



Fire Safety Log Book

ADDRESS OF PREMISES :

LOCATION OF LOG BOOK :

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Useful Telephone Numbers

| | | | |
|---------------------------------|--|--------------------------|--|
| Fire and Rescue Service | | Fire Safety Officer | |
| Fire Extinguisher - Maintenance | | Fire Alarm - Maintenance | |
| Escape Lighting - Maintenance | | Building - Maintenance | |

British Standards

British Standards are issued, amended and withdrawn on a regular basis. The standards referred to in this Log Book were current at the time of publication.

NOTES ON TEST PROCEDURES AND FREQUENCIES, ETC

It is strongly recommended that a maintenance contract be taken out with a competent person/firm (e.g. registered with NICEIC or ECA for electrical, or registered with BAFE for firefighting equipment).

It is good practice to record all tests, false alarms and any maintenance carried out to fire safety equipment.

HOSE REELS

Regular inspections for leaks and correct operation.

* Annual test - hose reels should be subject to annual inspection by a competent person.

(For further information refer to BS 5306 or equivalent)

FIRE EXTINGUISHERS

* Monthly inspection to ensure that they are in their correct location and have not been discharged, (or lost pressure for those fitted with an indicator), or suffered obvious damage.

* Annual inspection. We consider that this should be done by a competent person having an adequate understanding of the appropriate standard and manufacturers' recommendations.

(For further information refer to BS 5306 or equivalent)

FIRE ALARMS

It is important to ensure that the testing of a fire alarm system does not result in a false signal of fire to the Fire Service.

Daily - Inspect the panel for normal operation of the system.

* Weekly - a manual call point should be activated (using a different call point for each successive test), usually by inserting a dedicated test key. This will check that the control equipment is capable of receiving a signal and, in turn, activating the warning alarms. Manual call points may be numbered to ensure they are sequentially tested. It is good practice to test the alarm at the same time each week.

* Six-monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems.

(For further information refer to BS 5839 or equivalent)

AUTOMATIC HOLD OPEN DEVICES FOR FIRE DOORS AND SHUTTERS CONNECTED TO FIRE ALARM SYSTEM

- These devices should be tested weekly, in conjunction with the fire alarm test, to check that they release and close fully.

ESCAPE LIGHTING

Depending on your type of installation you should be able to carry out most of the routine tests yourself. The test method will vary. If you are not sure how to carry out these tests you should contact your supplier or other competent person.

Test facilities often take the form of a 'fishtail' key inserted in a special switch either near the main fuse board or adjacent to relevant light switches.

Typically, testing would include:

- a daily visual check of any central controls;
- *a monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates;
- *an annual full discharge test.

Particular care needs to be taken following a full discharge test. Batteries typically take 24 hours to re-charge and the premises should not be re-occupied until the emergency lighting system is fully functioning unless alternative arrangements have been made.

(For further information refer to BS 5266 or equivalent)

FIRE INSTRUCTIONS

All staff should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. You should ensure that all staff and contractors are told about the emergency plan and are shown the escape routes.

Your staff training should include the following:

- what to do on discovering a fire;
- how to raise the alarm;
- what to do upon hearing the fire alarm;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your premises to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of firefighting equipment;
- the location of escape routes, especially those not in regular use;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;

- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the importance of general fire safety, which includes good housekeeping.

Training should be repeated as necessary and also:

- when staff start employment or are transferred into the premises;
- when changes have been made to the emergency plan;
- where working practices and processes change;
- to take account of any changed risks to the safety of staff or other relevant persons.

The enforcing authority may wish to examine records as evidence that adequate training has taken place.

FIRE DRILLS

These should be carried out at least annually or as determined by your fire risk assessment. For example, if you have a high staff turnover, you may need to carry them out more often.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training.

Drills should be conducted to simulate fire conditions i.e. one escape route obstructed. It may not be beneficial to have 'surprise drills' as the health and safety risks introduced may outweigh the benefits. The fire alarm should be operated on instructions of management. Do not call the Fire Service for the purposes of a drill.

** Indicates that a record should be made in the log book*

