

**West Yorkshire Fire Prevention Panel**

# **FIRE REGISTER**

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## The Register

A suitably completed fire register indicates good fire safety management and demonstrates compliance with the law.

An enforcing authority may need to inspect the fire register to confirm that proper records are being kept.

This register is based on advice from Fire Safety, the Risk Assessment series of guides published to accompany the introduction of the Regulatory Reform (Fire Safety) Order 2005 and relevant British Standards. To download the Risk Assessment guides go to the web site [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

It is designed for the use of the employer or other Responsible Persons identified in the new Order who are responsible for fire safety in the premises.

## Contact

Information about the West Yorkshire Fire Prevention Panel and its activities can be found at: [www.wyfp-panel.org.uk](http://www.wyfp-panel.org.uk).

Fire Safety advice is available at: [www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk)

E-mail: [info@wyfp-panel.org.uk](mailto:info@wyfp-panel.org.uk)

Further copies of this register are available from your local Fire Prevention Group Secretary ([www.wyfp-panel.org.uk](http://www.wyfp-panel.org.uk))

## **DEFINITIONS**

The definitions given below are taken from the Risk Assessment series of guides published by the Government to accompany the Regulatory Reform (Fire Safety) Order 2005. The correct legal interpretation is provided by article 2 of the Order.

### **1. RESPONSIBLE PERSON**

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

(The legal definition of the meaning of Responsible Person is given by article 3 of the Order).

### **2. SAFETY ASSISTANTS**

You must appoint one or more 'competent persons', depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

**DETAILS OF PREMISES TO WHICH THIS FIRE REGISTER APPLIES**

NAME OF PREMISES \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

NAME AND POSITION OF RESPONSIBLE PERSON (FOR FIRE PRECAUTIONS)

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

NAME AND POSITION OF NOMINATED SAFETY ASSISTANT[s] (FOR FIRE PRECAUTIONS) – where necessary.

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

NAMES AND POSITIONS OF OTHER RESPONSIBLE PERSONS (FOR FIRE PRECAUTIONS WITHIN MULTI-OCCUPIED PREMISES) TO CO-ORDINATE AND CO-OPERATE WITH EACH OTHER

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PREMISES \_\_\_\_\_

## THE FIRE RISK ASSESSMENT

Under the Regulatory Reform (Fire Safety) Order 2005 the person identified as the Responsible Person must: -

If you are the responsible person you must carry out a fire risk assessment, which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people (mobility impairment or learning disability), those who you know have special needs and children, and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

- carry out a suitable and sufficient fire risk assessment of the premises, considering all the employees and other people who may be affected by a fire in the workplace, (relevant persons) making adequate provision for any disabled people with special needs or young persons who use or may be present on the premises.;
- identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if more than five people are employed, an Alterations Notice is in force or the premises are licensed).

At some point in the future the Responsible Person may introduce changes in the premises, which have an effect on fire risks and precautions, e.g. changes to the work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the premises. Any of these could lead to new hazards or increased risk. If there is any significant change, the Responsible Person will need to review the assessment in the light of the new hazard or risk.

**Date of the fire risk assessment:** .....

**Dates of fire risk assessment reviews:** .....

.....

.....

## TRAINING EMPLOYEES

The type of training should be based on the particular features and occupancy of the premises and:

- Should explain the emergency procedures;
- Take account of the work activity, the duties and responsibilities of staff;
- Take account of the findings of the risk assessment; and
- Be easily understandable by your staff and other people who may be present.
- Tested by fire drills.

The responsible person should ensure that all employees, or staff (and contractors) are told about the evacuation arrangements and are shown the means of escape as soon as possible after attending the premises.

Training should be repeated as necessary (usually once or twice a year) so that staff remain familiar with the fire precautions in the premises and are reminded about what to do in an emergency – including those who work in the premises outside normal hours, such as cleaners or shift-workers. It is very important to tell staff about any changes to the emergency procedures before they are implemented.

Training should preferably include practical exercises, e.g. fire drills, to check people's understanding of the emergency plan and make them familiar with its operation. In small workplaces, this might consist of making sure that employees are aware of details of the Fire Action Notice.

Training should include the following:

- The action to take on discovering a fire;
- How to raise the alarm and what happens then;
- The action to take upon hearing the fire alarm;
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- The arrangements for calling the fire & rescue service;
- The evacuation procedures for everyone in the premises to reach an assembly point at a place of total safety;
- The location and, when appropriate, the use of fire-fighting equipment;
- The location of the escape routes, especially those not in regular use;
- How to open all escape doors, including the use of any emergency fastenings;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire;
- The safe use of and risks from storing or working with highly flammable and explosive substances;
- The reason for not using lifts (except those specifically installed or adapted for evacuation of disabled people); and
- The importance of general fire safety and good housekeeping.

In addition to the training in general fire precautions, staff should be informed of the risks from flammable materials used or stored on the premises. They should also be trained in the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for the fire. Those working in high-risk areas should receive specific training in safe operating procedures and emergency responses.

Where appropriate, training should cover:

- Standards and work practices for safe operation of plant and equipment and safe handling of flammable materials (especially flammable liquids);
- Housekeeping in process areas;
- Reporting of faults and incidents, including leaks and spills of flammable liquids;

- Emergency procedures for plant or processes in the event of fire, spills or leaks; and
- Relevant legal requirements.

Further guidance on training is contained in the Approved Code of Practice to the Management of Health and Safety at Work Regulations 1992.

All the staff identified in your emergency plan who have a supervisory role in the event of fire (e.g. heads of department, fire marshals or wardens and, in some large workplaces, fire-fighting teams), should be given details of the fire risk assessment and receive additional training. This might include some or all of the measures listed at the beginning of this section.

**TRAINING EMPLOYEES - RECORD OF FIRE DRILLS AND INSTRUCTION**

Date	Time	Nature of Training (eg, drill, instruction)	Duration of Training	Name of Participants (approx numbers for drills)	Evacuation Time	Observations/Remedial Action	Name of Person giving instruction

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Date	Time	Nature of Training (eg, drill, instruction)	Duration of Training	Name of Participants (approx numbers for drills)	Evacuation Time	Observations/Remedial Action	Name of Person giving instruction

## MEANS OF ESCAPE

In the event of a fire, the occupants of the premises should be able to leave the building and reach a place of safety beyond the building by unobstructed routes, which are not involved in the fire.

Daily inspections of the means of escape should be carried out to ensure that they are freely available.

Immediate action should be taken to remedy any deficiencies, which are found in the means of escape arrangements.

Any deficiencies should be recorded in the register and signed off when rectified.

### MEANS OF ESCAPE - RECORD OF DEFICIENCIES IN MEANS OF ESCAPE ROUTES AND FIRE SAFETY SIGNS

Date	Faults Found	Action Taken	Signature

**MEANS OF ESCAPE - RECORD OF DEFICIENCIES IN MEANS OF ESCAPE ROUTES AND FIRE SAFETY SIGNS**

Date	Faults Found	Action Taken	Signature

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Date	Faults Found	Action Taken	Signature

## **FIRE FIGHTING EQUIPMENT**

### **PORTABLE FIRE FIGHTING EQUIPMENT**

Portable fire extinguishers should be inspected weekly to check that:

- a) each extinguisher is located in the designated place;
- b) each extinguisher is unobstructed and visible;
- c) the operating instructions of each extinguisher are clean and legible and face outwards;
- d) each extinguisher has not been operated and is not obviously damaged;
- e) the reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits;
- f) the seals and tamper indicators of each extinguisher are not broken or missing.

Faults and remedial action should be recorded in the fire register.

A competent person should carry out servicing as follows:

- Basic annual service;
- Extended service every five years; and
- Overhaul/recharge every 10 years or as specified.

Portable fire extinguishers should be maintained in accordance with BS 5306: Part 3.

### **HOSE REELS**

Hose reels should be checked weekly to make sure that they are not damaged or obstructed. A competent person should service them annually.

Faults and remedial action should be recorded in the fire register

Hose reels should be maintained in accordance with BS 5306: Part 1.

### **FIRE FIGHTING EQUIPMENT - RECORD OF DEFICIENCIES**

Date	Faults Found	Action Taken	Signature

**FIRE FIGHTING EQUIPMENT - RECORD OF DEFICIENCIES**

Date	Faults Found	Action Taken	Signature

**FIRE ALARM SYSTEM - MAINTENANCE**

**REFERENCE DATA**

RESPONSIBLE PERSON: \_\_\_\_\_

This system is maintained under contract by: \_\_\_\_\_

until: \_\_\_\_\_

Telephone number: \_\_\_\_\_ , who should be contacted if maintenance is required.

Normal maximum attendance time for a maintenance technician is: \_\_\_\_\_

Expendable component replacement periods (list): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FIRE ALARM SYSTEM - MAINTENANCE

The following recommendations apply:

- 1 A single, named person responsible for the testing should be appointed to supervise all matters pertaining to the fire alarm system. The person responsible should be given sufficient authority to carry out the duties described.

### Daily Attention

- 2 The person responsible should ensure that the control and indicating equipment is checked at least once every 24 hours to confirm that there are no faults on the system.

### Weekly Testing

- 3 When testing the fire detection system, there may be a need to isolate ancillary outputs.

The following recommendations apply:

- a **Every week, a manual call point should be operated during normal working hours.** It should be confirmed that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders, and to ensure that the fire alarm signal is correctly received at any alarm receiving centre to which fire alarm signals are transmitted. It is not necessary to confirm that all fire alarm sounder circuits operate correctly at the time of this test.

Note 1: It is essential that any alarm receiving centre is contacted immediately before, and immediately after, the weekly test to **ensure that unwanted alarms are avoided** and that fire alarm signals are correctly received at the alarm receiving centre.

Note 2: The user must take into account of the manufacturer's recommendations, particularly when battery powered devices are being tested, eg within radio-linked fire alarm systems.

- b The weekly test should be carried out at approximately the same time each week; with instructions to occupants of the premises to report any instance of poor audibility of the fire alarm signal. In systems with staged alarms incorporating an "Alert" and an "Evacuate" signal, the two signals should be operated, where practicable, sequentially in order they would occur at the time of a fire (ie "Alert" and "Evacuate").
- c In premises in which some staff only work during hours other than that at which the fire alarm system is normally tested, an additional test(s) should be carried out at least once a month to ensure familiarity of these staff with the fire alarm signal(s).

- d A different manual call point should be used at the time of every weekly test, so that all manual call points in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (eg in a system with 150 manual call points, the user will test each manual call point every 150 weeks). The result of the weekly test and the identity of the manual call point used should be recorded in the system register.
- e The duration for which any fire alarm signal is given (other than solely at control and indicating equipment) at the time of the weekly test by the user should not normally exceed one minute, so that, in the event of a fire at the time of the weekly test, occupants will be warned by the prolonged operation of the fire alarm devices.
- f Voice alarm systems should be tested weekly in accordance with the recommendations of BS 5839-8.

### Monthly Attention

4 The following recommendations apply:

- a If an automatically started emergency generator is used as part of the standby power supply, it should be started up once each month by simulation of failure of the normal power supply and operated on-load for at least one hour. The test should be carried out in accordance with the instructions of the generator manufacturer, including instructions on the load that should be operated. At the end of the test, the fuel tanks should be left filled, and the oil and coolant levels should be checked and topped up as necessary.
- b If vented batteries are used as a standby power supply, a visual inspection of the batteries and their connections should be made to ensure that they are in good condition. Action should be taken to rectify any defect, including low electrolyte level.

Note: Care should be taken to ensure that any person undertaking these tasks is competent to do so safely and has the relevant technical knowledge and training.

5 In addition to the daily and weekly attention, the fire alarm system should be tested or examined whenever so required by the appropriate authority. Details of the recommendations relating to the monthly, quarterly and annual inspections and tests are given in BS 5839: Part 1: (current edition).

Details of fires, faults, testing, servicing and any temporary disconnections should be recorded in the register. There is a separate sheet for recording details of unwanted fire signals.

British Standard Code of Practice BS 5839: Part 1: (2002) provides a more detailed series of recommendations for the planning, design, installation and servicing of fire detection and alarm systems in and around buildings.

**Tests, faults and fire alarm signals (except false alarms, see section 8)**

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

**Tests, faults and fire alarm signals (except false alarms, see section 8)**

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

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Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

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Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

**Tests, faults and fire alarm signals (except false alarms, see section 8)**

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

**Tests, faults and fire alarm signals (except false alarms, see section 8)**

Date	Time	Event (eg test, fire alarm signal, fault)	Zone (where applicable)	Device (where applicable)	Action Required (where applicable)	Date Completed (where applicable)	Initials

**Maintenance Work**

Date	Time	Zone (where applicable)	Device (where applicable)	Reason for work	Work carried out	Further work required	Signature

## **FIRE ALARM SYSTEM – FALSE ALARMS**

The user should arrange for suitable investigation and, if appropriate, action to be taken on every occasion that a false alarm occurs. This may, for example, comprise managerial changes within the building, modifications to the fire alarm system or an investigation by the organisation that maintains the system.

The user should record appropriate details regarding every false alarm that occurs. Information recorded should include the following:

- Date and time;
- Identity and location of device (if known);
- Category of false alarm (if known);
- Reason for false alarm (if known);
- Activity in the area (if the reason for the false alarm is unknown);
- Action taken;
- The person responsible for recording the information.

At the time of every service visit, the system false alarm record should be checked carefully to determine the following:

- The rate of false alarms during the previous 12 months, expressed as number of false alarms per 100 detectors per annum (the rate should be recorded in the log book by the service technician);
- Whether, since the time of the previous service visit, two or more false alarms, other than false alarms with good intent, have arisen from any single manual call point or fire detector (or detector location);
- Whether any persistent cause of false alarms can be identified.

At least, a preliminary investigation should be carried out as part of the service work if any of the following apply:

- The rate of false alarms over the previous 12 months has exceeded one false alarm per 25 detectors per annum;
- More than 10 false alarms have occurred since the time of the previous service visit (ie typically, within the previous 6 months);
- Two or more false alarms (other than false alarms with good intent) have arisen from any single manual call point or fire detector location) since the time of the last service visit;
- Any persistent cause of false alarms is identified.

The purpose of the preliminary investigation is to determine whether any action could be taken to reduce the potential for false alarms; the user should be informed of the outcome of the investigation and be given appropriate advice, including advice regarding the need for a more in-depth investigation.

**FIRE ALARM SYSTEM – FALSE ALARMS**

Date	Time	Zone	Device that triggered the alarm signal	Cause (if known)	Brief circumstances (where cause is unknown, record activities in the area)	Maintenance visit required (Yes/No)	Findings of maintenance technician (where applicable)	Category of false alarm	Further action required (where applicable)	Action completed (where applicable)

## **EMERGENCY LIGHTING**

### **Supervision**

Regular servicing is essential. The responsible person of the premises should appoint a competent person (safety assistant) to supervise the system, unless they can complete the tasks themselves. This person should be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

### **Inspection and tests**

Inspections and tests should be carried out as per **BS EN 50172:2004/BS5266-8:2004** i.e. daily, monthly and annually

#### **Daily**

An inspection should be made every day to ascertain that:

Indicators of central power supply shall be visually inspected for correct operation.

**Note:** This is a visual inspection of indicators and light units to identify that the system is in a ready condition and does not require a test of operation.

#### **Monthly**

If automatic testing devices are used, the results of the short duration tests shall be recorded.

Tests shall be carried out as follows:

a) Switch on in the emergency mode each luminaire and each internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated.

**NOTE** The period of simulated failure should be sufficient for the purpose of this clause whilst minimising damage to the system components e.g. lamps.

During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.

At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

b) In addition to a), for central battery systems, the correct operation of system monitors shall be checked.

c) In addition to a), for generating sets, refer to the requirement of ISO 8528-12.

#### **Annually**

If automatic testing devices are used, the results of the full rated duration test shall be recorded.

For all other systems the monthly inspection shall be carried out and the following additional tests made:

a) each luminaire and internally illuminated sign shall be tested as per monthly test but for its full rated duration in accordance with the manufacturer's information;

b) the supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning;

c) the date of the test and its results shall be recorded in the system logbook;

d) in addition, for generating sets, refer to the requirements of ISO 8528-12.

**EMERGENCY LIGHTING - RECORD OF TESTS**

Date	Equipment Tested	Results of Test	Action Taken	Signature

**EMERGENCY LIGHTING - RECORD OF TESTS**

Date	Equipment Tested	Results of Test	Action Taken	Signature

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