



FIRE SAFETY

LOGBOOK

RECORD OF:

- **ESCAPE ROUTES**
- **FIRE ALARM TESTING**
- **FIRE EXTINGUISHERS**
- **EMERGENCY LIGHT TESTING**
- **STAFF TRAINING & DRILLS**

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FIRE SAFETY EQUIPMENT TESTING DATES.

Intervals	ITEM	RECORD	BY WHOM
Daily	<ul style="list-style-type: none"> • Fire alarm indicator panel for normal condition. • Indicator lights in emergency lighting units. • Electro-magnetic door holders. • Escape routes, exit doors, fire resisting doors. All fastenings removed. 	Logbook if faulty	User
Weekly	<ul style="list-style-type: none"> • Fire alarms (actuation from different call point each week). • Fire doors. 	Logbook	User
Monthly	<ul style="list-style-type: none"> • Emergency Escape Lighting testing - (simulated mains failure). • Fire blankets (Visual Inspection). • Fire Extinguishers (Visual Inspection). 	Logbook	User
6 - monthly	<ul style="list-style-type: none"> • Fire detection and alarm system (by competent person) • Staff fire training and drills. 	Logbook	Service Provider
Annually	<ul style="list-style-type: none"> • Fire extinguishers. • Emergency Escape lighting (Full duration test – usually 3 hour). • Fire blankets. 	Logbook	Service Provider

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:

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.

The risk assessment must be reviewed by a competent person when the suggested date of review is detailed within the fire risk assessment.

2.0 FIRE TESTING & INSPECTION

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 TESTING & INSPECTION

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 TESTING & INSPECTION

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.

FALSE ALARM ACTIVATIONS

DATE	IDENTIFIED CAUSE OF FALSE ALARM	ACTION TAKEN AFTER EVENT.
<i>01/01/2022</i>	<i>Burnt Toast Set Smoke Detector Off</i>	<i>Policy put in place to not leave Kitchen while using an appliance</i>

2.0 FIRE TESTING & INSPECTION

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2.3 Fire Fighting Equipment

Routine Inspection by User

A regular monthly inspection of all extinguishers should be carried out to ensure that they are in their appropriate position and appear in satisfactory condition

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 TESTING & INSPECTION

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.

RECORD OF FIRE DRILLS

DATE	TIME OF ALARM	TIME TAKEN TO EVACUATE	OBSERVATIONS	ACTION BY PERSON	ACTION DATE
<i>01/01/2022</i>	<i>10:00am</i>	<i>3 Minutes</i>	<i>1 Person did not hear the alarm sound</i>	<i>Additional sounder fitted near office</i>	<i>02/02/2022</i>

RECORD OF TRAINING

DATE	DURATION	INSTRUCTOR	TYPE OF INSTRUCTION	PERSON RECEIVING INSTRUCTION
01/01/2022	3 Hours	Mr Example	Fire Marshall Training	Mr Example

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)