

Fire Safety Register Logbook



Name of Premises: _____

Address: _____

Eircode: _____



Comhairle Contae Thiobraid Árann
Tipperary County Council

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This Fire Safety Register Logbook is split into 3 sections:

- **Section 0 – Introduction** – Outlines the duties on a person having control over a premises under Section 18(2) of the Fire Services Acts 1981 and 2003. Additionally the importance of a fire safety programme and fire prevention measures are explained.
- **Section 1 – Inventory of Fire Safety Equipment** – This section will only need to be completed when setting up the Register or after the premises is extended or altered. It will consolidate all the fire safety equipment within the premises in one place e.g the fire alarm, smoke detectors, emergency lights, fire extinguishers etc.
- **Section 2 – Fire Safety Checks and Staff Training** – It is recommended that blank copies are created of this section each year. This section will contain the weekly, monthly, quarterly and yearly checks carried out which are key pieces of evidence in demonstrating compliance with the Fire Services Acts 1981 and 2003. An aide memoire for staff training is also included in this section to help with the type and frequency of fire safety training required.

This document was created by Tipperary Fire and Rescue Service.
It is free to download from:

<http://www.tipperarycoco.ie/fire-services>

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Fire Safety Register

Section 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. Section 18(2) is quoted as follows:

"It shall be the duty of every person having control over premises to which this section applies to –

- (a) take all reasonable measures to guard against the outbreak of fire on such premises,
- (b) provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises,
- (c) ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times, and
- (d) ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not."

The Department of the Housing, Planning 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 Acts 1981 and 2003. 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
- Fire Safety in Preschools

See "References" section of this document for links to all the above publications.

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 at all times.

The keeping of fire safety records is a key piece of evidence that an Owner / Operator is discharging their statutory duties as outlined in Section 18(2) of the Fire Services Acts 1981 and 2003 and is an important element of the fire safety management of a premises. This Fire Safety Register Logbook 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 and/or gas Installations have been fully serviced by a competent person to ensure compliance with all statutory requirements and codes of practice. Copy and attach any relevant certificates to this Fire Safety Register Logbook.

0.1 Fire Duties Assigned To Particular Staff Members

Owner Details

Name of Owner/Occupier: _____

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 a fire occur

Fire Safety Manager

Name: _____

Position: _____

Fire Duties: Minimize the risk of fire through good fire prevention practice and ensure that all staff are aware and carry out the relevant fire safety actions as detailed in section 2 of this document, should a fire occur.

Deputy Fire Safety Manager

Name: _____

Position: _____

Fire Duties: Minimize the risk of fire through good fire prevention practice and carry out the relevant fire safety actions as detailed in section 2 of this document, should a fire occur.

Deputy Fire Safety Manager

Name: _____

Position: _____

Fire Duties: Minimize the risk of fire through good fire prevention practice and carry out the relevant fire safety actions as detailed in section 2 of this document, should a fire occur.

0.2 Fire Safety Programme

1. A fire safety programme is needed to;
 - (a) guard against an outbreak of fire, and
 - (b) ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.
2. The fire safety programme will incorporate arrangements for:
 - (a) the prevention of an outbreak of fire through the establishment of day to day fire prevention practices, in accordance with the provisions of Section 0.3 following,
 - (b) the instruction and training of staff in accordance with the provisions of Section 2 following,
 - (c) the holding of fire and evacuation drills in accordance with the provisions of Section 2 following,
 - (d) informing the public/building occupants of the procedures to be used in the event of a fire or other emergency in accordance with the provisions of Section 5 of the '*Code of practice for the management of fire safety in places of assembly*',
 - (e) the maintenance of escape routes in accordance with the provisions of Section 6 of the '*Code of practice for the management of fire safety in places of assembly*',
 - (f) the provision of adequate fire protection equipment and systems, and their inspection and maintenance in accordance with the provisions of Section 7 of the '*Code of practice for the management of fire safety in places of assembly*',
 - (g) the provision of assistance to the fire brigade in accordance with the provisions of Section 8 of the '*Code of practice for the management of fire safety in places of assembly*'.

0.3 Fire Prevention

1. Rubbish and waste materials should not be allowed to accumulate; such materials should be removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.
2. Flammable liquids, gases and other potentially dangerous substances should be limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.
3. Smoking should be prohibited in stores, plant rooms and other similar areas.
4. In those areas where smoking is permitted a plentiful supply of non-combustible ashtrays or receptacles should be provided for the safe disposal of cigarettes and other smokers' materials.
5. Electrical and gas appliances and associated fittings should be checked on a regular basis and defects remedied as soon as possible. Defective items should be rendered safe until repairs are carried out.

6. Upholstered seating should be inspected regularly and any item which has its infill material exposed should be repaired or removed before the public are admitted to the premises.
7. Cookers, extractor fans, filters, air ducts and machinery should be regularly cleared of oil, grease and dust. Servicing should be carried out regularly by a competent person.
8. Open fires, flambé lamps or other sources of ignition should be carefully controlled to minimise the risk of fire.
9. Fire resisting doors and smoke stop doors should not be propped or wedged open.
10. Portable gas and liquid fuel heaters should not be used on the premises at any time and other portable radiant heaters should be removed from the premises before members of the public are admitted.
11. Building and plant maintenance involving the use of equipment such as oxy-acetylene cylinders, welding equipment, liquefied gas appliances and flammable liquid containers should be restricted to those periods when the premises is not occupied by members of the public and the equipment should be removed from the premises before the public are admitted.
12. Service contractors and outsiders engaged to work on the premises should be informed of the relevant requirements of this section.
13. Care should be taken to ensure that members of the public/persons are not permitted to enter areas other than those to which they are intended to have access, except when a fire or other emergency requires them to do so to escape from the building.
14. The premises should be inspected on each occasion immediately after the public has vacated them to remove any potential fire hazard.

Section 1 – Inventory of Fire Safety Equipment

This section of the Fire Safety Register Logbook will only need to be filled out once by the Owner or Fire Safety Manager unless the building is altered or extended, its purpose is to list all fire safety features of the premises and consolidate them into one document for ease of reference.

1.1 Fire Alarm System

The fire detection and alarm system should be inspected and maintained in accordance with I.S. 3218.

Location of Main Fire Alarm Panel and any repeater panels:

No. of zones ____ **No. of detectors** ____ **No. of manual call points** ____

Note 1, Note 2, Note 3

Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____
Zone No. ____	Area of coverage _____

Note 1: A zonal plan / diagram should be attached installed at the main fire alarm panel.

Note 2: Where an addressable fire detection and alarm system is installed within the premises the above table does not need to be filled out.

Note 3: Contact your nominated fire alarm service engineer for information on the type of system installed in your premises.

Checks to the fire detection and alarm system should be in accordance with Section 2 of this document.

1.2 Emergency Lighting

The emergency lighting installation should be inspected and maintained in accordance with I.S. 3217.

No. of emergency lights ____ No. of emergency exit lights ____

Location of Equipment

[illegible]

1.3 Firefighting Equipment

Fire extinguishers should be inspected and maintained in accordance with I.S. 291.

No. of water extinguishers _____ **No. of foam extinguishers** _____

No. of CO₂ extinguishers _____ **No. of powder extinguishers** _____

Number of Hose Reels _____ **Number of Fire Blankets** _____

Number of fixed suppression systems _____
(eg kitchen canopy suppression system)

Location of Equipment

[illegible]

1.4 Fire Resisting Doors

Fire doors should be inspected in accordance with the recommendations of Appendix A Note 5. Competent technical advice may need to be received initially to identify fire resisting doors within your premises.

[illegible]

FD30S door – 30 minute fire resisting door with smoke seal
FD60S door – 60 minute fire resisting door with smoke seal
A plate should be located on the door indicating the door rating. Typically timber FD30S doors have a door leaf that is 44mm thick while a timber FD60S door will have a door leaf that is 54mm thick. Competent technical advice should be obtained where you are unsure of the doors rating.

1.5 Fire Hydrants

Fire hydrants on site should be inspected and maintained in accordance with B.S. 9990. The fire hydrants should be inspected at least once a year. Evidence of the inspection should be detailed in Section 2.

Total Number of Fire Hydrants _____

Location of Fire Hydrants

Number	Location

1.6 Dry / Wet Risers

Dry / Wet risers should be inspected and maintained in accordance with B.S. 9990. Inspection and testing should be carried out every 6 months. Evidence of the inspections should be detailed in Section 2.

Total Number of Dry / Wet Risers _____

Location of Dry / Wet Risers

Number	Location

Section 2 - Fire Safety Checks and Staff Training

1. This check section in the Fire Safety Register Logbook is applicable to small to medium sized premises. Larger premises may have more specialised systems which may require further management checks and these should be agreed with your technical adviser.
2. Written procedures on what to do in the event of a fire shall be displayed on the premises and shall be kept as part of the Fire Safety Register Logbook.
3. **Daily checks that should be carried out:**
 - Are all escape routes clear?
 - Is the fire alarm system active and (for panel alarms) not showing a fault?
4. Electrical system shall be certified every 5 years but should receive a visual check annually.
5. Gas system (If applicable) shall be certified every 3 years in accordance with IS 820, or IS 3216 where applicable.

How to use the Checks in this Fire Safety Register Logbook

The end/ beginning of each year cycle should involve obtaining the required annual certificates. Daily checks should be carried out each day, if there is an issue it should be recorded in the Appendix E Logbook. Recorded Fire safety checks shall be carried out each week and a monthly check shall be carried out at the end of each month cycle. Quarterly checks shall be carried out 4 times each year and should be spread out throughout the year. At the end of each year there should be a page for each month, a yearly checks page, a quarterly checks page and records of staff training, evacuation drills and completed fire safety equipment logs.

Monthly checks may be carried out by a member of staff with sufficient training but all quarterly and yearly checks must be carried out by the Fire Safety Manager or the Deputy Fire Safety Manager.

Staff Training

Staff training should be carried out for each new member of staff and refresher training should be carried out for all staff at least once a year. Refer to the staff training Aide Memoire.

2.1 Fire Safety Register Logbook YEARLY

Premises Name: _____ **Address:** _____ **Eircode** _____

Fire Safety Register for the year of _____

Fire Safety Manager: _____ **Deputy FS Manager:** _____

Yearly Checks	Yes	No	N/A	Comment
1. Quarterly checks carried out and correct?				
2. Fire alarm systems with control panels shall be inspected / tested by a competent person? Note 3 Appendix A				
3. Is there a laminated floor plan/ zone map of the premises posted beside the fire alarm panel which clearly shows room descriptors and fire alarm zones				
4. Fire extinguishers certified by a competent person? Note 2 Appendix A				
5. Emergency lighting inspected / tested by a competent person? Note 4 Appendix A				
6. Fire drill carried out? See Appendix B				
7. Review written emergency procedures. See Appendix C				
8. Hydrants on site inspected? (if applicable)				
9. Electrical system shall be certified every 5 years but should receive a visual check annually. Note 7 Appendix A				
10. Gas system (If applicable) shall be certified every 3 years Note 6 Appendix A				
11. Is there a laminated fire safety instruction signage and clearly defined location of Assembly Points				
11. Has staff training been carried out? Including refresher training for existing staff and hands on training with portable fire extinguishers. See Appendix D				
12. All items on fire safety equipment log addressed / closed out? See Appendix E				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried out at the end of each year by the Fire Safety Manager or the Deputy Fire Safety Manager.

2.2 Fire Safety Register Logbook **QUARTERLY**

Premises Name: _____

Fire Safety Register for the year of _____

Quarterly Checks (Quarter 1 – Jan to March)	Yes	No	N/A	Comment
1. Monthly checks carried out and correct?				
2. Fire alarm systems (with control panels) shall be checked by a competent person Note 3 Appendix A				
3. Emergency lighting shall be checked by a competent person Note 4 Appendix A				
Checks carried out by _____ on the date _____				

Quarterly Checks (Quarter 2 – April to June)	Yes	No	N/A	Comment
1. Monthly checks carried out and correct?				
2. Fire alarm systems (with control panels) shall be checked by a competent person Note 3 Appendix A				
3. Emergency lighting shall be checked by a competent person Note 4 Appendix A				
Checks carried out by _____ on the date _____				

Quarterly Checks (Quarter 3 – July to September)	Yes	No	N/A	Comment
1. Monthly checks carried out and correct?				
2. Fire alarm systems (with control panels) shall be checked by a competent person Note 3 Appendix A				
3. Emergency lighting shall be checked by a competent person Note 4 Appendix A				
Checks carried out by _____ on the date _____				

Quarterly Checks (Quarter 4 – October to December)	Yes	No	N/A	Comment
1. Monthly checks carried out and correct?				
2. Fire alarm systems (with control panels) shall be checked by a competent person Note 3 Appendix A				
3. Emergency lighting shall be checked by a competent person Note 4 Appendix A				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried out at the end of each quarter by the Fire Safety Manager or the Deputy Fire Safety Manager.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **January** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **February** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
2. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **March** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
3. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **April** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
4. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **May** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
5. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **June** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
6. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **July** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
7. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **August** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
8. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook MONTHLY

Premises Name: _____

Fire Safety Register for the month of **September** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
9. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **October** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
10. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **November** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
11. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

2.3 Fire Safety Register Logbook **MONTHLY**

Premises Name: _____

Fire Safety Register for the month of **December** in the year _____

1 Weekly Checks	Yes	No	N/A	Comment
12. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

2 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

3 Weekly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
Checks carried out by _____ on the date _____				

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? Note 1 Appendix A				
2. Can all escape doors be opened immediately & easily?				
3. Did the fire alarm work correctly when tested? (For panel alarms all zones shall be tested). Note 3 Appendix A				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? Note 4 Appendix A				
5. Are all fire doors in working order? Note 5 Appendix A				
6. Are fire extinguishers in place and are charge gauges correct? Note 2 Appendix A				
7. Fire drill carried out? See Appendix B				
Checks carried out by _____ on the date _____				

Note: The above checks should be carried each month by a member of staff with sufficient training. A Sheet should be available for each month of the year.

Appendix A - Guidance of completion of monthly/quarterly/annual checks

Note 1 Escape Routes

Building occupants cannot be evacuated from a premises quickly and safely if escape routes are obstructed or exits are locked. It is therefore essential for proper fire safety management that all escape routes and exit doors are maintained free from obstruction and immediately available for use while the premises are in use.

The Minister for the Environment made regulations entitled 'Fire Safety in Places of Assembly (Ease of Escape), Regulations 1985, (S.I. No. 249 of 1985)' which place a specific duty on persons in control of premises to ensure that escape routes are kept clear and that doors, gates etc. on these routes and exits can be easily opened by persons using the premises.

Refer to Section 6 the 'Code of practice for the management of fire safety in places of assembly' for guidance.

Note 2 Firefighting Equipment

All extinguishers should be visually inspected monthly to ensure that they:

- are in their proper positions with adequate signage and have a correct mounting, wall / stand;
- have not been discharged;
- have not had their seals or tabs broken;
- have not lost pressure (indicator gauge);
- have the maintenance label properly attached;
- have not suffered obvious damage.

Note: The annual inspection of the firefighting equipment must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 291.

Note 3 Fire Alarm System

An inspection should be documented every month as follows:

- A visual examination of the panel to see that are no faults/ muted alarms indicated.
- A visual examination of the battery and connections should be made to ensure that they are in good condition.
- Any defect should be recorded in the Fire Safety Register Logbook and reported to the responsible person, and action should be taken to correct it.

Once a week At least one trigger device on a zone circuit should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm.

Note: An annual and quarterly inspection of the fire alarm system must be carried out by a competent service organisation in accordance with the recommendations of IS 3218.

Note 4 Emergency Lighting

A visual inspection should be made once every month to ascertain that:

- A fault recorded in the Fire Safety Register Logbook has been given attention and action noted;
- Every lamp in a maintained system is lighting i.e. exit lights;
- LED (Green or Red) in each luminaire on the charging circuit is illuminated;
- Any fault found is recorded in the Fire Safety Register Logbook and the action taken noted.

Note: An annual and quarterly inspection of the emergency lighting system must be carried out by a competent service organisation in accordance with the recommendations of I.S. 3217.

Note 5 Fire Resisting Doors

An inspection should be made weekly to ascertain that:

- A fault recorded in the Fire Safety Register has been dealt with and the action noted;
- Every fire door closes properly and receiver engages; (self closer working correctly)
- There are gaps no larger than 3 mm between the frame and doors or between meeting door leaves;
- The combined intumescent strip/cold smoke seal is fully intact on the top, sides and at meeting door leaves.
- Magnetic hold open devices are operational and fully close the door to the frame without any gaps. These should be tested weekly when the fire alarm is operated to ensure they release.
- The correct signage is on all doors and both sides;
 - "Fire Door Keep Shut"
 - "Automatic Fire Door Keep Clear"

Note 6 Gas Installations

All gas installations shall be tested by a competent person in accordance with the guidance is set out in Annex E of IS 820.

Note 7 Electrical Installations

All existing installations shall be tested by a competent person in an appropriate manner at an interval determined by risk assessment having regard to the nature, location and use of the installation (but not greater than five years) and a report, conforming to ETCI Annex 62A Periodic inspection Report of the ET101 National Rules for Electrical Installations, of the test be completed by the competent person carrying out the test. Any works required to make the installation safe for use detailed in this report shall be carried out and a new report be completed by a competent person.

Appendix B – Fire and Evacuation Drill Guidance

Fire and Evacuation Drills Guidance:

1. Regular fire and evacuation drills which simulate emergency procedures should be planned and organised in the following manner:
 - (a) Emergency procedures that are appropriate to the premises should be established.
 - (b) Fire and evacuation drills should be held at varying times of day and night simulating conditions in which one or more of the escape routes is obstructed by smoke.
 - (c) Fire and evacuation drills should be announced beforehand only to senior staff.
 - (d) All permanent and temporary staff should be involved in fire and evacuation drills (including those involved in shift work).
2. Those participating in the fire and evacuation drills should be encouraged to apply the procedures efficiently and promptly.
3. Each fire and evacuation drill should be reviewed afterwards and the procedures modified if necessary. These modified procedures should be notified to all staff and/or relevant persons. Use the **Evacuation Drills** form in appendix D to document drill participants.
4. The specific actions that staff will be trained to take when a fire breaks out or when there is an alarm as per actions cards. Other actions may be required and these should be documented under “site specific actions” on the Emergency Access Cards. **See Appendix C.**

Health Care Evacuation drill to involve residents within the constraints on their medical/health requirements; otherwise staff members to role play)

Guest accommodation - Evacuation drill normally would not involve residents -staff members to role play)

Public assembly - Evacuation drill normally would not involve public -staff members to role play)

Appendix C - Written Emergency Procedures

The Fire Service Acts 1981 and 2003 cover all types of premises from small retail shop with 2 employees to large complex buildings such as hotels, hospitals or apartment blocks. Each building needs to put procedures in place to meet the requirements of the Fire Service act. In the case of small premises, the procedure requirement can be achieved by actions cards for (a) general building user and (b) the fire safety manager – see below for action card template. For a large complex buildings or groups of buildings on a site, the procedural requirements will be more detailed and can be put in place to align the building (site) operating requirements.

There should be a specific written procedure for all of the following situations:

- A procedure for raising the alarm for small premises can be in form of a Emergency Action Card as outlined in Appendix B),
- A procedure for investigating automatic alarms (zone checks or reviewing the activated device on an addressable system, for small premises , your fire detection and alarm specialist may provide this in form of instructions posted beside fire alarm panel),
- A procedure for calling the fire brigade and the ambulance service, (can be in form of a Emergency Action Card as outlined below),
- An evacuation procedure specific to your premises, (for small premises can be in form of a Emergency Action Card as outlined below),
- A procedure for fighting the fire using first aid fire-fighting equipment (fire extinguishers, fire blankets etc),- can be in the form of an action card given to personnel at fire extinguisher training,
- A procedure for reporting to a designated location (assembly point), for small premises can be in form of a Emergency Action Card as outlined below),
- A procedure for accounting for each person on the premises, can be in the form of an action card for the fire safety manager as outlined below,
- A procedure for assisting the fire brigade on their arrival - can be in the form of an action card for the fire safety manager as outlined below.

Each procedure should be reviewed annually and adjustments should be made accordingly. Staff should be trained and familiar with the above procedures which should be kept in an accessible location for use as aide memoires.

Fire Safety Manager

Premises Name: _____

On Discovering a Fire / On Hearing an Alarm or Other Warning

- ☐ Operate the alarm system if not in operation already
- ☐ Determine the location of the fire if safe to do so
- ☐ Alert management and other staff
- ☐ Alert occupants of the safety procedures that apply in the event of fire
- ☐ Do not allow anybody to re-enter the premises for any reason
- ☐ Inform the public and direct them to the nearest available escape route
- ☐ Do not use the lift
- ☐ Attack the fire using the nearest suitable equipment (if safe to do so)
- ☐ **Call the fire brigade on 999 or 112**
- ☐ Leave whenever danger threatens
- ☐ **Close all doors as areas are vacated, checking that nobody is left behind**
- ☐ Assemble at the designated assembly point
- ☐ With assistance from Fire Warden(s) determine if there are possible persons still within the building
- ☐ Assist the fire brigade on arrival
 - Access routes should be kept clear for fire appliances
 - Gates and barriers should be unlocked or removed
 - Inform the fire brigade on arrival of the evacuation status

- ☐ Site specific actions:

Fire Warden

Premises Name: _____

On Discovering a Fire / On Hearing an Alarm or Other Warning

- ☐ Report to Fire Safety Manager
- ☐ Call the fire brigade on 999 or 112 if the Fire Safety Manager is not present
- ☐ On request verify evacuation of designated building
- ☐ **Close all doors as areas are vacated, checking that nobody is left behind**
- ☐ Report findings to Fire Safety Manager at the assembly point located at:

- ☐ Assist the fire brigade on arrival
 - Access routes should be kept clear for fire appliances
 - Gates and barriers should be unlocked or removed
 - Inform the fire brigade on arrival of the evacuation status

- ☐ Site specific actions:

General Building User

There are a number of ways of informing general building users of the actions to take on discovering a fire or hearing an alarm or other warning. These can be as detailed as site specific inductions or as simple as displaying Fire Action Notice signs. A risk assessment of the premises will determine the correct approach.

Examples of Fire Action Notices that should be placed at final exit points:



Fire action

If you discover a fire



Operate nearest fire alarm point.



Call the Fire Brigade by telephoning 999 or 112



Leave the building by the nearest exit.



Report to your assembly point at



Do not stop to collect personal belongings



Fire action

If you discover a fire



Operate nearest fire alarm point.



Call the Fire Brigade by telephoning 999 or 112



Leave the building by the nearest exit.



Report to your assembly point at



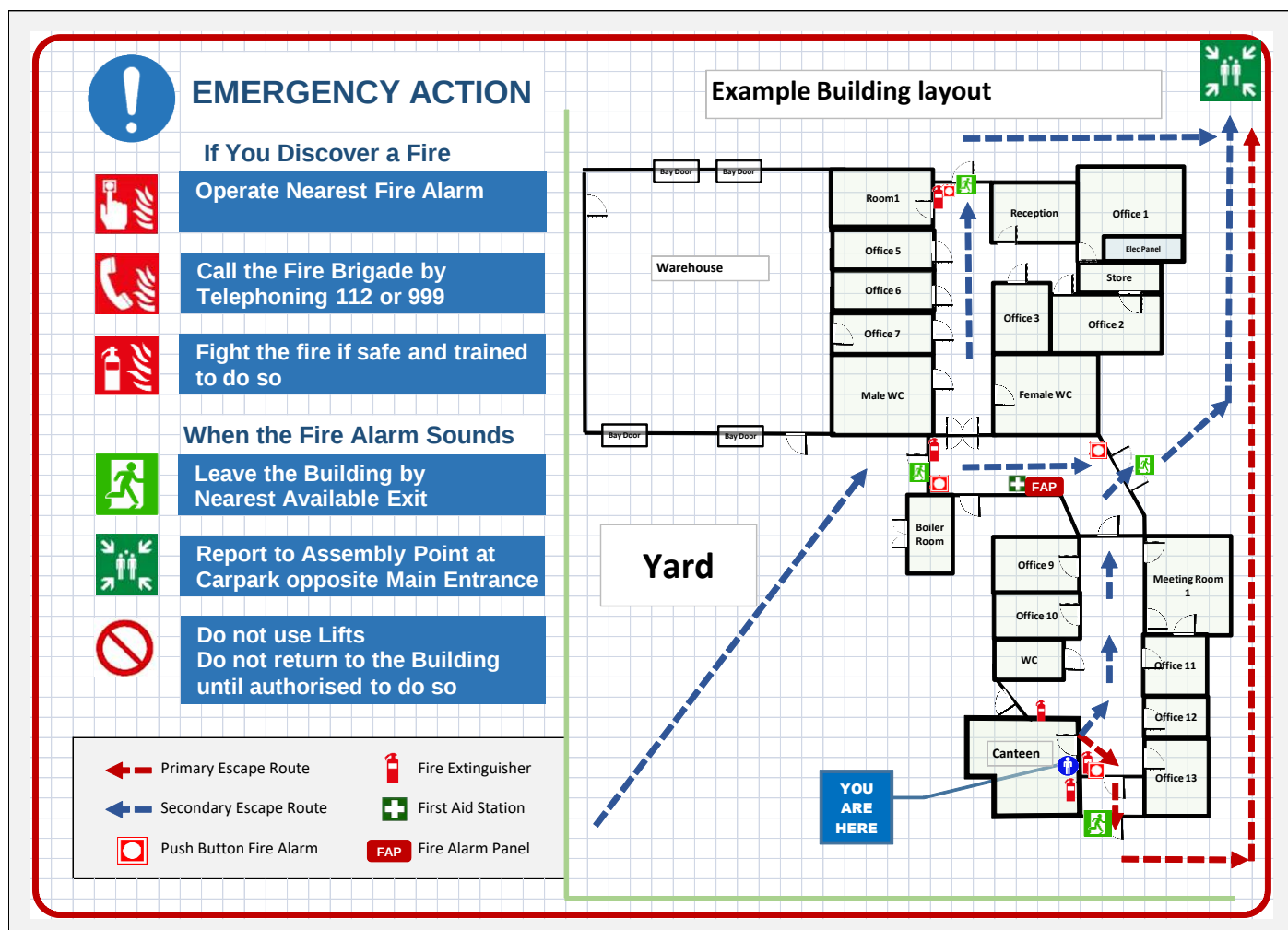
Do not stop to collect personal belongings



Do not use lift

For buildings providing sleeping accommodation such as hotels, guesthouses, flats, nursing homes etc, each bedroom entrance door should be provided with a floor plan indicating the occupants' current location and the available escape routes to a place of safety (e.g. an escape stairs). Information such as fire extinguisher points, fire alarm call points and refuge points should also be included.

Providing a floor plan detailing the escape routes of the building is an excellent approach for any building to inform the general building user of the actions to be taken. An example of such an approach can be seen below:



An excel sheet template is available on the Tipperary County Council web page at the following link:

<https://www.tipperarycoco.ie/emergency-services/fire-safety-and-prevention-initiatives/tipperary-fire-safety-register-logbook>

This will allow you to create your own building specific emergency action notice.

Appendix D - Staff Training

Fire Safety Register Logbook: Staff Training Aide Memoire

Have staff been trained in the following:	Yes	No	N/A	Comment
1. Fire prevention measures ¹				
2. Emergency procedures ²				
3. Evacuation procedures and PEEP's ³				
4. Keeping escape routes clear and exits available				
5. Providing assistance to the fire brigade ⁴				
6. Use of extinguishers, fire blankets etc				
7. Location of all utility shut off points (electricity etc)				
8. Use of the fire alarm system + location of call points				
9. The layout of the building including all escape routes				
10. Location of assembly points				
Confirmed by _____ on the date _____				

Notes:

1. Fire prevention measures include good housekeeping, waste management, visual checks of electrical items, control of sources of ignition, not wedging open fire doors, storage of flammable and dangerous substances etc. (Refer to Section 2 of the Code of Practice for Fire Safety in Places of Assembly).
2. Refer to Emergency Action Cards in Appendix B.
3. PEEP – Personal Emergency Evacuation Plan for persons with disability - refer to www.nda.ie for further information.
4. Assisting the fire brigade:
 - Access routes should be kept clear
 - Gates and barriers should be unlocked / removed
 - Information should be available at the assembly point:
 - i. The number and location of people still on the premises
 - ii. The location of the fire
 - iii. Any special hazards
 - iv. Entry points to the building
 - v. Available water supplies (hydrants, rivers etc)
 - vi. Location of all utility shut off points (oil, gas, electricity etc)
 - vii. A plan of the premises showing the layout

Where staff training is carried out “in-house”, the following form should be filled in – alternatively a certificate should be received from an external company detailing the nature of the training, the attendee’s, the person responsible for giving the training and the date that it took place.

Fire Safety Register Logbook: **Staff Training**

Details of Fire Safety Training

Date and Duration of Training: _____

Instructor: _____

Nature of Training:

No. of staff: _____

List of attendees:

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

Signature of Instructor: _____

Date: _____

Where staff training is carried out "in-house", the following form should be filled in – alternatively a certificate should be received from an external company detailing the nature of the training, the attendee's, the person responsible for giving the training and the date that it took place. (make copies of this page as required).

Fire Safety Register Logbook: **Staff Training**

Details of Fire Safety Training

Date and Duration of Training: _____

Instructor: _____

Nature of Training:

Includes hands on training with portable fire extinguishers? Yes NO

No. of staff: _____

List of attendees:

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

Signature of Instructor: _____

Date: _____

Fire Safety Register Logbook: Fire Drill Record Sheet

Details of Fire Safety Drill

Date and Duration of Drill: _____

Person in Charge of Drill: _____

Description of Drill:

See notes in Appendix B renamed Fire and Evacuation Drills Guidance

Written Emergency Procedures in place	Yes	NO
and Emergency action cards in place	Yes	NO

No. of staff: _____

List of attendees:

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

Learning Points:

Signature of Person in Charge of Drill: _____ **Date:** _____

Fire Safety Register Logbook: Fire Drill Record Sheet

Details of Fire Safety Drill

Date and Duration of Drill: _____

Person in Charge of Drill: _____

Description of Drill:

See notes in Appendix B renamed Fire and Evacuation Drills Guidance

Written Emergency Procedures in place
and Emergency action cards in place

Yes NO
Yes NO

No. of staff: _____

List of attendees:

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

Learning Points:

Signature of Person in Charge of Drill: _____ **Date:** _____

Appendix E - Log Book

Fire Safety Register Logbook: Fire Safety Equipment

Log Book:

Any faults with fire safety equipment / feature shall be logged below (Fire safety equipment / features may include portable fire extinguishers, fire alarm system, emergency lighting system, fire doors, escape doors, electrics, gas installation and other specialist fire safety equipment). Each item must be completed and signed off by the Fire Safety Manager / Deputy Fire Safety Manager.

Equipment / Feature	Description of issue, inspection or maintenance work	Date Noted	Date Resolved	Signature

Appendix F - Example of Certification

Fire Detection and Alarm System

The fire detection and alarm system should be serviced in accordance with IS 3218 and a normative confirmation form should be available within the Fire Safety Register.

An example of the 2 page IS 3218 Confirmation of Annual Servicing and Testing Form is available below for reference, all sections should be completed by the alarm service engineer:

Fire Detection and alarm system – Confirmation of annual servicing and testing

Page 1 of 2

Document number:

Applicable standard(s) to which FDAS was installed: [tick appropriate box(s)]

I.S. 3218:1989 ☐ I.S. 3218:2009 ☐ I.S. 3218:2013 ☐ I.S. 3218:2013+A1:2019 ☐

I.S. 3218:2024 ☐ Unknown ☐

Name of building owner and/or occupier:

Address of building:

Description of works:

System category:

As-installed drawings:

System Details

	Yes	No
Have details of the person having control of the system been issued to system service provider?	☐	☐
Has the confirmation of design been made available to the service provider for inspection?	☐	☐
Does the confirmation of design include any justifiable variations?	☐	☐
Are the system's as-installed drawings available for inspection?	☐	☐
Is the confirmation of installation available for inspection?	☐	☐
Is the confirmation of commissioning available for inspection?	☐	☐

Inspection and testing records

Date Tested	
Periodic service inspection and test	
Periodic service inspection and test	
Periodic service inspection and test	
Annual service inspection and test	

Fire detection and alarm system – Confirmation of annual servicing and testing

Page 2 of 2

I/We hereby confirm that the fire detection and alarm system installed at the above building has been serviced and tested by me/us in conformance with the requirements of I.S. 3218:2024.

Details and signature of competent person responsible for the annual servicing and testing of the system

Name (Print):

Position:

Signed: Date: / /

For and on behalf of (organisation):

Figure F.1 — Model confirmation of annual servicing and testing

(extract from IS 3218 - NSAI)

Emergency Lighting System

The emergency lighting system should be serviced in accordance with IS 3217 and a confirmation form should be available within the Fire Safety Register.

An example of the 1 page IS 3217 Annex C6 (Normative) Confirmation is available below for reference, all sections should be completed by the service engineer:

Annex C6 (normative)

Emergency lighting system - Confirmation of annual inspection and testing

Document number:

Applicable standard(s) to which the emergency lighting system was installed: [tick appropriate box(s)]

I.S. 3217:1989 ☐ I.S. 3217:2008 ☐ I.S. 3217:2013 ☐ I.S. 3217:2013+A1:2017 ☐

I.S. 3217:2023 ☐ Unknown ☐

Is confirmation of commissioning available: Yes ☐ No ☐ [tick appropriate box]

Name of building owner and/or occupier:

Address of building:

Description of works:

As-installed drawing(s):

System type: ☐ Self-contained ☐ CPS System ☐ ATS [tick appropriate box(s)]

Comments on system type:

I/We hereby confirm that the emergency lighting system as detailed above has been inspected and tested by me/us in conformance with the requirements of 11.5.2 of I.S. 3217:2023.

Comments:

.....
.....

Details and signature of competent person responsible for the annual inspection and testing:

Name: Position:

Signed: Date:/...../.....

For and on behalf of (organisation):

(extract from IS 3217 -NSAI)

Fire Extinguishers

Fire extinguishers shall be checked regularly in accordance with Section 2 of this document. Additionally, an annual service shall be carried out by a competent person and extinguishers certified in accordance with IS 291.



(extract from Fire Safety Guide for Building Owners and Operators)

While there is no normative certificate for this, the service engineer must provide confirmation that the extinguishers have been serviced and certified in accordance with IS 291 and provide the date of certificate.

The electrical installation shall be tested and inspected by a competent person (registered electrician) a minimum of every 5 years. An ETCI Annex 62A Periodic Inspection Report should be available within the fire safety register for inspection. The Report is a 4 page document and an example of same is indicated below for reference. Where remedial works are identified, they must be actioned as soon as possible.

Periodic Inspection Report for an Electrical Installation		PR No: _____
		
GENERAL		
21. Correct cable colours used at the time of installation? Yes ☐ No ☐	SUMMARY TEST DATA Min Insulation Resistance _____ MΩ	
22. Are cables in good condition? Yes ☐ No ☐	Max Resistance of protective conductor _____ Ω	
23. Cables correctly selected? Yes ☐ No ☐	Max fault loop impedance _____ Ω and type and size of associated protective device _____	
24. Correct routing of cables in attic area? Yes ☐ No ☐ N/A ☐	Type _____ Size _____	
25. Cables correctly installed where visible? Yes ☐ No ☐	TEST INSTRUMENT SERIAL NUMBERS : Continuity Tester _____	
26. All excessive heating effects from luminaires avoided? Yes ☐ No ☐	Insulation Resistance Tester _____	
27. Correctly selected accessories & switches? Yes ☐ No ☐	Loop Impedance Tester _____	
28. Are they in a good condition? Yes ☐ No ☐	RCD Tester _____	
29. Are they correctly located? Yes ☐ No ☐	DECLARATION I/We the undersigned are responsible for the inspection and testing of the electrical installation described on page 1. of this report. I/We confirm to the best of my /our knowledge that tests and observations made on pages 1, 2, 3, 4, 6, _____ represent an accurate assessment within the limits specified, of the condition of the electrical installation.	
30. Are they suitable for their environment? Yes ☐ No ☐	Inspected and tested by (Signed) _____ (BLOCK CAPITALS) _____	
QUALITY OF WORKMANSHIP: Very Good ☐ Satisfactory ☐ Poor ☐		

[illegible]

(extract from safeelectric.ie)

Gas System (Heating or Cooking)

Where gas heating or cooking is provided, Tipperary Fire Authority request that the system be inspected and certified by a competent person a minimum of every 3 years in accordance with Annex E of IS 820. An example of an acceptable conformance is below:

Periodic Safety Inspection for Gas Installations **(I.S. 820:2019 Non-Domestic Gas Installations)**

Name of Premises: _____

Premises Address: _____

Date of Inspection and Test: _____

I hereby declare that the gas installation at the above premises has been inspected and tested by me in accordance with Annex E of I.S. 820:2019 "Non Domestic Gas Installations", published by the National Standards Authority of Ireland, and in my opinion is safe for continued operation.

Inspection carried out by: _____ **(SERVICE COMPANY)**

RGI Number: _____

Company Address: _____

Telephone No. _____

Signature of person responsible for inspection and test: _____

Name (block capitals): _____

Details of variation (if any) from I.S. 820:2019:

References

Guidance Documents:

- Fire Safety Guide for Building Owners and Operators
- Code of Practice for the Management of Fire Safety in Places of Assembly
- Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly
- Code of Practice for Fire Safety and Indoor Concerts
- Guide to Fire Safety in Existing Nursing Homes and Similar Type Premises
- Guide to Fire Safety in Flats, Bedsitters and Apartments
- Guide to Fire Safety in Guest Accommodation
- Guide to Fire Precautions in Existing Hotels, Guesthouses and Similar Premises
- Fire Safety in Gaeltacht Households Accommodating Foghlaimoirí Gaeilge
- Fire Safety in Preschools
- Fire Safety in Hostels

All documents available to download from;

<https://www.fireireland.ie/fire-safety/business-fire-safety/guides/>