Address of Premises: ……..

Location of Log Book: ……..

CONTENTS OF LOG BOOK

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.

GENERAL

Means of Escape

Fire doors are provided to prevent the spread of heat and smoke. Keep them shut when not in use and never wedge or prop them open or remove self-closing devices. Keep corridors and stairways clear of storage and waste material. Ensure that final exit doors can be readily opened from the inside without the use of a key. Keep areas outside final exit doors clear of obstructions at all times. Always ensure that exits and access thereto, which are not in normal use, are clearly
indicated, with the exit signs visible from the furthermost 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.

Fire Extinguishers/Hose reels

These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely. Always ensure they are inspected and maintained regularly.

Emergency and General Lighting

Ensure that all lighting systems are checked and maintained regularly. Replace any defective luminaries or components immediately.

Instructions to Staff and Guests

Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:

- Raise the alarm
- Call the Fire Brigade
- Know when **not** to tackle a fire
- Use a fire extinguisher correctly and safely
- Know the correct evacuation procedures for the premises
- Are aware of the contents of the Fire Risk Assessment

For details of staff training courses available through FIREPOINT-UK Ltd. contact our 'Fire Training' Department on 0870 850 6962

Guests

Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency. Premises that take in foreign guests should have their Fire Action Notices printed in the appropriate language(s).

Electrical Installations

The misuse of electricity is a major cause of fire. Old wiring should be regularly checked and renewed if necessary. You may need another ring circuit to cope with the increasing number of electrical appliances you want to use. Ensure you always use the correct fuse. Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

Heating

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

Open Fires

Do not use flammable liquids to start fires. Always keep them securely guarded. Sweep chimneys twice per year, more if wood is burned.

Smoking Materials

• Be vigilant in areas where people smoke and provided adequate ashtrays.

• Before leaving rooms which will be unoccupied for long periods, or in which people will be sleeping, make a final check for any lighted cigarette ends. These may have fallen into the recess of an armchair, or on the bed clothes when someone fell asleep.

• Empty all ashtrays into a non-combustible waste receptacle and ensure that all debris is fully extinguished.

BUSINESS PREMISES

Be aware of the common causes of fire:

ELECTRICITY:

It is a source of heat, get faults repaired immediately by a competent electrician. Switch off appliances after use.

RUBBISH:

Fires love rubbish – get your rubbish out of the premises and into metal bins (with lids) as quickly and as often as possible. Don't keep your external rubbish or bins near or adjacent to your building, as rubbish fires are likely to spread to the building.

SMOKING:

Still a frequent fire starter.

HEATERS:

Portable heaters start fires if not placed carefully and used wisely.

DANGEROUS GOODS:

Correction and duplicator fluids and all aerosols are either flammable or explosive. Keep them all well away from heat. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

ARSON:

Now the most common cause of fire. Help to protect your premises from arsonists by locking away any flammable liquids or gases. Effectively secure your premises at the end of the day including any out of the way doors or windows that are easily missed.

What to do in the case of a fire

On the sounding of the fire alarm, the building must be evacuated following the preconceived evacuation plan. When leaving the building do everything possible to reduce draughts which may fan the fire; if possible, close all doors and windows. Ensure that the Fire Brigade is called immediately and that someone responsible will meet the fire appliance when it arrives.

DO NOT re-enter the building for any reason.

VISIT BY FIRE BRIGADE OFFICER

Date	Inspecting Officer (Capitals)	Officer's signature	Comments

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FIRE ALARM SYSTEM – RECORD OF TESTS

Fire Alarm

(For further information see BS 5839: Part 1: 2002) It is important that the operations of testing do not result in a false signal of fire.
Denotes you should enter test and result in this log book.

Inspect the panel daily for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly. Record any defect in the logbook and report it to a responsible person.

***Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:**

a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested quarterly for a monitored system and weekly for an unmonitored system. Each time a zone is tested a different trigger device should be used.

b) Examination of batteries and connections including electrolyte level.

• Quarterly and annual inspection and test. No guidance is given, as these should be done by the Installer, or an employee who has received special training by the installer.

• 5 yearly wiring check to IEE Wiring Regulations.

Fire Detectors

(For further information see BS 5839: Part 1: 2002) Regular visual inspection of detectors for damage, unusual accumulations of dirty, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector. Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic Door Releases connected to the Fire Alarm System

Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.

FIRE ALARM TEST RECORDS

Date	Call Points Tested	Satisfactory Yes / No	Door Release Satisfactory Yes / No	Detectors Location Number	Satisfactory Yes / No	Remedial Action	Signature

FIRE ALARM TEST RECORDS

Date	Call Points Tested	Satisfactory Yes / No	Door Release Satisfactory Yes / No	Detectors Location Number	Satisfactory Yes / No	Remedial Action	Signature

FIREFIGHTING EQUIPMENT – RECORD OF TESTS

Portable Fire Extinguishers

1) **Routine Inspection by the User**

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user's representative. This is to make sure that the appliances are in their proper position and have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator), or suffered obvious damage. The frequency of the inspection should not be less than quarterly, but preferably monthly. Any extinguisher not available for use should be replaced.

2) **Annual Inspection, Service and Maintenance by a Competent Person**

The user should ensure that extinguishers, gas cartridges and replacement 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 the recommended tools, equipment and materials at least annually.

3) **Intervals of Discharge**

The recommended times, in each case since the date of manufacture or the last actual date of discharge (test or otherwise) of the particular extinguisher body (see note below) are as follows:

Extinguisher Type Intervals of Discharge

Water	Every 5 Years
Foam (All Types)	Every 5 Years
Powder (Gas Cartridge) **Powder (Stored pressure – Valve operated)**	Every 5 Years
Carbon Dioxide (All Types)	Every 10 years and subsequently after a further 10 years and thereafter at intervals not exceeding 5 years.

Note

The replacement of parts does not affect these intervals. For example, if the hose on a Carbon Dioxide extinguisher has been replaced after the extinguisher has been in service for 6 years (from new) then the discharge test should be after a further 4 years. For more information on extinguisher testing please refer to BS EN3 and BS 5306-3 Annex A & B.

Hose Reels

Should be regularly inspected for leaks and correct operation.

Annual Test

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are watertight. A flow test should be carried out to ensure that a discharge of at least 30 litres per minute is achieved.

FIREFIGHTING EQUIPMENT – RECORD OF TESTS

Date	Result of inspection or test. Satisfactory / Faulty (Record Faulty Equipment ID No.)	Remedial Action Taken	Fault Rectified (Date)	Signature

EMERGENCY LIGHTING

Due to possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked following the manufacturer's instructions.

• **Denotes you should enter test and results in this logbook.**

• Daily Test – check that any previous faults have been rectified, that every lamp in a maintained unit is lit, that the control panel indicates normal. Ensure any fault found is recorded in the logbook and acted upon.

• Monthly test of self-contained luminaires, by simulation of a failure of the **normal lighting supply**, i.e. sub-circuit failure for sufficient time to allow all luminaires to be checked for proper function.

• Six monthly test of self-contained and central battery systems, by simulation of a failure of the **normal lighting supply,** i.e. sub-circuit failure for a continuous period of 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaires for proper function.

• Three yearly test for full duration of self-contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaires for proper function.

• Subsequent Annual Test – After the first three-yearly test each unit or exit sign should receive this test annually, or at the discretion of the enforcing authority.

EMERGENCY LIGHTING SYSTEM RECORD OF TESTS

Date	Duration	Result of Test	Fault (Specify)	Fault Cleared	Signature

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MISCELLANEOUS EQUIPMENT – RECORD OF TESTS

As these systems are not found in the majority of premises this logbook only provides one page for recording the associated tests. Please visit our web site should you require additional pages to accommodate your particular test and maintenance schedules. http://firepoint.org.uk/downloads.html

- **Denotes you should enter test and results in this logbook.**

WEEKLY TEST

There is normally a requirement to maintain a specific logbook for these systems. Check with your maintenance contractor or insurers.

- **Sprinkler System (the following should be checked)**

a) Water and air pressure gauge readings 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.

b) That each water motor alarm has been sounded for at least 30 seconds.

c) Fuel and oil levels of diesel engines used to power automatic pumps.

d) That automatic pumps start when the water pressure is reduced to the specified level and, if powered by diesel engine, 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 engine will restart, using the manual start test button.

e) The electrolyte level and density of all lead acid battery cells and if the density is low the battery charge is working correctly; ensure that the affected cells have been replaced.

f) The operation of the mode monitoring system for stop valves in life safety installations.

g) 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.

h) The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system.

- **Smoke Control Systems for Means of Escape**

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) natural exhaust ventilators open, automatic smoke curtains move into position etc.

MONTHLY TEST

- **Smoke Control Systems to Assist Fire Fighting**

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) etc.

- **Monthly Inspections and Tests**

Arrange for the quarterly inspections and tests of the sprinkler system to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received.

- **Yearly**

Arrange for the annual inspections and tests of the following to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received:

a) Sprinkler System

b) Smoke Control Systems

- **Generators**

The manufacturer's instructions as given in the associated instruction manual or other literature should always be followed. It should be noted, however, that the failure of engines to start up readily often arises from poor maintenance or defect in the starting battery or in Electromechanical apparatus, e.g. relays incorporated in the starting system. Dust and damp, singly or in combination, can have an adverse effect on electromechanical apparatus and it is therefore important that a system of regular cleaning and, where necessary, adjustment is carried out. Some parts of the starting system may be sited where they are subjected to vibration and great care should therefore be taken in such instances to ensure that all connections are mechanically and electronically sound. It is essential that air intakes and exhausts are unobstructed.

MISCELLANEOUS EQUIPMENT RECORD OF TESTS

Date	Items Tested	Satisfactory Yes / No	Remedial Action Taken	Signature

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FIRE INSTRUCTIONS

Fire Instructions

At the intervals not exceeding those shown below, instructions should be given in respect of the following:

1) Discovering a fire

2) Hearing a fire alarm

3) Assembly points

4) Calling the Fire Brigade (including operating the Fire Alarm)

5) Making power supplies safe

6) Use of extinguishers

7) Means of escape routes

8) Evacuation of staff/visitors

First Month of Employment

With health and safety induction.
Plus twofurther instruction periods

Staff of Night Duties

Three monthly

Staff on Day Duties

Six monthly

FIRE INSTRUCTIONS RECORD OF WHEN GIVEN

Date	Instruction	Persons Receiving Instruction	Nature of Instruction	Signature

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FIRE DRILLS

These should be carried out at the interval shown below and conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning should be given, other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire Brigade.

Six Monthly

Residential premises, places of entertainment, large shops and department stores.

Yearly

For industrial and commercial premises. Remember that these are the usual minimum requirements and your own Company/Organisation Fire Policy may stipulate more frequent drills such as Residential Care Homes to ensure all staff are involved at least twice a year.

FIRE DRILLS

Date	Nature of Drill	Persons / Sections taking Place	Evacuation Complete	Person in Charge	Signature

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