

Management's Legal Responsibilities

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Fire Safety Register

- Management and staff should be familiar with **all** the requirements set out in the 'Code of Practice for the Management of Fire Safety in Places of Assembly'.
- The premises **fire safety register** should be available for inspection at any time. Details provided in the 'Code of Practice for the Management of Fire Safety in Places of Assembly'.
- Copies of the Code of Practice, and register, may be downloaded free of charge, on
 - www.environ.ie
 - Publications – (top of page)
 - Click in Fire/ Emergency Services (under heading of Local Government)
 - **Guidance Documents:** Code of Practice for the Management of Fire Safety in Places of Assembly.

Main elements of the Code of Practice for the Management of Fire safety in Places of Assembly

Section 1 - Management Duties

This section outlines the main responsibilities of management in relation to fire safety. It stresses the importance of undertaking an appropriate fire safety programme, and the need to appoint a responsible person to take charge of it. The various duties are described in general and are outlined, as appropriate, in more detail in later sections.

Section 2 - Fire Prevention

Day-to-day fire prevention measures are a key element in the fire safety management of premises. The Code recommends a number of appropriate precautions including the establishment of good housekeeping practices, periodic inspections, the identification and elimination of potential fire hazards both inside and outside the premises and the application of safety rules.

Section 3 - Staff Training

The safety of users of places of assembly will be enhanced if staff know what to do both before and during an outbreak of fire or other emergency. This can be achieved by ensuring that staff (including temporary and part-time personnel) receive appropriate instruction and training.

Section 4 - Fire and Evacuation Drills for Management and Staff

Management and staff should undertake these drills so that they will be familiar with what should be done in the event of a fire occurring. The section outlines a range of procedures which should be followed in the event of a fire or other emergency.

Section 5 - Informing the Public

It is extremely important that members of the public in a place of assembly should be fully aware of the fire safety precautions in the premises. This can be achieved by the display of notices regarding the action to be taken in the event of a fire or an alarm being given and also by announcements before the commencement of entertainment, etc. and at regular intervals while the public are present.

Section 6 - Escape Routes

The Fire Safety in Places of Assembly (ease of escape), Regulations, 1985 provide 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. The Regulations are repeated in this Code as ease of escape is an integral part of the process of fire safety in places of assembly. Additional management guidance is given as to precautions necessary to ensure the effectiveness of escape routes.

Section 7 - Inspection and Maintenance of Fire Protection Equipment

There is a duty on the person in control of a premises to take all reasonable measures to guard against the outbreak of fire on the premises and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of a fire. This requires the provision of fire protection systems and equipment. The recommended measures for inspecting and maintaining this equipment are set out in the Section.

Section 8 - Assisting the Fire Brigade

This Section details measures which should be taken to assist the fire brigade when it is responding to a fire or other emergency call.

Section 9 - Record Keeping (fire safety register)

It is essential that a record should be kept of the actions taken to implement and oversee the fire safety programme. This Section outlines the information that should be recorded.

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. The Register generally has sufficient pages to allow for records over a period of 5 years.
 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.

	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 <small>(Fire Doors)</small>	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.

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 (page 7)

Copy this page before use

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 report) 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 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 <small>See previous page for more details</small>	Problems Reported to management and details of corrective action taken to make door and route available
1 st				
2 nd				
3 rd				
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Exit/Escape Doors Daily Inspection and Test

Doors and Gates on Escape routes Inspections and Tests

Exit Routes and Exit Doors (+ see specific requirements at start of report)

- 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 basis 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

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).

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

Copy this page before use

<u>Date</u>	<u>Month/Year</u>	<u>Inspected By (Name)</u>	<u>Everything in order</u> <small><u>See previous page for more details</u></small>	<u>Problems Reported to management and details of corrective action taken to make door and route available</u>
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31 st				

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)

Copy this page before use

<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				
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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>
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Annual Test - Contractor should provide certification for the fire safety register.

EMERGENCY SIGNAGE

Inspection and Test

Emergency Exit Signs

(Maintained type means permanently illuminated) All emergency exit signs, where relevant, are to be updated to the running man configuration (diagram 1).

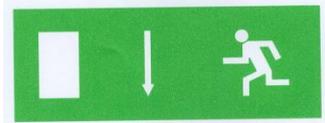


Diagram 1. - Running Man Configuration

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>
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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 bedrooms).
(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.

Daily Fire Doors Inspections and Tests:

- Daily checks to ensure fire doors are not wedged in the open position and to ensure all fire doors are in good condition.
- Check that the self closing device is working and that there are no obvious gaps between the door and the frame.
- If any fire door is fitted with an electro-magnetic, (see description below) ensure you test the closing button and that the fire door closes fully. Note, when you are carrying out the weekly fire detection and alarm system, always check to make sure that all fire doors fitted with an electro-magnetic device, release correctly and that the fire door's self closing hinge works adequately.

(Where a self-closing device would be considered a hindrance, 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?

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.

Hose Reels Inspections and Tests

Monthly: Hose reels should be inspected to ensure that the inlet valve, automatic on/off valve (if any), glands, tubing and shut-off nozzle are sound and free from leaks, that the outlet of the nozzle is not choked, and that none of the moving parts are seized.

Annually: The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of 30 litres/minute is achieved.

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Number of Water Extinguishers	<input style="width: 80%; height: 25px;" type="text"/>	Provide details of any other type of Extinguisher no covered already <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Extinguisher Type</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>	Extinguisher Type	Number																
Extinguisher Type	Number																			
Number of Foam Extinguishers	<input style="width: 80%; height: 25px;" type="text"/>																			
Number of Co2 Extinguishers	<input style="width: 80%; height: 25px;" type="text"/>																			
Number of Powder Extinguishers	<input style="width: 80%; height: 25px;" type="text"/>																			
Number of Hose Reels	<input style="width: 80%; height: 25px;" type="text"/>																			
Number of Fire Blankets	<input style="width: 80%; height: 25px;" type="text"/>																			

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
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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'.