

Fire Safety Management

Presented by

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Introduction


Section 18(2) of the Fire Services Act places a duty of care in terms of fire safety on *every person having control over a premises*.

In order to satisfy duties under the Fire Services Acts 1981 and 2003 a satisfactory fire safety management strategy should be in place.

Fire Safety Management

What is fire safety management???

- Fire Prevention Measures
- Staff Training
- Emergency / Evacuation Procedures
- Maintenance of Fire Protection Equipment
- Maintenance of Building Services
- Furnishings and Fittings
- Escape Routes
- Fire Safety Records

<i>FIRE SAFETY REGISTER</i>	
	
Name of Premises: _____	
Address: _____	



Sources of Information



Fire Safety Register Logbook



Name of Premises: _____

Address: _____

Eircode: _____

Publication

Code of Practice for the Management of Fire Safety in Places of Assembly

From [Department of Housing, Local Government and Heritage](#)

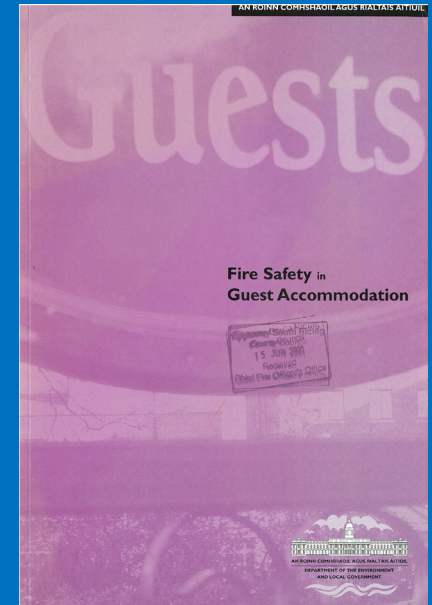
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PDF

Code of Practice for the Management of Fire Safety in
Places of Assembly

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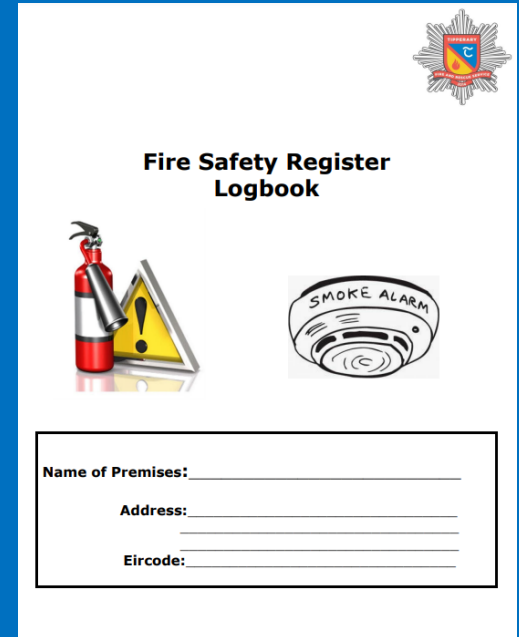
Available from www.tipperarycoco.ie

Available from <https://www.gov.ie/en/>

Fire Safety Register Logbook

Fire Safety Register Logbook–

- Document that contains all record keeping in regards to fire safety
- Primary piece of evidence that you are carrying out your fire safety duties



Fire Safety Register Logbook

Tipperary Fire Service Version:

- Split into 3 Sections:

- Section 0 – Intro and Legislation

- Section 1 – Inventory

Should only need to be filled out once
(unless changes to the premises occur)

- Section 2 – Fire Safety Checks + Staff Training

Should be replaced each year



Section 2 – Checks:

Yearly Checks	Yes	No	N/A	Comment
1. Quarterly checks carried out and correct?				
2. Fire alarm systems with control panels shall be certified by a competent person? <small>Note 3 Appendix A</small>				
3. Fire extinguishers certified by a competent person? <small>Note 2 Appendix A</small>				
4. Emergency lighting certified by a competent person? <small>Note 4 Appendix A</small>				
5. Fire drill carried out? <small>See Appendix B</small>				
6. Review written emergency procedures. <small>See Appendix C</small>				
7. Hydrants on site inspected? (if applicable)				
8. Electrical system shall be certified every 5 years but should receive a visual check annually. <small>Note 7 Appendix A</small>				
9. Gas system (If applicable) shall be certified every 3 years <small>Note 6 Appendix A</small>				
10. Review safety signage and 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. <small>See Appendix D</small>				
12. All items on fire safety equipment log addressed / closed out? <small>See Appendix E</small>				
Checks carried out by _____ on the date _____				

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 <small>Note 3 Appendix A</small>				
3. Emergency lighting shall be checked by a competent person <small>Note 4 Appendix A</small>				
Checks carried out by _____ on the date _____				

Section 2 – Checks:

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

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

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

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? <small>Note 1 Appendix A</small>				
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). <small>Note 3 Appendix A</small>				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? <small>Note 4 Appendix A</small>				
5. Are all fire doors in working order? <small>Note 5 Appendix A</small>				
6. Are fire extinguishers in place and are charge gauges correct? <small>Note 2 Appendix A</small>				
7. Fire drill carried out?				
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.

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

Monthly Checks	Yes	No	N/A	Comment
1. Are all escape routes, internal & external, clear? <small>Note 1 Appendix A</small>				
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). <small>Note 3 Appendix A</small>				
4. Are all Emergency Lighting charging diodes on? Are all exit signs illuminated? <small>Note 4 Appendix A</small>				
5. Are all fire doors in working order? <small>Note 5 Appendix A</small>				
6. Are fire extinguishers in place and are charge gauges correct? <small>Note 2 Appendix A</small>				
7. Fire drill carried out?				
Checks carried out by _____ on the date _____				

Appendix A; Guidance on completion of Monthly/Quarterly/annual checks

- **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 and the certificate of test submitted in accordance with the recommendations of I.S. 3218.

Fire Safety Management

Staff Training:

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 assistant 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). 0.3 Fire Prevention - logbook

Fire Safety Management

- 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.


Fire action
If you discover a fire

 Operate nearest fire alarm point.

 Call the Fire Brigade by telephoning 999

 Leave the building by the nearest exit.

 Report to your assembly point at

 Do not stop to collect personal belongings


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 Operate nearest fire alarm point.

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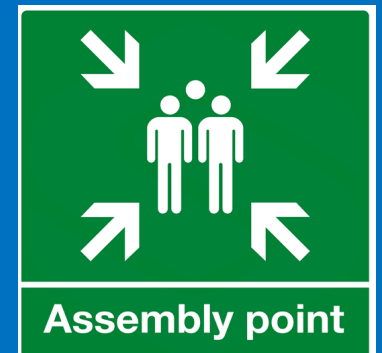
 Do not use lift

Fire Safety Management

Evacuation Drills:

Suggested Method –

- Drill twice a year
- Refresher training with Staff Members
 - Important staff know their roles





Thank you for your
attention

