



# PREMISES FIRE SAFETY LOGBOOK

PREMISES ADDRESS:

LOG BOOK TO BE KEPT IN THIS LOCATION:

The Fire Alarm and associated safety systems on this site are maintained by BAC Fire & Security Ltd. Any alterations to this system should not be performed by anyone other than the trained BAC operatives.

**For technical support, or Engineer response 24 hours a day please call**

**0117 958 38 38**

## **AN INTRODUCTION TO YOUR LOG BOOK**

**The Regulatory Reform (Fire Safety) Order 2005 (FSO)** requires that the 'responsible person' for premises should ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

This simple fire safety Log book has primarily been prepared to assist the responsible person in co-ordinating and maintaining a fire safety record keeping system. This fire safety logbook will also enable building owners, managers and other responsible persons to demonstrate their commitment to fire safety legislation, which in turn will support any business continuity plan.

It is recommended that it should be kept in a loose leaf format with new record keeping pages photocopied or downloaded as and when required. The logbook should be kept up to date and readily accessible for audit by the enforcing authority when required.

In terms of maintaining records it is important to take note of the following legal requirements;

### **The Regulatory Reform (Fire Safety) Order 2005**

#### **Article 21 (1);**

*The responsible person must ensure that his employees are provided with adequate safety training-*

- a. at the time when they are first employed: and*
- b. on their being exposed to new or increased risks...*

#### **Article 32 also states that;**

*'It is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false...'*

Though there is not direct requirement to keep maintenance records within the Fire Safety Order the responsible person is required to record significant findings when carrying out the fire risk assessment. The installation of an automatic fire alarm system or the need for emergency lighting would be deemed as significant and the British Standards which covers the installation, testing and maintenance of this equipment clearly states records should be kept.

The Fire Safety Order requires that safety training is given to employees on induction, when exposed to a new risk with in the work place and this training should be repeated periodically. Again there is no direct requirement for you to record this training but it would demonstrate that you are committed to making the working environment as safe as possible.

**Therefore the most effective way of demonstrating compliance with these particular Articles is to keep records, and a Log Book is one way of doing it.**

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in simple buildings.

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

It is best practice to keep it with any records relating to your current Fire Safety Risk Assessment as well as any maintenance records or test certificates.\*\*

**It is strongly recommended that where necessary, maintenance contracts are taken out with competent persons (e.g. those registered with NICEIC or ECA for electrical maintenance or registered with BAFE for firefighting equipment).**

\*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.

\*\*Information on the Regulatory Reform (Fire Safety) Order 2005 and how to carry out a Fire Risk Assessment can be found by visiting the communities' website:

[www.communities.gov.uk/fire](http://www.communities.gov.uk/fire)

## USEFUL TELEPHONE NUMBERS

**(IF THERE IS A FIRE DIAL 999)**

<b>Firefighting equipment maintenance and repairs.</b>	01179583838	<b>Fire alarm maintenance and repairs.</b>	01179583838
<b>Emergency lighting maintenance and repairs.</b>	01179583838	<b>Building maintenance</b>	
<b>Local Authority Environmental Health Department.</b>		<b>Health and Safety Executive.</b>	0845 300 9923
<b>Local Fire and Rescue Authority.</b>		<b>Local Authority Building Control.</b>	

**For non-emergencies contact your local fire station for advice**

## LIST OF COMPETENT PERSONS/FIRE WARDENS

Name  Deputy	Role:  Dept	Tel. Ext.
Name  Deputy	Role:  Dept	Tel. Ext.
Name  Deputy	Role:  Dept	Tel. Ext.
Name  Deputy	Role:  Dept	Tel. Ext.
Name  Deputy	Role:  Dept	Tel. Ext.
Name  Deputy	Role:  Dept	Tel. Ext.

## **SAFETY TRAINING AND DRILLS**

**Safety training should 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 of 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 obstruction of fire exits and wedging open of fire resisting doors

**Safety training should be given to all staff:-**

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

**Safety drills should be carried out:-**

- At periodic intervals appropriate to the nature of the risk and scheduled to include all staff. (a minimum of one safety drill each year is recommended)
- All employees MUST evacuate the premises regardless of seniority or commitments



# FIRE ALARM SYSTEM

The fire alarm test should be carried out in accordance with the manufacturer's instructions and the current British Standard.

IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM  
SHOULD NOT RESULT IN A FALSE SIGNAL OF FIRE!

**WEEKLY TEST BY USER** – Inspect the panel for normal operation of the system. Where provided, check that the connection to the monitoring centre is functioning correctly. 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 and check all other systems attached to the fire alarm system are functioning. These may include;

- Automatic opening vents and smoke control systems
- Magnetic door release mechanisms
- Security door release mechanisms
- Is the fire alarm system audible over any music or processes
- Any other miscellaneous systems linked to the fire alarm

**PERIODIC INSPECTIONS AND TESTS BY A FIRE ALARM ENGINEER** - These should be carried out by a competent person, e.g. a fire alarm engineer who is suitably experienced and knowledgeable of British Standard 5839. Requirements for these inspections and tests will depend upon the type and design of the system but a full test of the alarm should be conducted annually by a competent alarm engineer.

## 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 RELEASES ACTIVATED BY THE FIRE ALARM SYSTEM**

**Weekly** All hold-open devices should be checked for correct operation, as part of the routine testing of the fire alarm system. A competent person should undertake any necessary maintenance.

The manufacturer's instructions should be closely followed, and an adequate record of testing and maintenance be kept. The batteries of devices with an integral power supply should be replaced in accordance with the manufacturer's instructions or every 12 months, whichever is most frequent.

Hold-open devices fitted to doors at either high or low level may, if used extensively, result in the doors becoming warped. **Doors should not, therefore, be kept open more than necessary; preferably being kept closed at night or when the premises are unoccupied.** Doors fitted with hold-open devices should be kept free from potential obstructions and be equipped with appropriate safety signs. Doors should be inspected frequently for signs of warping.

**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 AND AUTOMATIC DOOR RELEASE DEVICES**  
**Record of Tests**

Date	Fire alarm call point/ detector location or number	Automatic door release(s) satisfactory		Remedial action required	Date completed	Name of tester (print)
		Yes	No			

## **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. This test can be carried out by a competent person within your organisation but will require a "fish tail key".

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 functioning in accordance with British Standard 5266.

**Note:** Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

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.



## **FIREFIGHTING EQUIPMENT**

### **Portable Fire Extinguishers**

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

**DAILY** – Check that each extinguisher is in place and is clearly visible with its label facing outwards. Daily checks are not normally recorded.

**MONTHLY** - Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

**ANNUALLY** - Portable fire fighting equipment should be inspected by a competent person in accordance with the manufacturers' instructions and the British Standard.

**Note:** All monthly and annual tests along with any maintenance including faults and remedial action taken should be recorded. The date on which each fault is rectified should also be recorded.



## MISCELLANEOUS TESTS AND CHECKS

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.

**WEEKLY-** Walk all escape routes and test all fire exit doors which may have become jammed or warped as they are not in normal use.

All escape routes should be clear of obstructions inside and outside of the building, to the place of assembly.

**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.







