

# FIRE SAFETY LOG BOOK

<b>Premises</b>	
<b>Date From:</b>	
<b>Date To:</b>	

<b>Responsible person</b>	
<b>Fire Safety Manager</b>	
<b>Fire Wardens</b>	

# FIRE LOG BOOK

## AN INTRODUCTION TO YOUR LOG BOOK

This fire safety log book has been prepared to assist building owners, managers and other responsible persons (the Duty holder) to co-ordinate and maintain a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

It is recommended that this log book be kept in a loose leaf format with new record keeping pages photocopied or downloaded when required. You can download pages for your log book at [www.essexfiresafety.com](http://www.essexfiresafety.com)

The log book should be kept up to date and readily accessible for inspection by the enforcing authority when required.

**It should be noted that it is an offence for a person to knowingly make a false entry.**

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## USEFUL TELEPHONE NUMBERS IN AN EMERGENCY DIAL 999

Fire Extinguishers	Essex Fire Safety 01255 815536
Emergency Lighting	Essex Fire Safety 01255 815536
Fire Alarm	Essex Fire Safety 01255 815536
Fire Risk Assessment	Essex Fire Safety 01255 815536
Staff Training	Essex Fire Safety 01255 815536
Health and Safety Executive	
Building Maintenance	
Environmental Health	

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## NOTES ON TEST PROCEDURES AND FREQUENCIES, ETC.

### **\*Record in Log book**

#### **ROUTINE CHECKS**

##### **Daily (not recorded)**

All doors on escape routes are available for use and escape routes are clear.

All Self Closing doors are kept shut.

Fire Warning system appears normal.

Firefighting equipment is in place.

#### **ROUTINE CHECKS**

**\*Weekly** All doors on escape routes are easily openable and escape routes (including external ones) are clear and in good condition.

Emergency lighting appears satisfactory.

Firefighting Equipment is in place and appears satisfactory.

It is strongly recommended that a maintenance contract is taken out with a reputable company in respect of each of the installations below, if provided.

#### **FIREFIGHTING EQUIPMENT:**

**EXTINGUISHERS** (for further information see BS 5306: Part 3), or equivalent EU standard.

**\*Monthly** inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.

**\*Annual inspection.** No guidance is given as this should be done preferably by a competent person following the manufacturers recommended procedures and using the tools, etc, specified therein.

**HOSE REELS** (for further information see BS 5306: Part 1)

Regular inspections for leaks and correct operation.

**\*Annual** test when 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 water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved and produce a sustained jet of water at least 6 metres in distance.

#### **SPRINKLER SYSTEMS**

##### **GENERAL**

**The installer should provide to the occupier an inspection and checking programme 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 the daily and weekly routines.

##### **DAILY ROUTINE**

**Fire Service monitoring station alarm connection** – If the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from a sprinkler installation to a monitoring centre shall be checked for :-

- Continuity of connection: and
- Continuity of the connection between the alarm switch and the control unit.

**Pressure Tank** – If not automatically controlled the water level and air pressure in a pressure tank providing a duplicate supply shall be checked and immediately corrected if necessary.

##### **\*WEEKLY**

**Checks** – The following shall be checked and recorded:-

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks; and
- All water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks (including pump priming water tanks) and pressure tanks.

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**Water Motor Alarm Test** – Each water motor alarm shall be sounded for not less than 30 seconds.

**Automatic Pump Starting Test** – Tests on automatic pumps shall include instructions to:-

- Check the fuel and engine lubricating oil levels in diesel engines; and
- Reduce water pressure on the starting device, thus simulating the condition of automatic starting; and
- When the pump starts record the starting (cut-in) pressure and check that it is correct.

**Diesel Engine Restarting Test** – Immediately after the pump automatic start test, diesel engines shall be tested as follows:-

## **SMOKE VENTILATION SYSTEM**

The ventilation system should be carried out in accordance with the manufacturer's instructions in order to meet the requirements of the current British Standard.

**WEEKLY** – During the fire alarm test check that all smoke ventilators and smoke curtains have operated correctly and that 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 Standard.

**FIRE ALARM** (for further information see BS 5839: Part 1), or equivalent EU standard.

It is important that the operations of testing do not result in a false signal of fire.

Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.

\*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 at least quarterly for a monitored system and weekly for an un-monitored 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 by an employee who has received special training by the installer.

**FIRE DETECTORS** (for further information see BS 5839: Part 1), or equivalent EU standard.

Regular visual inspection of detectors for damage, unusual accumulations of dirt, 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 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.

**EMERGENCY LIGHTING** (for further information see BS 5266: Part 1), or equivalent EU standard.

Because of 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.

\*Monthly test of self contained luminaires, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.

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\*Annual test of self contained and central battery systems by simulation of a failure of the normal lighting supply, for a continuous period, for its full duration. During the test, check all luminaries for proper function.

## **\*STAFF TRAINING**

**Fire instructions should be given to staff so that they are aware of the following:-**What to do if they discover a fire, How to sound the fire alarm, What to do if they hear the fire alarm, Where the fire extinguishers are located and how to use them (if it is safe to do so), The escape routes from the building, The whereabouts of the assembly points, How to call the Fire Service, The arrangements for the evacuation of people with special needs, The dangers associated with the obstruction of fire exits and the wedging open of fire resisting doors

### **Instructions should be given:-**

- As soon as possible at the commencement of employment
- Every year

### **Staff or volunteers acting as Fire Wardens may need additional training.**

Helping people on the premises to leave, particularly those that may need assistance;  
Checking the premises to ensure that it has been completely evacuated;  
Using firefighting equipment if safe to do so; Liaising with the emergency services on their arrival;  
Shutting down or turning off equipment or installations; performing a supervisory/managing role in any fire situation.

Training for this role may include:

Detailed knowledge of the fire safety strategy of the premises; Awareness of human behaviour in fires; How to encourage others to use the most appropriate escape route; How to search safely and recognise areas that are unsafe to enter; The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned; Additional training in the use of firefighting equipment; An understanding of the purpose of any fixed firefighting equipment such as sprinklers; and Reporting of faults, incidents and near misses.

For licensed premises, door supervisors may have a fire safety function and appropriate training should be provided.

## **\*FIRE DRILLS**

The legislation applicable to these premises requires that drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management.

Do not call the fire brigade for the purposes of a drill, it is an offence.

### **Fire Drills should be carried out:-**

- At least once a year
- All employees MUST evacuate the premises regardless of seniority or commitments

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## Emergency Action Plan

1. On discovering a fire you should:	
2. The alarm will be raised by:	
3. How the evacuation will take place, and assembly point.	
4. Escape routes	
5. Location of firefighting equipment:	
6. Identify any special responsibilities for staff (raising alarm, assisting disabled etc.)	
7. Isolating heat sources etc (kitchen staff)	
8. Responsibility for summoning the Fire Service Dial 999 and give address:	
9. Who is responsible for liaising with the Fire Service to give information on their arrival	
10. Method of ensuring full evacuation.	

**\*All aspects of your emergency action plan should be re-inforced and further instruction given during staff training.**



















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## EMPLOYEE TRAINING RECORD

<b>Name:</b>	
<b>Position in company:</b>	
<b>Additional Responsibilities:</b>	
	√
The action to take on discovering a fire.	
How to raise the alarm and action to be taken upon hearing the fire alarm.	
The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;	
The arrangements for calling the fire brigade	
The evacuation procedures for everyone in your workplace to reach an assembly point at a safe place;	
The location and, when appropriate, the <b>practical</b> use of fire-fighting equipment.	
The location of the escape routes, especially those not in regular use.	
How to open all escape doors, including the use of any emergency fastenings.	
The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.	
Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.	
The reason for not using lifts (except those specifically installed or adapted for evacuation of disabled people).	
The importance of general fire safety and all aspects relating to the processes and storage of goods on the premises.	
The importance of and good housekeeping including reducing the risk of arson	
Take account of the findings of the fire risk assessment.	
Any other specific to the premises.	
<p>I hereby confirm that I understand the company policies on all the above and have received the appropriate level of training relevant to my responsibilities.</p>	
Signature	
Date	

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## FIRE MARSHALL TRAINING RECORD

<b>Name:</b>	
<b>Position in company:</b>	
<b>Area of responsibility:</b>	
<b>Additional Responsibilities:</b>	
	√
All aspects of the employee training record	
Using firefighting equipment if safe to do so (Practical).	
Helping people on the premises to leave, particularly those that may need assistance.	
Checking the premises to ensure that it has been completely evacuated.	
Performing a supervisory/managing role in any fire situation.	
Shutting down or turning off equipment or installations.	
Liaising with the emergency services on their arrival.	
Detailed knowledge of the fire safety strategy of the premises.	
Awareness of human behaviour in fires.	
How to encourage others to use the most appropriate escape route.	
How to search safely and recognise areas that are unsafe to enter.	
An understanding of the purpose of any fixed firefighting equipment such as sprinklers.	
Understanding how the Fire Alarm operates.	
Reporting of faults, incidents and near misses.	
Any other specific to the premises.	
I hereby confirm that I understand the company policies on all the above and have received the appropriate level of training relevant to my responsibilities.	
Signature	
Date	



# **FIRE** LOG BOOK

## **NOTES**