

Fire Safety Log Book

Premises Details

Premises name:	
Premises address:	
Date from:	
Date to:	

Location of Fire Safety Log Book

Paper form:	
Digital form:	

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Essential Contact Details

Fire alarm engineer:

Office hours:

Out of hours:

Fire extinguisher engineer:

Office hours:

Out of hours:

Emergency lighting engineer:

Office Hours:

Out of hours:

Building maintenance:

Office hours:

Out of hours:

Leicestershire Fire and Rescue Service fire safety advice:

Contact number: 0116 210 5555

Email: FireSafety.Advisors@leics-fire.gov.uk

Responsible person:

Office hours:

Out of hours:

Competent person:

Office hours:

Out of hours:

The Regulatory Reform (Fire Safety) Order 2005

The vast majority of sites and premises throughout England and Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order 2005, which has replaced the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as well as over 100 pieces of legislation relating to Fire Safety.

A digital copy is available at the following link:

Full version: www.legislation.gov.uk/ukxi/2005/1541/contents/made

Short guide: www.gov.uk/government/publications/making-your-premises-safe-from-fire

The Fire Safety Order does not apply to people's private homes, including individual flats in a block or house, though it does apply to; common areas; shared means of escape and facilities provided to assist the Fire Service, such as dry risers.

This fire safety log book has been prepared to assist building owners, managers and other responsible persons to coordinate and maintain a fire safety record keeping system.

This log book also seeks to cover the main requirements for demonstrating compliance with current fire safety legislation. It is recommended that it be kept in a loose leaf format with new record keeping pages photocopied or downloaded when required. The log book should be kept up to date and readily accessible for inspection by the enforcing authority when required.

Your Legal Fire Safety Requirements

You must:

- Carry out a Fire Risk Assessment identifying any possible dangers and risks considering who may be especially at risk -
- www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist
- Remove or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left
- Take other measures to make sure there is protection if flammable or explosive materials are used or stored
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings.
- Review your findings when necessary

Specific guides to suit your premises have been produced to assist you in complying with the law. These are available to download via the link below, or are available in paper format if required.

www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

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

Competent Person

A competent person is defined as:

A person who is regarded as competent for the purposes of the Fire Safety Order, where they have sufficient training and experience or knowledge and other qualities to enable themselves properly to assist in the undertaking of preventative and protective measures.

Relevant Persons

A relevant person is defined as:

- Any person who is or may be lawfully on the premises
- Any person in the immediate vicinity of the premises who is at risk from a fire on the premises

The Responsible Person

The Responsible person is defined as any or all of the following:

- The employer, if the workplace is to any extent under his control
- The person who has control of the premises
- The owner

Article 8.1 Regulatory Reform (Fire Safety) Order 2005

The responsible person must:

Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

Article 17.1 Regulatory Reform (Fire Safety) Order 2005

'Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided...., are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair'

Article 32 (2) (b) Regulatory Reform (Fire Safety) Order 2005

'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 in a material particular.'

General Fire Safety Requirements

Means of Escape

- Exits should be clearly indicated, with the exit signs visible from the furthest part of a room.
- Corridors and stairways to be clear of storage and waste material at all times.
- Fire doors are provided to prevent the spread of heat and smoke. They should be:
 - Kept shut and not propped or wedged open
 - Self-closing devices are not to be removed as these are key in closing the fire door which will prevent the spread of Fire, heat and smoke.
 - Doors using hold open devices may result in the door becoming warped therefore, doors should not be kept open more than necessary, preferable you should close these at night or when the premises is unoccupied.
- Final exit doors should:
 - Open in the direction of escape, unless the occupancy has been risk assessed and evidenced in the risk assessment.
 - Opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
 - Available for access by the emergency services.
 - Area around the outside are to be kept clear at all times.
 - Clearly indicated internally and externally.

Signage

- Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency.

Fire Alarm System

- Always ensure that the fire alarm system is in working order and that staff know how to use it, including what action to take on hearing the alarm.
- Ensure that any activations / tests or unwanted fire alarm activations are recorded within your log book.

Firefighting Equipment

- Ensure that all staff know where the extinguishers are sited and how to operate them safely
- Always ensure that they are inspected and maintained regularly and tests recorded within the log book.
- The Fire service may need additional water on arrival so ensure vehicles are not parked on fire hydrants.

Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly
- Replace any defective bulbs/components immediately
- Record your tests/maintenance in this log book

Instructions to Staff and Visitors/Guests

Staff will need to be aware of their responsibilities in the event of an emergency. They should know how to:

- Raise the alarm
- Call the fire and rescue service
- Know when not to tackle a fire
- Know the correct evacuation procedures for the premises
- Record your staff training in this log book

Guests and Visitors

- Ensure that all visitors/guests to the premises are aware of the actions to take in the event of an emergency
- Premises which take in foreign workers/guests should have their fire instruction notices in a form which is understandable to them (Pictorial for example) or printed in the appropriate language

Electrical Equipment and Installations

- Fires occurring in electrical equipment are increasing due to the improper use, application or lack of maintenance of the equipment. To reduce the risk of fire all electrical appliances should be maintained under the provisions of the Electricity at Work Regulations 1989
- Wiring should be regularly checked and renewed if necessary
- Ensure that correct fuses are fitted to all electrical appliances and fuse boxes
- Disconnect plugs of all appliances from the mains electricity when not in use

Heating

- Keep boiler houses clear - do not use them as an extra storeroom
- Keep portable heating appliances away from furniture and any combustible materials

Smoking Materials

- Smoking is no longer allowed on any premises - www.gov.uk/smoking-at-work-the-law
- Ensure that the law is enforced in your policies to staff and guests
- If outside smoking is permitted be vigilant in these designated areas and provide adequate ashtrays as well as ventilation

Arson

Many arson attacks are preceded by petty vandalism and theft, moving onto small fires, which get bigger and more ambitious over a period of time. The proper management of waste materials can remove an easy opportunity target of the arsonist, deliberate fires set in combustible materials next to buildings can quickly spread to the premises themselves which can lead to a complete loss of the building and even the business itself. Help to protect your premises against arson by:

- Locking away any flammable liquids or gases
- Effectively secure your premises at the end of the day
- Keep refuse and debris secure and away from the perimeter of the building
- Outside lighting to aid security
- Closed-circuit television (CCTV), also known as video surveillance
- Liaise with the Police for further advice on security and arson protection

Fire Alarm (BS5839)/Emergency Lighting System (BS5266:1)

The fire alarm and emergency escape lighting system are required to be monitored and tested by a nominated competent persons. These persons should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

A fire alarm system, which incorporates detectors, call points, wiring, sounders and main panel(s) must be tested in line with the British Standard.

Where the alarm system is linked to an alarm receiving centre, they should be contacted before and after all tests as this will avoid the fire and rescue service responding to an unwanted fire alarm signal.

Unwanted fire alarm signals not only disrupt your business but may also contribute to the death or injury at other incidents whilst the fire and rescue service are attending your fire alarm. It is expected that a responsible person will attend your premises within 20-30 minutes (Leicestershire Fire and Rescue Service ask for 20 minutes) of your alarm activating.

These unwanted fire alarms (false alarms) should be recorded within this log book and investigated to identify any learning that could reduce further calls.

The name and telephone number of the fire alarm service company responsible for maintenance should be displayed at the main control panel. You may also want to keep these contact details within this log book.

The emergency lighting system should be undertaken at times of minimum risk due to the possibility of a failure of the normal lighting shortly after a period of testing of the emergency lighting system or during the subsequent recharge period.

Daily Check (not normally recorded)

- Fire alarm system
 - Inspect the panel for normal operation of the system
 - Where provided check that the connection of the remote manned centre is functioning correctly
 - Inspections of detectors should take place to check for damage, accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector
 - For any premises that do not have an alarm system, are air horns/gongs or whistles in place?
- Emergency lighting
 - Ensure that every indicator lamp in a maintained unit is lit
- Any defects found should be actioned accordingly then record in the log book and report it to a responsible person

Weekly Test

- The correct name and telephone number of the fire alarm service company responsible for maintenance should be displayed at the main control panel
- The contact details of the responsible person are correct with your alarm company/available to the fire and rescue service on arrival
- A zone map of the alarm system should be displayed next to the main control panel
- Fire alarm system
 - Identify a manual call point or detector to sound the alarm

- It may be beneficial to identify and number all of the manual call points within the building so when carrying out your weekly test you can rotate which manual call point you have used on the basis that you can identify which manual call point will be testing next on your weekly tests
- Make a note of the device used and record in the log book. If accessible inspect batteries, generator and printer and carry out any necessary maintenance
- Fire doors
 - Manual doors should close fully into the rebate from any angle to which the door is open
 - Automatic fire doors connected to the fire alarm system will need to be checked to ensure that they are closing fully into the door rebate
- Voice communication system
 - Fire/disabled refuge points will need to be tested to ensure that they operate and that you can have a clear audible conversation

Monthly Test

- Fire alarm system
 - If a generator is used, start it up by simulation of a failure of the normal supply and allow it to run for at least one hour ensuring that fuel, oil and coolant levels are left topped up after the test
- Voice Communication systems
 - Batteries within the fire/disabled refuge points will need to receive a visual check for signs of damage
- Emergency lighting
 - Simulated power failure by flicking the isolation switch
 - The period of simulated failure should not exceed one quarter the rated duration of the luminaire or sign and all luminaires/signs should be visually examined to ensure correct function

Quarterly Tests

- Voice Communication systems
 - Batteries within the fire/disabled refuge points will need to be tested by a competent person

Six Monthly

- Fire alarm system
 - The period between successive inspection and servicing visits should not exceed six months
- Emergency lighting
 - Simulated power failure by flicking the isolation switch
 - Testing all luminaires work correctly, internally illuminated signs and central battery system for 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaires for proper function
- Voice Communication systems
 - Fire/disabled refuge points will need to be tested by a competent person whilst alarm is activated to ensure that:
 - Clear speech
 - Locations are unobstructed
 - Batteries to receive a load test
 - System to be tested in all functions
 - For wireless systems then a signal strength test should be carried out

Annual

- Fire alarm system
 - The system should be inspected and tested by a competent person (usually an employee of the manufacturer or installer) in accordance with the British Standard
- Emergency lighting
 - Tests should be undertaken following the same practice as the three yearly test or at the discretion of the enforcing authority
- Fire doors
 - Batteries within devices that hold open a door should be replaced or to manufactures instructions, whichever is most frequent

Three Yearly:

Test for full duration of self-contained and central battery systems. During the test check all luminaires and at the end when the supply is restored ensure that any indicator lamp or device is showing normal supply.

"Weekly" Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action Taken	Name: Sign / Print
	Call Point Location / Number	Satisfactory Yes/No	Satisfactory Yes/No	Location / Number	Satisfactory Yes/No		

“Monthly” Test of Emergency Lighting

Date	Emergency Lighting		Remedial Action Taken	Name: Sign / Print
	Location / Number	Satisfactory Yes/No		

"Six Monthly, Three Yearly and Annually" Emergency Escape Lighting Test Record

Date	Test all Luminaries Operating		Test Central Battery System		Test Generator Operating		Test Engine of Generator Operating		Details of Fault and Action Taken	Name: Sign / Print	
	Correct		Correct		Correct		Correct				
	Yes	No	Yes	No	Yes	No	Yes	No			

Record of False Alarms

Date	Time	Fire Alarm Call Point / Detector		Action Taken Afterwards	Name: Sign and Print	
		Location or Number	Type Fire FA			

Firefighting Equipment

All testing of equipment should be in accordance with the manufacturer's instructions.

It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated competent person not less than monthly, and defects should be actioned and your findings recorded within this log book.

Daily (not normally recorded)

- Check that your extinguishers are in place and they are clearly visible with the label facing outwards

Weekly

- Check that your extinguishers are in place and they are clearly visible with the label facing outwards
- A visual inspection to insure that they are in good condition

Monthly

- Are extinguishers located in the designated place
- Are extinguishers visible and unobstructed
- Are operating instructions legible and do they face outwards
- That extinguishers have not been used and have no obvious damage.
- That pressure gauges/indicators are reading within operational and safety limits
- That the seals and tamper indicators are not broken or missing

Annually

- The user should ensure that extinguishers, gas cartridges and replacements charges are inspected, serviced and maintained as recommended in current British Standards. These procedures should be carried out by a competent person capable of conducting them according to the recommendations of this code and any special procedures recommended by the manufacturers using recommended tools, equipment and materials at least annually.

Fire Extinguisher Test Record

Date	Location or Number	Monthly / Annually	Satisfactory Yes/No	Details of Fault and Action Taken	Name: Sign and Print	

Hose Reels (EN671:3:2019)

Should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

Annual Service

- Inspected and tested by a competent person
- The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate
- A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended)

Hose Reel Test Record

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Details of Fault and Action Taken	Name: Sign and Print	

Sprinkler systems (Automatic) (BS EN 12845:2015+A1:2019)

Weekly Test

- Water and air pressure gauge reading on installations, trunk mains and pressure tanks and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and all gauge readings and levels recorded
- That each water motor alarm has been sounded for at least 30 seconds
- Fuel and oil levels of diesel engines used to power automatic pumps
- That automatic pumps start when the water pressure is reduced to the specified level and, if powered by diesel engines, the oil pressure, the flow of cooling water through open-circuit cooling systems or the water level in the primary circuit of closed-circuit cooling systems, and whether the engines will restart, using the manual start test button
- The electrolyte level and density of all acid battery cells and if the density is low that the battery charger is working correctly, ensure that the affected cells have been replaced
- The operation of the mode monitoring system for stop valves in life safety installations
- The continuity of connection between the alarm switch and the control unit and between the control unit and the fire service (usually via a remote manned centre) for automatically monitored connections
- The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system

Quarterly, Half Yearly, Yearly and Three Yearly

Arrange for inspections and tests of the sprinkler system to be carried out by a competent person. Any defects found are to be recorded and any necessary action taken. Ensure that certificates of satisfactory testing are received.

“Weekly” Sprinkler System Test Record

Date	Water and Air Pressure Gauges Correct		Water Levels in System Correct		Water Motor Alarm Correct		Automatic Pump start Correct		Diesel Engine Restarting Correct		Details of Fault and Action Taken	Name: Sign / Print	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			

“Weekly” Sprinkler System Test Record

Date	Water and Air Pressure Gauges		Water Levels in System		Fire Service and Remote Central Station Alarm		Trace Local Heating		Details of Fault and Action Taken	Name: Sign / Print	
	Correct		Correct		Correct		Correct				
	Yes	No	Yes	No	Yes	No	Yes	No			

Informing, Instructing and Training

Employees should receive any such information, instruction and training during working hours and should be given when:

- The start of their employment
- Following any changes to the emergency plan or to the workplace
- Any changes to their work practices and processes
- Repeated periodically as required, at least annually

During the training, these “relevant people” will also need to be made aware of their responsibilities in the event of an emergency to ensure that they know:

- What action to take on discovering a fire and on hearing the fire alarm
 - Operate a manual call point and evacuate the building following the emergency plan. Where possible try to contain the fire by shutting doors and windows, this will help to reduce draughts that may fan and spread the fire
- Only tackle a fire if it safe to do so (when fire is small and correct extinguisher is available)
- How to raise the alarm
 - Manual call points
- How to contact the fire and rescue service
 - Call 999 – confirming name and address and what is on fire
 - Don't stand next to any bells or sirens when making the call
- Escape routes from the premises
- Correct evacuation procedures and location of the assembly points
 - Any arrangements for the evacuation of people with special needs
- Aware of the contents of the Fire Risk Assessment
- When the fire and rescue service arrives ensure that yourself or a responsible person meets them to collate information
- Do not re-enter the building for any reason
- Safety drills should be carried out
 - At periodic intervals appropriate to the nature of the risk, a minimum of once a year is recommended
 - All employees must evacuate the premises regardless of activities.

Informing, Instructing and Training Record

Date	Duration of Training	Name of Person Receiving Training Sign/Print		Nature of Instruction (Induction / Fire Extinguishers / Fire warden)	Name of Person Delivering the Training Sign / Print	

Fire Drill Record

Date	Nature of Drill	Persons / Section Taking Part	Evacuation Time	Nature of Instruction (Induction / Fire Extinguishers / Fire warden)	Name of Person Delivering the Training Sign / Print	

Miscellaneous Equipment Test Record

Date	Items Tested	Satisfactory Yes / No	Details of Fault and Action Taken	Name	Signature

Fire Safety Inspectors Visits

Date	Inspecting Officer (Block Capitals)	Officers Signature	Comments