**PUBLIC**

# Fire Safety
# Policy and Guidance

| Version | Date | Detail | Author |
|---------|------|--------|--------|
| 1.0 | 2006 | Original Document | John Davis |
| 1.1 | September 2011 | Biennial review. Minor amendments | John Davis |
| 1.2 | September 2013 | Biennial review. Minor amendments | John Davis |
| 1.3 | Sept 15 | Biennial review | JD |
| 1.4 | November 2017 | Biennial review – minor amendments | Jackie Griffiths |

| Links and Dependencies |
|---|
| The Regulatory Reform (Fire Safety) Order 2005 |

## 1.    Introduction

The Regulatory Reform (Fire Safety) Order came into force on 1 October 2006 (The Order).

The Order reforms the existing laws relating to fire safety.  Many pieces of legislation have been repealed including:

- The Fire Precautions (Workplace) Regulations 1997 (as amended)
- The Fire Precautions Act 1971

Fire Certificates will no longer be issued by the Fire & Rescue Service as required under current legislation for specific premises.

Instead the Order places duties on the "responsible person" (the Council) to ensure so far as it reasonably practicable, the safety of employees and non employees by putting into place general fire precautions.  A suitable and sufficient Fire Risk Assessment must be undertaken to ensure the general fire precautions in place are adequate.

The Order will be enforced by the Fire & Rescue Service.  The Fire Risk Assessment will be one of the documents they will request to see when visiting an establishment.  All establishments must have an up to date Operational Fire Risk Assessment.  The Building and Technical Assessment/Annual Premises Review, when completed, should be included within the assessment documentation.  (See Section 5)

## 2.    Policy Statement

The Council will take all measures reasonably practicable to prevent or minimise the risk of fire through the undertaking of a fire risk assessment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out.  The Council will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems must be regularly monitored to ensure they are adequate, eg. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

The Council will ensure that all employees are given suitable instruction on basic fire evacuation measures.

Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention.

All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service must be detailed in the establishment Fire Evacuation procedures.

No employee will be required to attempt to extinguish a fire unless it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point/s.

Only authorised persons for the purpose of assessing whether there are signs of a fire when the alarm is raised shall re-enter the building and if a fire is found alert the Fire and Rescue Service. They shall then evacuate until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to re-enter.

## 3.    Managers' Guidelines

As the manager in charge of an establishment/workplace you will act as the "responsible person" on behalf of the Council for that establishment/workplace.

As the responsible person you have a responsibility to ensure that general fire precautions are in place to ensure the safety of employees, service users, visitors and other relevant persons who use the premises or are in the vicinity of the premises.

The general fire precautions include duties to:

- Reduce the risk of fire on the premises.
- Reduce the risk of fire spreading.
- Ensure that means of escape are available at all times.
- Provide means of detecting, warning and fighting fire.
- Provide emergency evacuation procedures.
- Provide information, instruction and training.
- Co-operate and co-ordinate fire safety in your premises.

You also have a responsibility to ensure that a suitable and sufficient Operational Fire Risk Assessment is undertaken in order to identify persons who are exposed, the potential fire hazards and that appropriate control measures are in place.

The Fire Risk Assessments (Operational and Technical) must be reviewed whenever it is considered no longer valid, ie where there have been significant changes to the structure of the building/workplace or there have been significant changes in operations or work activities within the establishment. Irrespective of the above, the assessments should be reviewed on at least an annual basis to ensure they are still valid.

In order to assist with the undertaking of the Operational Fire Risk Assessment a pro-forma has been developed.   (See Section 5)

The Operational Fire Risk Assessment is divided into four parts.   As the manager of the establishment and 'responsible person' it is your responsibility to ensure the Operational Fire Risk Assessment is completed and associated documentation is kept up to date.


## 4.    Employee Guidelines

As an employee it is your responsibility to take reasonable care for the safety of yourself and other persons who may be affected by your acts or omissions.

In relation to fire safety it is important that you co-operate with your manager in all general fire precautions provided for your safety and the safety of others in accordance with current legislation.

In particular you should ensure you are familiar with the following:

- Fire hazards applicable to your workplace
- Action to be taken on hearing the fire alarm
- Raising the alarm, the location and operation of alarm points
- Correct method of calling the Fire and Rescue Service
- Location and use of fire fighting equipment
- Knowledge of escape routes
- Appreciation of the importance of fire doors and of the need to close all doors at the time of fire

**5.    Fire Risk Assessment and Associated Documentation**


# The Regulatory Reform (Fire Safety) Order 2005


# WORKPLACE FIRE PRECAUTIONS LEGISLATION


# FIRE SAFETY


## FIRE RISK ASSESSMENT AND

## ASSOCIATED DOCUMENTATION

**INTRODUCTION**

Under current Fire Safety legislation there is a requirement to undertake a 'suitable and sufficient' Fire Risk Assessment in order to assess the risk to employees and others who use the establishment and where appropriate take action to reduce the risk to an acceptable level.

The Fire Risk Assessment and associated documentation is divided into seven sections.

**RESPONSIBILITIES**

**General:**  The head of establishment will usually have overall responsibility for fire safety (Responsible Person).  He/she may nominate other responsible persons to undertake certain tasks. These must be recorded within the Fire Risk Assessment and their responsibilities clearly stated.

| | | |
|---|---|---|
| **Section 1** | : | **Operational Fire Risk Assessment** |
| Responsible Person | : | Head of Establishment or nominated person/s |
| **Section 2** | : | **Building and Technical Fire Risk Assessment** |
| | | Survey and Plan / Annual Premises Review |
| Responsible Person | : | Property Division surveyor/competent person |
| **Section 3** | : | **Fire Log Book** |
| Responsible Person | : | Head of Establishment or nominated person/s |
| **Section 4** | : | **Fire Evacuation Procedures** |
| Responsible Person | : | Head of Establishment or nominated person/s |
| **Section 5** | : | **Test Certificates** (where applicable) |
| Responsible Person | : | Competent person |
| **Section 6** | : | **Supporting  Fire Safety Management Documents** |
| Responsible Person | : | Head of Establishment or nominated person/s |
| **Section 7** | : | **Archive Documentation** |
| Responsible Person | : | Head of Establishment or nominated person/s |

# OPERATIONAL FIRE RISK ASSESSMENT

# INTRODUCTION

The Operational Fire Risk Assessment is divided into four parts:

**Part 1** : **General Information**

**Part 2** : **Identification of Potential Fire Hazards and appropriate Control Measures**

**Part 3** : **Fire Safety Procedures and Arrangements**

**Part 4** : **Significant Findings and Priority Action Plan**

**All** parts must be completed by the Responsible Person.

**GENERAL INFORMATION**

**Establishment Name:**

**Establishment Address:**

**Establishment UPRN**
(Property Number if known)

**Type of Premises:**
(School, HOP, Office etc)

Area covered by Operational Fire Risk
Assessment (All, Block No. etc)

**General Activities Undertaken:**
(Office,, workshops, repair/
 maintenance, teaching etc)

**Occupancy of Premises:**

Approximate maximum number of employees at any one time:     Nº

Approximate maximum number of clients/service users at any
one time:     Nº

Approximate maximum number of members of the public/
visitors at any one time:     Nº

**Known Occupants at Special Risk:**

People with restricted mobility:     Nº

People with vision/hearing impairment:     Nº

Children/Young Persons (<16 years old):     Nº

People asleep in premises:     Nº

People with learning difficulties:     Nº

Others  (please specify):     ---------------------------------------------------------------------------     Nº

Do you have visitors to the establishment who may be at special
risk?     Yes [ ]     No [ ]

If YES, approximate maximum number at any one time.     Nº

**Responsible Persons:**

Name of person responsible for Establishment:

Position:

**If different from above:**

Name of nominated person responsible for fire safety:

Position:

Name of person responsible for fire safety in the absence of the above nominated person:

Position:

Names of other persons responsible for implementing the establishment's fire management procedures (eg Alarm tests, Fire Wardens, alerting the Fire and Rescue Service in an emergency):

| Name | Position | Responsibility |
|------|----------|----------------|
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**OPERATIONAL FIRE RISK ASSESSMENT**

## IDENTIFICATION OF POTENTIAL FIRE HAZARDS AND APPROPRIATE CONTROL MEASURES

Below is a non-exhaustive list of potential fire hazards that should be considered as part of the operational fire risk assessment in order to ensure that management have appropriate procedures in place to reduce the risk by controlling ignition sources to an acceptable level.

If any of the fire hazards are present in your establishment you should complete the associated questions. If you answer NO to any questions you should indicate why no procedures are in place and what further action is required, if any, at the end of the assessment (Part 4).

**1.    Electrical Equipment : Fixed or Portable**

**Please tick the appropriate box**

|  |  | Yes | No | N/A |
|---|---|---|---|---|
| 1.1 | Are control measures in place to prevent fires of electrical origin? | ☐ | ☐ | ☐ |
| 1.2 | More specifically: | | | |
| | Are fixed electrical installations periodically inspected and tested? | ☐ | ☐ | ☐ |
| | Is portable electrical appliance testing carried out? | ☐ | ☐ | ☐ |
| | Are visual inspections undertake at regular intervals? | ☐ | ☐ | ☐ |
| | Is there suitable control regarding the bringing on site and use of personal electrical appliances ie. portable heaters, toasters, etc? | ☐ | ☐ | ☐ |
| | Are there suitable restrictions in the use of trailing leads and multi plug adapters? | ☐ | ☐ | ☐ |

**Comments/Evidence:**

**2.    Smoking**

|  |  | Yes | No | N/A |
|---|---|---|---|---|
| 2.1 | Are control measures in place to prevent fires as a result of smoking? | ☐ | ☐ | ☐ |
| 2.2 | More specifically: | | | |
| | Do you have a copy of the DCC No Smoking Policy? | ☐ | ☐ | ☐ |
| | Is smoking prohibited in the building? | ☐ | ☐ | ☐ |
| | If No, are suitable arrangements in place for those who wish to smoke? (smoking room, ashtrays, fire extinguisher, etc) | ☐ | ☐ | ☐ |

**Comments/Evidence:**

### 3. Arson (external exposure to)

3.1 Are there procedures in place to prevent arson? Yes ☐ No ☐ N/A ☐

3.2 More specifically:

- Are waste wheelie bins and other flammable materials stored in a secure store or compound or at least 10 metres away from buildings and securely anchored by chain and padlock? Yes ☐ No ☐ N/A ☐

- Where builders' skips are on site are:
  open skips sited at least 10m from the building? Yes ☐ No ☐ N/A ☐

  closed/lockable skips sited at least 5m from the building? Yes ☐ No ☐ N/A ☐

- Where recycling is undertaken are the external storage containers located in a secure compound or at least 10m from the buildings and securely anchored? Yes ☐ No ☐ N/A ☐

- Are all wooden sheds/structures at least 8m from the building? Yes ☐ No ☐ N/A ☐

- Are site inspections carried out to identify and remove combustible materials? Yes ☐ No ☐ N/A ☐

- Is shrubbery and undergrowth trimmed back from the building to prevent fire hazards? Yes ☐ No ☐ N/A ☐

- Have the number of mailboxes been minimised and sealed where possible? Yes ☐ No ☐ N/A ☐

- Is the building security system effective and minimises the risk of unauthorised access? Yes ☐ No ☐ N/A ☐

3.3 Is there an effective visitor control system in place? Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

### 4. Portable Heaters and Heating Installations

4.1 Is the use of portable heaters avoided as far as is reasonably practicable? Yes ☐ No ☐ N/A ☐

4.2 If portable heaters are used,

Is the use of the more hazardous types (eg radiant bar fires or calor gas appliances) avoided, where possible? Yes ☐ No ☐ N/A ☐

|  | Are suitable measures taken to minimise the hazard of ignition of combustible materials, eg portable heaters fitted with suitable guards and positioned away from combustible materials? | Yes ☐ | No ☐ | N/A ☐ |
|---|---|---|---|---|
| 4.3 | Are fixed heating installations subject to regular maintenance and inspection? | Yes ☐ | No ☐ | N/A ☐ |
| 4.4 | Are boiler houses/rooms kept clear of all flammable materials? | Yes ☐ | No ☐ | N/A ☐ |
| 4.5 | Is access always available to the boiler house, ie. key available on site at all times? | Yes ☐ | No ☐ | N/A ☐ |

**Comments/Evidence:**

## 5. Cooking Facilities

| 5.1 | Are control measures in place to prevent fires as a result of cooking? | Yes ☐ | No ☐ | N/A ☐ |
|---|---|---|---|---|
| 5.2 | More specifically: | | | |
| | Are filters and ductwork cleaned regularly? | Yes ☐ | No ☐ | N/A ☐ |
| | Are suitable extinguishing appliances available, either $CO_2$, Dry Powder and Fire Blanket? | Yes ☐ | No ☐ | N/A ☐ |
| | Are there regular inspections of the kitchen area to check for potential fire hazards other than normal cooking operations? | Yes ☐ | No ☐ | N/A ☐ |
| | Is appropriate fire prevention training provided for kitchen staff? | Yes ☐ | No ☐ | N/A ☐ |

**Comments/Evidence:**

## 6. Housekeeping/Cleaning

| 6.1 | Is the standard of housekeeping adequate, ie. are circulation areas, under stairs areas and corridors kept free of combustible materials? | Yes ☐ | No ☐ | N/A ☐ |
|---|---|---|---|---|
| 6.2 | More specifically: | | | |
| | Are combustible materials kept separate from ignition sources, ie. paperwork away from heaters? | Yes ☐ | No ☐ | N/A ☐ |
| | Is the accumulation of combustible materials or waste kept to a minimum? | Yes ☐ | No ☐ | N/A ☐ |
| 6.3 | Are hazardous materials stored appropriately? | Yes ☐ | No ☐ | N/A ☐ |

| Comments/Evidence: |
| --- |
|  |

**7. Hazards introduced by maintenance/building works undertaken by internal staff or outside Contractors**

7.1 Is there satisfactory control over works carried out in the building? (Management and Supervision)  Yes ☐ No ☐ N/A ☐

7.2 Are fire safety procedures discussed?  Yes ☐ No ☐ N/A ☐

7.3 Are suitable precautions in place to ensure the work does not increase the fire risk?  Yes ☐ No ☐ N/A ☐

7.4 Are checks made to ensure that building works do not compromise any fire safety precautions (eg fire stop, fire doors, alarm systems etc)?  Yes ☐ No ☐ N/A ☐

| Comments/Evidence: |
| --- |
|  |

**8. Other Significant Ignition Sources and Control Measures Specific to your Establishment**

**Applicable:**  Yes ☐ No ☐

**If Yes**, list sources:

Outline control measures in place:

Are the above control measures adequate to control the risk?

Yes ☐  No ☐

# FIRE SAFETY PROCEDURES AND ARRANGEMENTS

## Means of detecting/giving warning in the event of a fire

**Please tick the appropriate box**

1. Are systems in place (either electrical or manual) to detect/alert occupants in the event of a fire?  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

2. Where there is an electric fire alarm system:
   - Is the system in good working order?  Yes ☐ No ☐ N/A ☐
   - Is the system tested weekly?  Yes ☐ No ☐ N/A ☐
   - Are the tests recorded?  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

3. Can the fire alarm be raised without placing anyone in danger?  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

4. If an electric fire alarm is installed are the break glass call points clearly visible and unobstructed?  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

5. Is the alarm audible in all parts of the building? This should be checked on a normal working day and where appropriate include people with hearing impairment.  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

6. Are procedures in place for contacting the Fire & Rescue Service in an emergency?  You should record your procedures in writing for contacting the Fire & Rescue Service.  Yes ☐ No ☐ N/A ☐

| **Comments/Evidence:** |
| --- |
| |

7. Have all staff been made aware of how to raise the alarm in the event of fire?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

## Means of Escape in the event of a fire

**Please tick the appropriate box**

8. When the establishment is occupied can all final exit doors be easily and immediately opened?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

9. Can all designated fire exit doors be easily and immediately opened without the use of a key?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

10. Do all fire exits lead to a place of safety?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

11. Have all fire assembly points been identified?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

12. Are all passageways and corridors, both internal and external, which form part of an escape route, free from obstructions?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

13. Are all escape routes free from tripping and slipping hazards, eg filing cabinets, waste bins and displays?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

14. Are steps and stairs in a good state of repair (including external fire escapes)?

Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

15. Are final fire exit doors and escape routes clearly signed?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

16. Do the fire exit signs depict the 'running person' symbol?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

17. If self closers are fitted to fire doors are they operating correctly, i.e. do doors close fully into the door frame?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

18. Are escape routes adequately lit by natural or electrical means?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

19. If emergency lighting is provided is it tested regularly?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

20. Are the tests recorded?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

21. Are 'Fire-Action' notices completed and displayed prominently throughout the building?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

# Fire Evacuation Procedures

22. Does the establishment have written fire evacuation procedures in place?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

23. Is there suitable access to site for emergency vehicles? As a general rule a minimum opening width of 3.1m is required.    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

24. Are there procedures in place to brief the Fire & Rescue Service upon arrival. (Information should be kept available within the "Red Box".)    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

25. Are regular fire evacuation practices carried out (at least annually)?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

26. Are arrangements in place for the safe evacuation of people at specific risk identified in the General Information, Section 1?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

27. Do fire evacuation practices include out of hours staff?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

28. Are there procedures in place to ensure no-one is left in the building on evacuation (roll call, evacuation attendants, etc)?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

29. Are records kept of fire evacuations?    Yes ☐   No ☐   N/A ☐

**Comments/Evidence:**

## Fire Fighting Equipment

**Please tick the appropriate box**

30. Is suitable fire fighting equipment provided at each floor level on escape routes and final exits? (Usually water fire extinguishers or hose reels)

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

31. Is the fire fighting equipment appropriate for the risks and the nature of the fire eg electrical, $CO_2$ or dry powder?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

32. Where fire fighting equipment is provided is it securely mounted on wall brackets? Extinguishers should be in a fixed position usually adjacent to exit doors.

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

33. Is fire fighting equipment unobstructed and easily visible and accessible?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

34. Is fire fighting equipment serviced annually by a competent person?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

35. Are the results of servicing recorded and kept at the Establishment?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

36. Where a 'fixed' system such as a sprinkler system is in place, is it checked and tested in accordance with manufacturer's/installer's instructions?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

# Management and Training

37. Are all employees given instruction on the action to take in the event of fire on induction and at regular periods afterwards?   (once/twice per year)

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

38. Have employees with special responsibilities, eg Fire Wardens, been given suitable additional training/ information?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

39. Is/Are there nominated person/s responsible for fire safety at the Establishment?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

40. Are there procedures in place to ensure regular fire safety inspections are undertaken and recorded?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

41. Are there procedures in place to enable day to day fire related issues to be reported to Management?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

42. Are there procedures in place for fire safety at lettings/meetings outside of normal hours?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

43. Are there procedures in place for sharing information regarding fire safety with persons working in joint/host premises?

Yes ☐ No ☐ N/A ☐

**Comments/Evidence:**

44. Has an emergency/business continuity plan been drawn up in case of a major fire?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

45. Is a copy of the emergency/business continuity plan kept in a separate location other than at the workplace?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

46. Is there a management system in place to ensure fire risk assessments and associated documentation is reviewed as required or at least annually?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

47. Is the Fire Risk Assessment accessible and its location made known to all employees?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

48. Has a Building & Technical Fire Assessment or Annual Premises Review been undertaken?  Yes ☐  No ☐  N/A ☐

**Comments/Evidence:**

If you answered NO to any of the questions in Parts two or three above, the matter must be regarded as significant and will impinge upon the effectiveness of the premises' fire precautions. Clearly describe on the significant findings and priority action plan (Part 4) overleaf what further actions need to be taken, if any, to ensure compliance.

## SIGNIFICANT FINDINGS AND PRIORITY ACTION PLAN

| Question No. | Description of Inadequate Arrangements | Persons at Risk | Action Required | Priority H/M/L | By Whom/ Planned Completion Date |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**Completed by**:   Name   _____

                       Position   _____

                       Date   _____

**Copies to:**
- Establishment Fire Document
- Red Box
- Health & Safety Union Rep. (where available)

| Reviews | | | |
|---|---|---|---|
| **Next Review Required** | **Review Completed Date** | **Any Changes Required** | **Signature** |
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# BUILDING AND TECHNICAL
# FIRE RISK ASSESSMENT

## TECHNICAL SURVEY/
## ANNUAL PREMISES REVIEW

# DERBYSHIRE COUNTY COUNCIL

## FIRE SAFETY LOG BOOK

# CONTENTS

**Item**

Guidance on Frequency of Fire Safety Systems inspection/
test procedures

Responsible Persons Record Sheet

Daily checklist

Weekly checklist

Monthly checklist    -    Inspection of emergency escape routes

Monthly checklist    -    Fire fighting equipment

Monthly checklist    -    Automatic Fire Detection

Monthly checklist    -    Emergency lighting

Once/twice yearly checklist    -    Fire Drill

Annual checklist    -    Fire Instruction/Training

Inspections by Fire Officers/ H&S Safety Consultant's Record Sheet

## Guidance on Frequency of Fire Safety Systems Inspection/Test Procedures

The table below provides guidance on the recommended frequency of inspection and testing of the fire safety systems that may be in place within your establishment.

| Fire Safety System | Daily | Weekly | Monthly | 6 Monthly | Annually |
|---|---|---|---|---|---|
| Emergency Escape Route | Visual Check ✔ | | Visual Inspection ✔ | | |
| Fire Alarm System | Panel Check ✔ | Alarm Test ✔ | | | ✔ * |
| Fire Fighting Equipment | | | Visual Inspection ✔ | | ✔ * |
| Automatic Fire Detection | | | Visual Inspection ✔ | | ✔ * |
| Emergency Lighting | | | Test & Visual Inspection ✔ | Residential Only ✔ | ✔ * |
| Fire Instruction/Drill | | | | | Refresher ✔ |
| Fire Risk Assessment | | | | | Review ✔ |

\* Inspection/testing of the items should be carried out by a competent person. All test certificates/reports should be filed in Section 5.

**Note:** The frequency and type of inspection may vary dependent upon the systems in place and hazards identified within the establishment/workplace.

# RESPONSIBLE PERSONS

Listed below are the names of the responsible persons and the nominated substitute in their absence to undertake the inspection/checks identified in the Fire Safety Log Book.

| Name/s | Position | Responsibility |
|--------|----------|----------------|
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# DAILY CHECKLIST

- Visually check that all escape routes are clear of obstructions and all final exit and emergency fire exit doors are available for use while ever the premises are occupied.

- Visually check the fire alarm panel for normal operation of the system.

- **If everything is ok sign the box against the day it was checked.** If a fault was found record this in the Faults Found/Action Taken box at the foot of this page.

| Week Commencing | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
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| Record of Faults Found and Action Taken to Rectify | | | |
|---|---|---|---|
| Date fault found | Fault found by (person's name) | Description of fault | Action taken to rectify fault |
|  |  |  |  |

## WEEKLY CHECKLIST

- Test the fire alarm system – same day and time if possible to minimise confusion.

- The alarm should be tested at different call points on a rotational basis (number call points if necessary).

- All automatic 'hold-open' door systems should be checked to ensure they have been released and the door closes fully into the frame rebates.

| Date | Call Point Position | Tests and Checks Carried out by | Faults Found | Action Taken |
|------|---------------------|---------------------------------|--------------|--------------|
|      |                     |                                 |              |              |

# MONTHLY CHECKLIST

## Inspection of Emergency Escape Routes

- Inspect all emergency escape routes paying particular attention to:

  - Obstructions
  - Lighting
  - Condition of  steps/stairs
  - Fire door self-closing devices

  - Exit route signs
  - Fire notices
  - Tripping/slipping hazards
  - Final exit doors

| Date | Inspected By | Faults Found | Action Taken |
|------|-------------|--------------|--------------|
|      |             |              |              |

# MONTHLY CHECKLIST

## Fire Fighting Equipment

- Visually inspect fire extinguishers to ensure they are in the correct location and have not been discharged or suffered obvious damage.

- Check hose reels for leaks and correct operation.

- Check fire blankets to ensure they are in correct location and not suffered obvious damage.

| Date | Inspected By | Faults Found | Action Taken |
|------|--------------|--------------|--------------|
|      |              |              |              |

**No. of Extinguishers:**
**No. of Hose Reels:**
**No. of Fire Blankets:**

# MONTHLY CHECKLIST

## Automatic Fire Detection

- Inspect smoke and heat detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector

| Date | Inspected By | Faults Found | Action Taken |
|------|--------------|--------------|--------------|
|      |              |              |              |

**Total Number of Detectors:**
**Of which:**

**Number are Smoke Detectors:**
**Number are  Heat Detectors:**

# MONTHLY CHECKLIST

## Emergency Lighting

- Test the emergency escape lighting by simulating failure of the normal lighting supply.

- Check all emergency lights are operating.

| Date | Checked By | Faults Found | Action Taken |
|------|-----------|--------------|--------------|
|      |           |              |              |

# ONCE/TWICE YEARLY CHECKLIST

## Fire Drill

- At least annually, a fire drill should be conducted to simulate fire conditions, eg one escape route should be obstructed. No advance warning should be given other than to specific staff for the purposes of safety. In residential establishments, clearly the well-being of residents is vital and it may not therefore be possible to involve all residents for reasons of sickness of disability. Similarly, some staff may need to be excluded to care for any residents not taking part in the drill. However, careful timing of the exercise should minimize this problem. In the event of a real fire **ALL** residents may have to be evacuated. Suitable staff instruction must be given as to how the evacuation of poorly residents is to take place.

**Do not call the Fire and Rescue Service for the purposes of a drill – it is an offence.**

| Date | Time Taken to Evacuate | Roll Call Number | | | Record of Exclusions | | |
|------|------------------------|------|------|------|------|------|------|
| | | **Staff** | **Residents** | **Visitors** | **Staff** | **Residents** | **Reason** |
| | | | | | Names | | |
| | | | | | | | |

# ANNUAL CHECKLIST

## Fire Instructions/Training

- All Employees should receive instruction and/or training in respect of the following:

    - Action taken on discovering a fire

    - Action taken on hearing the fire alarm

    - Raising the alarm

    - Calling the Fire & Rescue Service

    - Operation and use of fire extinguishers/fire fighting equipment

    - Emergency evacuation routes

    - Location of assembly points


- All new Employees must be instructed on fire precautions and procedures as part of their induction on their first day in post.

- Specific Employees with additional duties for fire safety eg Fire Wardens, may require additional training.


*See next page for Record Sheet*

# EMPLOYEE FIRE TRAINING RECORD

| Employee Name | Instruction/Training | Date | Refresher Date |
|---|---|---|---|
| | | | |

# RECORD SHEET

## Inspections made by Fire Safety Officers or H&S Consultants

| Date | Name of person undertaking inspection | Department | Reason for Inspection |
|------|------|------|------|
|  |  |  |  |

# FIRE EVACUATION PROCEDURES

## Establishment

**Name:**

**Address:**

# TEST CERTIFICATES

# SUPPORTING FIRE SAFETY MANAGEMENT DOCUMENTS

# ARCHIVE DOCUMENTATION