

All visiting Fire Officers, Fire Alarm/Emergency Lighting Engineers
and Fire Fighting Equipment Service Contractors
must sign this Register on the day of their visit

Fire Register

From _____ To _____ (please write date, month and year)

Name of premises _____

Address _____

Telephone Number _____ Type of business _____

Digital Communicator System Number _____

Digital Communicator Receiving Station Telephone Number _____

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This document must be used in conjunction with The Fire Safety Arrangements produced jointly (on behalf of Bradford Council) by Facilities Management, Occupational Safety and Building Control.

Part 1 – Responsible Persons

Name and position of overall Responsible Person (for Fire Safety)

Name: _____

Position: _____

Contact Number: _____

Name and position of nominated deputy (for Fire Safety) – where necessary

Name: _____

Position: _____

Contact Number: _____

In line with the Regulatory Reform (Fire Safety) Order 2005, if your premise is multi-occupied then all Responsible Persons need to co-ordinate and co-operate with each other to ensure the safety of all occupants. These could be Responsible Persons from various departments/partners based in one premise or other businesses external to the Council such as shops/outlets that are part of the premise for which you have responsibility. Record details of all other Responsible Person within your premises. ***These contacts must be reviewed regularly to ensure they are up to date.***

NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____
NAME	_____	POSITION	_____	PREMISES	_____

Part 2 – Fire Warden’s/Marshal’s Register

Staff identified as Fire Warden’s/Marshal’s need to have training in addition to the Fire Safety Awareness. Where Smartlog is available, there is a specific training module for Fire Warden’s/Marshal’s. They should be kept informed of any changes that may impact on Fire Safety within their premises and made aware of the results of the Fire Risk Assessment.

Record details of all Fire Warden’s/Marshal’s for the premises and ensure that details are regularly reviewed and amended as necessary following changes.

Name	Department	Phone Number	Agreed Duties

Name	Department	Phone Number	Agreed Duties

Part 3 – Fire Risk Assessment & Fire Plans

Under the Regulatory Reform (Fire Safety) Order 2005 the person identified as the Responsible Person must ensure that a suitable and sufficient Fire Risk Assessment is carried out.

Where there is access to Smartlog, the Fire Risk Assessment must be entered on line, a hard copy printed, dated and signed. The completed hard copy must be kept within this register as a record for inspection.

Where Smartlog is not available, then an electronic copy (obtained via Bradnet Portal/Schools on Line) must be completed and submitted to the Fire Safety Manager. A completed, signed and dated copy must be retained within the Fire Register for inspection. Where there is no access to electronic documentation, a hard copy can be obtained from the Fire Safety Manager.

Ensure that a floor plan showing escape routes and all other relevant details, as outlined in section 10 of the Fire Safety Arrangements, is included in the Fire Risk Assessment and filed within this Fire Register.

Part 4 - Testing of Fire Warning Systems

The Responsible Person/Building Custodian needs to ensure that regular tests of the fire warning systems are carried out in their premises by trained/qualified persons and also arrange for periodic evacuations as outlined in the Fire Safety Arrangements. The control and indicating equipment of any fire alarm must be regularly checked to confirm that there are no faults on the system.

NB Records of ALL fire alarm activations should be recorded in this register, including any false alarms or activations due to a system fault. This register should be shown to any visiting service engineer to help identify faults.

Weekly Testing Instructions

1. Testing the Fire Alarm Warning System should be carried out weekly, and where possible, a different actuation point should be used each week so that all points are tested over a period of time. Depending on the type of premises you have, you may be required to carry out these weekly tests more than once a week on different days and times to ensure that all types of occupants become familiar with the tests/procedures. E.g. if you are open for long periods of time such as evenings or at the weekends.
2. It is essential that any alarm receiving centre is notified immediately before, and immediately after, the alarm test activation to ensure that unwanted alarm are avoided and that the signals are correctly received in the alarm receiving centre.
3. All occupants of the premises should be made aware of the time and duration of the test. Every actuation of the fire alarm should be treated as a fire unless all occupants have been informed otherwise.
4. Tests should be carried out with the building occupied under normal conditions – the efficiency and audibility of the system can be ascertained by ensuring that the extremes of the building are occupied at the time of the tests and any ‘Dead’ areas where the alarm has not been heard should be reported to the Fire Safety Manager
5. Details of the test should be entered in the appropriate page of the register.
6. The tests should be carried out by the Responsible Person/Building Custodian or other person designated by the Manager. The Manager should also countersign the record of the test.

Faults

All faults should immediately be reported to the relevant person. In the case of schools this would be the Headteacher and in all other cases to the Council's Fire Safety Manager.

Procedure for Testing Fire Alarm Bell

- A. Do **not** break the glass when carrying out a routine test use the correct instrument. The Electrical Engineers or Maintenance Officers will, have provided a key or screwdriver. If lost or stolen, request replacement.
- B. A supply of replacement glass fronts should be available on the premises where break glass systems are installed. These can be obtained on request from the person indicated in Paragraph 1.
- C. Where a **digital communicator** is fitted to alert the Fire Service automatically it will be necessary to inform the receiving station every time the alarm is tested.

The procedure is: -

1. Telephone the receiving station.
2. Tell them your address the equipment reference number and that you are about to test the alarm.
3. Carry out the test.
4. After the tests check that the receiving station has received the automatic call from the digital communicator.

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 1				
	Week 2				
	Week 3				
	Week 4				
	Week 5				
	Week 6				
	Week 7				
	Week 8				
	Week 9				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 10				
	Week 11				
	Week 12				
	Week 13				
	Week 14				
	Week 15				
	Week 16				
	Week 17				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 18				
	Week 19				
	Week 20				
	Week 21				
	Week 22				
	Week 23				
	Week 24				
	Week 25				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 26				
	Week 27				
	Week 28				
	Week 29				
	Week 30				
	Week 31				
	Week 32				
	Week 33				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 34				
	Week 35				
	Week 36				
	Week 37				
	Week 38				
	Week 39				
	Week 40				
	Week 41				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 42				
	Week 43				
	Week 44				
	Week 45				
	Week 46				
	Week 47				
	Week 48				
	Week 49				

Test Record of Fire Alarm Systems (excluding false alarm activations)

Location or number of actuation point	Date of test	Date & time of test	Signature of person carrying out test	Any defects found & action taken	Date defect repaired
	Week 50				
	Week 51				
	Week 52				

Start new register first week of the year. For education establishments this may be September – August but for all other premises January – December.

Keep old registers for 3 years.

Part 5 - False Alarm Activations

The Responsible Person should instigate an investigation into any false alarm activations and should ensure the appropriate preventive action taken to reduce future risk of such activation. This may, for example, necessitate managerial changes within the premises, modification to the alarm system or removal of items (such as toasters) that have caused the activation.

Date	Time	Zone	Device that triggered the alarm signal	Brief circumstances (where cause is unknown, record activities in the area)	Maintenance visit required?	Findings of maintenance technician (if applicable)	Further action required (where applicable)	Date action completed (where applicable)

Part 6 - Location of Emergency Fire Fighting Equipment and Facilities

The provision of fire fighting equipment should be reviewed at the beginning of each year. Any concern about lack of fire fighting provision should be reported to the Council's Fire Safety Manager.

Fire Alarm Actuation Point	Location	Fire Extinguishers		Location	Hose Reels	Location
No		No	Type			
1		1			1	
2		2	"		2	
3		3	"		3	
4		4	"		4	
5		5	"		5	
6		6	"		Fire Blankets	
7		7	"		1	
8		8	"		2	
9		9	"		3	
10		10	"		Notes Refer to Fire Plan for location of points	
11		11	"			
12		12	"			
13		13	"			
14		14	"			
15		15	"			
16		16	"			
17		17	"			
18		18	"			
19		19	"			
20		20	"			
Master Control Repeat Panel		Total =				

Part 7 - Record of Fire/Evacuation Drills & Training Records

Instructions

The policy of the Council is that fire evacuation drills will be carried out on a regular basis in all Council occupied buildings. It is the responsibility of the Responsible Person of the premises to organise drills in line with this policy. Where frequent changes of residents, students or employees takes place, the frequency of drills should be increased.

All staff must have fire awareness training as part of their induction programme. Where Smartlog is available, fire awareness training up to Fire Warden level can be carried out online. Details of the type of training required, as well as an outline of roles and responsibilities, can be found in The Fire Safety Arrangements. Fire evacuations are all part of the necessary training.

The following premises will hold evacuations to at least the minimum standard specified below:

1. All Offices, also Buildings that are frequented by members of the general public: - Two drills each year with all visitors and any members of the public being involved.
2. Resource Centres, Day Centre and Family Centres: - One drill each month.
3. All Residential Homes and Assessment Centres: - One drill each month, two drills to be carried out at night each year.
4. Schools:- One drill per term with the first drill of the autumn term taking place as early as possible after the new intake of children.

The frequency of required evacuations may vary at some residential homes. Any decision to alter the frequency of evacuations should be made on the basis of Risk Assessment and the Fire Safety Manager must be notified

Notes

- A. All doors and exit routes must be free of obstruction and Fire Exit signs clearly visible at all times.
- B. All final Fire Exit Doors must be unlocked whilst persons are in the building, or in an easy openable condition.

- C. All occupants should be aware of all alternative means of escape where provided. The blocking, during drills, of exits which are normally used, can be used as a means of teaching people the existence and whereabouts of alternative exits. This can be achieved by positioning a member of staff at the exit, with instructions that the exit cannot be used as a means of escape.
- D. The Responsible Person will decide when the fire drill is to take place. The minimum number of persons should have prior knowledge in order to maintain urgency and effectiveness.
- E. Before the drill, decide which is to be the “risk area” where the “Fire” is to be. Then decide where the “safe area” is to be e.g. risk area – kitchen, safe area – beyond dining room doors and doors on kitchen corridor.
- F. Record the duration of the drill from the time the fire alarm begins to sound, to the time when everybody has reached safety.
- G. The drill is not complete until the Responsible Person is satisfied that all necessary actions have been completed.
- H. If practice drills appear to be taking an excessive amount of time to complete then the fire arrangements should be reviewed.

Record of Fire/Evacuation Drills

Date	Time	Nature of Training (e.g drill, instructions)	Name of participants (approximate number for drills)	Evacuation Time	Duration Time	Observations/Remedial Action	Name of person giving instruction

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Part 8 - Record of deficiencies

In the event of an evacuation, the occupants should be able to leave the premises without obstruction and congregate in a place of safety away from danger.

If any deficiencies are found during the evacuation, e.g. obstructions in the exit route, immediate action must be taken to rectify the problem.

Deficiencies should be recorded in the Fire Register and signed off when rectified. If the same problems persist then action must be taken to escalate to senior management for action or reported to the Council's Fire Safety Manager, Occupational Safety Team or Building Control.

Record of Deficiencies in Means of Escape and Fire Safety Signage

Date	Faults Found	Action Taken	Signature

Date	Faults Found	Action Taken	Signature

Date	Faults Found	Action Taken	Signature

Date	Faults Found	Action Taken	Signature

Part 9 - Inspection Records of Fire Alarm System, Fire Fighting Equipment

To be completed by visiting Inspectors (Fire Officers, Maintenance Engineers, Special Contractors)

Date and time of Inspection	Details of inspection Fire fighting equipment, Fire detection equipment, Fire alarm equipment, Emergency lighting system.	Particulars of the results of tests or defects found and action taken to have defect remedied	Signature of person carrying out inspection

Part 10 – Certificates of Servicing Fire Equipment

Keep a copy of all relevant certificates within this Fire Register.

Part 11- Test Record of Emergency Lighting Systems

Record of the testing of electrical systems within premise are kept within the log book as required by the Electricity at Work Regulations. Keep here the records of the testing of fire fighting equipment.

The British Standard 5266 recommends that emergency lighting systems should be tested. The requirements for a three yearly, yearly and six monthly tests are already carried out as part of a maintenance contract. It is up to each manager, however, to ensure that a **monthly test** of the emergency lighting system is carried out. Each building should have an emergency lighting test procedure detailing how to carry out the test. If you do not have one of these then please contact Facilities Management Technical Services. If you find a fault on your emergency lighting system, you should report it to Facilities Management Tel:431877 or email fmhelpdesk@bradford.gov.uk

The monthly test of emergency lighting should be recorded below.

Date of Test	Note location of any light which failed to function. If all lights work correctly then state "Test Satisfactory"	Date when reported to FM	Signature of person carrying out test	Signature of Line Manager
January				
February				
March				
April				

Date of Test	Note location of any light which failed to function. If all lights work correctly then state "Test Satisfactory"	Date when reported to FM	Signature of person carrying out test	Signature of Line Manager
May				
June				
July				
August				
September				
October				
November				
December				

Part 12 – Sprinkler System Test

Keep a copy of the relevant certificate within the Fire Register

Part 13 – Smoke Ventilations Systems Tests

Keep a copy of the relevant certificate within the Fire Register

Part 14 – Miscellaneous Provision

Keep record of any additional Fire Safety provision relevant to your premises.

Part 15 - Contractor and Hot Work Permits

The 'hot work permit' system applies to all operations involved in flame, hot air, arc welding, cutting equipment, brazing/soldering/blowlamps, bitumen boilers etc. where the risk of fire or false alarm activation increases.

Work that creates a large amount of dust may also trigger an alarm. Precautions similar to hot working should be taken to prevent false alarm activation in order to avoid panic and waste of time/resources of the emergency services.

All contractors carrying out any "hot working" need to complete a "hot work permit" on arrival at the premises. The area must be examined and declared safe upon completion of the work and copies of the completed hot working permit must be filed in this Fire Register.

Part 16 - Personal Protection Equipment – used in conjunction with fire evacuation.

Equipment	Date requiring service/replacement
Tabards	
Radios	
Loud Hailers	

Part 17 - Quick Reference Inspections, Tests & Checks

This page is has been included in order to enable Responsible Persons to make a quick reference to see how regularly equipment needs to be inspected.

Required by Legislation/ Council Policy	Area	Period (Months)
Yes	Air receivers	As per scheme of examination
	Fume Cupboards and local exhaust ventilation	14
Yes	Hoists (for lifting persons)	6
Yes	Lifting equipment (jacks etc.)	12
Yes	Fire fighting equipment	12
Yes	Portable electrical equipment	As required by legislation
Yes	Electrical circuits and systems	As required by legislation
Yes	Curriculum Radio Active Sealed Sources (leak tests)	24
	All gas fired plant and equipment	
Yes	Smoke detectors (cleaning)	12
Yes	Fire alarm systems (whole system)	12
Yes	Emergency lighting batteries	3
	Battery maintenance for emergency lighting and fire alarms	As per agreed schedule
	All CDT machinery	12
	Extraction, air conditioning and refrigeration plant	12
	Swimming pool plant	12
	PE equipment	12
	Oil fired boilers	6
	Coal fired boilers	6
	Chimney sweeping	12
Yes	Inert-gaseous fire suppression systems	12

Note: Further advice and guidance can be obtained from the Compliance/Fire Safety Manager in Facilities Management

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Tel: 01274 431877

Part 18 – PEEP Information

You need to keep details of any agreed PEEP's (Personal Emergency Evacuation Plans) for occupants within your premises in this section.

Part 19 – FIRE INCIDENTS/NEAR MISSES Information

Date	Time	Zone	Device that triggered the alarm signal	Brief circumstances (fire service attendant, cause of fire if known)	Insurance informed	Maintenance visit required?	Findings of maintenance technician (if applicable)	Further action required (where applicable)	Date action completed (where applicable)