FIRE SAFETY LOGBOOK

PREMISES ADDRESS:

LOG BOOK TO BE KEPT IN THIS LOCATION:

ALARM RECEIVING CENTRE (IF APPLICABLE):

C S NO (IF APPLICABLE):

M&E EST 1984 Alarms

Security & Fire Specialists

01271 **321221**

www.**mandealarms**.co.uk

INTRODUCTION TO YOUR LOG BOOK

This Fire Safety Log book has been prepared to assist the 'responsible person' in coordinating and maintaining a fire safety record keeping system.

There is no statutory requirement to maintain a Fire Safety Log Book, but Article 17 of the **Regulatory Reform (Fire Safety) Order 2005** requires the 'responsible person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.
Additionally, Article 21 states that where there are employees, they should be provided with adequate safety training.
The Order also requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

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.

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**

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 fire fighting equipment).

*It is recommended that this log book is kept in a loose leaf format, with new record keeping pages being photocopied or downloaded from our website when required.

www.mandealarms.co.uk

**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

USEFUL TELEPHONE NUMBERS

(IN AN EMERGENCY DIAL 999)

Name	Number
Fire fighting Equipment Maintenance and Repairs.	
Emergency lighting maintenance and repairs.	
Local Authority Environmental Health Department.	
Local Fire and Rescue Authority.	
Fire Alarm Maintenance and Repairs.	
Building Maintenance	
Health and Safety Executive.	
Local Authority Building Control.	

COMPETENT PERSONS/FIRE WARDENS

Names	Department	Telephone Extension
Name: Deputy:		
Name: Deputy:		
Name: Deputy:		
Name: Deputy:		

Fire Safety at Work

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 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:-

- At the time they are first employed
- On their being exposed to new or increased risks
- 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.
  (A minimum of one safety drill each year is recommended)
- All employees MUST evacuate the premises regardless of seniority or commitments

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RECORD OF SAFETY TRAINING

Name	Date of appointment	Type of training/evacuation drill	Date	Name of trainer

RECORD OF SAFETY TRAINING (Page 2)

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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!

DAILY - Inspect the panel for normal operation of the system. Where provided, check that the connection to the monitoring centre is functioning correctly.

WEEKLY TEST BY USER – 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.

PERIODIC INSPECTIONS AND TESTS BY A FIRE ALARM ENGINEER -
These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system.

Note: Where the weekly test proves onerous the Fire and Rescue Service may agree to it being carried out monthly. However, this only applies to certain modern fire alarm systems that are tested by a suitably competent person and where such a change of test frequency is supported by a risk-assessment. No agreement will be given where automatic door release mechanisms operated by the fire alarm system are installed. Where such devices are installed the fire alarm should continue to be tested for operation weekly.

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 RELEASE MECHANISMS

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.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

Record of Weekly Testing

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			

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FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

Record of Preventative 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			

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

Record of Record of Preventative 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			

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

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		Yes	No			

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

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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			

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

Record of Corrective Visits

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			

FIRE ALARM AND AUTOMATIC DOOR RELEASE DEVICES

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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 each luminaire to be checked for correct operation.
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 functionality.

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.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

EMERGENCY LIGHTING

Record of Maintenance Tests

Date	Type of test	Remedial Action Required	Date completed	Name of tester (print)

EMERGENCY LIGHTING

Record of Maintenance Tests

Date	Type of test	Remedial Action Required	Date completed	Name of tester (print)

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 the each extinguisher is in place and is clearly visible with its label facing outwards. Daily checks are not normally recorded.

WEEKLY - Carry out the daily check but also check that each extinguisher is in good condition.

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 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.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

FIRE EXTINGUISHERS

Record of Tests

Date	Extinguisher location	Inspection or test	Remedial action required	Date completed	Name of tester (print)

FIRE EXTINGUISHERS

Record of Tests (Page 2)

Date	Nature of Visit	Inspector's signature	Comments

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.

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.

RECORD OF MISCELLANEOUS TESTS AND CHECKS

Date	Items tested/ checked	Remedial action required	Date completed	Name of tester (print)

RECORD OF MISCELLANEOUS TESTS AND CHECKS

Date	Extinguisher location	Inspection or test	Remedial action required	Date completed	Name of tester (print)

VISITS BY THE FIRE AND RESCUE SERVICE

Date	Items tested/ checked	Remedial action required	Date completed	Name of tester (print)

Information from this logbook has been adapted from DSFRS Logbook Version 1.0

Additional copies of this Fire Safety Logbook can be downloaded from mandealarms.co.uk

Form 9E
Issue 9

M&E Alarms
EST 1984
Security & Fire Specialists

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