

# **FIRE LOG BOOK**



**This Logbook should be kept up to date and made available for inspection by the Fire Authority**

**Site/Premises Name**

**Address**

**Telephone No**

**Site/Premises 'Nominated Property Officer (NPO)'**

**Site/Premises UPRN**

**Owned by (NCC Department)**

# FIRE LOG BOOK

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# FIRE LOG BOOK

## 1. Useful Telephone Contacts

Fire Alarm maintenance and repairs Company Name:	Contact Name: Tel: Mobile: Fax:
Fire Fighting Equipment maintenance and repairs Company Name:	Contact Name: Tel: Mobile: Fax:
Emergency lighting maintenance and repairs Company Name:	Contact Name: Tel: Mobile: Fax:
NCC Fire Safety Advice	Contact Name: Fire Safety Team Tel: 0115 977 2495 Fax: 0115 977 2407 Email: <a href="mailto:fire.safety@nottscc.gov.uk">fire.safety@nottscc.gov.uk</a>
NCC Health & Safety Advice	Contact Name: Health & Safety Team Tel: 01623 434033 Fax: 01623 434100 Email: <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>
	Contact Name: Tel: Mobile: Fax:
	Contact Name: Tel: Mobile: Fax:
	Contact Name: Tel: Mobile: Fax:

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## 2. The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into force on October 1<sup>st</sup> 2006. The Fire Safety Order applies to virtually all non-domestic premises in England & Wales.

This fire safety logbook has been prepared to assist persons with the responsibility for the co-ordination and maintenance of fire safety records associated with any facilities, equipment and devices provided within the premises, and also seek to cover the main requirements for demonstrating compliance with current Fire Safety legislation, British Standards and Approved Codes of Practice.

### **Article 11 Regulatory Reform (Fire Safety) Order 2005**

'The responsible person must make and give effect to such arrangements as are appropriate, for the effective monitoring and review of the preventive and protective measures, and the arrangements must be recorded if there are five or more employees'

### **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'*

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

### **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.'*

It is recommended that the logbook is kept in a loose leaf format with new record keeping pages photocopied or downloaded when required. Pages which refer to facilities and equipment not found within your premises can simply be removed to avoid unnecessary confusion.

**The logbook should be kept up to date and readily accessible  
for inspection by the fire authority when required.**

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## 3. General Fire Safety Requirements

### Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke.
- **Keep them shut** and do not prop them 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 are clearly indicated, with the exit signs visible from the furthest part of a room.

### 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.

### Fire-Fighting 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.

### Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly.
- Replace any defective bulbs/components immediately.

### Instructions to Staff and 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 Brigade.
  - Know when not to tackle a fire.
  - Know the correct evacuation procedures for the premises.

### Guests and Visitors

- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency.
- Premises which take in foreign guests should have their fire instruction notices 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.

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## 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

- Empty all ashtrays.
- Never permit smoking in storerooms.
- Be vigilant in areas where people smoke and provide adequate ashtrays.
- Before leaving rooms which will be unoccupied for long periods, or in which persons will be sleeping, make a final check for any lighted cigarette ends, these may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep.

## 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.

## Contractors

It is strongly recommended that maintenance contracts be taken out with a competent contractor e.g. registered with NICEIC or ECA for electrical or registered with BAFE for fire fighting equipment.

## British Standards

British Standards are issued, amended and withdrawn on a regular basis. The Standards referred to in this log book were current at the time of publication. You should consult the relevant current standard for detailed guidance on appropriate testing and maintenance regimes.

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## 4. Monthly Fire Safety Checks

**Area:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Month:** Jan Feb Mar April May June July Aug Sept Oct Nov Dec

**Checklist completed by:** \_\_\_\_\_

NO.	Key fire safety standards Non-compliance with underlined standard require urgent action	YES	NO	Description/Comments/Actions Actions completed ✓ (use the numbers in column 1 as a reference)
1	<u>Are all fire escape routes maintained and clear of obstruction</u>			
2	<u>Can all fire exit doors be opened easily without the use of a key / card or code</u>			
3	<u>Are all fire resisting doors either closed or held open by automatic release mechanisms that are triggered by the fire alarm</u>			
4	On release do all fire resisting doors & shutters close fully into their frames			
5	Are all structural elements of the building such as walls, ceilings and fire doors in good condition to prevent the spread of fire			
6	Are appropriate control measures in place for All fire hazards (no waste build up, no damaged equipment, flammable material stored safely etc)			
7	Are fire safety signs & notices visible and clear of obstruction and do fire action notices identify appropriate assembly point information			
8	<u>Is all fire fighting equipment in its proper place, available for use and clear of obstruction</u>			
9	Are evacuation plans for disabled person in place, and are all people who are known to need assistance when evacuating covered by a "Personal Emergency Evacuation Plan (PEEP)"			
10	<u>Is any emergency evacuation equipment provided in its proper place and clear of obstruction</u>			
11	Are appropriate arrangement and emergency procedures in place which identify roles and responsibilities (are current and up to date)			

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## **5. Fire Alarm System**

The Fire Alarm system, which may incorporate detectors, call points, wiring, sounders and main panel(s) must be tested in line with British Standard BS 5839-1:2002+A2:2008.

**If the alarm system is linked to a receiving centre ARC then they should be contacted immediately before and after all tests.**

The name and telephone number of the fire alarm service company responsible for maintenance should be displayed at the main control panel and may also be found on page 3 Useful contact numbers.

Failure to provide and maintain an appropriate fire alarm system could lead to formal enforcement under the requirements of the RR(FS)O and may also invalidate, or reduce, any claim made through the insurance company.

### **Detectors**

The period between successive inspection and servicing visits should not exceed six months. Regular visual 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.

### **Daily Check**

Inspect the panel for normal operation of the system. Where provided check that the connection of the remote manned centre is functioning correctly. Report any defect to a responsible person.

### **Weekly Test**

Operate a trigger device (Manual Call Point or Detector) to sound the alarm, choosing alternatives on a strict rotational basis for subsequent 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.

**The results to be recorded in the log book.**

### **Monthly Test**

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.

### **Annual Inspection and Test**

The false alarm/unwanted fire signals section should be checked by the installer/servicer and any faults to the system rectified.

The system should be inspected and tested by a competent person (usually an employee of the manufacturer or installer) in accordance with the current British Standard.





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## **Unwanted Fire Signals**

Changes to British Standard 5839 now require users of automatic fire alarm systems to demonstrate satisfactory management of false alarms.

Failure to demonstrate satisfactory management of false alarms may lead to;

- Invalidate insurance policies.
- Charges being made for an attendance by the Fire and Rescue Service.
- Reduced attendance or non-attendance by the Fire and Rescue Service.
- Formal action taken under articles 13 and/or 17 of the RR (FS) O.

To demonstrate satisfactory management of false alarms, users must log and categorize the type of false alarm. False alarms fall into one of the following five categories;

### **1 - Unwanted alarms**

Alarms caused by fumes from cooking, steam, tobacco smoke, dust insects etc

### **2 - Equipment false alarms**

Alarms caused by faults with the equipment.

### **3 - Malicious false alarms**

Alarms arising from the unauthorized or malicious use of the equipment.

### **4 - False alarms of good intent**

These occur when an individual suspects there is a fire and raises the alarm  
False alarms that do not fall into any of the above categories should be recorded as

### **5 - Unknown.**

Recording this information enables your system installer/service provider to investigate any system faults/problems that you may have with your equipment.



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## 6. Emergency Lighting System

The Emergency Lighting system, which incorporates; luminaries, wiring, batteries and or generators, must be tested. BS EN 50172:2004 BS 5266-8:2004 requires the following testing;

### **Daily Check**

Check that any previous faults have been rectified, that every lamp in a maintained unit is lit and that any control panel indicates normal. Ensure that any fault is recorded and acted upon.

### **Monthly Test**

This can be done by simulation of a failure to the normal lighting supply. Allow sufficient time for all luminaries and signs to be checked and the result of such tests to be recorded in the log book.

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. **The results to be recorded in the log book.**

### **Six Monthly/Annual Test**

The system should be inspected and tested by a competent person (usually an employee of the manufacturer or installer) in accordance with the current British Standard. The results to be recorded in the log book.

### **General**

Existing illuminated signs with the words FIRE EXIT or EXIT no longer meet the EC Regulations. However whilst the equipment functions correctly you may supplement it with the necessary signs incorporating a graphic symbol adjacent to it, this will ensure compliance.

For further information see British Standard BS 5266 Part 1 and Health & Safety (Signs and Signals) Regulations 1996 or consult the NCC Fire Safety Team see Page 3 Useful contact numbers.



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## 7. Fire Fighting Equipment

Portable fire extinguishers, fire blankets and/or hose reels provided within your premises should be manufactured, sited and maintained in accordance with the accepted British or European equivalent standards, such as BS 5306-3:2009 and BS EN3.

### Monthly Check

This is a simple visual check to ensure that all the extinguishers are in their proper positions and have not been discharged, lost pressure (those fitted with pressure indicators) or suffered any obvious damage. Make a note of the quantity, type and location of extinguishers that your premises contain and record in the log book. A good practice is to also identify each extinguisher with a number, this will assist you in the ongoing management and maintenance of them. **The results to be recorded in the log book.**

As a general rule fire extinguishers should be sited on exit routes, preferably near exit doors or where they are provided for specific risks, near to the hazards they protect. It is now also a requirement that the location of all fire fighting equipment is identified by notices which contain a graphic symbol. See Health & Safety (Signs and Signals) Regulations 1996.

### Annual Inspection

The annual inspection should be carried out by the contract service engineer or a suitably trained member of staff using the appropriate tools and manufacturers recommended procedures.

### Intervals of discharge

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

- Water, Powder, Foam and Water based Foam, Every five years extended service and recharge if necessary.
- Powder-Primary sealed. Every ten years extended service and recharge if necessary.
- CO2. Overhauled and recharged every ten years.

### Fire Blankets

Inspect and check to manufacturers instructions.

### Hose Reels

Regular checks should be carried out by a responsible person to ensure that reels are unobstructed and show no obvious signs of leaks or corrosion. Thorough annual inspection and maintenance must be carried out as per BS EN 671-3:2000 pt 6.



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## 8. Sprinkler Systems

### General

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the Fire Safety Risk assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice, under Article 29 of the RR(FS)O, and the maintenance requirements of Article 17 of the RR(FS)O.

The installer of the Automatic Fire Sprinkler System should provide to the occupier an inspection and programme of checks for the system. The programme should include; instruction on the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines.

### Weekly

The following checks shall be made and recorded;

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks
- All water levels in elevated private reservoirs, rivers, lakes and water storage tanks.

### Water Motor Alarm Test

Each water motor alarm shall be sounded for not less than 30 seconds

### Automatic Pump Starting Test

Test on automatic pumps shall include;

- Check fuel and engine lubricating levels
- Reduce water pressure on starting device to simulate condition of auto-start
- Record the starting (cut-in) pressure and check it is correct.

### Quarterly / Six Monthly / Annual Routines

The service and maintenance schedules detailed in the current British Standard should be carried by a competent person who will supply the user with a signed and dated report of the inspection.





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## 9. Smoke Ventilation System

Smoke ventilations systems may be provided as part of an engineered solution and as such may be subject to an Alterations Notice, under article 29 of the RR (FS)O and the maintenance requirements of Article 17 of the RR(FS)O. Furthermore, if the smoke ventilation system is provided for the assistance of fire-fighting purposes, it will also be subject to Article 38 of the RR(FS)O.

The ventilation system test should be carried out in accordance with the manufacturer's instructions, in order to meet the requirements of the current British or European equivalent, standards.

### Weekly

During the Fire Alarm test, check that all smoke ventilators and smoke curtains have operated correctly and they are properly re-set at the conclusion of the test.

### Annually

The system should be tested by a specialist engineer in accordance with the current British or European equivalent, standards.

## Record of Tests of Smoke Ventilation System

Date of tests	Curtains/Ventilators		Compressor		Annual Service test	Signature
	Satisfactory	Unsatisfactory	Receiver pressure	Hours Run Meter		

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## 10. Miscellaneous Provisions

### General

There are many features that may be provided within premises that relate to Fire Safety, or provided to assist the Fire and Rescue Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons;

- Condition of insurance
- Part of an engineered solution
- Requirement at time of building, or major refurbishment
- Compensation for departures from normal building regulations
- Deemed necessary as part of the Fire Safety Risk Assessment.

As such, the facilities provided may be subject to one, or more, of the articles of the Regulatory Reform (Fire Safety) Order and, if provided, should be maintained to the relevant industry standard, which will usually be the British Standard, or European equivalent.

### Facilities provided may include one or more of the following;

- Foam inlets
- Wet / Dry Risers
- Drencher systems
- Inert gas Flooding systems
- Pressurised stairways and corridors
- Fire fighting shafts, with dedicated lifts

The following check list is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

The Fire Service or local authority building control may be able to assist if the premises have only recently been constructed or undergone building works that were subject to local authority approval.



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## 11. Fire Instruction and Training

It is important that all staff should receive basic fire training in what to do in the event of fire, including those who work irregular hours, part time or casually employed.

### **Article 21.1 Regulatory Reform (Fire Safety) Order 2005**

*The responsible person must ensure that his employees are provided with adequate safety training.*

The training should focus on the following general areas:-

**Actions to be taken in the event of fire** - how to raise the alarm.

**Evacuation Procedures** - identifying the location and use of escape routes, fire alarm call points, fire fighting equipment and nominated assembly points.

**How to call the Fire Brigade** - premises procedures.

In addition to the above, certain members of staff in large buildings may also be nominated to carry out specific tasks in the event of fire and these should also be incorporated to ensure procedures are carried out efficiently and safely. All staff should receive information and training on the fire safety provisions within the premises as soon as possible after being appointed and at regular intervals thereafter, (at least annually).

The information given should be based on your emergency action plan and must include:

- The significant findings of your fire risk assessment
- Staff fire procedures.
- The identity of persons with responsibilities for fire safety: - fire wardens etc.
- The measures that are in place to reduce/mitigate the effects of fire.
- Any special arrangements that are in place
- The location of emergency exits and fire-fighting equipment (and the use of if appropriate).

**If you keep training records elsewhere you do not have to repeat the record in this log book. Please state below where training records are kept and who has access to them.**



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## 12. Fire Drill / Evacuation

Drills should be conducted to simulate fire conditions and to test fire procedures and all staff should be conversant with the premises evacuation procedures and take part in fire evacuation drills at least once and preferably twice per year.

### **Article 15.1 Regulatory Reform (Fire Safety) Order 2005**

*'The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.'*

Fire Drills and practice evacuations should not be used to embarrass staff, or unduly inconvenience people. However, they are crucial in testing local procedures for evacuating the premises and highlighting problem areas which may need addressing.

Ideally, most people should be aware that a fire drill is due to take place, in order to minimise any adverse effects and provide staff with time to ensure they are familiar with alternative exit routes. It may not always be possible to alert everyone, especially if the premises have relatively open access or are used by the public.

Debriefs on the effectiveness of the drills should be carried out so that any evacuation procedures can be changed if necessary.

<b>Date and Times</b>	<b>Person responsible for Evacuation drill</b>	<b>No. of staff involved</b>	<b>Time Taken to Evacuate</b>	<b>Optimum time to Evacuate</b>
<b>Simulation (i.e. normal route blocked/fire in foyer)</b>				
<b>Assessment of Drill</b>				
<b>Recommendations or further actions required</b>				

