

Fire safety arrangements record

Who holds what. Appointing somebody to assist does not move the duty — it discharges part of the work.

Record what each person has been appointed to do, rather than what they are responsible for. Intervals for testing, servicing, training and drills are set by the systems, the standards they were installed to and your own fire risk assessment, and are not written on this sheet.

PREMISES	RESPONSIBLE PERSON	BASIS OF THAT DUTY
PREPARED BY	DATE	VERSION

RESPONSIBLE PERSON

Name and position	
Organisation	
Why this person holds the duty for these premises	
Other responsible persons with duties in the same building	
How cooperation between them is arranged	

COMPETENT PERSONS APPOINTED TO ASSIST

What each has been appointed to do, not what they are responsible for.

Name / organisation — appointed to	
Name / organisation — appointed to	
Name / organisation — appointed to	
Name / organisation — appointed to	
How competence was satisfied	

FIRE WARDENS AND DEPUTIES

Name — area — hours covered	
Name — area — hours covered	
Name — area — hours covered	
Name — area — hours covered	
Areas with no cover at any time, and what happens then	

WHO OWNS EACH JOB

The owner, not the frequency.

Fire alarm testing	
Fire alarm servicing	
Emergency lighting testing and servicing	
Portable firefighting equipment inspection and servicing	
Fire door inspection	

Suppression system checks and servicing	
Escape route inspection	
Fire drills	
Induction and refresher training	
Fire risk assessment review	

HOW FINDINGS ARE HANDLED

How a defect or finding is raised	
Where open actions are held	
Who reviews what is open and overdue	
What is escalated, and to whom	

ISSUE AND REVIEW

ISSUED BY	DATE
RESPONSIBLE PERSON SIGNATURE	DATE
VERSION THIS SUPERSEDES	DATE OF NEXT REVIEW