

Fire Safety Management Plan. The Village Residence



NAME OF PREMISES. The Village Residence.

Address. Dublin Road, Drogheda, County Louth. **Eircode.** A92 X862. September 2023

Document Number	Fire Safety Register 1	Document Title	Fire Safety Register Logbook.The Village Residence. Drogheda.	
Version	1	Revision Date	01.02.2022 Revised 22/02/2022 Revised Sept 2023	
Document Owner	Michael McCaul	Document Approval	Maura Ward	

The fire safety management plan details The Village Residence arrangements to implement, control, monitor and review fire safety standards and to ensure those standards are maintained. The plan describes the arrangements for effectively managing fire safety so as to prevent fire occurring and, in the event of fire, to protect people and property. The following information may give guidance without prejudice to anything which may be required by an enforcing authority.

1.0 Fire Safety Management Plan. The Village Residence Drogheda.

Centre Number OSV0000538 (Awaiting Registration of new building).

A fire safety management plan has been established and maintained and will include the following information:

- Name of the person in charge.
- Details of specific fire safety duties that have been assigned to specific members.
- Records of instruction given to staff and by whom.
- Records of each fire and evacuation drill.
- Details of fire protection equipment (alarm, emergency lighting and extinguishers) on the premises.
- Records of inspection and testing of fire protection equipment and systems.
- Records of fire incidents and false alarms that occur.
- Records of all correspondence to other departments/persons with responsibilities in relation to fire safety.

A Pre Fire Panning meeting was held with the Fire Services from Louth County Council on October 28th 2021 and 05/09/2023. This involved an assessment of the building, fire hydrants, oxygen points, gas cut off points and main catering areas. Outcomes and issues identified are documented within the Fire Risk Assessment for The Village Residence.

This Fire Safety management plan is split into 3 sections:

- **Section 0 – Introduction** – Outlines the duties on a person having control over a premises under Section 18(2) of the Fire Services Acts 1981 and 2003. Additionally the importance of a fire safety programme and fire prevention measures are explained.
- **Section 1 – Inventory of Fire Safety Equipment** – This section will only need to be completed when setting up the Register or after the premises is extended or altered. It will consolidate all the fire safety equipment within the premises in one place e.g the fire alarm, smoke detectors, emergency lights, fire extinguishers etc.
- **Section 2 – Fire Safety Checks and Staff Training** – It is recommended that blank copies are created of this section each year. This section will contain the weekly, monthly, quarterly and yearly checks carried out which are key pieces of evidence in demonstrating compliance with the Fire Services Acts 1981 and 2003. An aide memoire for staff training is also included in this section to help with the type and frequency of fire safety training required.

Fire Safety Management and Evacuation Plan Please read in conjunction with Fire Safety Register in Front Hall at Alarm Panel.

Section 0 - Introduction Section

Fire Safety Legislation

The principle obligations in relation to fire safety are derived from the following legislation;

- a. Building Control Act 1997 (updated 2020), Building Regulations 1997-2018 and Building Control Regulations 1997-2020.
- b. Fire services Act 1981 and 2003.
- c. Safety Health and Welfare at Work Act 2005 and Statutory Instruments 299 of 2007.

The Building Control Act sets out the primary framework for Building Regulations, Building Control and Enforcement in Ireland.

The aim of the building regulations is to provide for the safety and welfare of people in and about buildings. The building regulations in relation to The Village Residence apply in relation to any internal change of use or any alterations to an existing building.

In terms of FIRE SAFETY, THE GUIDANCE WHICH IS OF CONCERN TO The Village Residence are the requirements under Part B: Fire Safety of the Building Regulations, which sets out “functional requirements “ of the Regulations. Functional requirements of the building are set out under five primary areas of concern:

B1. Means of Escape. There must be a means of escape in case of Fire. Routes of escape must be of sufficient number and size, which are suitably located, to enable persons to escape to a place of safety in the event of fire. The routes must be sufficiently protected from the effects of fire in terms of enclosure and in the use of materials on the routes. There must be additional sufficient lighting, means of smoke control and an alarm system to warn staff and residents of the existence of fire in order to enable residents and staff to use the routes safely.

B2. Internal Fire Spread (Linings). The requirements of B2 will be met if the heat released from the internal linings is restricted by making provision for them to have a rate of fire growth and a resistance to ignition

18(2) of the Fire Services Acts, 1981 and 2003 generally applies to all premises other than a dwelling house occupied as a single private dwelling. Section 18(2) 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.”

The Department of the Housing, Planning and Local Government has published guidance to assist persons in control of particular types of premises in discharging their statutory responsibilities under the Fire Services Acts 1981 and 2003. The publications include the following:

- **Fire Safety in Nursing Homes**

Compliance with responsibilities under the Fire Services Act requires that:

- the premises must be suitable for its intended use and certain essential fire safety features appropriate to the use of the premises must be provided, and
- a proactive fire safety management policy must be in place to minimize the risk of a fire occurring and ensure the safety of persons on the premises in an emergency at all times.

The keeping of fire safety records is a key piece of evidence that an Owner / Operator is discharging their statutory duties as outlined in Section 18(2) of the Fire Services Acts 1981 and 2003 and is an important element of the fire safety management of a premises.

This Fire Safety Register Logbook has been produced to assist in the keeping of records for specific items. It will also be necessary to keep records and certificates for other items such as furnishings, bedding, electrical installations, and gas installations as appropriate to the particular premises.

Note: Owners/Fire Safety Managers should satisfy themselves that all electrical and/or gas Installations have been fully serviced by a competent person to ensure compliance with all statutory requirements and codes of practice. Copy and attach any relevant certificates to this Fire Safety Register Logbook.

Emma Gonoud, Maura Ward and Michael McCaul owners/Overall Fire Safety Managers of The Village Residence, Drogheda must satisfy themselves that all electrical and/or gas Installations have been fully serviced by a competent person to ensure compliance with all statutory requirements and codes of practice.

GAS COMPANY DETAILS. businesslinks@gasnetworks.ie

ELECTRICAL Contractors electrical Alan Caffrey.

FIRE EXTINGUISHERS. **MASTERFIRE 041 6853313.**

EMERGENCY LIGHTING **MASTERFIRE 041 6853313**

FIRE EXITS **MASTERFIRE 041 6853313**

DOORS **MASTERFIRE 041 6853313 (Mark 0877910447.**

SMOKE AND HEAT DETECTORS **MASTERFIRE 041 6853313 (Luke 0876068159)**

FIRE ALARM PANEL **MASTERFIRE. 041 6853313 (Luke 0876068159)**

PLUMBING. Thomas Curran . **086 2544518.**

Oxygen. **BOC 1890 355 255**

0.1. Fire duties assigned to particular staff members.

Owner Details

Name of Owner: Health Service Executive. Ms. Emma Gonoud and Ms.Maura Ward on behalf of the owner and as Manager of Services for Older People.

Telephone: 087 9137384.

Fire Duties Overall responsible person on behalf of the Health Service Executive with regards to minimising the risk of an outbreak of fire and the risk to staff and occupants should a fire occur.

Fire Safety Officer.

Name Fiona Flood.

Telephone: 087 9234184,

Fire Duties:

Under the general direction and control of the Estates Manager, the Fire Safety Officer will be responsible, in respect of such premises and locations as may, from time to time be assigned to him/her for the following:

- (1) Regular inspections of buildings, means of escape and all fire-fighting equipment and ensuring that all such equipment is properly located, well marked, in good repair and in good working order.

(2) Reviewing and, as necessary, drawing up of fire orders, including evacuation schemes for the various types of building and institution, including schemes for evacuation of all persons with particular regard to mentally ill and non-ambulant patients and to draw up fire plans of all the HSE North West's buildings and premises..

(3) Regular and routine inspection of places, premises and equipment, which present a special risk of fire and reporting any breaches of the fire prevention code.

(4) Instruction of staff in each premise in:

(a) Avoidance of fire hazards.

(b) Summoning of the fire brigade.

(c) Operation of the fire alarm and fire equipment, and means of escape.

(d) Curtailment of an outbreak of fire, pending the arrival of the fire brigade, prevention of smoke spread and evacuation of danger areas.

(5) Arranging regular fire drills in each household and ensuring that they are properly carried out.

- (6) Monitoring, by having regular tests carried out, the water supply in all divisions of each household, to ensure that it is of sufficient volume and pressure for fire fighting purposes and reporting any deficiencies in this regard. Ensuring that all hydrants are clearly identified.
- (7) Advising as appropriate regarding interpretation of Health Technical Memorandums, Fire Protection Standards and Building Regulations issued by the Government Departments and ensuring their implementation.
- (8) Monitoring all means of escape to ensure that they are both safe and adequate and at all times, kept operative and clearly indicated.
- (9) Keeping proper records of all inspections, fires, evacuation drills, fire-fighting equipment and such other matters relating to his/her office as Fire Safety Officer.

Fire Safety Manager Person in Charge/Director of Nursing:

Name: Michael Seamus McCaul.

Position: Director of Nursing and Person in Charge.

Fire Duties:

- To ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.
- To ensure all reasonable measures/ controls are in place to guard against the outbreak of fire on the premises.
- To provide appropriate fire safety procedures ensuring the safety of persons in the premises.
- To ensure all staff receive annual training in fire safety procedures and practices appropriate to the workplace, by notifying the fire officer of staff training needs, and maintaining a copy of same.
- To ensure a record is maintained of all staff that has attended fire training. From these records, it will be possible to identify the number of persons who have attended and those who have failed to attend fire lecture/drills. Any staff member who fails or refuses to attend mandatory training may have disciplinary procedures initiated against them.
- To maintain the fire register which forms a comprehensive record of all fire safety arrangements, for the premises.
- To identify persons responsible for carrying out the daily and weekly checks (i.e. fire alarm, fire doors, fire extinguishing equipment and emergency lights) and for maintaining a record of all equipment servicing, maintenance and repairs.
- To maintain a record of all visitors to St. Mary's (book located at the main reception).

Michael McCaul is supported in his duties by Leenamma Varghese, Jolly Varghese and Loretta Byrne

Fire Safety Manager Clinical Nurse Manager and Catering Officer:

Name: Simy Kurian and Sujitha Sukumaran and Dolores Flood. Supported by Naicy Joseph, Nitha Chandy, Seema Pankaj

Position: Clinical Nurse Manager.

Fire Duties:

- Responsible for the provision of fire prevention and safety training to staff in The Village Residence and ensuring that all staff attend mandatory fire safety and evacuation training.
- To ensure that all personal emergency egress plans are updated regularly, and are reviewed at handover on a daily basis.
- To provide fire training for all staff, in a timely manner, as notified and requested by nursing administration.
- To provide advice and guidance to The Village Residence staff in relation to fire prevention and safety and to assist The Village Residence to comply with the legislative requirements in relation to fire safety.
- To monitor compliance with this guideline, legislation and good practice.

Fire Safety Warden.

Name Tony McKenna and Christopher Woods supported by Malachy Callan and Conall McCaul.

Telephone: Tony: 086 0501318, Christopher 087 2935856

Fire Duties:

1. Check Fire Panel on a daily basis.
2. Report any fire system defects to the PIC and to Masterfire.
3. Undertakes daily checklists on fire safety
4. Undertakes weekly checklists as per checklist.
5. Checks all extinguishers on a weekly basis.
6. Checks all means of escapes.
7. Ensure that all fire action notices are followed through
8. Sounds alarm on weekly basis at 10.00 am on Thursday morning.
9. Ensures that electrical faults and electrical supply points are working.
10. Ensures that if fire alarm sounds, that a follow up is maintained on all activations.

Fire Safety Manager Catering.

Name Dolores Flood.

Telephone 041 9893297.

- Responsible for the provision of fire prevention and safety training to staff in The Village Residence Catering area and ensuring that all staff attend mandatory fire safety and evacuation training.
- To ensure that all personal emergency egress plans are updated regularly, and are reviewed at handover on a daily basis.

- To provide fire training for all staff, in a timely manner, as notified and requested by nursing administration.
- To provide advice and guidance to The Village Residence in relation to fire prevention and safety and to assist The Village Residence to comply with the legislative requirements in relation to fire safety.
- To monitor compliance with this guideline, legislation and good practice.
- Ensure that all catering equipment is in good working order and report on any defects.
- Ensure that area is kept free from grease.
- Ensure that the canopy is cleaned and that filters are changed on a monthly basis.

0.2 Fire Safety Programme

1. A fire safety programme is needed in The Village Residence to;

(a) guard against an outbreak of fire, and

(b) ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

2. The fire safety programme incorporates arrangements for:

(a) the prevention of an outbreak of fire through the establishment of day to day fire prevention practices, in accordance with the provisions of Section 0.3 following,

(b) the instruction and training of staff in accordance with the provisions of Section 2 following,

- (c) the holding of fire and evacuation drills and simulated fire drills and evacuations in accordance with the provisions of Section 2 following,
- (d) informing residents, staff and visitors of the procedures to be used in the event of a fire or other emergency in accordance with the provisions of Section 5 of the 'Code of practice for the management of fire safety in places of assembly',
- (e) the maintenance of escape routes in accordance with the provisions of Section 6 of the 'Code of practice for the management of fire safety in places of assembly',
- (f) the provision of adequate fire protection equipment and systems, and their inspection and maintenance in accordance with the provisions of Section 7 of the 'Code of practice for the management of fire safety in places of assembly',
- (g) the provision of assistance to the fire brigade in accordance with the provisions of Section 8 of the **'Code of practice for the management of fire safety in places of assembly'**.

0.3 Fire Prevention

1. Rubbish and waste materials should not be allowed to accumulate; such materials should be removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.
2. Flammable liquids, gases and other potentially dangerous substances should be limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.
3. Smoking should be prohibited in stores, plant rooms and other similar areas.

4. In those areas where smoking is permitted a plentiful supply of non-combustible ashtrays or receptacles should be provided for the safe disposal of cigarettes and other smokers' materials.
5. Electrical and gas appliances and associated fittings should be checked on a regular basis and defects remedied as soon as possible. Defective items should be rendered safe until repairs are carried out.
6. Upholstered seating should be inspected regularly and any item which has its infill material exposed should be repaired or removed before the public are admitted to the premises.
7. Cookers, extractor fans, filters, air ducts and machinery should be regularly cleared of oil, grease and dust. Servicing should be carried out regularly by a competent person.
8. Open fires, flambé lamps or other sources of ignition should be carefully controlled to minimise the risk of fire.
9. Fire resisting doors and smoke stop doors should not be propped or wedged open.
10. Portable gas and liquid fuel heaters should not be used on the premises at any time and other portable radiant heaters should be removed from the premises before members of the public are admitted.
11. Building and plant maintenance involving the use of equipment such as oxyacetylene cylinders, welding equipment, liquefied gas appliances and flammable liquid containers should be restricted to those periods when the premises is not occupied by members of the public and the equipment should be removed from the premises before the public are admitted.
12. Service contractors and outsiders engaged to work on the premises should be informed of the relevant requirements of this section.

13. Care should be taken to ensure that members of the public/persons are not permitted to enter areas other than those to which they are intended to have access, except when a fire or other emergency requires them to do so to escape from the building.

14. The premises should be inspected on each occasion immediately after the public has vacated them to remove any potential fire hazard.

Dates of Fire Safety Equipment Checks.

1. Fire Alarm System including 76 smoke detectors 7 heat detectors and 9 manual call points. 19092023.
2. Fire extinguishers 1909202302.03.2021.
3. Emergency lighting 1909202321.09.2021.
4. Inspection of Fire Doors August 2023.

Section 1-Inventory of Fire Safety Equipment.

This section of the Fire Safety Register Logbook will only need to be filled out once by Maura Ward and Michael McCaul unless the building is altered or extended. Its purpose is to list all fire safety features of the premises and consolidate them into one document for ease of reference.

1.1. Fire Alarm System.

The fire detection and alarm system should be inspected and maintained in accordance with I.S. 3218.

Location of Main Fire Alarm Panel and any repeater panels.

The Main Fire Alarm Panel is located in **FRONT ENTRANCE HALLWAY in both buildings**

The location of the repeater panel is located in sitting room of Meadowview Unit, **SUNNYSIDE UNIT, Butterfly Cottage, Red Robin Cottage and Forget me Not Cotage.**

Number of ZONES in Sunnyside and Meadowview Units IS 6.

The number of detectors for the six zones is 64.

The number of manual call points is 10.

A ZONAL DIAGRAM IS INSTALLED AT THE MAIN FIRE ALARM PANEL IN THE FRONT HALL AND IS ALSO INSTALLED WITHIN EACH ZONE OF THIS BUILDING,

Zone number 1 covers the main front entrance hall, the administration reception office, the office of the person in charge and the ITt control room. It ends on entrance to Meadowview Unit.

Zone 2 covers all of Meadowview. It commences at the entrance double doors to Meadowview and ends at the doors going into the back corridor at nursing station in Meadowview Unit.

Oxygen is supplied to all bedrooms in this Zone

This includes Rooms 5, 6 7 8, 9, 12, 16, 23. It also includes toilets and two bathrooms as well as a visitors room and an electrical panel.

Zone 3 covers the corridor along the rear of the building from Meadowview to Sunnyside Unit.

This area contains store rooms, sluice rooms, a wash room containing washing machine and tumble dryer, hygiene storage room, and assisted bathroom, extra storage presses for residents valuables,

Zone 4 is all of Sunnyside Unit. It commences from fire doors at staff room on sunnyside to the doors entering Zone 3 at nursing work station.

This includes rooms 34, 35, 36, 37, 38, 41, 45, 52. It also includes toilets and two bathrooms as well as an office and an electrical panel. It also contains currently a staff rest room beside room 34.

Oxygen is supplied to all bedrooms in this Zone. The main internal cut off point for oxygen is in this area. OXYGEN CUT OFF IS BY UNLOCKING WITH KEY OR IN AN EMERGENCY BREAK GLASS.

Zone 5 commences at staff toilet and ends at entrance to Zone 4. This area contains the main kitchen, catering food store room, catering staff toilet, Residents main dining room and room which is currently in use as an oratory as well as two toilets.

Zone 6 is external to the building in terms of accessibility and contain the main electrical panel to the building as well as main gas fired boilers to the rear of the building.

Butterfly Cottage

Red Robin Cottage is divided into two compartments

4 bedrooms exist in Compartment CP2 AND THE Galley which contains the kitchenette is also in CP2

6 BEDROOMS EXIST IN CP1.

The main entrance and thoroughfare contains two compartments CP7 and CP3.

CP3 also contains the Village Square

Red Robin

Red Robin is divided into two compartments CP4 and CP5. CP4 contains 4 bedrooms and CP5 contains 6 bedrooms

CP4 also contains the Galley which contains the kitchenette

Forget me Not Cottage

Forget me Not Cottage contains three compartments CP6, CP7, CP5 However the Galley is part of CP5

CP6 contains 6 bedrooms and CP7 contains four bedrooms

CP8 includes the services corridor as well as staff Hub. The staff hub contains a staff canteen

1.2 **Emergency Lighting.**

The emergency lighting installation should be inspected and maintained in accordance with I.S. 3217.

Location of Equipment

Zone 1.

3 emergency lights

2 emergency exit lights.

Zone 2

20 emergency lights

4 emergency exit lights.

Zone 3

6 Emergency Lights

2 emergency exit lights

Zone 4

Emergency lights 20

Exit lights 6

Zone 5

Emergency lights 15

Exit lights 4.

Zone 6.

One.

1.2. Fire fighting Equipment

Fire extinguishers should be inspected and maintained in accordance with I.S. 291.

No. of water extinguishers **0** No. of foam extinguishers **9**

No. of CO2 extinguishers **14** No. of powder extinguishers **0**

Number of Hose Reels **One but not used**

Number of Fire Blankets **2**

Number of fixed suppression systems

One (R102 Wet Anusul system) (eg kitchen canopy suppression system)

One automatic CO2 6 kgs in zone 6 in BOILER ROOM IN ADDITION TO 1 CO2 EXTINGUISHER.

Location of Equipment

Zone 1 2 CO2 and 1 Foam. One CO2 PIC Office and 1 CO2 and Foam at Fire Panel.

Zone 2 2 CO2 AND 2 Foam. One CO2 and 1 Foam at fire exit doors and 1 CO2 and One Foam at entrance to garden

Zone 3 1 CO2 and 1 Foam. Based on corridor from Meadowview

Zone 4 4 CO2 AND 3 FOAM PLUS ONE FIRE BLANKET IN STAFF ROOM.

Zone 5 2 CO2 AND 2 FOAM PLUS FIRE BLANKET MAIN KITCHEN. **One Foam and One CO2 in dining room.**

Zone 6 One automatic CO2 6 kgs in zone 6 in BOILER ROOM IN ADDITION TO 1 CO2 EXTINGUISHER.

Two CO2 (6KGS AND 2KGS IN ESB Electrical room)



1.3. Fire Extinguishers.

Fire Extinguishers should be inspected and maintained in accordance with B.S. 9990. Inspection and testing should be carried out every 6 months. Evidence of the inspections should be detailed in the Fire Log Book in Main Reception Area.

Location of CO2 / FOAM Extinguishers

Location	CO2	Foam
ZONE1	2	1

ZONE 2	2	2
ZONE 3	1	1
ZONE 4	4	3
ZONE 5	2	2
ZONE 6	1 CO 2 plus two automatic fire extinguishers, 6 kgs in both automatic fire extinguishers.	

Butterfly Cottage, Red Robin Cottage and Forget Me Not Cottage

	Emergency Break Glass	CO2	Water (H2O)	Emergency Light	Smoke Detector	Fire Blanket
Entrance				01	01	
Main hall <ul style="list-style-type: none"> Main Fire panel*01 Emergency fire alarm system *03 		01(2 kg)	01	05	03	
CP7_ 4 (DON)				01	01	
CP7_9		01(5kg)		01	01	
CP7_10				01	01	
Main square(Corridor)	02	01	01	16	10	
Village square	01			03	02	
Butter fly cottage <ul style="list-style-type: none"> Front Hall Gallery 	01	01(2kg)	01(6L)	03 04	03 02	01
04 Bedded corridor	02	01	01	05	05	

06 Bedded corridor	02	02	02	09	05	
Butter fly cottage back corridor	01	01	01	08	06	
Bed room 01				02	02	
Bed room 02				02	02	
Bed room 03				02	02	
Bed room 04				02	02	
Bed room 05				02	02	
Bed room 06				02	02	
Bed room 07				02	02	
	Emergency Break Glass	CO2	Water	Emergency Light	Smoke Detector	Fire Blanket
Bed room 08				02	02	
Bed room 09				02	02	
Bed room 10				02	02	
Red Robin Hallway	01	01	01	06	04	
Red Robin Gallery		01	01	04	02	01
Red Robin 04 Bed Rooms Corridor	02	01	01	06	04	

Red Robin 06 Bed Rooms Corridor	03	02	02	12	07	
• LOW O2 DETECTOR -- 01						
Red Robin Bed Room 01				02	02	
Red Robin Bed Room 02				02	02	
Red Robin Bed Room 03				02	02	
Red Robin Bed Room 04				02	02	
Red Robin Bed Room 05				02	02	
Red Robin Bed Room 06				02	02	
Red Robin Bed Room 07				02	02	
Red Robin Bed Room 08				02	02	
Red Robin Bed Room 09				02	02	
Red Robin Bed Room 10				02	02	
FORGET ME NOT COTTAGE						
• Entrance hall	02	01	01	05	04	
Gallery		01	01	04	02	01
Forget Me Not 06 Bed rooms corridor	03	02	02	10	06	
	Emergency	CO2	Water	Emergency Light	Smoke Detector	Fire Blanket

	Break Glass					
Forget me not 04 Bed Rooms Corridor • OXYGEN CUT OFF POINT ---01	02	02	02	09	07	
Forget Me Not Bed Room 01				02	02	
Forget Me Not Bed Room 02				02	02	
Forget Me Not Bed Room 03				02	02	
Forget Me Not Bed Room 04				02	02	
Forget Me Not Bed Room 05				02	02	
Forget Me Not Bed Room 06				02	02	
Forget Me Not Bed Room 07				02	02	
Forget Me Not Bed Room 08				02	02	
Forget Me Not Bed Room 09				02	02	
Forget Me Not Bed Room 10				02	02	
Service Corridor	02	02	02	07	04	
Staff Hub	03	02	02	10	08	
ESB Substation	01	02 (5kg)		01	01	
Water Tank	01	02 (5 kg)		01	01	

Boiler Room	01	02 (5 kg)		01	01	
Total	21	29	22	193	139	03

1.4 Fire Resisting Doors

What Role Do Fire Doors Play In Fire Safety?

Meadowview and Sunnyside Units are compartmentalised to delay the spread of fire from one area to another. All eleven Compartments are subdivided by fire resistant doors at 30 minutes and 60 minute fire resistance

These compartments are linked by fire doors to allow the flow of traffic around the building.

Fire doors have two important functions in a fire. They:

1. Form a barrier to stop the spread of fire when closed
2. Provide a means of escape when opened.

The fire doors provided in The Village Residence are E30 SA doors and E60 SA

A well-manufactured and properly installed E30SA door will delay the spread of fire and smoke without hindering the movement of people and goods around a building or workplace.

- 2 As such, all E30 SA DOORS are subjected to tests to determine how capable it is of acting as a barrier to varying degrees of smoke and/or fire depending upon its location in a building and the fire hazards associated with that building.

- 3 The main difference between E30 SA fire doors and E60 SA fire doors is the time in which it will take for a fire to eventually break past the door itself. Where they cannot completely prevent a fire from spreading, it will certainly buy a considerable amount of time, allowing the occupants of the building to safely evacuate, without coming to any harm.

Fire doors should be inspected in accordance with the recommendations of Appendix A Note 5. Competent technical advice may need to be received initially to identify fire resisting doors within your premises. As of October 2021, the last fire door safety inspection was held in July 2021..

Location Meadowview and Sunnyside

Location	Door Number	Type of Fire Door (E30SA or E60SA)
ZONE 1	4	E30SA
	2	E30SA
	1	E30SA
	3	E30SA
	3A	E30SA
	ENTRANCE TO MEADOWVIEW	E60SA
ZONE 2	5	E30SA
	6	E30SA
	7	E30SA

	8	E30SA
	9	E30SA
	12	E30SA
	13	E30SA
	14	E30SA
	15 AND 15A	E30SA
	16	E30SA
	18	E30SA
	21	E30SA
	23	E30SA
	65	E30SA
	66	E30SA
	DOORS FROM ZONE 2 TO ZONE 3	E60SA
Zone 3	25	E30SA
	26	E30SA
	27	E30SA

	28	E30SA
	28 A	E30SA
	28B	E30SA
	28C	E30SA
	28D	E30SA
	28E	E30SA
	28F	E30SA
	29	E30SA
	30	E30SA
	31	E30SA
	32	E30SA
	33	E30SA
	Doors from ZONE 3 TO ZONE 4	E60SA

Zone 4	45	E30SA
	47	E30SA
	44 and 44	E30SA

	43	E30SA
	42	E30SA
	41	E30SA
	38	E30SA
	37	E30SA
	36	E30SA
	35	E30SA
	34	E30SA
	50	E30SA
	52	E30SA
	53	E30SA
	Door to fire exit at kitchen	E30SA
	57	E30SA
	58	E30SA
	Doors from ZONE 4 to Zone 5	E60SA

ZONE 5	59	E30SA check
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	60	E30SA
	Fire doors corridor to dining room zone 5	E60SA
	Fire doors corridor from dining room zone 5	E60SA
	59	E60SA
	63	E30SA
	64	E30SA
	From ZONE 5 BACK TO ZONE 2	E60SA

Butterfly Cottage, Forget me not and Rede Robin Cottage.

CP7

60 MINUTE DOORS BETWEEN CP7 AND CP5 AND BETWEEN CP7 AND CP3

Sixty minute door between CP7 AND CP8

60 MINUTE DOOR BETWEEN CP7 AND CP8

All other doors in CP7 are E30SA Doors in this compartment

CP3

60 MINUTE E60SA BETWEEN CP3 AND ROOM CPI13 AND E60SA BETWEEN CP3 AND CP1

60 MINUTE E60SA BETWEEN CP3 AND COMPARTMENT CP2

60 MINUTE E60SA BETWEEN CP3 AND CP4

CP4

60 MINUTE E60SA BETWEEN CP4 AND CP3 BACK DOOR

60 MINUTE DOOR BETWEEN CP4 AND CP5

SIXTY MINUTE DOOR CP4A

CP5

60 MINUTE DOOR BETWEEN CP5 AND CP4 60 MINUTE DOOR BETWEEN CP6

60 MINUTE DOOR CP4 8C

60 MINUTE DOOR BETWEEN CP5 AND CP3

Cp6

Sixty minute door between cp6 and cp5

60 minute door at cp513

60 minute door at cp51c

60 minute door

CP2

60 MINUTE E60 SA BETWEEN CP2 AND CP1 AND BETWEEN CP2 AND CP3

60 minute E60 sa between CP3 and CP4 BACK DOOR

CP1

60 MINUTE BETWEEN CP1 AND CP3 Front Door

CP8

60 MINUTE DOOR BETWEEN CP8 AND CP7

Also 60 minute door between cp8 and cp7 front hall.

E30SA door – 30 minute fire resisting door with smoke seal.

E60SA door – 60 minute fire resisting door with smoke seal.

A plate should be located on the door indicating the door rating. As of October 2021, this is not in place and requiring checking with Mark from Masterfire.

Typically timber E30SA doors have a door leaf that is 44mm thick while a timber E60SA door will have a door leaf that is 54mm thick.

Competent technical advice should be obtained where you are unsure of the doors rating. These require verification with Mark in Masterfire.

Fire Safety Register Logbook - Section 2 . Please refer to main Fire Register in front hall at fire alarm panel in both buildings.

Fire Safety Checks and Staff Training.

1. This check section in the Fire Safety Register Logbook is applicable to small to medium sized premises.
2. Written procedures on what to do in the event of a fire shall be displayed on the premises and shall be kept as part of the Fire Safety Register Logbook.
3. Daily checks that should be carried out:
 - ☐ Are all escape routes clear?
 - ☐ Is the fire alarm system active and (for panel alarms) not showing a fault?
4. Electrical system shall be certified every 5 years but should receive a visual check annually.
5. Gas system (If applicable) should be inspected annually in accordance with IS 820, IS

3216 and Gas Networks Ireland recommendations.

How to use the Checks in this Fire Safety Register Logbook

The end/ beginning of each year cycle should involve obtaining the required annual certificates.

Daily checks should be carried out each day, if there is an issue it should be recorded in the

Logbook based in the front hall.

Recorded Fire safety checks shall be carried out each week and a monthly check shall be carried out at the end of each month cycle.

Quarterly checks shall be carried out 4 times each year and should be spread out throughout the year. At the end of each year there should be a page for each month, a yearly checks page, a quarterly checks page and records of staff training, evacuation drills and completed fire safety equipment logs.

Monthly checks may be carried out by a member of staff with sufficient training but all quarterly and yearly checks must be carried out by Masterfire.

Fire Detection and Alarm Systems

Maintenance of fire alarm systems may vary. For self contained fire alarm systems a weekly test should be done to ensure the sounders are working on each unit by Tony McKenna and/or Malachy Callan and/or Christopher Woods. Annual testing should be carried out in accordance with IS 3218. and certification should be available for inspection.

Guidance of completion of monthly/quarterly/annual checks

Note 1 Escape Routes

Building occupants cannot be evacuated from a premises quickly and safely if escape routes are obstructed or exits are locked. It is therefore essential for proper fire safety management that all escape routes and exit doors are maintained free from obstruction and immediately available for use while the premises are in use. The Minister for the Environment made regulations entitled 'Fire Safety in Places of Assembly (Ease of Escape), Regulations 1985, (S.I. No. 249 of 1985)' which place a specific duty on persons in control of premises to ensure that escape routes are kept clear and that doors, gates etc. on these routes and exits can be easily opened by persons using the premises. Refer to Section 6 the 'Code of practice for the management of fire safety in places of assembly' for guidance.

Note 2 Firefighting Equipment

All extinguishers should be visually inspected monthly to ensure that they:

- are in their proper positions with adequate signage and have a correct mounting, wall / stand;
- have not been discharged;
- have not had their seals or tabs broken;
- have not lost pressure (indicator gauge);
- have the maintenance label properly attached;
- have not suffered obvious damage.

Note: The annual inspection of the fire fighting equipment must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 291.

Note 3 Fire Alarm System

An inspection should be documented every month as follows:

- A visual examination of the panel to see that are no faults/ muted alarms indicated.
- A visual examination of the battery and connections should be made to ensure that they are in good condition.
- Any defect should be recorded in the Fire Safety Register Logbook and reported to the responsible person, and action should be taken to correct it.

Once a week At least one trigger device on a zone circuit should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm.

Note: An annual and quarterly inspection of the fire alarm system must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 3218.

Note 4 Emergency Lighting

A visual inspection should be made once every month to ascertain that:

- A fault recorded in the Fire Safety Register Logbook has been given attention and action noted;
- Every lamp in a maintained system is lighting i.e. exit lights;
- LED (Green or Red) in each luminaire on the charging circuit is illuminated;

- Any fault found is recorded in the Fire Safety Register Logbook and the action taken noted.

Note: An annual and quarterly inspection of the emergency lighting system must be carried out by Masterfire and the certificate of test submitted in accordance with the recommendations of I.S. 3217.

Note 5 Fire Resisting Doors

An inspection should be made weekly to ascertain that:

- A fault recorded in the Fire Safety Register has been dealt with and the action noted;
- Every fire door closes properly and receiver engages; (self closer working correctly)
- There are gaps no larger than 3 mm between the frame and doors or between meeting door leaves;
- The combined intumescent strip/cold smoke seal is fully intact on the top, sides and at meeting door leaves.
- Magnetic hold open devices are operational and fully close the door to the frame without any gaps. These should be tested weekly when the fire alarm is operated to ensure they release.
- The correct signage is on all doors and both sides; – “Fire Door Keep Shut” – “Automatic Fire Door Keep Clear”.

Note 6 Gas Installations.

All gas installations shall be tested by a competent person in accordance with the guidance set out in Annex E of IS 820. Gas appliances and installations shall be inspected and serviced annually. There is an automatic gas cut off point in the new building

Note 7 Electrical Installations.

All existing installations shall be tested by a competent person in an appropriate manner at an interval determined by risk assessment having regard to the nature, location and use of the installation (but not greater than five years) and a report, conforming to ETCI Annex 62A Periodic inspection Report of the ET101 National Rules for Electrical Installations, of the test be completed by the competent person carrying out the test. Any works required to make the installation safe for use detailed in this report shall be carried out and a new report be completed by a competent person.

Fire Safety Register Logbook.

1, Extinguishers. Fire FIGHTING EQUIPMENT. FSR3D. Annual Maintenance of fire extinguishers and blankets.

Service Yearly by Masterfire. Monthly checklist by Tony McKenna and Christopher Woods.

Refer to Fire Safety Register in Front Hall.

2. **Emergency Lighting. FSR4B** Quarterly Testing by Masterfire and FSR4A weekly testing by Tony McKenna and Christopher Woods.
3. **Emergency Lighting FSR4C** . Annual Checking by Masterfire.

Refer to Fire Safety Register in Front Hall.

4. **Fire Alarm System event log. FSR5A.**

Alarm is set for 10.00 am every Thursday.

If alarm is activated outside of testing, the alarm strip report is mounted in the fire register with an attached report to follow up on event.

5. Fire Alarm Certificate of testing. FSR5B. This is undertaken on a quarterly basis. Results found **Fire Safety Register in Front Hall**

6. Fire Resistant Doors. FSR 6

Doors are checked every six months, fire sealant cleaned on weekly basis. Checked now on a weekly basis when alarm is activated.

Weekly Checklist See Appendix One.

Emergency Action Cards

Fire and Evacuation Drills Guidance:

1. Regular fire and evacuation drills which simulate emergency procedures should be planned and organised in the following manner:

(a) Emergency procedures that are appropriate to the premises should be established.

(b) Fire and evacuation drills should be held at varying times of day and night simulating conditions in which one or more of the escape routes is obstructed by smoke.

(c) Fire and evacuation drills should be announced beforehand only to senior staff.

(d) All permanent and temporary staff should be involved in fire and evacuation drills (including those involved in shift work).

2. Those participating in the fire and evacuation drills should be encouraged to apply the procedures efficiently and promptly.

3. Each fire and evacuation drill should be reviewed afterwards and the procedures modified if necessary. These modified procedures should be notified to all staff and/or relevant persons.

4. The specific actions that staff will be trained to take when a fire breaks out or when there is an alarm as per actions cards. Other actions may be required and these should be documented under “site specific actions” on the Emergency Access Cards.



Fire Safety Manager

Fire Safety Marshall is the senior nurse on duty or catering manager on a particular day

Unit Name: _____

On Discovering a Fire / On Hearing an Alarm or Other Warning

Break the glass in the break glass box if the alarm system has not activated already.

If alarm has activated one person from each area check the fire alarm panel and report back immediately to the area they are working in , Meadowview, Sunnyside and Catering, Butterfly Cottage, Forget me Not Cottage and Red Robin Cottage.

Contain the fire by closing windows and doors at place of fire/smoke where possible

Shout for help and ensure the nominated fire Marshall is informed immediately.

Fire Safety Marshall will take charge and quickly organises the event

Alert RESIDENTS and commence evacuating residents away from fire and smoke

Inform VISITORS and direct them to the nearest available escape route

If safe to do so attack the fire with the appropriate extinguisher.

Call the fire brigade on 999 or 112

Fire Safety Marshall delegates one staff member to quickly inform Mental Health Hostel and Boyne View House, TUSLA Staff and CAMHS Staff.

Mental Health Hostel 041 9893249. Boyne View House 041 9893288.

Do not allow anybody to re-enter the premises for any reason

Fire Safety Marshall coordinates evacuation using PEEPS

Leave whenever danger threatens

Close all doors as areas are vacated, checking that nobody is left behind

Assemble at the designated assembly point in disability car parking area

With assistance from all staff determine if there are possible persons still within the building using resident and staff roll call

Assist the fire brigade on arrival

Access routes should be kept clear for fire appliances

Gates and barriers should be unlocked or removed

Inform the fire brigade on arrival of the evacuation status

Site specific actions:

Senior Nurse on Duty.

Premises Name: **SUNNYSIDE**

On Discovering a Fire / On Hearing an Alarm or Other Warning

- ☐ Report to Senior Manager on Duty

If required send a staff member to call for assistance from Boyne View and St. Mary's Residence (Mental Health) , Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage

- ☐ Call the fire brigade on 999 or 112 if the Senior Manager is not present **Eircode A92 X862**

Use PEEPS Located at **CNM 2 OFFICE Sunnyside, Outside Visitors room in Meadowview and Dining Room if in catering area.**

Commence movement of residents with those closest to the fire or smoke first

Use the roll call for all residents and use roster for roll call of all staff.

Cut off the oxygen supply in Sunnyside Unit.

- ☐ On request verify evacuation of designated building
 - ☐ Close all doors as areas are vacated, checking that nobody is left behind **USING ROLL CALL LOG IN PEEPS AND OFF DUTY ROSTER**
 - ☐ Report findings to SENIOR Manager at the assembly point located at: **DISABILITY CAR PARKING AREA AT MENTAL HEALTH HOSTEL and two assembly points**
 - ☐ Assist the fire brigade on arrival
- o Access routes should be kept clear for fire appliances
 - o Gates and barriers should be unlocked or removed

o Inform the fire brigade on arrival of the evacuation status.

Premises Name: MEADOWVIEW

On Discovering a Fire / On Hearing an Alarm or Other Warning

☐ Report to Senior Manager on Duty

If required send a staff member to call for assistance from Boyne View and St. Mary's Residence (Mental Health) , Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage

☐ Call the fire brigade on 999 or 112 if the Senior Manager is not present **Eircode A92 X862**

Use PEEPS Located at **CNM 2 OFFICE Sunnyside, Outside Visitors room in Meadowview and Dining Room if in catering area.**

Commence movement of residents with those closest to the fire or smoke first

Use the roll call for all residents and use roster for roll call of all staff.

Cut off the oxygen supply in Sunnyside Unit.

☐ On request verify evacuation of designated building

☐ Close all doors as areas are vacated, checking that nobody is left behind **USING ROLL CALL LOG IN PEEPS AND OFF DUTY ROSTER**

☐ Report findings to SENIOR Manager at the assembly point located at: **DISABILITY CAR PARKING AREA AT MENTAL HEALTH HOSTEL and two assembly points**

☐ Assist the fire brigade on arrival

o Access routes should be kept clear for fire appliances

o Gates and barriers should be unlocked or removed

Senior Nurse on Duty.

Premises Name: BUTTERFLY COTTAGE

On Discovering a Fire / On Hearing an Alarm or Other Warning

☐ Report to Senior Manager on Duty

If required send a staff member to call for assistance from Boyne View and St. Mary's Residence (Mental Health)

☐ Call the fire brigade on 999 or 112 if the Senior Manager is not present **Eircode A92 X862. STAY ON PHONE. DON'T HANG UP**

Use PEEPS Located at STAFF WORK HUB.

Check temporary discharge book and check visitors book

Commence movement of residents with those closest to the fire or smoke first

Use the roll call for all residents and use roster for roll call of all staff.

Cut off the oxygen supply in Forget me Not COTTAGE AT STAFF HUB AREA.

☐ On request verify evacuation of designated building . Follow assembly area signage outside each emergency fire evacuation door

☐ Close all doors as areas are vacated, checking that nobody is left behind **USING ROLL CALL LOG IN PEEPS AND OFF DUTY ROSTER**

☐ Report findings to SENIOR Manager at the assembly point located at: **DISABILITY CAR PARKING AREA AT MENTAL HEALTH HOSTEL and two assembly points ALONG AVENUE**

- ☐ Assist the fire brigade on arrival
- o Access routes should be kept clear for fire appliances
- o Gates and barriers should be unlocked or removed
- o Inform the fire brigade on arrival of the evacuation status.

Commence movement of resident's to allocated areas as per PEEPS.

Senior Nurse on Duty.

Premises Name: **Red Robin COTTAGE**

On Discovering a Fire / On Hearing an Alarm or Other Warning

- ☐ Report to Senior Manager on Duty

If required send a staff member to call for assistance from Boyne View and St. Mary's Residence (Mental Health)

- ☐ Call the fire brigade on 999 or 112 if the Senior Manager is not present **Eircode A92 X862. STAY ON PHONE. DON'T HANG UP**

Use PEEPS Located at STAFF WORK HUB.

Check temporary discharge book and check visitors book

Commence movement of residents with those closest to the fire or smoke first

Use the roll call for all residents and use roster for roll call of all staff.

Cut off the oxygen supply in Forget me Not Cottage AT STAFF HUB AREA.

- ☐ On request verify evacuation of designated building . Follow assembly area signage outside each emergency fire evacuation door
- ☐ Close all doors as areas are vacated, checking that nobody is left behind **USING ROLL CALL LOG IN PEEPS AND OFF DUTY ROSTER**
- ☐ Report findings to SENIOR Manager at the assembly point located at: **DISABILITY CAR PARKING AREA AT MENTAL HEALTH HOSTEL and two assembly points ALONG AVENUE**
- ☐ Assist the fire brigade on arrival
 - o Access routes should be kept clear for fire appliances
 - o Gates and barriers should be unlocked or removed
 - o Inform the fire brigade on arrival of the evacuation status.

Commence movement of resident's to allocated areas as per PEEPS.

Senior Nurse on Duty.

Premises Name: **FORGET ME NOT COTTAGE**

On Discovering a Fire / On Hearing an Alarm or Other Warning

- ☐ Report to Senior Manager on Duty

If required send a staff member to call for assistance from Boyne View and St. Mary's Residence (Mental Health)

- ☐ Call the fire brigade on 999 or 112 if the Senior Manager is not present **Eircode A92 X862. STAY ON PHONE. DON'T HANG UP**

Use PEEPS Located at STAFF WORK HUB.

Check temporary discharge book and check visitors book

Commence movement of residents with those closest to the fire or smoke first

Use the roll call for all residents and use roster for roll call of all staff.

Cut off the oxygen supply in Forget me Not COTTAGE AT STAFF HUB AREA.

- ☐ On request verify evacuation of designated building . Follow assembly area signage outside each emergency fire evacuation door
- ☐ Close all doors as areas are vacated, checking that nobody is left behind **USING ROLL CALL LOG IN PEEPS AND OFF DUTY ROSTER**
- ☐ Report findings to SENIOR Manager at the assembly point located at: **DISABILITY CAR PARKING AREA AT MENTAL HEALTH HOSTEL and two assembly points ALONG AVENUE**
- ☐ Assist the fire brigade on arrival
 - o Access routes should be kept clear for fire appliances
 - o Gates and barriers should be unlocked or removed
 - o Inform the fire brigade on arrival of the evacuation status.

Commence movement of resident's to allocated areas as per PEEPS.

General Building User.

There are a number of ways of informing general building users of the actions to take on discovering a fire or hearing an alarm or other warning. These can be as detailed as site specific inductions or as simple as displaying Fire Action Notice signs.

A risk assessment of the premises will determine the correct approach.

Examples of Fire Action Notices that should be placed at final exit points:

Appendix One. Weekly Fire Safety Checklist.

Appendix Two. Daily Fire Checklist.

Appendix 3 Guidance on completion of daily, weekly, monthly, quarterly and annual checks.

Note 1 Escape Routes

Building occupants cannot be evacuated from a premises quickly and safely if escape routes

are obstructed or exits are locked. It is therefore essential for proper fire safety management that all escape routes and exit doors are maintained free from obstruction and immediately available for use while the premises are in use.

The Minister for the Environment made regulations entitled 'Fire Safety in Places of Assembly (Ease of Escape), Regulations 1985, (S.I. No. 249 of 1985)' which place a specific duty on persons in control of premises to ensure that escape routes are kept clear and that doors, gates etc. on these routes and exits can be easily opened by persons using the premises.

Refer to Section 6 the 'Code of practice for the management of fire safety in places of assembly' for guidance.

Note 2 Fire fighting Equipment

All extinguishers should be visually inspected monthly to ensure that they:

- ☐ are in their proper positions with adequate signage and have a correct mounting, wall / stand;
- ☐ have not been discharged;
- ☐ have not had their seals or tabs broken;
- ☐ have not lost pressure (indicator gauge);
- ☐ have the maintenance label properly attached;
- ☐ have not suffered obvious damage.

Note: The annual inspection of the firefighting equipment must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 291.

Note 3 Fire Alarm System

An inspection should be documented every month as follows:

- ☐ A visual examination of the panel to see that are no faults/ muted alarms indicated.
- ☐ A visual examination of the battery and connections should be made to ensure that they are in good condition.
- ☐ Any defect should be recorded in the Fire Safety Register Logbook and reported to the responsible person, and action should be taken to correct it.

Once a week At least one trigger device on a zone circuit should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm.

Note: An annual and quarterly inspection of the fire alarm system must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 3218 which in St Mary's is undertaken through Masterfire.

Note 4 Emergency Lighting

A visual inspection should be made once every month to ascertain that:

- ☐ A fault recorded in the Fire Safety Register Logbook has been given attention and action noted;
- ☐ Every lamp in a maintained system is lighting i.e. exit lights;
- ☐ LED (Green or Red) in each luminaire on the charging circuit is illuminated;

☐ Any fault found is recorded in the Fire Safety Register Logbook and the action taken noted.

Note: An annual and quarterly inspection of the emergency lighting system must be carried out by a competent service organisation and the certificate of test submitted in accordance with the recommendations of I.S. 3217.

Note 5 Fire Resisting Doors. An inspection should be made weekly to ascertain that:

- ☐ A fault recorded in the Fire Safety Register has been dealt with and the action noted;
- ☐ Every fire door closes properly and receiver engages; (self closer working correctly)
- ☐ There are gaps no larger than 3 mm between the frame and doors or between meeting door leaves;
- ☐ The combined intumescent strip/cold smoke seal is fully intact on the top, sides and at meeting door leaves.
- ☐ Magnetic hold open devices are operational and fully close the door to the frame without any gaps. These should be tested weekly when the fire alarm is operated to ensure they release.
- ☐ The correct signage is on all doors and both sides;
- ☐ “Fire Door Keep Shut”
- ☐ “Automatic Fire Door Keep Clear”

Note 6 Gas Installations

All gas installations shall be tested by a competent person in accordance with the guidance is set out in Annex E of IS 820.

Gas appliances and installations shall be inspected and serviced annually.

Note 7 Electrical Installations

All existing installations shall be tested by a competent person in an appropriate manner at an interval determined by risk assessment having regard to the nature, location and use of the installation (but not greater than five years) and a report, conforming to ETCI Annex 62A

Periodic inspection Report of the ET101 National Rules for Electrical Installations, of the test

be completed by the competent person carrying out the test. Any works required to make the installation safe for use detailed in this report shall be carried out and a new report be completed by a competent person.