**A portion of each of the above items may be completed as part of the quarterly attention ensuring that all are completed annually.**

- Record results
- Issue certificate of servicing/testing as set out in I.S. 3218:2013

## 10.0 FIRE DETECTION & ALARM SYSTEM LOG BOOK

The Fire Safety Manager shall ensure that a Log Book is kept in which the following shall be recorded:

- The name of the responsible person
- Brief details of any servicing arrangements
- Dates and times of all alarms (genuine, practice, test or false) together with their causes where known. If alarms have been caused by the operation of a detector or manual call point, then the location of the device shall be recorded
- Dates, times and types of all defects and faults
- Dates and types of all tests
- Dates and types of all servicing (routine or special)
- Dates and times of all periods of disconnection or disablement
- All alterations to the system

**NOTE: The reset switch must not be used as a method of silencing the alarm sounders, since this may destroy the indication of the location of a fire.**

### **Notices:**

Where possible, permanent notices should be displayed at the entrance to all areas in which detectors are sited. A suitable text may be;

'This area is protected by automatic fire detectors. Before undertaking any work involving heat, flame, dust or sparks, clearance must be obtained from the responsible person.'

**11.0 LOG BOOK FOR FIRE DETECTION & ALARM SYSTEMS**

Name of Premises/Area \_\_\_\_\_

Address of Premises \_\_\_\_\_  
\_\_\_\_\_

Log Number \_\_\_\_\_

Commencement Date / /

Date: \_\_\_\_\_

**Responsible Person** \_\_\_\_\_

**System Designer**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

**Installer**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_



**Service Provider**

Name _____
Address _____ _____
Telephone _____ email _____

**Maintenance provider**

Name _____
Address _____ _____
Telephone _____ email _____

**THIS LOG BOOK TO BE KEPT AT:**

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## 13.0 FALSE ALARM REGISTER

Log Ref.	Cause of Alarm/Notes	Action Taken or Needed/Comments	Date Completed	Signature

Log Ref.	Cause of Alarm/Notes	Action Taken or Needed/Comments	Date Completed	Signature



## **14.0 INSPECTION OF EMERGENCY LIGHTING**

### **Maintenance & Testing**

#### **General**

Light Level test shall be carried out every 4 years to confirm adequate illumination levels

#### **Daily Inspection**

- All deficiencies in the log book have been rectified
- All central power supplies are indicating healthy
- No faults indicated on automatic test system panel.

#### **Weekly Inspection**

To be carried out on at least 25% of the emergency lighting lamps so that all are checked each month;

- Each lamp in a maintained or combined system is lighting,
- On all self contained units LED status indicators are illuminated
- All non illuminating lamps are replaced

#### **Monthly test – Automatic Test Systems(ATS) only**

In addition to the weekly checks

- Carry out a function test of duration not more that 10% of the rated duration.
- Ensure all emergency luminaires are operational.
- Ensure all luminaires and signs are present and clean.
- At the end of the test ensure all luminaire LEDs are showing power healthy status.

#### **Quarterly test – All systems except ATS systems**

An quarterly test of the system shall be carried out by a competent person in accordance with the schedule specified in I.S. 3217:2013.

- Each self-contained luminaire and internally illuminated escape route sign shall be energized from its battery by simulation of a failure of the supply. During this period all luminaries and/or signs shall be examined visually to

- ensure that they are functioning correctly. The test duration shall not be more than 25% of the rated duration.
- At the end of the test ensure all luminaire LEDs are showing power healthy status
  - Complete three monthly inspection and test report.

## **Annual Test**

- An annual test of the system shall be carried out by a competent person in accordance with the schedule specified in I.S. 3217:2013.
- All faults noted shall be rectified.
- A certificate of annual inspection and test as specified in I.S. 3217 shall be obtained and attached to the fire safety register.















