FIRE SAFETY IN COMMUNITY DWELLING HOUSES

CODE OF PRACTICE FOR FIRE SAFETY IN NEW AND EXISTING COMMUNITY DWELLING HOUSES

October 2016
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1.1 Purpose of this Code of Practice

This code of practice is published by the Minister for Housing Planning, Community and Local Government under Section 18(A) of the Fire Services Acts 1981 & 2003. This document is designed to provide guidance on Fire Safety in Community Dwelling Houses of up to six residents with resident carers. These community dwelling houses are generally small in scale. The number of carers required will depend on the needs of the residents.

At present there are three classifications of residential buildings by purpose group listed in Technical Guidance Document B:

- Residential (Dwellings); Purpose Group 1(a), 1(b) and 1(c)
- Residential (Institutional) ; Purpose Group 2(a)
- and Other Residential; Purpose Group 2 (b).

Providers of community buildings have found that these projects are nearer to residential dwellings in scale. Guidance provided pre-2016 considered these dwelling houses to be ‘residential institutional’ / ‘other residential’ which have more onerous requirements appropriate to larger scale buildings. The application of these greater requirements have posed difficulties for housing providers endeavouring to avail of existing housing stock.

Housing providers wish to provide community dwelling houses with a homely and non-institutional environment. Complying with the requirements for residential institutional buildings creates an institutional environment which is not appropriate to these community dwelling houses.

Section 0 of Technical Guidance Document B,– Fire Safety - Volume 2 Dwelling houses acknowledges this need for another classification of residential building which has been referred to as Residential (Dwellings) Purpose Group 1(d) – Community dwelling house with provisions as per P.G. 1(a) or 1(b) which may have no more than one storey, the floor level of which is more than 4.5 m above ground level, occupied as a group home, under the management of any statutory or voluntary organization providing supported living and residential services.”

These buildings typically have a maximum of 3 stories above ground level.

1.2 Scope of this Code of Practice

The purpose of this Code of Practice is to assist persons in discharging their statutory fire safety responsibilities. This guidance concerns itself with Fire Safety. While this Code of
Practice is aimed primarily at persons having control such as owners, occupiers and managers, particular aspects of this Code of Practice such as those concerning fire prevention and action in the event of a fire are relevant to staff, residents, visitors and maintenance personnel.

The Government’s National Housing Strategy for People with a Disability 2011 – 2016 sets out the framework to support people with disabilities to live as independently as possible within community based settings. The vision, set out in that strategy, is to facilitate access for people with disabilities to the appropriate range of housing and related support services. The services should be delivered in an integrated and sustainable manner and promotes equality of opportunity, individual choice and independent living. This should be achieved within the mainstream housing environment.

1.2.1 Types of Dwelling House covered

The dwellings covered by this Code of Practice are outlined in Table 1.

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<th>Dwelling House Type (Existing and new buildings)</th>
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<td>2</td>
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Buildings with basements are not included under this Code of Practice.

These dwellings would normally be served by a single staircase.

A maximum of 8 bedrooms will be accommodated within a dwelling house with an upper limit of six residents. There is no limit on the number of resident carers, provided the maximum upper limit of eight bedrooms is not exceeded.

1.2.2 Building Users Defined

These community dwelling houses will normally be used by:

- Children
- People with mental health issues
- People with intellectual disability
- People with physical disability

Regulation 5.1 of S.I. No. 367 of 2013, Health Act 2007 (Care and support of residents in designated centres for persons (Children and Adults) with Disabilities) Regulations 2013 stipulates the following:
“the person in charge shall ensure that a comprehensive assessment, by an appropriate health care professional, of the health, personal and social care needs of each resident is carried out—

(a) prior to admission to the designated centre; and

(b) subsequently as required to reflect changes in need and circumstances, but no less frequently than on an annual basis.”

Residents who will reside within these Community Dwelling Houses will therefore have been assessed by appropriate healthcare professionals to determine their potential for supported independent living and have been selected as being capable of living in domestic scale residences. Where applicable staffing levels must be sufficient to allow for evacuation bearing in mind any disabilities residents may have.

Children

The Mental Health Act, 2001 defines a child as “A person under the age of 18 years other than a person who is or has been married.”

People with mental health issues, intellectual disability and / or physical disability:

The Disability Act 2005 states that “disability”, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.

The World Health Organisation’s diagnostic criteria for intellectual disability outlines three core criteria a person must present with:

1. A significant impairment of intellectual functioning
2. A significant impairment of adaptive/social functioning
3. Onset of the above before adulthood

To comply with Regulation 5.1 of S.I. No. 367 of 2013, Health Act 2007 residents must be assessed by appropriate healthcare professionals to determine their potential for independent living and have been selected as being capable of living in domestic scale residences.
1.3 Interpretation

Many aspects related to the suitability of premises are of a technical nature. While this Code of Practice should be readily understood by the providers of community dwelling house accommodation, many of the recommendations contained in Chapter 3 in particular will need to be interpreted and implemented by suitability qualified and competent persons.

The guidance contained in this code of practice applies to:

- New community dwelling houses
- Existing dwelling houses where the occupancy type is being altered to purpose group 1(d)
- Existing community dwelling houses purpose group 1(d)

In the case of existing community dwelling houses the fire risk assessment methodologies outlined in Appendix A should be applied to any required works.

It is recognised that as existing community dwelling houses are located in many different building types there will be a need for flexibility in the implementation of the Code of Practice’s recommendations in particular instances. The provisions of the document are an aid to, and not a substitute for, professional judgement and common sense.

Where practical difficulty arises in complying with a particular provision of this Code of Practice an alternative solution may be utilised, provided an equivalent level of fire safety is achieved. In these instances compensating measures may be utilised, where it may be possible to offset a shortfall in a particular provision by some other enhanced safety provision. The application of fire safety engineering principles may provide a means of demonstrating that an equivalent level of fire safety is achieved. Guidance on the use of a fire safety engineering approach is contained in Technical Guidance Document B (Fire safety) to the Building Regulations.

A reference to a technical specification is to the latest edition (including any amendments, supplements or addenda) current at the date of publication of this Code of practice.

However, if this version of the technical specification is subsequently revised or updated by the issuing body, the new version may be used as a source of guidance provided that it continues to address the relevant requirements.

The diagrams in this Code of Practice are not drawn to scale. They are intended to illustrate points under discussion and should not be interpreted in any other way.
1.4 Legal Provisions

Fire Services Acts 1981 & 2003


The Fire Services Acts 1981 & 2003 requires persons having control of premises to ensure that their premises achieve and maintain an adequate standard of fire safety in order to safeguard occupants. This is achieved by ensuring that adequate escape routes, emergency lighting, protection against fire spread, fire detection and alarm systems, furnishings and fittings, fire safety management and training of staff are provided.

Section 18(2) of the Fire Services Act, 1981 & 2003 is quoted as follows:

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

(a) Take all reasonable measures to guard against the outbreak of fire on such premises,

(b) Provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises,

(c) Ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times, and

(d) Ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not.”

Section 18(3) places certain obligations on occupiers of buildings in relation to their conduct with regard to the safety of persons on the premises in the event of fire.


The Safety Health and Welfare at Work Act, 2005 is also relevant in the context of community dwelling house accommodation being a place of work.

The SHWW Act 2005 is based on the principles enunciated in the Barrington Commission Report that:

- Safety must be preventative
- The workplace must be safe
- Safety is a management responsibility
The responsibilities of employer and employee are:

Every employer shall manage and conduct his or her under – taking in such way as to ensure, so far as is reasonably practicable, that in the course of the work being carried out, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.

Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013

The framework for the regulation of residential services for children and adults with disabilities consists of the Health Act 2007 as amended and the Health Act 2007

The requirements within this framework relating to fire precautions are covered specifically under Regulation 28 (Fire Precautions) of the Health Act 2007. It is the responsibility of the registered provider to ensure that their responsibilities under Regulation 28 are met.


Technical Guidance Document B (Fire Safety) to the Building Regulations, 1997-2016 has been published under Article 7 of the Building Regulations, 1997, for the purpose of providing guidance on how to comply with Part B of the Second Schedule to the Regulations. Responsibility for complying with the Building Regulations rests primarily with the owners, designers and builders of Buildings. Local building control authorities are responsible for overseeing compliance with the regulations and have powers of inspections and can, where necessary, undertake enforcement action to ensure compliance.

1.5 Application of this Code of Practice

From a Fire Safety perspective, the premises should be suitable for its intended use. This means that certain essential fire safety features appropriate to the use of the premises as a community dwelling house must be provided. In addition, a proactive fire safety management policy is required to minimise the risk of a fire occurring and to ensure the safety of residents/staff in an emergency.

Based on this two-pronged approach, the guidance is set out in two principle areas as follows:

- Chapter 2 sets out the requirements for an effective fire safety management policy appropriate to community dwelling house accommodation, and
Chapter 3 sets out the principal fire safety measures required for all new and existing buildings used as community dwelling houses, for the purpose of complying with the general duty of care under the Fire Services Acts 1981 & 2003.

1.6 Alternative Solutions

Nothing in this Code of Practice is intended to prevent the use of different or superior designs, standards, systems or methods of fire safety, from those detailed in this Code of Practice, provided that at least an equivalent level of safety is achieved.

The methods used to demonstrate equivalency should be based on fire safety engineering principles and the application of professional judgement.
CHAPTER 2
MANAGEMENT OF FIRE SAFETY

2.1 General
As stated in Chapter 1, persons in control of community dwelling houses have a statutory responsibility to take all reasonable measures to prevent the occurrence of fires and to ensure as far as reasonably practicable the safety of residents, staff or other occupants in the event of fire occurring on the premises. The occupants on the premises also have responsibilities in relation to fire safety.

This Chapter provides standardised procedures for the development and implementation of a fire safety programme which should be an integral part of the day-to-day management and operation of a community dwelling house.

2.2 Fire Safety Programme
A fire safety programme incorporating arrangements for the following should be prepared for each individual premises:

- prevention of outbreaks of fire, through the establishment of day-to-day fire prevention practices;
- instruction and training of staff on all matters relating to fire safety;
- emergency fire procedures and evacuation drills;
- provision of fire safety instructions to residents;
- inspection and maintenance of fire protection equipment;
- maintenance of the building and its fittings and services;
- maintenance of escape routes;
- liaison with the fire authority and assisting the fire brigade; and
- keeping of fire safety records.

A fire safety programme will only be effective if it is implemented in total, and monitored on a day-to-day basis by the persons in control of the dwelling.

Most of the areas covered in this Chapter are matters of good housekeeping. They can generally be implemented without significant cost implication and will result in an immediate improvement in fire safety standards in a premises.
2.3 Fire Prevention

Fire prevention measures are a key element in the fire safety management of community dwelling houses. Fire prevention measures help reduce or eliminate the risk of fires occurring. These are essentially items that relate to good housekeeping practices, periodic inspections and the diligent application of safety rules. The following fire prevention measures are recommended for adoption in the day-to-day running of community dwelling houses. A notice outlining the main points of concern should be displayed for the information of the residents in all appropriate areas (see Appendix B).

2.3.1 Rubbish and Waste

Combustible waste materials such as waste-paper, wrappings etc. are frequently the materials first ignited in fires. Proper arrangements should be made for collection and removal of waste at regular intervals. Pending removal, rubbish and waste should be stored in suitable containers at a designated location and away from sources of ignition. Staff and residents should be made aware of the importance of keeping all areas of the premises clean and tidy. Rubbish and waste should not be allowed to accumulate in stair ways or escape routes.

2.3.2 Smoking and Electronic Cigarettes

Smoking and careless disposal of smokers' materials is one of the most common causes of accidental fires. Where permitted, smoking should be restricted to approved designated areas. "No Smoking" signs should be displayed in areas where it is forbidden. Smoking should be prohibited in bedrooms, stores, laundries and in kitchen areas. In areas where smoking is permitted suitable ashtrays should be provided. Ashtrays should be emptied frequently into metal bins and any smouldering material should be extinguished beforehand.

Electronic Cigarettes are a potential ignition source. The ignition source can be either from the heating element, the battery within the electronic cigarette, or more often the charging device

2.3.3 Gas Cylinders/Cartridges

Liquefied Petroleum Gas (LPG) cylinders/cartridges should not be utilised or stored inside any building used as a community dwelling house. LPG cylinders should be sited in accordance with Diagram 22 of TGD J-Heat Producing Appliances and IS 813-Domestic Gas Installations.

2.3.4 Electrical Installations and Appliances

Inspection and testing of the electrical installation and appliances in community dwelling houses is dealt with in Section 3.8 of this Code of Practice. Staff should be trained to use
electrical equipment correctly and safely and to report defective electrical equipment. Defective equipment should not be used. Appropriate repairs should only be carried out by competent persons. Equipment should be switched off when not in use. Residents should be advised as to the correct use of electrical appliances which may be provided in their bedrooms; care should be taken with the use of such appliances such as hair dryers, curling irons etc.

2.3.5 Kitchens:

Good housekeeping practices are essential for fire safety in kitchens. Cookers, extract fans, extraction hoods, filter ducts and ancillary equipment should be regularly cleaned of oil, grease and dust. Equipment should be serviced regularly. Gas, oil and electrical cut-off switches and valves should be provided in clearly marked and accessible areas situated away from the equipment which they serve. Cooking should not be allowed late at night.

Occupants should be instructed on how to prevent fires occurring by:
- not leaving cooking operations unattended;
- taking care not to overheat fats/oils;
- not over-filling cooking pans; and
- not leaving combustible materials (e.g. towels, etc.) over stoves

Occupants should also be familiar with the location and correct use of available first aid fire-fighting equipment in kitchens e.g. fire extinguishers, fire blankets and any fixed fire suppression systems.

2.3.6 Laundry/Utility Rooms

Laundry/Utility Rooms pose particular fire hazards as detailed below.

(a) Spontaneous combustion can occur in compacted fabrics which have been tumble dried. Tumble dryers should have automatic cooling at the end of the drying cycle. Fabrics should not be over dried and tumble dryers should be unloaded immediately after use and left empty. Tumble dried fabrics should be separated and folded as soon as practical, but in any case should be loosened to dissipate heat on being taken from the machine. Ironing equipment should be switched off when not in use.

(c) Smoking should be prohibited in utility rooms and signs to this effect should be displayed.
(d) Fluff or lint which is extremely flammable can accumulate in laundries. A programme should be instituted to remove build-up of such materials from appliances and filters.

2.3.7 Open Fires and Portable Fixed Radiant and Convector Type Heaters

Open fires or portable heaters should not be utilised in community dwelling houses.

2.3.8 Candles

Candles can be a source of ignition for a fire. Candles should only be used when permitted by the management of a community dwelling house. Place candles in a secure holder. Never leave lighted candles unattended and never place them close to combustible decorations or to curtains. Put tea candles and night lights in a suitable heat resistant container. Never put them directly on a combustible surface.

2.3.9 Fire Doors

Fire doors are an important part of the fire defence system and should normally be kept closed. The occupants should be made aware of the vital role which such doors play and of the importance of not propping or wedging them open. Signage on Fire doors such as "Fire Door-Keep Shut" signs will not be displayed on each fire door as this would detract from the homely feel of the premises. As part of their training, staff are to be made aware of which doors within the premises are designated fire doors. Staff and residents will be responsible for ensuring that all fire doors are kept shut and not wedged open. In situations where it is necessary for operational reasons to hold open fire doors, this should be done with electro-magnetic devices or swing free door closers linked to an automatic alarm system and such doors should be closed at night.

2.3.10 Maintenance and Repair

Adequate fire precautions in the form of method statements should be provided when hot works or any other hazardous activity is undertaken.

2.4 Staff Training

Staff should receive instruction and training in the dwelling’s fire precautions and should be given a written copy of individual duties and responsibilities. Staff to whom specific duties have been assigned should be given appropriate instruction and training in those duties.

A record of the training undertaken by the staff should be kept in the Fire Safety Register for each premises.

Staff should receive training and instruction in relation to the following:
- the fire prevention measures indicated;
- the action to be taken on hearing the fire alarm;
- the action to be taken on discovering a fire;
- the evacuation procedure devised for the premises;
- the layout of the building including escape routes;
- the location of fire alarm call points and fire-fighting equipment;
- the location of the main fire alarm control and indicating panel and any associated alarm panels and their operation;
- the procedure for calling the fire brigade and ambulance;
- the role of fire doors in controlling fire and smoke spread;
- arrangements for assisting the fire brigade;
- fire control techniques including the use of first aid fire-fighting equipment; and
- the operation of building services to minimise fire and smoke spread;
- the procedure for nightly fire safety checks;
- the procedure for assisting the Fire Brigade on arrival.
- The location of the nearest fire hydrant so that they can inform the Fire Brigade upon arrival.

Emergency evacuation training of all staff should be carried out on an annual basis.

2.5 Emergency Procedures and Evacuation Drills

If a fire or an emergency situation occurs in a premises it is imperative to respond effectively by calling the fire brigade, evacuating the premises and controlling the incident, if safe to do so, until the arrival of the fire brigade. Accordingly a predetermined plan should be put in place outlining the procedures to be adopted as follows:

- a procedure for raising the alarm;
- a procedure for investigating automatic alarms;
- a procedure for calling the fire brigade and ambulance;
- an evacuation procedure for the occupants, including persons with special needs;
- a procedure for fighting the fire using first aid fire-fighting equipment;
- a procedure for reporting to a pre-determined assembly point and informing a designated person(s) of the situation;
- a procedure for accounting for each person on the premises and
- a procedure for assisting the fire brigade on their arrival.

To assess the effectiveness of the predetermined plan and preparatory training given, drills which simulate fire and emergency situations should be carried out a minimum of twice per year. One of these drills should take place during the hours of darkness. Drills should also be carried out as part of the induction for new residents and staff. The objectives of drills are generally:

- to familiarise persons in control with their roles;
- to test the availability and effectiveness of staff training;
- to test arrangements for an emergency situation and
- to identify shortcomings in the emergency procedures.

Each drill should be reviewed afterwards and procedures revised if necessary. Drills should be recorded in the Fire Safety Register of each premises.

2.6 Fire Safety Instructions

Written instructions on the action to be taken by the occupants on the discovery of a fire or on hearing the fire alarm should be displayed in a prominent position adjacent to the fire alarm panel and also within any staff bedroom. These instructions should be multi-lingual as appropriate. Instructions should be accompanied by a simple floor plan showing schematically the location of alternative storey exits.

The type of notice required together with the fire safety instructions to residents is given in Appendix B. The notice should be displayed in the main entrance of the premises outlining the procedure for calling the fire brigade.

2.7 Inspection and Maintenance of Fire Protection Equipment

The safety and protection of the occupants in the event of a fire will depend greatly on the reliable functioning of fire protection equipment such as fire detection and alarm systems, emergency lighting systems, fire doors and fire extinguishing equipment. Management must ensure that such equipment is operated and maintained according to the appropriate standards.

All such equipment should be inspected on a regular basis. If faults/deficiencies are discovered they should be noted and corrective action should be taken as soon as possible and appropriate steps should be taken to prevent a recurrence.
In addition to regular in-house inspections specified in the Fire Safety Register it is also necessary that equipment is maintained and serviced at recommended intervals and that a record is kept of this work. Maintenance contracts should be arranged with competent companies or persons in accordance with the appropriate standards.

2.8 Maintenance of the Building, Fittings and Services

Hazardous situations may develop if the condition of the building itself deteriorates over time. The integrity of walls, doors or floors which are part of fire compartmentation or the protection of escape routes must always be maintained.

The fittings, equipment and services in the building may cause or contribute to fire. Arrangements should be made for the regular checking of furnishings and fittings, electrical installation and appliances, gas-burning appliances, heating, kitchen and laundry equipment. A record of these checks, including deficiencies and remedial/maintenance work should be kept in the Fire Safety Register.

2.9 Maintenance of Escape Routes

In the event of a fire or other emergency occupants should be able to evacuate the premises quickly and safely by way of routes protected from fire and smoke and free from obstruction. This can only be achieved if escape routes are unobstructed, if fire resisting doors are closed during emergencies and if exit doors are readily available at all times while the premises is occupied. All escape routes should be inspected as detailed in the Fire Safety Register for the premises. If any obstruction is noticed in the areas of escape it should be removed immediately and any necessary steps taken to prevent a recurrence.

Regular inspection of escape routes should be carried out to ensure that:

- escape routes are not obstructed and are immediately available for use;
- escape routes are adequately illuminated by the main and emergency lighting systems;
- exit doors are capable of being readily openable at all times;
- doors and gates across escape routes are secured in a manner that they can be easily and immediately opened by persons on the premises;
- curtains, drapes or hangings are not placed across or along an escape route in a manner which would impede or obstruct escape;
• mirrors are not placed across an escape route or adjacent to an exit so as to confuse the direction of escape;
• floor coverings, rugs and mats are fixed or laid so that they do not present a trip or slip hazard during an evacuation, and are not used to prop open doors;
• fire resisting doors along escape routes are kept closed at all times unless they are held open with electro-magnetic devices linked to the fire alarm system during the day and closed at night;
• external areas at or near exits are kept free of obstructions that might impede an occupants escape to a place of safety.

2.10 Liaison with the fire authority and assisting the fire brigade

It may be appropriate to liaise and consult with the fire authority with the following objectives:

• familiarisation of the fire brigade with the premises;
• to ensure the availability of access and appropriate facilities for the fire brigade;
• assistance on fire safety management;
• advice on fire safety matters generally.

2.11 Fire Safety Records

A Fire Safety Register (Appendix D) should be kept as a complete record of all fire safety matters on the premises. This register should be kept on the premises at all times, be kept up-to-date and should be available for inspection by an authorised officer of the fire authority.

The following information should be recorded in the Fire Safety Register:

• the name of the person in control i.e. the owner/occupier/manager and any deputies;
• a plan of each floor of the premises on A4 sheets;
• details of instruction and training given to staff on fire safety and by whom;
• details of each fire and evacuation drill, the date thereof, the names of those taking part, and the type, objective and results of exercises held;
• details of fire protection equipment and systems in the premises, (water supplies, hydrants, alarm system, extinguishing system, etc.) type, number, location, etc.;
• details of inspections and tests carried out on fire protection equipment and systems, with brief comments on the results of the checks and actions taken (and by whom) to remedy defects;
• details of each inspection of the building itself, its fittings and services and the actions taken to remedy any defects found; and
• details of all fire incidents and false alarms that occur and the actions taken as a result.
CHAPTER 3
FIRE SAFETY MEASURES

3.1 Introduction

This chapter describes the principle fire safety measures required for all new and existing buildings as described in Item 1.2.1 of this document.

3.2 Principal Fire Safety Measures

The fire safety measures required for a building to be used as a community dwelling house are principally related to ensuring that should a fire occur it will be detected at an early stage and adequate means of escape are provided for safe evacuation of the premises.

If an outbreak of fire occurs large quantities of smoke and gases are produced. Smoke and hot gases, if left unrestricted, may travel considerable distances within a building and will present a direct threat to life. Visibility also is considerably reduced thereby affecting the viability of escape routes within and from the building. The spread and development of a fire and its products should therefore be limited by the construction elements of the buildings such as walls, floors and corridors, until all the occupants have evacuated safely and the emergency services have been alerted.

To reduce the risk of accidental fires caused by faulty building services (such as electrical installations, gas services and heating systems) it is important that these services have been installed to correct standards and have been adequately maintained.

Furniture and fittings should be such that they will not lead to rapid fire development and spread, should they be accidentally ignited. Reference should be made to section 3.9 of this document for further information.

If the emergency services are required it is important that their vehicles and personnel will be able to gain access to the site and building without undue delay.

Guidance on the principal fire safety measures are outlined in the following Sections of this Chapter.

1. Means of Escape in Case of Fire
   • Horizontal Escape Routes
   • Vertical Escape Routes
   • General Provisions for Means of Escape

2. Internal Fire Spread (Linings)

3. Internal Fire Spread (Structure)

4. External Fire Spread

3.3 Means of Escape in case of fire

3.3.1 Introduction

The provisions in this section are concerned with the measures necessary to ensure reasonable facilities for means of escape in case of fire and with structural fire precautions necessary to safeguard escape routes.

Dwelling houses will generally have a single escape stairway and there is a risk that this may become unusable due to smoke. Protection of the escape route is therefore required. Windows, if suitably located and constructed (see 3.3.10), can in some situations provide an alternative means of escape. With increasing height, windows become unsuitable for escape but may be useful for rescue purposes.

Adequate protection in new build is achieved by compliance with Section 1 of Technical Guidance Document B,– Fire Safety - Volume 2 Dwelling houses. Existing buildings occupied as a community dwelling house should be provided with a level of protection equivalent to that specified in section 1.

The means of escape provisions consist of horizontal escape routes (corridors) and, in the case of upper storeys, the vertical escape routes (stairways).

The horizontal escape routes are those parts of the escape from any part of the building, to a stairway in the case of upper storeys, or to an exit directly from the building to a place of safety.

The vertical escape routes are the stairways that lead from an upper storey to a place of safety outside the building at ground level.

In single storey buildings the means of escape will consist of horizontal escape routes only. Multi-storey buildings will require a combination of vertical and horizontal escape routes.

3.3.2 Escape Route

The types of buildings covered by this guidance document are limited to:

- Single storey community dwelling house.
- Two storey community dwelling house (ground and first floor which does not include a basement)
- Three storey community dwelling house (which does not include a basement)

These dwellings would normally be served by a single staircase.
A maximum of 8 bedrooms will be accommodated within a dwelling house with an upper limit of six residents. There is no limit on the number of resident carers, provided the maximum upper limit of eight bedrooms is not exceeded.

As a general principle, given the limited size, area and occupancy numbers of these buildings, a single means of escape will be provided from upper floor levels. It is only in larger premises where, the distances to the final exit, or the internal layout is such, that alternative escape routes will be provided.

3.3.3 Travel Distance

As a general principle, most buildings falling within the scope of this code will comprise single direction escape by way of horizontal and vertical escape routes. Generally in dwelling houses, the application of travel distance limits is not appropriate. However in the case of community dwelling houses, a limit of 10m is recommended for that portion of the travel distance within individual bedrooms.

3.3.4 Protection of Escape Routes

Horizontal and vertical escape routes from a building should be provided with fire resisting construction. This principally relates to corridors and escape stairways and applies to the enclosing construction, including walls and doors. The specific requirements in relation to fire doors are as follows.

3.3.5 Fire Doors

All fire resisting doorsets are to have fitted approved self-closing devices capable of closing the door against any latches fitted to the door with the exception of the following:

- fire doors to service ducts or cupboards which are normally kept locked shut,
- doors to toilets, bathrooms and shower rooms

Doorsets to common rooms and bedrooms may have free swing type closers where a self-closing device would impede day to day circulation within the premises.

All new fire doors installed shall be permanently identified in accordance with the recommendations of Appendix B of TGD-B Volume 2 2016 to indicate the period of fire resistance, the manufacturer, year of manufacture, and other pertinent details. Every fire door (i.e. the complete fire door assembly) should be installed in accordance with manufacturer’s instructions and should be supported by a fire test report and assessment from an accredited laboratory. This report should indicate that the complete assembly meets the required performance.

In existing buildings, where the existing frame/door has been assessed by a competent person and is found to meet the equivalent standard of a 30 minute fire resisting
frame/door need not be replaced. All hardware associated with these doorsets must be compatible with a 30 minute fire resisting door assembly.

Further guidance on fire doors is given in Appendix B, T.G.D B Volume 2 2016.

3.3.6 Corridors

All corridors shall be constructed as protected corridors as shown in Diagram 1 below. The corridors shall:

(a) be enclosed in minimum half hour fire rated walls / partitions and FD30S rated doorsets.

(b) be subdivided with FD30S rated doorsets and associated walls / partitions where the corridor is more than 12m long connecting alternative escape routes. Such doors may be held in the open position by means of an electro-magnetic device that releases the door automatically on activation of a smoke detector on the fire alarm system.

Diagram 1 – Protection of Dead End Corridors
3.3.7 Escape Stairs

Escape stairs, and associated hallway / landings, where habitable rooms open directly into the stairway enclosure, are to be enclosed in minimum half hour fire rated walls / partitions and FD30S rated doorsets as shown in Diagram 2 below.
3.3.8 External Stairs

Where more than one escape route is required from a storey, the second route may be by way of an external escape stair. An external stairs complying with the requirements of TGD-B 2006 and Diagram 3 below would give the protected escape route necessary.

Diagram 3 – External escape stairways

3.3.9 Fire Rated Enclosure

The fire rated enclosure to protected corridors, subdivision of corridors and enclosing escape stairs are to be carried full storey height to the underside of the floor or roof above, or cavity barriers are to be installed in the roof void on the line of the fire rated walls / partitions. Alternatively, the ceiling throughout the top floor should be constructed or upgraded as necessary to achieve 30 minutes fire resistance rating (integrity and insulation). Access hatches in fire rated ceilings shall be FD30S rated. The fire resistance
of attic ceilings within existing buildings should be subject to a Risk Assessment and upgraded where deemed necessary.

3.3.10 Windows / Rooflights

All new community dwelling houses and buildings whose occupant type is being altered to that of a Community Dwelling House (Purpose Group 1(d)) should be provided with windows suitable for escape and rescue in accordance with the recommendations of Technical Guidance Document B. Where windows are being replaced in existing community dwelling houses they should be replaced with windows suitable for escape and rescue (where applicable) in accordance with the recommendations of Technical Guidance Document B. Where a risk assessment envisages a security risk in these buildings as a result of these readily openable windows, an audible alarm may be provided to detect if a window has been opened without authority.

3.3.11 Doors on Escape Routes

Designated final exit doors should only be fitted with a lock or fastening which is readily operated without a key, from the side approached by people making their escape.

Doors should have a minimum clear opening width of 750mm. It should be noted that widths in excess of this may be required to meet other Regulations and to meet operational requirements.

Similarly, where a secure door is operated by a code, combination, swipe or proximity card, biometric data or similar means, it should also be capable of being overridden from the side approached by people making their escape.

Electrically powered locks should return to the unlocked position when any of the following occur:

(a) on operation of the fire alarm or

(b) on loss of power or system error or

(c) on activation of a manual door release unit (Type A) conforming to IS EN 54-11:2001+A1:2006 positioned at the door on the side approached by people making their escape.

3.3.12 Inner rooms

Bedrooms should not be inner rooms. All other inner rooms should comply fully with the recommendations of Technical Guidance Document B.
3.3.13 Emergency Lighting

A self-contained emergency luminaire should be provided to corridors, hallways, landings and stairways. The emergency luminaire should;

(a) provide horizontal illuminance on the floor along the centre line of an escape route of not less than 1 Lux and the central band consisting of not less than half of the width of the route shall be illuminated to a minimum of 50% of that value.

(b) provide full luminance within 5 seconds of the failure of the normal lighting supply

(c) maintain the level of luminance for not less than 3 hours.

(d) be provided with batteries rated for at least 4 years normal operation.

If the escape route is not apparent and through risk assessment it is deemed that exit signposting is required, the signposts should be provided in accordance with S.I. 299 of 2007 ‘Safety Health & Welfare at Work (Signs) Regulations 2007.

3.3.14 Fire Detection and Alarm

The fire detection and alarm system should be designed to comply with the requirements for a Category LD1 life safety system, as defined in I.S. 3218:2013 and should thus be designed to provide automatic detection throughout the premises. Smoke detectors should be provided in escape routes while smoke or heat detectors may be used, as appropriate in other rooms.

Additionally a fire alarm control switch should be installed in conjunction with the LD1 FDAS in a position where it is easily accessible, to facilitate testing of the system. All new Fire Detection and Alarm Systems and modifications to an existing system should ensure that a minimum of a Category LD1 Fire Detection and Alarm System is provided. The system should be in accordance with the recommendations of I.S. 3218:2013: “Fire detection and alarm systems for buildings - System design, installation, commissioning, servicing and maintenance”.

3.4 First Aid Fire Fighting Equipment

Strategic positioning of portable extinguishing equipment throughout a community dwelling house enhances the fire protection of the building by enabling an attack to be made on a developing fire in its early stages by suitably trained staff. Portable extinguishing equipment does not itself offer protection unless persons are trained in its proper, safe, and effective use.

Fire-fighting equipment should be provided using:

- portable fire extinguishers; and
Signs indicating the location of fire-fighting equipment should be in accordance with Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No 299 of 2007)

3.4.1 Portable Fire Extinguishers

Portable fire extinguishers which are provided in community dwelling houses should be manufactured to an appropriate standard, such as I.S./EN 3-7 : 2004 + A1 2007 : Portable Fire Extinguishers or equivalent and be installed in accordance with the recommendations of I.S. 291 :2015 : The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers or equivalent. They should comply with the following general requirements:

(a) they should generally be located in conspicuous positions on brackets, stands or purpose-made housings where they can be readily seen and easily available for use. Where there is a possibility of misuse, they should be located in secured rooms or enclosures where staff readily have access to them;

(b) the most suitable locations for extinguishers are near to room exits, escape corridors, escape stairways, lobbies and landings; extinguishers should not be positioned away from exits unless they are necessary to cover a particular hazard [see point a above, whereby extinguishers may be located within secure rooms/enclosures];

(c) extinguishers should be readily accessible and available for immediate use at all times, and should be so situated that it is not necessary to travel more than 20 m to reach an extinguisher;

(d) extinguishers should be mounted so that the carrying handle of large, heavy extinguishers is not more than 1 m from the floor, and smaller extinguishers should be mounted so that the handle is not more than 1.5 m from the floor;

(e) the operation of extinguishers is affected by temperature, and they should not be exposed to storage temperatures outside the operational range marked on the extinguisher; in particular, extinguishers should not be placed over or close to heat producing appliances; and

(f) it is necessary that fire extinguishers are regularly inspected, maintained and recharged in accordance with the appropriate standards; fire extinguishers that comply with I.S./EN 3 should be inspected and maintained in accordance with I.S. 291:2015, and other extinguishers with BS 5306 : Part 3 : 2009 : Code of practice
for selection, installation and maintenance of portable fire extinguishers and appropriate entries made in the Fire Safety Register.

3.4.2 Hose Reels

Given the limited size of the premises to which this Code of Practice applies, hose reel coverage is not deemed necessary.

3.4.3 Fire Blankets

At least one light duty fire blanket in compliance with BS 7944:1999 Type 1 heavy duty fire blankets and type 2 heavy duty heat protective blankets or I.S. 415: 1988 : Fire Blankets, should be fitted in kitchens for dealing with small cooking fires.

3.5 Internal Fire Spread (Linings)

3.5.1 Introduction

To reduce the risk to people if there is a fire, there is a need to consider how best to control or restrict the spread of fire and smoke. The majority of people who die in fires are overcome by smoke and gases. It is important to ensure that, in the event of fire, the rate of fire growth is restricted in its early stages. It should also be noted that most measures which restrict the rate of fire growth in its early stages will also serve to restrict the fire spread in its later stages.

Although the linings of walls and ceilings are not usually the first items to ignite in a fire, they can still have a significant impact on the fire development, its spread and growth rate. The spread of fire can therefore be inhibited by paying attention to the lining materials used on the walls and ceilings.

Flame spread over wall and ceilings is controlled by providing for the lining materials or products to meet given performance levels in tests appropriate to the materials/products involved. The extent to which this is necessary is dependent on the location of the linings.

The surface of the walls and ceilings should comply with the classifications indicated in Table 3 below for the different locations.
Table 3 - General Provisions – Wall and ceiling lining classification

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Class of Lining</th>
<th>National</th>
<th>European</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation spaces</td>
<td>Class 1</td>
<td></td>
<td>Class C – s3, d2</td>
</tr>
<tr>
<td>Toilets /Bathrooms</td>
<td>Class 3</td>
<td></td>
<td>Class D – s3, d2</td>
</tr>
<tr>
<td>All other rooms</td>
<td>Class 1</td>
<td></td>
<td>Class C – s3, d2</td>
</tr>
</tbody>
</table>

Parts of the wall linings within any room may be a class lower than that specified in Table 3 above [but not lower than Class 3], provided the total area of those parts in any room does not exceed one half of the floor area, subject to a maximum area of 20m² and the area of any one part should not exceed 5m² and should be separated from any other such part by a distance of not less than 2m. These variations do not apply to circulation spaces. Circulation spaces must achieve Class 1 (National) or Class C – s3, d2 (European) as a minimum.

Guidance on new build community dwellings is given in TGD B Volume 2. For existing dwellings (where the occupancy type has changed) and existing community dwellings this guidance would also be appropriate.

3.5.2 Thermoplastic Materials

Thermoplastic materials in ceilings, roof lights and lighting diffusers provide a significant hazard in a fire. Burning droplets can rapidly increase the fire growth rate and the smoke produced is normally dense and toxic which combine to produce extremely hazardous conditions.

Thermoplastic material should not be used in protected escape stairs. However, thermoplastic materials may still be used with limited application for some ceilings, roof lights or light fittings with diffusers.

External windows in rooms (not circulation spaces) containing thermoplastic materials will achieve TP (a)(rigid) classification. Internal glazing, where present, will meet the classification set out in the Table 3 above.

Where lighting diffusers are used they will achieve a classification of TP (a) (rigid) or a classification of TP (b) – which will meet the limits set out in Table 2.1 and Diagram 6 of Technical Guidance Document B volume 2.
3.6 Structural Fire Precautions

3.6.1 Introduction

Structural fire precautions are required to prevent the premature structural failure and to limit fire spread. Adequate protection in new build is achieved by compliance with Section 3 of Technical Guidance Document B, Fire Safety - Volume 2 Dwelling houses. Existing buildings should be provided with a level of protection equivalent to that specified in section 3.

3.6.2 Performance Requirements

The requirements of section 3 may be met if:

(a) the structural elements of the building are capable of withstanding the effects of fire for an appropriate period without loss of stability,

(b) the building is sub-divided by elements of fire resisting construction into compartments,

(c) any openings in fire separating elements are suitably protected in order to maintain the fire integrity of the element, and

(d) any hidden voids in the construction are sealed and subdivided to inhibit the unseen spread of fire and products of combustion, in order to reduce the risk of structural failure and the spread of fire, in so far as they pose a threat to the safety of people in and around the building.

3.6.3 Fire Resisting Construction Requirements

- The walls enclosing the entrance hallway, stairway and corridors should be enclosed in construction having a minimum of 30 minutes fire resistance incorporating FD30S fire doors as described above.
- Glazing in the internal walls/doors of the stairs should be fire resisting. (30 minute integrity and 30 minute insulation required) except where an alternative escape route is provided [integrity only glazing] may be provided as per Table A4 of appendix A TGD B volume 2.
- Floors are to achieve a minimum of 30 minutes fire resistance with the exception of an existing two storey dwelling where modified half hour fire resistance rating is acceptable.
- No unprotected cupboards or storage presses should be permitted within the stairway enclosure. The provision of an unenclosed facility for hanging coats or wet weather equipment, eg coat stand, in the entrance hall is not considered a fire risk.
- Semi-detached or terraced houses should have a complete vertical separating wall having a minimum fire resistance of 60 minutes, and constructed in accordance with the relevant recommendations of Section 3.
- All services that pass through fire barriers to be appropriately protected to maintain the integrity of the barrier they breach as per the recommendations of Section 3.

3.7 External Fire Spread

3.7.1 Introduction

External walls and roofs should have adequate resistance to the spread of fire over their external surfaces. The spread of fire from one building to another should also be restricted.

Adequate external fire resistance in new build is achieved by compliance with Section 4 of Technical Guidance Document B – Fire Safety - Volume 2 Dwelling houses. Existing buildings should be provided with a level of protection equivalent to that specified in section 4.

3.7.2 Performance Requirements

The requirements of section 4 may be met if:

(a) if the external walls are constructed so that the risk of ignition from an external source, and the spread of fire over their surfaces, is restricted by making provision for them to have low rates of spread of flame, and in some cases low rates of heat release,

(b) If the amount of unprotected area in the side of the building is restricted so as to limit the amount of thermal radiation that can pass through the wall, taking the distance between the wall and the boundary into account, and

(c) If the roof is constructed so that the risk of spread of flame and/or fire penetration from an external fire source is restricted, in each case so as to limit the risk of a fire spreading from the building to a building beyond the boundary, or vice versa.

3.7.3 Permitted unprotected areas within external walls

Section 4 of Technical Guidance Document B – Volume 2, recommends that dwelling houses which do not exceed 3 storeys in height and are less than 24m in length (typical community dwelling house) should limit its allowable permitted unprotected areas to the following:
Table 4 – Permitted unprotected areas in small residential buildings

<table>
<thead>
<tr>
<th>Min. distance between side of building and relevant/notional boundary</th>
<th>Maximum total area of unprotected areas (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>5.6</td>
</tr>
<tr>
<td>2.0</td>
<td>12</td>
</tr>
<tr>
<td>3.0</td>
<td>18</td>
</tr>
<tr>
<td>4.0</td>
<td>24</td>
</tr>
<tr>
<td>5.0</td>
<td>30</td>
</tr>
<tr>
<td>6.0</td>
<td>No limit</td>
</tr>
</tbody>
</table>

For larger community dwellings (where the length is greater than 24m) Table 4.2 of Technical Guidance Document B-volume 2 should be adopted.

Where the above criteria are not met, it may be necessary to incorporate additional fire resisting construction.

3.7.4 Roof coverings

Section 4.6 of Technical Guidance Document B – Volume 2, limits the proximity to the boundary of those types of roof covering which will not give adequate protection against the spread of fire.

It is recommended that all roofs of community dwellings comply with Table 4.3 and Table 4.4 of Technical Guidance Document B – Volume 2

3.8 Access and Facilities for the Fire Brigade

3.8.1 Introduction

Buildings should be designed and constructed so as to provide reasonable facilities to assist fire fighters in the protection of life and property. There must also be reasonable provision made within the site of the building to enable fire appliances to gain access to the building.

Adequate facilities to assist fire fighters in new build is achieved by compliance with Section 5 of Technical Guidance Document B – Fire Safety - Volume 2 Dwelling houses. Existing buildings should be provided with a level of protection equivalent to that specified in section 5 but allowing for a greater distance from the existing dwelling access as stipulated in 3.8.4.
3.8.2 Performance Requirements

The requirement of section 5 may be met:

(a) if there is sufficient means of external access to enable fire appliances to be brought near to the building for effective use;
(b) if there is sufficient means of access into, and within, the building for fire-fighting personnel to effect rescue and fight fire and
(c) if the building is provided with sufficient fire mains and other facilities to assist fire fighters in their tasks;

3.8.3 Fire Mains

Generally, the buildings that will be used as Community Dwelling Houses will be small in size and will be limited to a maximum of 3 storeys above ground level (ground floor and two above).

The floor area of any storey within the buildings will be less than 1000m$^2$, negating the need for hydrant or internal fire main provision.

3.8.4 Vehicle Access

In accordance with the recommended guidance provided in section 5.1 of TGD B volume 2, all new dwellings should allow for fire brigade appliances to be able to get within 45m of all points within the dwelling, measured on a route suitable for laying hose. In the case of an existing community dwelling house where the height of the top storey is less than 10m access for fire service pump appliances should generally be provided to within 45m of the principle entrance to the dwelling.

3.9 Building Services

3.9.1 Introduction

Building Services such as electrical, gas and heating are potential sources of fire and equipment associated with them should be installed and maintained in accordance with the relevant standards and Codes of Practice.

The importance of correct installation is emphasised because these services are often concealed above ceilings and in ducts and any fire caused by them is unlikely to be discovered for some time.
3.9.2 Electrical Services

Fire can be caused by defective or inadequate installations or by the use of defective electrical equipment. The electrical installation comprising wiring, sockets, switches, distribution boards and other equipment should be installed, fitted and maintained in accordance with the Electro-Technical Council of Ireland (ETCI) "National Rules for Electrical Installations - ET 101". The completion certificate for the installation should be kept on the Fire Safety Register.

The electrical installation should be periodically inspected and tested as per the requirements of ETCI, and an appropriate entry made in the Fire Safety Register. Existing installations may need to be upgraded. It is important that all replacement, upgrading, extensions and repairs to the electrical installation are carried out in accordance with the ETCI Rules and an appropriate entry made in the Fire Safety Register. Sufficient socket outlets should be provided for all the electrical appliances in use. Defective installations should be replaced or repaired in accordance with the ETCI Rules.

3.9.2.1 Electrical Appliances

Electrical appliances should conform with a standard appropriate at the time of manufacture such as the relevant parts of I.S.205: Part 1:1980: Safety of Household and Similar Electrical Appliances (General Requirements)

According to current Irish Regulations (S.I. No 328 of 2005, S.I. No. 299 of 2007) every employer is obliged to periodically test any electrical appliances at the workplace to determine whether equipment is in safe condition to use by employees, residents or public who may come into contact with those appliances. This includes all electrical appliances with a plug top: I.T. & office equipment, kitchen equipment, hand tools, extension leads. The law states that:

- tests have to be periodic and carried out by competent personnel (in-house or outsourced);
- all tested appliances have to be labelled, whether passed or failed;
- test results have to be recorded and kept at least 5 years.

3.9.2.2 Emergency Lighting

Emergency Lighting (where provided) should be regularly inspected, tested and maintained.
3.9.2.3 Fire Detection and Alarm System

The Fire Alarm System should be inspected, tested and maintained in accordance with the recommendations of IS 3218: 2013.

3.9.2.4 Carbon Monoxide Detectors

Carbon Monoxide Detectors should be installed in accordance with Technical Guidance Document J.

3.9.3 Gas Services

All gas installations, storage tanks, pipe lines, gas burning flues and other equipment should be installed, fitted and maintained in accordance with the appropriate standards and codes of practice. A registered gas installer should install all gas mains and services in accordance with IS 813-domestic gas installation.

All gas installations should be inspected at regular intervals by a registered gas installer and an appropriate entry made in the Fire Safety Register. It is important that all extensions and repairs to the gas installation are carried out in accordance with the relevant codes and standards and an appropriate entry made in the Fire Safety Register.

As a general principle, gas installations, including pipe-work should not be positioned in escape routes.

3.9.3.1 Gas Appliances

All gas appliances should conform with an appropriate standard in use at the time of manufacture. Gas-burning appliances should be installed, fitted and maintained in accordance with the appropriate standards and codes of practice. Gas appliances should be inspected and serviced at regular intervals and an appropriate entry made in the Fire Safety Register.

3.9.4 Heating Systems

3.9.4.1 Space Heating

Space heating should preferably be provided by means of a central heating hot water system using a solid fuel, oil or gas burning appliance installed to an appropriate standard. Fuel supplies to oil burners should comply with BS 5410: Code of practice for oil firing: Part 1 or Part 2, as appropriate and be fitted with a fire valve. Gas supplies to burners should be fitted with an automatic cut-off valve linked to both a gas and a heat detector. Gas supplies should comply with the relevant standards indicated in Section3.8.3 above.
3.9.4.2 Heating Appliances

Individual heating appliances, where provided, should be fixed in position and should be of a type which does not have an exposed flame or heating element which could provide an ignition source. Heating appliances should be properly maintained in safe working order.

Open fires are prohibited in community dwelling houses.

3.9.4.3 Stoves

Stoves will not normally be applicable to these types of premises however if installed they must comply fully with Part J of the Building Regulations.

3.9.5 Ventilation Systems

Where a ducted warm air heating system or a Mechanical Ventilation with Heat Recovery system or similar is provided in a dwelling house, precautions should be taken to ensure that it will not contribute to fire spread or endanger the enclosure to any stairway, particularly with regard to protected stairways, B.S.9991:2015 Fire Safety in the Design, Management and use of Residential Buildings: Section 6, paragraph 35, contains appropriate guidance on these measures.

3.10 Furniture and Fittings

Furniture and fittings should be of a standard that cannot be easily ignited or do not contribute to the rapid spread of fire. The use of flame-retardant materials will substantially reduce the fire risk.

Furniture and furnishings used in domestic premises (including any supplied by the owners or landlords or any that are brought in by residents) must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended 1989 and 1993 or equivalent European Standard.

The Regulations cover the ignitability characteristics of the materials used and include requirements for labelling. The following items which contain upholstery are covered by the regulations:

- beds, headboards, pillows, mattresses and sofa beds;
- nursery furniture, garden furniture (which can be used indoors); and
- scatter cushions, seat pads, and loose and stretch covers.

The Regulations require such products to be able to pass fire tests specified in certain standards and, in some cases, for the products to be labelled.

Where doubt exists about the fire performance of a product or material a copy of the test certificate that shows compliance with the appropriate standard required by the Regulations should be provided.
Ideally, the use of furnishings, beds and bedding, and synthetic materials which are easily ignited or have rapid spread of flame characteristics should be avoided wherever possible in all premises to which this Code of Practice applies. If such materials are present, this should be taken into account when determining the level of fire precautions in the premises.

It should be noted that furnishings treated with flame-retardant treatments may have a limited ‘wash life’ before the effectiveness of the flame-retardant is diminished. To maintain the protection, the manufacturer’s/supplier’s instructions should be complied with. If in any doubt about the flame retardant treatment of any product, confirmation should be sought from the supplier clearly stating that the items have been tested for flammability by an accredited organisation.

Specifications for the fire performance and testing of furniture and furnishings can be found in the following standards:

- ignitability of upholstered furniture (including composites of cover material and infill) and loose covers: BS 5852,
- Resistance to ignition of mattresses, divans and bed bases: BS 7177.
- resistance to ignition of upholstered furniture for non-domestic use: BS 7176
- flammability of fabrics for curtains and drapes (including nets and linings): BS 5867-2
- burning behaviour (ignitability and flame spread) of curtains and drapes: BS EN 1101 (ignitability) and BS EN 1102 (flame spread).

Note: For all the above standards equivalent European classification standards, where available, may also be used.

The covering materials of upholstery should be maintained free of cuts and tears and filling materials should not be exposed. All furnishings should be inspected on a weekly basis and findings recorded in the Fire Safety Register for the dwelling.

The need for ceiling linings and other hanging textiles to be fire retardant may need to be considered. Care is also needed on the selection of decorative finishes and multi-layer decorative systems, e.g. wall papers and oil based paints.
Glossary

For the purposes of this code of practice, the following terms and definitions apply:

**Access room** - Room through which passes the only escape route from an inner room.

**Access level** - A level used for normal access to a building that either incorporates, or leads directly to, a place of safety.

**Accommodation stairway** - A stairway additional to that or those required for escape purposes, provided for the convenience of occupants.

**Alternative escape routes** - Escape routes sufficiently separated by either direction and space, or by fire-resisting construction, to ensure that one is still available should the other be affected by fire.

**Basement Storey** - means a storey which is below the ground storey or, where there is no ground storey, means a storey the top surface of the floor of which is situated at such a level or levels that some point on its perimeter is more than 1.2 m below the level of the finished surface of the ground adjoining the building in the vicinity of that point (however, see Appendix A, Table A2 of Technical Guidance Document B, Volume 2 for concessions where the storey is considered to be a basement only because of a sloping site)

**Bedroom** - A room within a dwelling, Residential (Institutional) or Other Residential building which is used as sleeping accommodation.

**Carer** – A person with the appropriate qualifications, skills and experience to provide support to the residents.

**Cavity** - any space enclosed by the elements of a building, including a suspended ceiling, or contained within an element other than a room, cupboard, circulation space, protected shaft or the space within a flue, chute, duct, pipe or conduit.

**Cavity Barrier** - construction provided to close a cavity or other concealed space against fire penetration or to restrict the movement of smoke or flame within such a space.

**Circulation Space** - a space, mainly used as a means of access or egress, between any room and a final exit door from the building, including corridors, lobbies and stairway enclosures.

**Common Room** - A lounge/living room available for the relaxation of all members of the dwelling house.

**Community Dwelling House** - is a dwelling house with a maximum of eight bedrooms which may have no more than one storey, the floor level of which is more than 4.5 m above ground level, occupied as a group home, under the management of a statutory or voluntary organization providing supported living and residential services.

**Compartment** – A building or part of a building, comprising one or more rooms, a storey or part of a storey, constructed to limit the spread of fire to or from another
part of the same building or an adjoining building.

Dead-end - Area from which escape is possible in one direction only.

Duct - an enclosed space provided for the introduction or distribution of services in a building.

Dwelling - A house or flat, forming a separate unit of residential accommodation.

Dwelling House - A dwelling that is not a flat.

Emergency lighting - Lighting provided for use when the power supply to the normal lighting fails.

Escape route - A route by which a person may reach a place of safety, and, in relation to any point in a building, a route from that point to a place of safety.

Final exit - The termination of an escape route from a building giving direct access to a street, passageway, walkway or open space, and sited to ensure the rapid dispersal of persons from the vicinity of a building so that they are no longer in danger from fire and/or smoke.

Fire Door - a door, together with its frame and ironmongery, as installed in a building, which is intended to resist the passage of fire and/or gaseous products of combustion, which is capable of meeting specified fire performance criteria for a specified duration.

Fire hazard - the potential for loss of life or injury in the event of fire.

Fire protection - design features, forms of construction, components, systems or equipment in a building, provided to reduce the fire hazard to persons and property by detecting, extinguishing or containing fire.

Fire resisting construction - construction or elements of construction which are intended to meet specific test criteria under specified fire exposure conditions for a specified duration.

Fire risk - the probability of a fire occurring.

Fire-stopping - a seal provided to close an imperfection of fit or design tolerance between elements, components, or construction so as to restrict the penetration of smoke and flame.

Habitable room - A room used for living or sleeping purposes but does not include a Kitchen having a floor area less than 6.5m², a bathroom, toilet or shower room.

Ignition source - heat source or flames which will cause the ignition of combustible materials.

Inner room - A room from which escape is possible only by passing through an access room.

Means of escape - Physical means whereby a safe route or routes is or are provided for persons to travel from any point in a building to a place of safety.

Place of Safety - A place, normally in the open air at ground level, in which persons are in no danger from fire.
Places of special fire risk - Transformer and switchgear rooms, large commercial Kitchens, large laundry rooms, boiler rooms, fuel or other highly flammable substance storage spaces, rooms housing a fixed internal combustion engine and areas where flammable vapors are likely to be present in the atmosphere.

Protected corridor/lobby - A corridor or lobby which is adequately protected from fire in adjoining accommodation by fire-resisting construction.

Protected stairway - A stairway which is adequately protected from fire in the accommodation through which it passes by fire-resisting construction and discharges through a final exit to a place of safety.

Storey - means any of the parts into which a building is divided horizontally above or below ground level but excluding any part of a building situated above the level of the roof or in the roof space, or below the level of the lowest floor, which is intended for the protection of a water tank, or lift motor room, or similar use and is not intended for, or adapted to be used for habitable purposes, or as a work room, or as a store room.

Storey exit - a final exit or a doorway giving direct access to a protected stairway or external escape route.

Travel distance - The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit, having regard to the layout of walls, partitions and fittings.
APPENDIX A - FIRE SAFETY RISK ASSESSMENT METHODOLOGY

RISK ASSESSMENT METHODOLOGY

A 1 Identification of Risk Items

The first step in the process is to identify those hazards which present a threat to persons in the event of a fire occurrence.

A hazard is a situation which has the potential to cause harm. In this case the assessment identifies fire hazards with the potential to cause harm to residents, staff or visitors to the dwelling house. Hazards in this report are referenced as Risk Items. The Risk Items will typically be either management issues (e.g. poor housekeeping practices) or physical fire protection features which are absent or deficient. The identification of Risk Items is based on assessment against the recommendations within this Code of Practice as applied to this Community Dwelling House having regard to application of professional judgement and common sense to the particular circumstances.

The Risk Items are set out in column 2 of the Risk Assessment Table, (a sample of which is provided below) and are described both in words and where appropriate are reinforced with photographic records of the item as observed during the survey.

A 2 Evaluation of Risk Items

The second step in the process is to rate each Risk Item. This involves three sub-steps as follows:

• Assign a (Likelihood of) Occurrence Rating to the Risk Item
• Assign an (Anticipated Severity) of Impact Rating to the Risk Item
• Assign an overall score to the Risk which is a product of the Likelihood and Impact ratings to give an overall Risk Rating

The Likelihood rating is judged by reference to the likelihood of the Risk Item occurring (and potentially causing ill-effects) in accordance with the following scoring criteria:

1 Rare/Remote
2 Unlikely
3 Possible
4 Likely
5 Almost Certain
Impact Scoring is based on the anticipated severity of the outcome. In scoring impact the Risk Item is graded from 1 to 5, with 5 indicating the most serious outcome and 1 the least serious outcome. The scoring criteria are as follows:

1. Negligible harm
2. Minor harm
3. Moderate harm
4. Major harm
5. Extreme harm

### A 3 Establishing the Overall Risk Rating for each Risk Item

The product of the two scoring outcomes provides an overall Risk Rating based on the following table:

**Table A1 – Risk Rating for each Risk Item**

<table>
<thead>
<tr>
<th>RISK MATRIX</th>
<th>Negligible (1)</th>
<th>Minor (2)</th>
<th>Moderate (3)</th>
<th>Major (4)</th>
<th>Extreme (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain (5)</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Likely (4)</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Possible (3)</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Unlikely (2)</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Rare (1)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

### A 4 Action Plan

In the fourth column of the Risk Assessment Table, recommended remedial actions to mitigate or eliminate the Risk Items are set out. In some instances there may be a short term initial action followed by a longer term more significant intervention. The objective is to reduce, either immediately or within a reasonable timeframe, the level of Risk to a tolerable or acceptable level.
### A 5 Priority Ratings for individual Actions Items

The recommended remedial actions are assigned a priority rating taking account of the overall Risk Rating as follows:

- **Red Rating (15 – 25):** High Risk: Intervention Rating A (early or short term)
- **Amber Rating (6 – 12):** Medium Risk: Intervention Rating B (as soon as practicable)
- **Green Rating (1 – 5):** Low Risk: Intervention Rating C (within a limited time frame)

It should be noted that the application of professional judgement is applied when considering the Risk Ratings and certain remedial improvements may be accorded a higher priority than indicated by the Risk Rating alone. For instance, certain desired management improvements may not have a very high Risk Rating but may be recommended for immediate implementation due to being of low cost and practicable to achieve.

Risk Items with a very high Risk Rating may be considered impracticable or too costly to implement, and these would require further discussion with the Statutory/Voluntary Organisation providing the service, in order to arrive at a satisfactory outcome.

### RISK ASSESSMENT FINDINGS and RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Risk Item Number</th>
<th>Risk Item Description</th>
<th>Photo</th>
<th>Recommended Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING [-----]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLOOR LEVEL [-]</td>
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</tbody>
</table>

.1 Description in words of the unacceptable Risk Item

- Description of remedial action or actions required. In some instances there may be a short term and a longer term recommendation. In those cases the Consultant is to set out the basis for the 2 stage approach.
- Columns 5 to 8 are to be colour coded red, amber or green according to the Overall Risk rating and as per Table A1 above.

<table>
<thead>
<tr>
<th>Impact Rating</th>
<th>Likelihood Rating</th>
<th>Overall Risk Rating</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Y</td>
<td>XY</td>
<td>A, B or C</td>
</tr>
<tr>
<td>Floor Level [ ]</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----------------</td>
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<td></td>
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<tr>
<td>F</td>
<td>L</td>
<td>E</td>
<td>X</td>
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<tr>
<td>.1</td>
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</table>

<table>
<thead>
<tr>
<th>External Issues</th>
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</thead>
<tbody>
<tr>
<td>E.1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Safety Management Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.1</td>
</tr>
</tbody>
</table>


ITEMISED SCHEDULE OF QUANTITIES

<table>
<thead>
<tr>
<th>Risk Item Number</th>
<th>Recommended Intervention</th>
<th>Quantity</th>
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<tbody>
<tr>
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</tbody>
</table>
APPENDIX B
FIRE ACTION NOTICE

FIRE ACTION NOTICE

All Community Dwelling Houses are required to have in place a Fire Action Notice, which informs staff and residents of the actions they are required to take upon discovery of a fire. The Fire Action Notice should be posted in the staff office (if provided) and in an area accessible to residents.

The following are the recommended sequence of actions, which should be observed if a fire is discovered or suspected.

B 1. Raise the alarm using the nearest manual call point by breaking the glass
   It is therefore important that you become familiar with the location of these call points

B 2. Remove people from immediate danger
   Often one route of escape will facilitate evacuation with more ease than another. If possible, the initial evacuation of occupants should be in this direction. The detailed Fire Plan for the Community Dwelling House, should elaborate on preferred options for different areas within the premises.

B 3. Close doors and windows in the immediate area if it is safe to do so
   This will help to reduce the spread of smoke and fumes throughout the building. Smoke and fumes are often toxic and can asphyxiate residents and staff. Smoke and fumes can also obscure vision, affect breathing and both mental and physical reactions. Smoke and fumes can kill residents and staff even if they are some distance from a fire

B 4. Call / Ensure the fire brigade is called

B 5. Fight the fire using the fire fighting equipment provided if it is safe to do so
   Early suppression of a fire may eliminate the need for evacuation, or at the least buy additional time to enable the evacuation to take place. Knowledge of the location of fire fighting equipment and how to use it is essential for safe and effective firefighting

B 6. Assemble at a place of refuge or of relative safety
   This should be outside the premises at a pre-designated location identified in the Fire Action Notice (see sample below)
APPENDIX C
USE OF FIRE FIGHTING EQUIPMENT

C 1 Each Community Dwelling House will be provided with fire extinguishers and fire blankets to enable its staff/residents to fight a fire when it is safe to do so. This is called First Aid Fire Fighting and should only be undertaken when it is safe and / or necessary to affect a safe exit from the premises. It is a keystone of fire safety that the alarm is raised first and the area / building evacuated so…

…under no circumstances should a member of staff /resident take unnecessary risks in the event of a fire.

The different types of fire extinguishers are summarised in the table overleaf:
<table>
<thead>
<tr>
<th>EXTINGUISHER TYPE</th>
<th>EXTINGUISHER CODE</th>
<th>EXTINGUISHER CLASSIFICATION</th>
<th>THIS EXTINGUISHER CAN BE USED ON...</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| WATER             | RED               | CLASS A                     | WOOD, PAPER, FABRIC AND PLASTIC.    | Cools the fire. Use in spray or jet form to knock down the fire. This also included Hose Reels.  
Note:  
**Do Not** use on live electrical fires!  
**Do Not** use on burning fat fires! |
| FOAM (AFFF)       | CREAM             | CLASS A                     | WOOD, PAPER, FABRIC, PLASTICS and  | Cools and smother the fire.  
Note:  
For Class 'A' fires, aim spray 'over' the fire to form a smothering blanket.  
Not suitable on chip or fat pan fires.  
**Do Not** use on live electrical fires! |
|                   |                   | CLASS B                     | GREASE, OIL, PAINT, PETROL, ETC.    |  |
|                   |                   | **Electrical Fires**        | FIRE IN LIVE ELECTRICAL EQUIPMENT and GREASE, OIL, PAINT, PETROL, ETC. | Smothers the fire by eliminating the oxygen supply. Aim at vents on appliance and use in pulses or short blasts.  
Note:  
For Class 'B' fires aim at the base of the fire to remove oxygen. Stand at a safe distance – no closer than 1.5 metres.  
**Do Not** handle the discharge horn when in use!  
**Do Not** use on Class 'A' fires as this extinguishing medium will blow loose burning material and could spread the fire.  
Not suitable on chip or fat pan fires. |
| CARBON DIOXIDE    | BLACK             | **Class ‘B’**               |  |  |
|                   |                   | **Class ‘A’ Class B**       | WOOD, PAPER, FABRIC AND PLASTICS and FIRES INVOLVING GAS OR LIQUIDIFIED GAS and FIRES IN LIVE ELECTRICAL EQUIPMENT and GREASE, OIL, PAINT, PETROL, ETC. | Smothers the fire by eliminating the oxygen supply  
Note:  
Should **Not** be used in a confined space.  
For Class ‘A’ fires the powder does not cool the fire. The fire will need to be fully extinguished using water.  
Can damage sensitive electrical such as hard drives in computers.  
Not suitable on chip or fat pan fires. |
| DRY POWDER        | BLUE              | Class ‘C’ Electrical        |  | Smothers an oil fire by chemically reacting with the oil and forming a ‘blanket’ sealing the vapours’.  
Note:  
Standing approximately 1.5 meter from the fire discharges **ALL** the extinguisher contents.  
Smothers the fire by denying oxygen supply. Use by covering the fire container with the blanket.  
Note:  
Once used the fire blanket must be replaced. |
| WET CHEMICAL      | YELLOW            | Class ‘F’ Class ‘A’          | FIRE INVOLVING COOKING OIL and WOOD, PAPER, FABRIC AND PLASTICS |  |
| FIRE BLANKET      | RED CONTAINER     | **SMALL CONTAINED SOLID or LIQUID FIRES** |  |  |
CLASSIFICATION OF FIRES

Class ‘A’ Fires
(Fires involving combustible materials such as paper, wood, textiles, plastic, etc.)

*Combustible Fires*

Fire involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers. Class ‘A’ fires are the most common and the most effective extinguishing agent is generally water in the form of jet or spray, which has a cooling effect on a fire.

A fire extinguisher with this symbol means the extinguisher is safe to use on combustible fires.

Class ‘B’ Fires
(Fires involving liquid fuels such as Grease, Oil, Paint, Petrol, etc. but not cooking oil)

*Flammable Liquids*

Fire involving liquids or liquefiable solids. For the purpose of choosing effective extinguishing agents, flammable liquids may be divided into two groups, miscible and immiscible.

The most effective extinguishing method is smothering.

A fire extinguisher with the following symbol attached means that the extinguisher is safe to use on flammable liquid fires.

Class ‘C’ Fires
(Fires involving combustible gases)

*Gaseous Fires*

Fire involving gas or liquefied gases such as Propane, Butane etc. The gas supply should be isolated before fighting this type of fire.

A fire extinguisher with the following symbol attached means that the extinguisher is safe to use on gaseous fires.

Class ‘D’ Fires
(Fires involving metals)

*Metal Fires*

Fire involving metals require a specialist fire-extinguishing agent to fight.

A fire extinguisher with the following symbol attached means that the extinguisher is safe to use on a metal fire.
Class ‘F’ Fires
Fires involving cooking media (vegetable or animal oils and fats) in cooking appliances.

**Cooking Oils**
Fires involving cooking media require a specialist fire-extinguishing agent to fight.

A fire extinguisher with the following symbol attached means that the extinguisher is safe to use on a cooking oil fire.

Electrical Fires
(Fire involving live electrical equipment)

**Electrical Fires**
Electrical fires are most effectively extinguished by smothering using an electrically non-conductive agent. Isolate from electricity supply, if possible, before fighting the fire.

A fire extinguisher with the following symbol attached means that the extinguisher is safe to use on live electrical equipment involved in fire.

*Note:* The above categories are defined in EN 2: 1992/A1: 2004
D.1 Fire Safety Register Requirements

All providers of community dwelling houses should have a record of all the measures taken to ensure compliance with their obligations and responsibilities under fire safety legislation and regulations for each of their Community Dwelling Houses.

A Fire Safety Register should include the following information to comply with this Code of Practice.

- Premises Details including the maximum number of residents accommodated and details of escape routes
- Address
- Responsible Persons Details e.g. Care Assistant
- Fire Warden Name
- Details of fire safety training provided
- Fire and evacuation procedures
- Details of fire evacuation drills
- Dates, times, description, observations or difficulties encountered, follow-up action
- Fire-fighting equipment
- Inventory, inspection details, maintenance details
- Fire detection and alarm system
- Emergency lighting
- Inventory of fittings, inspection details, maintenance details, repairs carried out
- Fire doors
- Inventory of fire doors, inspection details, maintenance details, repairs
- Bedding and Furniture
- Inventory and supplier, specifications and test certificates for all bedding, upholstered furniture and floor coverings
- Electrical Installations
- Completion certificate, where available, details of routine inspection and testing, details of alterations, details of servicing of appliances
- Gas Installation
• Certificate of Compliance of installation, details of inspections, repairs and alterations, details of servicing

**D.2 Checklists and Schedules**

The following lists and schedules refer to the inventory, inspection, testing and maintenance of the building fire protection equipment as required by the various standards and codes of practice. The main objective is to ensure that all equipment is available and functions if required in an emergency situation. To achieve this aim, it is important that all checks are conducted as scheduled and that any defects or deficiencies are remedied at the earliest opportunity.

These forms and associated documentation could be held in a loose-leaf folder or other filing system and kept in a secure location.

---

**Building Name:**

**Premises Address:**

**Telephone Number:**

**Fax Number:**

**Email:**

**Director of Services Name:**

**Assigned Person Name:**

**Service Type:**

**Number of people on the premises by day:**

**Number of people on the premises at night:**

---

**EMERGENCY NUMBERS**

- Fire Brigade, Gardaí 999 / 112
- Board Gas 1850 20 50 50
- E.S.B 1850 372 999
HOW TO USE THIS DOCUMENT

Daily checklists

These checklists are to be filled in on a daily basis. Any faults or inconsistency are to be recorded and reported to Fire Safety Manager. Information should not be backdated.

Weekly checklists

These checklists are to be filled in on a weekly basis. Any faults or inconsistency are to be recorded and reported to Fire Safety Manager. Information should not be backdated.

Monthly checklists

These inspections, maintenance and tests are to be completed every month, and checklists completed on monthly basis. Any faults or inconsistency are to be recorded and reported to Fire Safety Manager. Information should not be backdated.

Quarterly Checklists

These inspections, maintenance and tests are to be completed and checklists should be filled in on every three months basis. Any faults or inconsistency are to be recorded and reported to Fire Safety Manager. Information should not be backdated.

Six – Monthly Checklists

These inspections, maintenance and tests are to be completed and checklists should be filled in on every six-monthly basis. Any faults or inconsistency are to be recorded and reported to Fire Safety Manager. Information should not be backdated.

Annual checklists

An annual inspection and tests that must be carried out by specialist contractors have been drawn up including contact details. These inspections and tests may be spread over the year. The annual inspections should be completed at approximately the same time every year. The contractor must sign the attached checklist before leaving the building.
### D.2.1. FIRE REGISTER REQUIREMENTS – ACTIONS / RESPONSIBILITIES OVERVIEW

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>DAILY</th>
<th>WEEKLY</th>
<th>MONTHLY</th>
<th>QUARTERLY</th>
<th>SIX MONTHLY</th>
<th>ANNUALLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE DETECTION AND ALARM SYSTEM</strong></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>EMERGENCY LIGHTING SYSTEM</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>PORTABLE FIRE EXTINGUISHERS</strong></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>FIRE DOOR AUTOMATIC RELEASE MECHANISM</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td><strong>HOUSE KEEPING</strong></td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td><strong>FIRE DOORS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>UPHOLSTERED SEATING AND FURNITURE</strong></td>
<td></td>
<td>✓</td>
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</tr>
</tbody>
</table>

An example of a Daily Check list is provided below for the various Service Schedule Items.
<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON:</th>
<th>FREQUENCY: DAILY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE DETECTION AND ALARM SYSTEM</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
</tr>
<tr>
<td>1. Is the system in normal operation mode - power light only, no faults or isolated devices</td>
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<td></td>
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<tr>
<td>2. Have any faults been logged and reported</td>
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<td></td>
</tr>
<tr>
<td>EMERGENCY LIGHTING SYSTEM</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
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<tr>
<td>3. Is every lamp lit</td>
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<td>4. Control panels for any central battery system or generator is indicating normal operations</td>
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<td>5. Have any faults been logged and reported</td>
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</tr>
<tr>
<td>FIRE DOOR AUTOMATIC RELEASE MECHANISMS</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
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<tr>
<td>6. Have all doors held open with automatic release mechanisms been released</td>
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<td>7. Have any faults been logged and reported</td>
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<tr>
<td>PORTABLE FIRE EXTINGUISHERS</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
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<tr>
<td>8. Are extinguishers in their correct locations?</td>
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<tr>
<td>9. Are extinguisher labelled?</td>
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<tr>
<td>10. Are the indicators on the gauges with limits?</td>
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<tr>
<td>GENERAL HOUSEKEEPING</td>
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<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
<td>YES NO</td>
</tr>
<tr>
<td>11. Are all escape routes clear from obstruction?</td>
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<td></td>
<td></td>
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<tr>
<td>12. Are final exits clear from obstruction</td>
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<td>13. Are rubbish accumulated within the premises?</td>
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</table>

STAFF INITIALS: __________________________

DATE: __________________________
D.2.2. FIRE DETECTION AND ALARM SYSTEM

The fire detection and alarm system should be inspected and maintained in accordance with:

- Safety, Health and Welfare at Work (General Application) Regulations, 2007

D.2.2A CONTACT DETAILS

<table>
<thead>
<tr>
<th>PROTECTED PREMISES/AREA ADDRESS</th>
<th>LOG NUMBER</th>
<th>COMMENCEMENT DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>From</th>
<th>To</th>
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</table>

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>From</th>
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</table>

<table>
<thead>
<tr>
<th>RESPONSIBLE PERSON</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

SYSTEM DESIGNER

- Name
- Address
- Telephone
- Email

INSTALLER

- Name
- Address
- Telephone
- Email

SERVICE PROVIDER

- Name
- Address
- Telephone
- Email
D.2.2B INVENTORY OF FIRE ALARM EQUIPMENT

<table>
<thead>
<tr>
<th>NUMBER OF ZONES</th>
<th>NUMBER OF DETECTORS</th>
<th>NUMBER OF MANUAL CALL POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>ZONE NUMBER</th>
<th>AREA OF COVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Note: An updated drawing shown all the fire detectors, manual call point and fire alarm control panel is preferable.
D.2.2C FIRE DETECTION AND ALARM SYSTEM CHECKLISTS

DAILY
A daily inspection should be carried out every day to ascertain that:
- The system is in normal operation mode, if not, that any fault indicated is recorded in the Register
- Any faults, warning recorded from previous day have received attention
- Refer to the Sample Daily Check list above for the various Service Schedule Items.

WEEKLY
These tests should be carried out every week to ensure that the system is operable under alarm conditions:
- Control equipment is able to receive a fire signal, initiate the evacuation procedure and record which trigger device has been used.
- Standby batteries are in good condition.
- Fuel, oil, and coolant levels of any standby generators are correct.
- The reserves of paper and ink or ribbon for any printer are adequate for two weeks’ normal usage.

FIRE DETECTION AND ALARM SYSTEM WEEKLY CHECKLIST

<table>
<thead>
<tr>
<th>WEEK.</th>
<th>DATE</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>25/08/14</td>
<td>James Dorothy</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Etc</td>
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</tbody>
</table>
QUARTERLY
These inspections and tests should be carried out by a competent person every three months to ensure that:

- Records in the Checklists are checked and action is taken.
- Batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correctly working where appropriate.
- Batteries including reserves shall be tested to the specification of the supplier to verify that their condition is satisfactory for a further period of use.
- The control and indicating equipment shall be checked by the operation of a detector or call point in each zone.
- A visual inspection should be carried out to check if structural or occupancy changes have affected the requirements for the siting of manual call points, detectors and sounders.
- Any further checks and tests should be made, if specified by installer, supplier or manufacturer.

FIRE DETECTION AND ALARM SYSTEM QUARTERLY CHECKLIST

<table>
<thead>
<tr>
<th>Responsible Person:</th>
<th>Qualified Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency:</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

**FIRST QUARTERLY INSPECTION**

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor’s Name:</td>
</tr>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Number of Zones:</td>
</tr>
<tr>
<td>Number of Smoke Detectors:</td>
</tr>
<tr>
<td>Number of Manual Call Points:</td>
</tr>
<tr>
<td>Location of Second Battery:</td>
</tr>
</tbody>
</table>

This system is operational and has been checked and tested in accordance with I.S. 3218 2013.

| Contractor Signature: |
| Date:                 |
SECOND QUARTERLY INSPECTION

Date:

Contractor's Name:

Company Name:

Number of Zones:  Number of Sounders:

Number of Smoke Detectors:  Number of Heat Detectors:

Number of Manual Call Points:

Location of Second Battery:

This system is operational and has been checked and tested in accordance with I.S. 3218 2013.

Contractor Signature:

Date:

THIRD QUARTERLY INSPECTION

Date:

Contractor's Name:

Company Name:

Number of Zones:  Number of Sounders:

Number of Smoke Detectors:  Number of Heat Detectors:

Number of Manual Call Points:

Location of Second Battery:

This system is operational and has been checked and tested in accordance with I.S. 3218 2013.

Contractor Signature:

Date:
<table>
<thead>
<tr>
<th><strong>FOURTH QUARTERLY INSPECTION</strong></th>
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<tbody>
<tr>
<td><strong>Date:</strong></td>
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<tr>
<td><strong>Contractor’s Name:</strong></td>
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<tr>
<td><strong>Company Name:</strong></td>
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<tr>
<td><strong>Number of Zones:</strong></td>
</tr>
<tr>
<td><strong>Number of Smoke Detectors:</strong></td>
</tr>
<tr>
<td><strong>Number of Manual Call Points:</strong></td>
</tr>
<tr>
<td><strong>Location of Second Battery:</strong></td>
</tr>
<tr>
<td><strong>This system is operational and has been checked and tested in accordance with I.S. 3218 2013.</strong></td>
</tr>
<tr>
<td><strong>Contractor Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
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</tbody>
</table>
ANNUALLY
An annual inspection and test should be carried out by a competent person for any defects to be logged and the necessary action taken, and Certificates of testing in accordance with IS 3218:2013 to be obtained.

FIRE DETECTION AND ALARM SYSTEM ANNUAL INSPECTION AND TEST

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseer</td>
<td></td>
</tr>
<tr>
<td>Address of Premise</td>
<td></td>
</tr>
<tr>
<td>Date of Inspection and Test</td>
<td></td>
</tr>
<tr>
<td>Inspection and Test carried out by (Contractor Name):</td>
<td></td>
</tr>
<tr>
<td>Inspection and Test carried out by (Company Name):</td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
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<tr>
<td>Telephone Number</td>
<td></td>
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</tbody>
</table>

I/we hereby certify that the fire detection installation at the above premises has been inspected and tested in accordance with IS3218: 2013 by me/us and to the best of my/our knowledge and belief, complies at the time of my/our test with the recommendations of IS3218: 2013 code of practise for Fire Detection and Alarm System, published by the National Standards Authority of Ireland, except as stated below:

Details of variation from Code of Practice (IS3218:2013):

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Contractor Job Title</td>
<td></td>
</tr>
<tr>
<td>For and on behalf of (company Name):</td>
<td></td>
</tr>
</tbody>
</table>
D2.3. EMERGENCY LIGHTING SYSTEM
The Emergency Lighting System should be inspected and maintained.

D.2.3A CONTACT DETAILS

<table>
<thead>
<tr>
<th>MAINTENANCE PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
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<tr>
<td>Email</td>
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</tbody>
</table>

D.2.3B EMERGENCY SYSTEM CHECKLISTS

DAILY
A daily inspection carried out to ensure that:

- Every Lamp in the Emergency System is operational.
- Any fault found is logged and the appropriate actions taken.
- Refer to the Sample Daily Check list above for the various Service Schedule Items.

WEEKLY
These tests should be operated once every seven days to ascertain that:

- Every Lamp in the Emergency System is operational.
- The LED in charging circuit is illuminated.
- Any fault found is logged and the appropriate actions taken.
### EMERGENCY LIGHTING SYSTEM WEEKLY CHECKLIST

<table>
<thead>
<tr>
<th>WEEK.</th>
<th>DATE</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>25/08/14</td>
<td>James Dorothy</td>
<td>One LED on first floor not lit</td>
<td>Reported and fixed on 26/08/14</td>
</tr>
<tr>
<td>1</td>
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<td>Etc.</td>
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</tbody>
</table>

#### MONTHLY
A function test shall be made once every month to ensure that:

- A failure of power has been simulated.
- Lighting has been checked during simulated.
EMERGENCY LIGHTING SYSTEM MONTHLY CHECKLIST

**Frequency:** Monthly

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>NO. OF APPLIANCES INSPECTED</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS AND ACTIONS TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>26/02/15</td>
<td>13</td>
<td>James Dorothy</td>
<td>The central test unit is not working, reported and fixed on 29/02/15</td>
</tr>
<tr>
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</table>

**QUARTERLY**
A function test shall be made once every three months to ensure that:

- Each self-contained luminaries should be energized from its battery by simulation of a failure of the supply to the normal lighting for 30 minutes. The time should not exceed one quarter of the rated duration of the luminaries or sign.
EMERGENCY LIGHTING SYSTEM QUARTERLY CHECKLIST

Responsible Person: **Qualified Contractor**

**FIRST QUARTERLY INSPECTION**

Date: 

Contractor’s Name: 

Company Name: 

Was the NAME OF DWELLING Emergency Lighting found to be functional and in a good state of repair?  

Yes ☐  No ☐

If ‘No’ please outline the nature of the problem and actions taken to rectify it / them...

Contractor Signature: 

Date: 

**SECOND QUARTERLY INSPECTION**

Date: 

Contractor’s Name: 

Company Name: 

Was the NAME OF DWELLING Emergency Lighting found to be functional and in a good state of repair?  

Yes ☐  No ☐

If ‘No’ please outline the nature of the problem and actions taken to rectify it / them...

Contractor Signature: 

Date:
### THIRD QUARTERLY INSPECTION

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Contractor’s Name:</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
</tbody>
</table>

Was the NAME OF DWELLING Emergency Lighting found to be functional and in a good state of repair?  
Yes ☐  No ☐

If 'No' please outline the nature of the problem and actions taken to rectify it / them...

| Contractor Signature: |  |
| Date: |  |

### FOURTH QUARTERLY INSPECTION

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Contractor’s Name:</td>
<td></td>
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<tr>
<td>Company Name:</td>
<td></td>
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</tbody>
</table>

Was the NAME OF DWELLING Emergency Lighting found to be functional and in a good state of repair?  
Yes ☐  No ☐

If 'No' please outline the nature of the problem and actions taken to rectify it / them...

| Contractor Signature: |  |
| Date: |  |
ANNUAL CHECKLIST IF THE SYSTEM IS MORE THAN 3 YEARS OLD
An annual inspection and test should be carried out by competent person, for any defects to be logged and the necessary action taken.

EMERGENCY LIGHTING ANNUAL INSPECTION AND TEST

<table>
<thead>
<tr>
<th>Overseer:</th>
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<tbody>
<tr>
<td>Address of Premise:</td>
</tr>
<tr>
<td>Date of Inspection and Test:</td>
</tr>
<tr>
<td>Inspection and Test carried out by (Contractor Name):</td>
</tr>
<tr>
<td>Inspection and Test carried out by (Company Name):</td>
</tr>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>I/we hereby certify that the emergency lighting installation at the above premises has been inspected and tested</td>
</tr>
<tr>
<td>Contractor Signature:</td>
</tr>
<tr>
<td>Contractor Job Title:</td>
</tr>
<tr>
<td>For and on behalf of (company Name):</td>
</tr>
</tbody>
</table>

D.2.4. PORTABLE FIRE EXTINGUISHERS
All the Fire Extinguishers should be maintained and tested in accordance with:

- IS 291:2015 The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers
- Safety, Health and Welfare At Work (General Application) Regulations, 2007
D.2.4A CONTACT DETAILS

<table>
<thead>
<tr>
<th>MAINTENANCE PROVIDER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
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<td>Email</td>
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</tbody>
</table>

D.2.4B PORTABLE FIRE EXTINGUISHERS CHECKLISTS

DAILY
An inspection should be carried out to ensure that:

- All fire extinguishers and Fire Blankets are in their correct locations. If any fire extinguishers and fire blankets are missing, they should be replaced immediately.
- All extinguishers are correctly labelled.
- Refer to the Sample Daily Check list above for the various Service Schedule Items.

MONTHLY
A monthly test should be carried out to ensure that:

- The fire extinguisher is not obstructed and is easily accessible or visible to approach.
- Any seals or indicator tabs are correctly working.
- Pressure indicators show correct pressure where fitted.
- The extinguisher has not been damaged.
- The extinguisher does not have obvious defects such as a clogged nozzle, corrosion or leakage or a loose or damaged hose.
- Attention to the carbon dioxide extinguisher that discharge horn or hose/horn is properly secured.
- The maintenance record label is properly attached to the extinguisher and is up to date.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>NO. OF APPLIANCES INSPECTED</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS AND ACTIONS TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>26/09/14</td>
<td>13</td>
<td>James Dorothy</td>
<td>Pressure indicator on the first floor not corrected, reported and replaced on 28/09/14</td>
</tr>
</tbody>
</table>
**ANNUALLY**

An annual inspection and test should be carried out by competent person, for any defects to be logged and the necessary action taken, and Certificates of testing in accordance with IS 291 to be obtained.

**PORTABLE FIRE EXTINGUISHERS ANNUAL INSPECTION AND TEST**

<table>
<thead>
<tr>
<th>Overseer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Premise:</td>
</tr>
<tr>
<td>Date of Inspection and Test:</td>
</tr>
<tr>
<td>Inspection and Test carried out by (Contractor Name):</td>
</tr>
<tr>
<td>Inspection and Test carried out by (Company Name):</td>
</tr>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

I/we hereby certify that the portable fire extinguishers installation at the above premises has been inspected and tested in accordance with IS 291:2015 by me/us and to the best of my/our knowledge and belief, complies at the time of my/our test with the recommendations of IS 291:2015, except as stated below:

**Details of variation from IS 291:2015**

<table>
<thead>
<tr>
<th>Contractor Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Contractor Job Title:</td>
</tr>
<tr>
<td>For and on behalf of (company Name):</td>
</tr>
</tbody>
</table>
D.2.4C INVENTORY OF PORTABLE FIRE EXTINGUISHERS

<table>
<thead>
<tr>
<th>Extinguisher Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Water Extinguishers</td>
<td></td>
</tr>
<tr>
<td>No. of Foam Extinguishers (AFFF)</td>
<td></td>
</tr>
<tr>
<td>No. of CO2 Extinguishers</td>
<td></td>
</tr>
<tr>
<td>No. of Dry Powder Extinguishers</td>
<td></td>
</tr>
<tr>
<td>No. of Fire Blankets</td>
<td></td>
</tr>
<tr>
<td>NO.</td>
<td>SIZE</td>
</tr>
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<td>e.g.</td>
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</tbody>
</table>
D.2.5. FIRE DOOR AUTOMATIC RELEASE MECHANISMS

The fire door automatic release mechanisms should be inspected, maintained and tested in accordance with:

- As part of their training, staff are to be made aware of which doors within the premises are designated fire doors.

D.2.5A CONTACT DETAILS

<table>
<thead>
<tr>
<th>MAINTENANCE PROVIDER</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
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<td>Email</td>
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</tbody>
</table>

D.2.5B INVENTORY FIRE DOOR AUTOMATIC RELEASE MECHANISMS

<table>
<thead>
<tr>
<th>NO.</th>
<th>LOCATIONS</th>
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<tbody>
<tr>
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<td>e.g. Ground floor – Dining Room</td>
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</table>
D.2.5C FIRE DOOR AUTOMATIC RELEASE MECHANISMS CHECKLISTS

DAILY
All doors that are held open by automatic release mechanisms should be tested daily to ensure they are closing completely.

- Refer to the Sample Daily Check list above for the various Service Schedule Items.

WEEKLY
Every week fire alarm signals should be used to cause activation of all release mechanisms to ensure proper operation.

FIRE DOOR AUTOMATIC RELEASE MECHANISM WEEKLY CHECKLIST

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>25/08/14</td>
<td>James Dorothy</td>
<td>One mechanism not working</td>
<td>Reported and fixed on 28/09/14</td>
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<td>1</td>
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MONTHLY
A test should be carried out to ensure the operation of fail-safe mechanisms is correctly working, either by “breaking – out” the doorset or by simulating failure of the mains power supply, where appropriate.

*Breaking - out means the door closes and opens as designed.*

FIRE DOOR AUTOMATIC RELEASE MONTHLY CHECKLIST

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>NO. OF APPLIANCES INSPECTED</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS AND ACTIONS TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g.</td>
<td>26/09/14</td>
<td>13</td>
<td>James Dorothy</td>
<td>The fail-safe on the staircase is not working, reported and fixed on 27/09/14</td>
</tr>
</tbody>
</table>

SIX – MONTHLY
An inspection and test should be carried out to ensure that:

- All fire alarm sounders needed for correct operation of acoustically activated release mechanisms are working properly.
- Any fault indicators necessary for compliance should be checked, where practicable, by simulation of fault conditions.
- Any further recommendations by the manufacturer of checks or tests should be made.
ANNUALLY
An annual inspection and test should be carried out by a competent person, for any defects to be logged and the necessary action taken, and Certificates of testing in accordance with BS 7273 to be obtained.
D.2.6. GENERAL HOUSEKEEPING

Housekeeping inspection should be carried out in accordance with:
- Safety, Health and Welfare at Work (General Application) Regulations, 2007

D.2.6A HOUSEKEEPING CHECKLIST

DAILY
A daily inspection should be carried out to ensure that:

- Escape routes are clear from obstruction.
- Final exit clear from obstruction.
- No rubbish is accumulated within the premises.
- External escape routes are all clear from obstruction.
- Assembly Points are marked and the area is free from obstruction.
- A visual inspection should be made to check whether structural or occupancy changes have affected compliance.
- Refer to the Sample Daily Check list above for the various Service Schedule Items.
D.2.7. FIRE RESISTING DOORS

The fire resisting doors should be inspected, maintained and tested in accordance with:

- BS 9991:2015 fire safety in the design, management and use of residential building: Code of practice
- Safety, Health and Welfare at Work (General Application) Regulations, 2007

D.2.7A FIRE RESISTING DOOR CHECKLIST

SIX – MONTHLY
All the fire doors should be inspected every six months to ensure that:

- Seals around door are undamaged and in good condition.
- Door leaves are not structurally damaged or excessively deformed or bowed.
- Gaps between the door leaf and the frame are not more than 4mm.
- Hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.

FIRE RESISTING DOOR SIX MONTHLY CHECKLIST.

<table>
<thead>
<tr>
<th>SIX MONTHLY MAINTENANCE OF FIRE RESISTING DOOR CHECKLISTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fire Resisting door</td>
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</table>

Observations:
D.2.8. UPHOLSTERED SEATING AND FURNITURE

WEEKLY
- Check that the materials covering upholstery, seating and furniture is free from damage

UPHOLSTERED SEATING AND FURNITURE

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<tr>
<th>WEEK.</th>
<th>DATE</th>
<th>INSPECTED BY</th>
<th>DETAILS OF FAULTS</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>e.g.</td>
<td>25/08/14</td>
<td>James Dorothy</td>
<td>One Sofa no covering</td>
<td>Reported and fixed on 26/08/14</td>
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APPENDIX E
REFERENCED STANDARDS & PUBLICATIONS

I.S. 205: Part 1: 1980 - Safety of household and similar electrical appliances
I.S. 291: 2015 Selection, commissioning, installation, inspection and maintenance of portable fire extinguishers"
I.S. 329 “Code of Practice for Gas Distribution Mains”
I.S. 415:1988 Fire Blankets
I.S.3218:2013 Fire detection and alarm systems for buildings - System design, installation, commissioning, servicing and maintenance"
I.S. EN 3-7:2004 Portable Fire Extinguishers - Part 7: Characteristics, Performance Requirements And Test Methods
I.S. EN 54-11+A1 2006 Fire detection and alarm systems; Manual call points
I.S. EN 1869:1997 (BS 6575: 1985) Fire Blankets
BS 5306: Part 3 : 2009 Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers
BS 5410-1: 2014 Code of practice for oil firing installations over 45Kw output capacity for space heating and hot water supply purposes
BS 5410-2: 2013 Code of practice for oil firing installations over 45Kw output capacity for space heating, hot water supply and steam supply services
BS 5828:2006;Methods of tests for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources
BS 5867-2:2008 Fabrics for curtains, drapes and window blinds. Flammability requirements. Specification
BS 7273 -4:2015 Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors

BS 7944:1999 Type 1 heavy duty fire blankets and type 2 heavy duty heat protective blankets

BS 9991:2015 fire safety in the design, management and use of residential buildings
Code of practice

Building Control Act 2007

Building Control Regulations, 1997 - 2015

Building Regulations, 1997 - 2014

Building Control Act, 1990

E.T.C.I. National rules for electrical installations, Part 1, General requirements,


National Housing Strategy for People with a Disability 2011 – 2016

Irish Standards - available at http://shop.standards.ie/nsai/

Safety, Health and Welfare at Work Act, 2005

Technical Guidance Document B (Fire Safety) to the Building Regulations, 2006

Technical Guidance Document J (Heat Producing Appliances) to the Building Regulations, 2014


The Disability Act, 2005

The Mental Health Act, 2001