FIRE SAFETY LOG BOOK

UK Firesafe, 69 Brookfield Road, Aldridge, West Midlands, WS9 8JE
T: 0800 566 8543 **E**: service@ukfiresafe.co.uk **W**: www.ukfiresafe.co.uk

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Details of the Premise

Name of Occupier / Business

: …….

Property Address

: …….

……..

……..

……..

Name of Person Responsible for Fire Safety

: ……...

IN THE EVENT OF AN EMERGENCY

DIAL 999

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Contents

This Fire Safety logbook and maintenance record should remain on the premises at all times. The register will assist you in proving compliance with your legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

The logbook should be available for inspection by any Fire Officer who inspects your premises under the Regulatory Reform (Fire Safety) Order 2005. It should also be available to relevant employees or any service engineer as required.

Sections:

1. Fire Warning (Alarm) and Automatic Fire Detection systems
2. Emergency Lighting
3. Fire Fighting Equipment
4. Portable Appliance Testing
5. Fire Resisting door checks
6. Means of Escape Inspections
7. Housekeeping & Fire Safety Checks
8. Staff Training - Fire Actions / Fire Safety / Fire Extinguishers
9. Fire Evacuations & Fire Drills
10. Records of Visits by a Fire Officer

Fire Warning (Alarm) and Automatic Fire Detection Systems

The owner or any other “Responsible Person” having control of the building should appoint a competent person to carry out any necessary work to maintain the system in correct working order which should including the keeping of records. Such a person should be suitably qualified and have received adequate training from the manufacturer, supplier or installer of the fire alarm system.
The following tests/inspections should be carried out in addition to any other tests recommended by the manufacturer, supplier or installer of the system. Please refer to the Maintenance Schedule for recorded servicing frequency.

Daily Checks
Check that the panel is showing normal operation. If not, record fault and action taken in the log book and check that any previous faults recorded have received attention.

Weekly Test
The system should be tested every week using a different call point each time.
This ensures sequential testing of all call points’. It is recommended that each call point is identified and the identification recorded in this register following the test.

Periodic Inspection and Test
The responsible person should ensure that the time between inspections shall be based on a risk assessment but should not exceed 6 months. A comprehensive check and test sequence should be 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 Pt1.

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 it works satisfactorily.

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.

Fire Alarm: Quarterly / Bi Annually / Annual Service

Date	Company	Type of Maintenance / Comments	Signed

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Fire Alarm Weekly Test

Call Point No	Date	Checked by	Faults Found	Action Taken	Signed

Fire Alarm Weekly Test

Call Point No	Date	Checked by	Faults Found	Action Taken	Signed

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Fire Alarm Weekly Test

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Emergency Lighting

Regular servicing of emergency lighting systems is essential. The responsible person for the premises should carry out or appoint a competent person to carry out the daily inspection detailed below.

Routine Inspection and Tests

The monthly function test can be carried out by a trained person. This simply involves switching on the lights for a short period to ensure they illuminate and switching back off, confirming the charging lights are displayed again and no visible signs of damage to the light has occurred.

The annual discharge tests should be carried out by a competent and suitably qualified electrical engineer in accordance with the current standard for Emergency Lighting, BS5266.

Emergency Lighting Annual Service.

Date	Company	Type of Maintenance / Comments	Signed

Emergency Lighting Monthly Test

Date	Checked by	Faults Found	Action Taken	Signed

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Emergency Lighting Monthly Test

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Emergency Lighting Monthly Test

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Fire Fighting Equipment

Portable Fire Fighting equipment should be inspected and tested in accordance with BS 5306 Part 3 at regular intervals as follows:

Annually (or as often as required as per the recommendations of a risk assessment)

Annually or as otherwise agreed Portable fire extinguishers require servicing in accordance with BS 5306 Part by a competent and qualified fire extinguisher technician.

Weekly / Monthly

Periodic inspections of portable fire equipment (fire extinguishers) should be carried out by the user to confirm the following:

- The fire extinguisher is present and in its correct location
- The fire extinguisher is accessible and not obstructed
- The instructions are legible
- There is no obvious signs of damage or use and the tamper indicating device is in place.
- Where fitted the indicating gauge should be in the full section.
- Where signs of damage or use are found the defect is reported and any fault corrected by a qualified and competent technician.

Portable Extinguisher Annual Service.

Date	Company	Type of Maintenance / Comments	Signed

Portable Extinguisher Weekly Checks

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Portable Extinguisher Weekly Checks

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Portable Extinguisher Weekly Checks

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Portable Appliance Testing

Portable Electrical Appliance testing (PAT testing) forms an integral part of any health and safety program which ensures companies comply with insurance requirements and electricity at work (EAW) Regulations 1989.

Annually / Periodically as determined by Risk Assessment

A competent technician should test / inspect all appliances to the standard relevant at the time.

Portable Appliance Periodic Test

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Fire Resisting Doors

The Regulatory reform (Fire Safety) Order 2005 requires you to ensure your fire doors are properly maintained ensuring a potential fire would be contained to a single compartment.

Review and complete the checklist every 6 month's for low usage buildings, and every 3 months for high usage buildings and Monthly for buildings where persons may be sleeping.

The Following Checks should be completed:

- Are fire doors clear of obstructions?
- Do all electronic release mechanisms on escape doors work correctly?
- Is the door to floor gap consistently approx. 3mm to 10mm +/- when the door is closed?
- Door leaves are not structurally damaged or excessively bowed or deformed.
- Gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke sealing.
- The door to floor gap is consistently approx.10mm +/- when the door is closed?
- Hanging devices, screws/ hinges, securing devices & self-closing devices are operating correctly.
- Suitable signs are displayed on the door, i.e. 'Fire Door Keep Shut' 'Fire Door Keep Locked Shut' or ' Automatic Fire Door Keep Clear'

Fire Resisting Door Checks

Date	Checked by	Door Location	Comments	Signed

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Fire Resisting Door Checks

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Means of Escape – Regular Inspection

Daily and monthly check. Any faults found are to be recorded below.

Inspection is to include checking that all doors forming the means of escape are easily and immediately available,

All escape routes are free from obstruction; all signs are clearly visible, self-closing devices on fire doors function correctly.

Monthly check of doors fitted with emergency devices that the lock and door function correctly.

Means of Escape - Inspection

Date	Inspected By	Faults Found	Extent of Inspection Whole Building/Zone	Action Taken

Means of Escape - Inspection

Date	Inspected By	Faults Found	Extent of Inspection Whole Building/Zone	Action Taken

Housekeeping & Fire Safety Checks

Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring.
Poor housekeeping will not only make the outbreak of fire more likely but will inevitably allow a fire to spread more rapidly.

Regular checks should be made throughout the site to include the following as a minimum:

- All fire exit doors can be easily and immediately opened from the inside without the use of a key.
- There is no accumulation of rubbish, waste paper or other materials, which could catch fire.
- There are no obstructions, apparent defects or damage to fire alarm call points, fire detectors or alarm sounders.
- The firefighting equipment is in order, unobstructed and in place.
- Material which could readily catch fire is not left near to a source of heat.
- There are adequate facilities for the disposal of smoking materials and that cigarette ends are not left smoldering.
- Storage within the building is acceptable and controlled at all times.

Housekeeping & Fire Safety Checks

Date	Inspected By	Faults Found	Extent of Inspection Whole Building/Zone	Action Taken

Housekeeping & Fire Safety Checks

Date	Inspected By	Faults Found	Extent of Inspection Whole Building/Zone	Action Taken

Staff Training – Fire Actions / Fire Safety / Fire Extinguishers

Employers must ensure all staff are provided with regular adequate Fire Safety Training to comply with The Regulatory Reform (Fire safety) Order 2005.

Emergency Procedures and Fire Action instruction should be provided for all persons on induction to the organisation and on at least an annual basis, Additional instruction should be provided to all persons with additional responsibilities during an emergency:

Instruction should include the following topics:

General Instructions and Emergency Procedures (All Staff)

- Fire Action procedure – all staff, visitors, disabled visitors & contractors
- Hazards and safe practices
- Location of fire alarm call points & indicator panel
- How to raise the alarm
- Action on hearing the alarm
- Calling the fire service
- Location of fire equipment
- Safe use of fire equipment
- Escape routes and assembly points (location, use & keeping clear)
- Evacuation of staff and visitors
- Safety signs
- Use of and importance of fire doors and self closers.
- Need to report hazards, faults, dangers etc.
- Particular instructions related to specific duties
- Smoking policy (Regarding site restrictions etc).
- Hot work policy (if applicable)

Emergency Procedures (Designated Roles)

- Details of additional duties in an emergency (Fire Marshals / Wardens / Co-ordinators)
- Fire Extinguisher use theoretical & Practical training

Staff Training

Date	Staff Name	Type Of Training	Staff signed	Trainer Signed

Staff Training

Date	Staff Name	Type Of Training	Staff signed	Trainer Signed

Fire Evacuations and Drills

All fire evacuations from site should be recorded giving details of the incident.

Fire Evacuation Drills should be completed on at least an annual basis covering all shifts on site for business premises, Education, Residential and complicated premises should carry out Fire Evacuation drills on a Quarterly basis, or more often as detailed in the Fire Risk Assessment.

Fire Evacuations & Drills

Date	No Of People	Evacuation Time	Time To Roll Call Completion	Assessment of Evacuation	Actions Required To Improve Fire Drill?

Fire Evacuations & Drills

Date	No Of People	Evacuation Time	Time To Roll Call Completion	Assessment of Evacuation	Actions Required To Improve Fire Drill?

Records of Inspections by a Fire Service Officer

Date	Inspecting Officer	Signature	Comments

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