



# Fire Safety Log Book

Premises

Date (From)

# Your premises

Address

.....

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Location of Log Book

.....

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# General Information

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Section

# An introduction to your Log Book

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for a premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair. Additionally, where there are employees, they should be provided with adequate safety training. The Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

This fire safety log book has been prepared to assist the 'responsible person' in co-ordinating and maintaining a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in respect of keeping fire safety records.

It is recommended that this log book is kept in a loose leaf format with new record keeping pages being photocopied or downloaded when required.

The log book should be kept up to date and readily available for inspection or audit by the Fire and Rescue Service as and when required.

**It should be noted that it is an offence for a person to knowingly make a false entry.**

## Useful telephone numbers

**In an emergency dial 999**

<b>Fire fighting equipment maintenance and repairs</b>	
<b>Emergency lighting maintenance and repairs</b>	
<b>Fire alarm maintenance and repairs</b>	
<b>Fire safety advice and equipment supplies</b>	<b>0800 612 6537</b>

<b>Building maintenance</b>	
<b>Electrical equipment test engineers</b>	
<b>Environmental health department</b>	
<b>Health and safety executive</b>	

## List of competent persons and Fire Wardens

Name	Department	Telephone	Ext.
Deputy			
Name	Department	Telephone	Ext.
Deputy			
Name	Department	Telephone	Ext.
Deputy			
Name	Department	Telephone	Ext.
Deputy			
Name	Department	Telephone	Ext.
Deputy			

# Fire safety advice

The advice given below is intended to assist you and your staff in preventing an outbreak of fire, or if a fire does occur, assist you in preventing injury or unnecessary damage to the premises.

## **Means of Escape**

Fire doors are provided to prevent the spread of heat and smoke. Keep them shut when not in use and never wedge or prop them open or remove self-closing devices. If you need to keep fire doors open use an approved fire door retainer. Keep corridors and stairways clear of storage and waste material. Ensure that final exit doors can be readily opened from the inside without the use of a key. Keep areas outside final exit doors clear of obstructions at all times. Always ensure that exits and access thereto, which are not in normal use, are clearly indicated, with the exit signs visible from the furthest part of a room.

## **Fire Alarm**

Always ensure that the fire alarm system is in working order, that the staff know how to use it and what action to take on hearing the alarm.

## **Fire Extinguishers/Hose Reels**

These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely.

Always ensure they are inspected and maintained regularly. If you have self-maintenance extinguishers installed, carry out visual inspections in accordance with manufacturer's instructions and record in your log book.

## **Emergency and General Lighting**

Ensure that all lighting systems are checked and maintained regularly. Replace any defective luminaires or components immediately.

## **Instructions to Staff and Guests**

Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:

- Raise the alarm
- Call the Fire Brigade
- Know when not to tackle a fire
- Use a fire extinguisher correctly and safely
- Know the correct evacuation procedures for the premises
- Are aware of the contents of the Fire Risk Assessment

For details of staff training courses available through your fire brigade visit [www.fireservices4u.co.uk](http://www.fireservices4u.co.uk)

## **Guests**

Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency. Premises that take in foreign guests should have their Fire Action Notices printed in the appropriate language(s).

## **Electrical Installations**

The misuse of electricity is a major cause of fire. Old wiring should be regularly checked and renewed if necessary. You may need another ring circuit to cope with the increasing number of electrical appliances you want to use. Ensure you always use the correct fuse. Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

## **Heating**

Keep boiler houses clear – do not use them as an extra storeroom. Keep portable heating appliances away from furniture and combustible materials.

## **Open Fires**

Do not use flammable liquids to start fires. Always keep them securely guarded. Sweep chimneys twice per year, more if wood is burned.

## **Smoking Materials**

- Be vigilant in areas where people smoke and provide adequate ashtrays.
- Before leaving rooms which will be unoccupied for long periods, or in which people will be sleeping, make a final check for any lighted cigarette ends. These may have fallen into the recess of an armchair, or on the bed clothes when someone fell asleep.
- Empty all ashtrays into a non-combustible waste receptacle and ensure that all debris is fully extinguished.

# **Business premises**

## **Be aware of the common fire causes:**

### **Electricity:**

It is a source of heat. Get faults repaired immediately by a competent electrician. Switch off appliances after use.

### **Rubbish:**

Fires love rubbish – get your rubbish out of the premises and into metal bins (with lids) as quickly and as often as possible. Don't keep your external rubbish or bins near or adjacent to your building, as rubbish fires are likely to spread to the building.

### **Smoking:**

Still the most frequent fire starter.

### **Heaters:**

Portable heaters start fires if not placed carefully and used wisely.

### **Dangerous Goods:**

Correction and duplicator fluids and all aerosols are either flammable or explosive. Keep them all well away from heat. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

### **Arson:**

Help to protect your premises from arsonists by locking away any flammable liquids or gases. Effectively secure your premises at the end of the day including any out of the way doors or windows that are easily missed.

## **What to do in the case of fire:**

On the sounding of the fire alarm, the building must be evacuated following the preconceived evacuation plan. When leaving the building do everything possible to reduce draughts which may fan the fire; if possible, close all doors and windows. Ensure that the Fire Brigade is called immediately and that someone responsible will meet the fire appliance when it arrives.

**DO NOT re-enter the building for any reason.**

## Visit by a Fire Brigade Officer

[illegible]



# Fire Alarm System

## Section 2

# Fire alarm system

Fire alarm tests should be carried out in accordance with the manufacturer's instructions and British Standard BS 5839-1:2013

**It is important that any testing of the fire alarm should not result in a false signal of fire.**

**Weekly test by user** – Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:-

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test.

**Quarterly inspection of batteries** - Vented batteries and their connections should be examined by a person who is competent in battery maintenance. Electrolyte levels should be checked and topped up as necessary.

**Periodic inspections and tests by a fire alarm engineer** - These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system but will generally be carried out six monthly.

**Where a detection system without a panel is installed press the test button on the alarm or manual call point.**

## Fire detectors

- i. Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.
- ii. Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard.

## Measures to reduce unwanted alarms

False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life or property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

## Automatic door release mechanisms activated by the fire alarm system

**Weekly** - In conjunction with the fire alarm test, check that all the fire doors are being released and closing fully into the door rebates.

**Note** - All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

# Fire alarm test records

<b>Date</b>	<b>Fire Alarm</b>		<b>Automatic Door Releases</b>	<b>Remedial Action Needed</b>	<b>Date Completed</b>	<b>Signature</b>
	<b>Location / Number</b>	<b>Satisfactory Yes / No</b>	<b>Satisfactory Yes / No</b>			

# Fire Extinguishers

# Section 3

# Fire extinguisher inspection and maintenance

## 1. Routine Inspection by the User

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user's representative. This is to make sure that the appliances are in their proper position and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage. The frequency of the inspection should not be less than quarterly, but preferably monthly. Any extinguisher not available for use should be replaced.

## 2. Annual Inspection, Service and Maintenance by a Competent Person

The user should ensure that extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in current British Standards. These procedures should be carried out by a competent person capable of conducting them according to the recommendations of this code and any special procedures recommended by the manufacturer using the recommended tools, equipment and materials at least annually.

**Self-maintenance extinguishers** should be visually inspected in accordance with the manufacturer's instructions and the results recorded.

## 3. Intervals of Discharge

The recommended times, in each case since the date of manufacture or the last actual date of discharge (test or otherwise) of the particular extinguisher body (see note below) are as follows:

Extinguisher Type	Interval of Discharge
Water	Every 5 Years
Foam (all Types)	Every 5 Years
Powder (Gas Cartridge)	Every 5 Years
Powder (Stored Pressure - Valve Operated)	Every 5 Years
Powder (Stored Pressure - Primary Sealed)	Every 10 years and subsequently after a further 10 years and thereafter at intervals not exceeding 5 years.
Carbon Dioxide (all Types)	
Self-maintenance extinguishers with 10 year warranty	Replace the extinguisher after 10 years

**Note** - The replacement of parts does not affect these intervals. For example, if the hose on a Carbon Dioxide extinguisher has been replaced after the extinguisher has been in service for 6 years (from new) then the discharge test should be after a further 4 years.

For more information on extinguisher testing please refer to BS EN3 and BS 5306-3 Annex A & B.

## Fire extinguishers - record of tests

[illegible]

## Fire extinguishers - record of tests

[illegible]

# Fire Hose Reels

Section

4



# Fire hose reel inspection and maintenance

The hose-reel test should be carried out in accordance with the manufacturer's instructions and the current British Standard

**Annually** - Each hose-reel should be completely run out and subjected to operational water pressure to ensure the hose is in good condition and that all couplings are water tight.

**Note** - All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date each fault is rectified should also be recorded.

## Fire hose reels - record of tests

[illegible]

## Fire hose reels - record cont...

[illegible]

# Emergency Lighting

# Section 5

## Emergency lighting

Emergency lighting tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

**Daily** - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition

**Monthly**– Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

**Annually** - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper function.

**Note** - All checks, tests and maintenance, including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

## Emergency lighting - record of tests

[illegible]



# Miscellaneous Test and Checks

Section

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# Miscellaneous Test and Checks

As these systems are not found in the majority of premises this logbook only provides one page for recording the associated tests.

**You should enter tests and results in this log book.**

## Weekly Tests

There is normally a requirement to maintain a specific logbook for these systems. Check with your maintenance contractor or insurers.

### **Sprinkler System (the following should be checked)**

1. Water and air pressure gauge readings on installations, trunk mains and pressure tanks and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and all gauge readings and levels recorded.
2. That each water motor alarm has been sounded for at least 30 seconds.
3. Fuel and oil levels of diesel engines used to power automatic pumps.
4. That automatic pumps start when the water pressure is reduced to the specified level and, if powered by a diesel engine, the oil pressure, the flow of cooling water through open-circuit cooling systems or the water level in the primary circuit of closed-circuit cooling systems, and whether the engine will restart, using the manual start test button.
5. The electrolyte level and density of all lead acid battery cells and if the density is low the battery charge is working correctly, ensure that the affected cells have been replaced.
6. The operation of the mode monitoring system for stop valves in life safety installations.
7. The continuity of connection between the alarm switch and the control unit and between the control unit and the Fire Service (usually via a remote manned centre) for automatically monitored connections.
8. The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system.

### **Smoke Control Systems for Means of Escape**

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) natural exhaust ventilators open, automatic smoke curtains move into position etc.

## Monthly Tests

### **Smoke Control Systems to Assist Fire Fighting**

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) etc.

### **Monthly Inspections and Tests**

Arrange for the quarterly inspections and tests of the sprinkler system to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received.

## Yearly Tests

Arrange for the annual inspections and tests of the following to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received:

1. Sprinkler Systems
2. Smoke Control Systems

## Escape Route

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

**Note** - All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

## Generators

The manufacturer's instructions as given in the associated instruction manual or other literature should always be followed. It should be noted, however, that the failure of engines to start up readily often arises from poor maintenance or defect in the starting battery or in electromechanical apparatus, e.g. relays incorporated in the starting system.

Dust and damp, singly or in combination, can have an adverse effect on electromechanical apparatus and it is therefore important that a system of regular cleaning and, where necessary, adjustment is carried out. Some parts of the starting system may be sited where they are subjected to vibration and great care should therefore be taken in such instances to ensure that all connections are mechanically and electronically sound. It is essential that air intakes and exhausts are unobstructed.

## Miscellaneous - record of tests

[illegible]



## Miscellaneous - record cont...

[illegible]

# Fire Safety Training & Drills

Section

7

## Fire safety training and drills

## Fire safety training

**Fire safety training must be given to employees so that they are aware of the following:-**

- What to do if they discover a fire
- How to raise an alarm in the event of a fire.
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it is safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with the obstruction of fire exits and the wedging open of fire resisting doors

**Safety training should be given:-**

- At the time they are first employed
- On their being exposed to new or increased risks
- At periodic intervals as appropriate (at least annually, depending upon the nature of the risk)

## Fire safety drills

These should be carried out at the interval shown below and conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning should be given other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire Brigade.

## Six Monthly

Residential premises, places of entertainment, large shops and department stores.

## Yearly

For industrial and commercial premises.

Remember that these are the usual minimum requirements and your own Company/Organisation Fire Policy may stipulate more frequent drills such as Residential Care Homes to ensure all staff are involved at least twice a year.

## Record of fire safety training & drills

[illegible]

## Record of fire safety training & drills cont...

[illegible]

# Miscellaneous Fire Safety Check List

Section

8

# Miscellaneous fire safety check list

For Area ..... Dated .....

Completed by .....

Are Escape Routes and corridors clear of rubbish and obstacles	Yes	No
Are all Fire Exit doors unlocked and free to use	Yes	No
Is all fire fighting equipment in place	Yes	No
Are all Fire Safety signs in good order	Yes	No
Are the Evacuation Notices prominent in each room	Yes	No
Do the Fire Doors close fully and firmly	Yes	No
Are all Fire Doors closed and not wedged open	Yes	No
Are all computers switched off	Yes	No
Does the electrical wiring appear to be safe	Yes	No
Has all rubbish been cleared away	Yes	No

What action needs to be taken:

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