Fire Safety Logbook

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| Premises Name | Premises Address |
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**CONTENTS**

1. MEANS OF ESCAPE

1. FIRE ALARM
2. EMERGENCY LIGHTING

1. FIRE EXTINGUISHERS AND HOSEREELS

1. FIXED FIREFIGHTING INSTALLATIONS AND SMOKE CONTROL EQUIPMENT

1. FIRE EVACUATION DRILLS

# RECORD OF FIRE SAFETY EQUIPMENT TESTING

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ADDRESS OF THE PREMISES

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OCCUPIER OF THE PREMISES

NAME AND ADDRESS OF THE OWNER(S) OF THE PREMISES

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This fire safety logbook should remain on the premises at all times. The logbook assists in proving compliance with Fire Safety Regulations and should be completed following the inspection, testing or maintenance of any of the Fire Safety provisions within the building.

Detailed information in relation to the testing and maintenance of specific items can be obtained by referring to the relevant standard and/or the manufacturers’ instructions.

This logbook does includes only some of the most common fire safety provisions. It can be adapted and expanded to include any other measures e.g. fire-fighting lifts or rising mains.

# ESCAPE ROUTES

All escape routes from your premises must be properly maintained and kept free from obstruction at all times.

A regular inspection should be carried out to ensure that:

1. All doors that are on escape routes must be easily openable and not require a key or any special procedure to open.

1. All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.

1. All self-closing devices fitted to doors should be effective in operation.

1. All doors fitted with automatic door release mechanisms specified in your risk assessment should be tested in conjunction with tests for the fire warning system (see section 2).

c) All walls, doors, floors and glazing, which are required to stop the passage of fire and smoke should be inspected to ensure that the fire and smoke resistance is being maintained i.e. No holes in walls and floors, no glazing is broken, doors are not damaged and smoke seals touch the door and frame continuously, etc.

 **NOTE:**

**Prior to any alteration to the internal layout of the premises, the risk assessment must be reviewed as if the changes to the premises had taken place.**

# Any alterations that affect escape from the premises must be addressed

**1. WEEKLY INSPECTION OF ESCAPE ROUTES AND FIRE EXITS**

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# FIRE ALARM

The “Duty Holder” (having control of any installed system) should appoint a competent person to carry out any necessary tests or maintenance work to maintain the fire alarm system in correct working order.

1. Daily inspection of alarm system panel

Ensure that the panel indicates “normal” operation and that any faults indicated are recorded along with the action taken to remedy the fault. **Satisfactory daily inspections need not be recorded in this register**.

1. Weekly Test

The system should be tested at the same time each week using a different CALL POINT (where installed) thereby ensuring that all CALL POINTS are tested in turn. It is helpful if each call point is numbered and the number recorded in this register following the test.

A visual inspection of all call points and any smoke or heat detectors should be carried out to ensure they are not covered or obstructed and have adequate air flow over them.

1. Annual Inspection and Test

It is recommended, within a 12 month period, that a comprehensive check and test sequence is carried out by a competent person, in accordance with the current standard such as the British Standard for Fire detection and fire alarm systems for buildings BS5839.

1. Electrically Controlled Door Release Mechanisms

In premises where electrically controlled door release mechanisms are used and linked into the fire alarm system, they should be tested weekly in conjunction with the fire alarm test to ensure their correct operation on actuation of the alarm. These devices should also be tested by operating the manual release mechanism to ensure the release mechanism works satisfactorily.

1. Activations and False Alarms

Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. This will enable the alarm system to be managed in accordance with BS5839; these records will also assist a service engineer to maintain the system.

**NOTE:**

**Any maintenance of the fire alarm and automatic fire detection system which necessitates the system being inoperative for any period of time must be carried out at a time when the building is unoccupied. Exceptionally, alternative means may be put in place to detect fire and raise the alarm such that, in the event of fire, all persons can escape to a place of safety unharmed.**

# 2. FIRE ALARM

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| **DATE**  | **SYSTEM CHECKED BY**  | **TEST CARRIED OUT** **I.E. WEEKLY,**  **ANNUALLY**  | **REMARKS:** **(INCLUDE CALL POINT, ZONE NO. TESTED)**  |
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# EMERGENCY LIGHTING

The “Duty Holder” (having control of any installed system) should appoint a competent person to carry out the appropriate checks. Typically this should be:

* A daily check that luminaires are in good condition
* A daily visual check of any central controls
* A weekly check that the lighting unit charging indicator is lit (if fitted)
* 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

**NOTE:**

**Change of the internal decor of a premises can substantially alter the effective light output level of emergency lighting systems. Any changes to the premises should cause a review of the fire risk assessment.**

# 3. EMERGENCY LIGHTING

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| **DATE**  | **TYPE OF TEST**  | **INSPECTED BY**  | **ACTION AND REMARKS**  |
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# FIRE EXTINGUISHERS AND HOSEREELS

a) Fire Extinguishers

Routine inspection by occupier:

A regular inspection of all extinguishers should be carried out to ensure that they are in their appropriate position, they are unobstructed and have not been discharged, lost pressure ( in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and that any pins or clips are in place. The FREQUENCY OF INSPECTION should be not less than quarterly and preferably monthly. The inspection should be recorded in this logbook.

Annual Inspection, service and maintenance:

The annual inspection, service and maintenance of portable extinguishers should be carried out by a competent person in accordance with the relevant part of the current standard for “Fire Extinguishing Installations and Equipment in Premises”, and in accordance with the manufacturers’ instructions.

Satisfactory annual tests should be recorded on a label on each extinguisher and/or alternatively in this logbook with each extinguisher being identified by number.

Periodic Testing and Discharge:

All extinguishers should be test discharged at specific intervals in accordance with the relevant part of the current Standard for Fire Extinguishing Installations and Equipment in Premises.

b) Hosereels

Routine Inspection by User:

Hose reels should be subject to regular inspection to ensure that the system is free from leaks and that nozzles operate correctly. Hose reels must remain easily accessible and unobstructed, at all times.

If booster pumps are installed these should also be checked. A routine inspection should be carried out not less than quarterly and preferably monthly with the inspections recorded in this register.

# 4. EXTINGUISHERS AND HOSE REELS

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| **DATE**  | **EXTINGUISHERS** **AND HOSE REELS INSPECTED**  | **INSPECTED BY**  | **REMARKS**  |
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# FIXED FIREFIGHTING INSTALLATIONS AND SMOKE CONTROL EOUIPMENT

This section should be used to record tests and maintenance carried out on any fixed firefighting installations such as WATER SPRINKLERS, INERT GAS INSTALLATIONS, DRY POWDER INSTALLATIONS etc. as well as any SMOKE CONTROL EQUIPMENT that may be installed in the premises.

Such installations vary greatly in their design and application therefore any servicing, tests and maintenance must be carried out in accordance with the manufacturer’s instructions as well as the relevant Standards by competent engineers who are familiar with the design, operation and requirements of such equipment.

# 5. FIXED FIREFIGHTING INSTALLATIONS AND SMOKE CONTROL EQUIPMENT

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| **DATE**  | **BRIEF DESCRIPTION OF WORK CARRIED OUT**  | **SIGNATURE & CAPACITY IN WHICH SIGNED**  |
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# FIRE EVACUATIN DRILLS

All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire. Any special needs for those less able must be considered.

Fire drills should be carried out regularly to test the effectiveness of the emergency fire evacuation procedure, and to allow any persons nominated to assist a level of practice of their exact duties. Drills should be carried out as realistically as possible and be tailored to the needs of the premises. For guidance conducting 1 or 2 fire drills per 12-month period is normally recommended.

# 6. RECORD OF FIRE DRILLS AND TRAINING

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|  **Date**  |  **Details of event** |
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| **NAME of Participant** |
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