



Fire Safety Log Book



Contents

Fire safety legislation

Fire safety advice

Guidance to completing records

Record of fire instructions

Record of fire drills

Fire alarm testing procedure

Sprinkler system testing

Record of location of call points, detectors and sounders

Record of fire alarm test

Record of false alarms

Fire fighting equipment testing procedures

Record of fire fighting equipment tests

Emergency lighting test procedures

Record of emergency lighting tests

Record of visits by a fire officer

Useful contacts



Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order came in to force on 1 October 2006. This places a personal duty on the Responsible Person to decide what needs to be done to bring a premise into line with the order.

The Responsible Person must:

Check that the means of escape from the building in case of fire are adequate;

Ensure that fires can be detected and people in the building warned;

Provide fire-fighting equipment;

Maintain fire safety equipment and systems;

Ensure staff are trained and know what to do in the event of a fire;

The RR(FS)O states that you must carry out a risk assessment. Where there are 5 or more employees, there must be a written record of the findings and measures. This will include the significant findings of the assessment, including the measures, which have been, or will be taken to rectify any shortcomings. It is recommended that a written risk assessment is good practice regardless of numbers.

Undertaking a fire risk assessment of the workplace as required by the Regulatory Reform (Fire Safety) Order will create a safer environment for the premises as well as reducing the incidence of fire and consequential loss of life and property.

Guidance regarding the production of a fire risk assessment, as well as general fire safety advice can be sought from Avon Fire and Rescue Service website www.avonfire.gov.uk



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 prop them open or remove self-closing devices.

Keep corridors and stairways clear of any storage and materials, which cause an obstruction or pose a potential fire hazard.

Ensure that final exit doors can be readily opened from the inside without the use of a key.

Keep areas outside the final exit doors clear of obstructions at all times.

Always ensure that exits which are not in normal use are clearly indicated, with the exit signs being 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.

Ensure the alarm system is regularly tested and correctly maintained.

A nominated person should be responsible for calling the Fire Service when the alarm sounds.

Fire Extinguishers and Hosereels

Ensure that all staff are fully aware of your policy regarding the use of fire fighting appliances.

Emergency Lighting

Ensure that the system is maintained in full working order at all times.



Training

All staff must be made fully aware of their responsibilities in the event of an emergency. They should know:-

1. How to raise the alarm.
2. How to call the Fire Service.
3. The correct evacuation procedures including your policy regarding persons with disabilities.
4. The location of the fire assembly point.
5. Your policy regarding the use of fire fighting appliances.

You must ensure that all visitors to the premises are aware of the actions to take in the event of an emergency. Take account of non-English speaking persons and persons with disabilities.



Guidance to Completing Records

1. When completing records ensure the correct procedures as per the manufacturer's instructions and frequency of tests are observed at all times.
2. Where a test is carried out, indicate whether a visual or full test was done by a member of staff or a recognised engineer.
3. Where faults are found indicate any remedial action taken and the date that the fault was reported.
4. Ensure all logs are completed in full stating all action taken and date of completion.



Fire Alarm System Testing – BS5839 Part 1

It is important that testing of the alarm does not result in unwanted fire signals

Daily

Check the fire alarm panel to ensure the system is active and fully operational.

Carry out a visual inspection of detector heads, sounders and call points.

Weekly

The system should be activated during normal working hours using a different manual call point on each occasion.

Ensure that warning devices are operating correctly, automatic door releases function and the doors close fully onto the door rebates.

Where a print out is provided ensure the printer operates correctly and has sufficient consumables to ensure operation until the next service visit.

If your system is connected to an alarm receiving centre it is essential that the centre be contacted immediately before and immediately after the test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received.

Six Monthly

A competent person should maintain the system

Annually

The system should be tested and maintained by a competent person.



Sprinkler System Testing - BSE EN 12845

You should ensure the following maintenance schedule carried out.

Weekly

Carry out checks as per installer's instructions

Monthly

Check electrolyte level and density of batteries if applicable

Quarterly

The quarterly maintenance should be carried out by a competent engineer

3 Yearly

A competent engineer should examine all tanks and refurbish as necessary

10 Yearly

A competent engineer should examine all tanks and refurbish as necessary



Fire Fighting Equipment Testing - BS5306 Part 3

Routine Inspection by the User

A regular visual inspection of fire fighting appliances must be carried out to ensure they are undamaged, in their correct location and have not lost pressure or been discharged. The frequency of inspection should not be less than monthly.

Annual Inspection

Firefighting appliances must be inspected and serviced annually by a competent person in accordance with British Standard 5306 Part 3.



Emergency Lighting System Testing

BS5266 Part 8:2004

Because of possible failure all tests should be undertaken at times of least risk.

Daily

Indicators of central power supply shall be visually inspected for correct operation.

NOTE. This is a visual inspection of indicators to identify that the system is in a ready condition and does not require a test of operation.

Monthly

Tests shall be carried out as follows:

Switch on in the emergency mode each luminaire and each internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated.

NOTE. The period of simulated failure should be sufficient for the purpose of this clause whilst minimising damage to the system components e.g. lamps.

During this period, all luminaries and signs shall be checked to ensure that they are present, clean and functioning correctly.

At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Annually

The monthly inspection shall be carried out and the following additional tests made:

- a) each luminaire and internally illuminated sign shall be tested as per 7.2.3 but for its full rated duration in accordance with the manufacturer's information;
- b) the supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning;
- c) the date of the test and its results shall be recorded in the system logbook;



Useful Contacts

Avon Fire and Rescue Service website	www.avonfire.gov.uk
Avon Fire and Rescue telephone	0117 926 2061
Fire Safety Offices	Bristol Ext 8400
	Bath & North East Somerset Ext 477
	South Gloucester Ext 8250
	North Somerset Ext 577
For emergency situations dial 999	
Free Home Fire Safety Visit	0800 1693999