

# **FIRE SAFETY** **LOG BOOK**

## **Record of Fire Safety** **Equipment Testing**



## **CONTENTS**

- 1.0 PREMISES SPECIFIC INFORMATION
- 2.0 FIRE SAFETY EQUIPMENT TESTING
  - 2.1 Escape Routes
  - 2.2 Fire Warning Alarms and Fire Detection Systems
  - 2.3 Fire Fighting Equipment
  - 2.4 Emergency Lighting
- 3.0 RECORDS OF DRILLS AND TRAINING
- 4.0 OTHER ITMES FOR CONSIDERATION
- 5.0 SITE SERVICES LOCATION PLANS WHERE APPROPRIATE.



**1.0 PREMISES SPECIFIC INFORMATION**

ADDRESS OF THE PREMISES


RESPONSIBLE PERSON(S)


COMPETENT PERSON(S)

NAME AND ADDRESS OF THE OWNER(S) OF THE PREMISES


This fire safety logbook and maintenance record should remain on the premises at all times. The register will assist you in proving compliance with your legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

The logbook should be available for inspection by any Fire Officer who inspects your premises under the Regulatory Reform (Fire Safety) Order 2005. It should also be available to relevant employees or any service engineer as required.

Detailed information in relation to the testing and maintenance of specific items can be obtained by referring to the relevant standard and/or the manufacturers' instructions.



**IMPORTANT:**

Your legal responsibilities in relation to the fire precautions in your premises are outlined in the relevant HM Government guide to Fire Safety Risk Assessment available from the Stationary Office or they can be downloaded free at [www.communities.gov.uk/firesafety](http://www.communities.gov.uk/firesafety)

Where Reference is made to British Standards or standards provided by other bodies the reference is intended as guidance only and compliance with any standard is not intended to confer a presumption of conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The level of necessary safety (or service) must be dictated by the findings of your risk assessment, so you may need to do more or less than that specified in any particular standard referred to. You must be prepared to show that what you have done complies with the requirements of the Order irrespective of whether you have relied on any particular standard.

## 2.0 FIRE SAFETY EQUIPMENT TESTING

### 2.1 Escape Routes

All escape routes from your premises must be properly maintained and kept free from obstruction at all times.

A regular inspection should be carried out to ensure that:

- a) All doors that are on escape routes must be easily openable without the use of a key or special procedure.
- b) All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.
- c) All self-closing devices fitted to doors should be effective in operation.
- d) All doors fitted with automatic door release mechanisms specified in your risk assessment should be tested in conjunction with tests for the fire warning system (see section 2).
- e) All walls, doors, floors and glazing, which are required to stop the passage of fire and smoke should be inspected to ensure that the fire and smoke resistance is being maintained i.e. no holes in walls and floors, no broken glazing, doors are not damaged and smoke seals touch the door and frame continuously, etc.

#### **NOTE:**

**Before making any alteration to the internal layout of the premises, the risk assessment must be reviewed.**

## **2.0 FIRE SAFETY EQUIPMENT TESTING**

### **2.2. Fire Warning (Alarm) and Automatic Fire Detection Systems**

The owner or any other “Responsible Person” having control of the building should appoint a competent person to carry out any necessary work to maintain the system in correct working order which should including the keeping of records. Such a person should be suitably qualified and have received adequate training from the manufacturer, supplier or installer of the fire alarm system.

The following tests/inspections should be carried out in addition to any other tests recommended by the manufacturer, supplier or installer of the system. Please refer to the Maintenance Schedule for recorded servicing frequency.

#### **a) Weekly Test**

The system should be tested at the same time every week using a different call point each time. This ensures sequential testing of all call points’. It is recommended that each call point is identified and the identification recorded in this register following the test.

#### **b) Periodic Inspection and Test**

The responsible person should ensure that the time between inspections shall be based on a risk assessment but should not exceed 6 months. A comprehensive check and test sequence should be carried out by a competent person, in accordance with the current standard such as the British Standard for Fire detection and fire alarm systems for buildings BS5839 Pt1.

#### **c) Electrically Controlled Door Release Mechanisms**

In premises where electrically controlled door release mechanisms are used and linked into the fire alarm system, they should be tested weekly in conjunction with the fire alarm test to ensure their correct operation on actuation of the alarm. These devices should also be tested by operating the manual release mechanism to ensure it works satisfactorily.

## 2.0 FIRE SAFETY EQUIPMENT TESTING

### d) False Alarms

Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. This will enable the alarm system to be managed in accordance with BS5839, these records will also assist a service engineer to maintain the system.

#### **NOTE:**

**Any maintenance of the fire alarm and automatic fire detection system, which necessitates the system being inoperative for any period, must be carried out at a time when the building is unoccupied, unless suitable temporary arrangements are instigated.**







## **2.0 FIRE SAFETY EQUIPMENT TESTING**

### **2.3 Fire Fighting Equipment**

#### **Routine Inspection by User**

A regular inspection of all extinguishers should be carried out to ensure that they are in their appropriate position.

#### **Annual Inspection, service and maintenance**

The annual inspection, service and maintenance of portable extinguishers must be carried out by a competent person in accordance with the relevant part of the current standard for “Fire Extinguishing Installations and Equipment in Premises”, BS5306, Part 3, and in accordance with the manufacturers’ instructions.

Satisfactory annual tests should be recorded on a label on each extinguisher or alternatively in a register used solely for this purpose with each extinguisher being identified by number.





## **2.0 FIRE SAFETY EQUIPMENT TESTING**

### **2.4. Emergency Lighting**

Regular servicing of emergency lighting systems is essential. The responsible person for the premises should carry out or appoint a competent person to carry out the daily inspection detailed below.

#### **Routine Inspection and Tests**

The monthly function test can be carried out by a trained person. This simply involves switching on the lights for a short period to ensure they illuminate and switching back off.

The annual discharge tests should be carried out by a competent and suitably qualified electrical engineer in accordance with the current standard for Emergency Lighting, BS5266.





### 3.0 RECORDS OF FIRE DRILLS AND TRAINING

It is recommended that FIRE EVACUATION DRILLS be conducted *at least once a year*.

#### **Training**

All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.

**Any special needs for those less able must be taken into account.**

#### **Staff Training should include:**

- Action to be taken upon discovering a fire
- Action to be taken upon hearing the fire alarm
- Raising the alarm including location of call points
- Correct method of calling the fire service
- The location and use of fire fighting equipment
- Knowledge of escape routes including stairways not in regular use
- Knowledge of the method of special emergency exit fastenings
- Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers)

Newly appointed staff must receive suitable training and be made aware of the means of escape and fire procedures at the commencement of their employment.









#### **4.0 OTHER ITEMS FOR CONSIDERATION**

- **Electrical circuit 5-yearly fixed installation inspection and test**
- **Routine Portable Appliance Testing (PAT)**
- **Heating system routine maintenance**
- **Kitchen equipment routine maintenance**
- **Lightning protection system maintenance**
- **Security of the site against arson and proximity of combustibles to the premise e.g. bins.**
- **Control of contractors that includes a safety brief with instruction for action in the event of fire.**
- **Good housekeeping and the correct storage of combustible and hazardous materials.**

## **5.0 SITE SERVICES LOCATION PLANS (If appropriate)**