**Append****ix 7**

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**Fire Safety**

**Logbook**

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| **Premises Name…………………………………………………………………………………**  **Address……………………………………………………………………………………………**  **Postcode…………………………………………………………………………………………..**  **Contact Number…………………………………………………………………………………………….** |

|  |  |
| --- | --- |
| **Name of Responsible Person** | **Position** |

**Contents of the Log Book**

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General

Information

**Section 1**

**An Introduction to Your Logbook**

This fire safety logbook has been prepared to assist duty holders, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system as part of their duties under the Regulatory Reform (Fire Safety) Order 2005.

This book seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

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

***It is recommended that if downloaded, this logbook should be kept in a loose-leaf format with new record keeping pages photocopied or downloaded when required.***

It should also be noted that it is an offence under Article 32 of the Fire Safety Order for a person to knowingly make a false entry.

**Note: British Standards**

At the time of publication, the British Standards referred to in the logbook were believed to be correct. However, they are the current standards which may be revised from time to time, so you should use the information as a basic guide and if in doubt seek specialist advice from a competent person.

**Useful Telephone Contacts**

**IN THE EVENT OF AN EMERGENCY CALL 999**

|  |  |
| --- | --- |
| **Shropshire Council**  **Risk Management Team** | 01743 252851 |
| **Shropshire Council**  **Health & Safety Team** | 01743 252819 |
| **Shropshire Council**  **Statutory Compliance Officer, Fire Safety, Property Services Group (PSG)** | 01743 258428 |
| **Shropshire Council**  **Building Surveyor, PSG** | 01743 28\_\_\_\_ |
| **Electrical Surveyor, PSG** | 01743 28\_\_\_\_ |
| **Shropshire Fire and Rescue Service**  Business Fire Safety Office | 01743 260260 [businessfiresafety@shropshirefire.gov.uk](mailto:businessfiresafety@shropshirefire.gov.uk) |
| **Emergency Lighting Engineer** | Enter details…… |
| **Fire Extinguisher Engineer** | Enter details…… |
| **Fire Alarm Engineer** | Enter details…… |
| **Sprinkler Maintenance** | Enter details…… |
| **Electrical Appliance Testing Contractor** | Enter details…… |

**List of competent persons and Fire Wardens**

|  |  |  |
| --- | --- | --- |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |
| Name  Deputy | Department | Telephone |

**Visits by Fire Service Officer**

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| --- | --- | --- | --- |
| Date | Inspecting Officer | Officers Signature | Comments |
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**Note**: Fire and Rescue officers will periodically visit premises for familiarisation purposes or school visits. These visits should not be interpreted as an endorsement of the fire safety measures in place at the premises. Fire officers are entitled to ask to see a copy of the fire risk assessment; this should be available at all times and produced for viewing on request.

Fire Alarm System

**Section 2**

**Fire Instruction and Drills**

All staff should receive training and instruction as soon as possible after starting and refresher training twice per year and last no less than 30 minutes. The fire safety awareness training should include fire extinguisher training on a 3-yearly basis with refresher training each year. All staff must be kept up to date with all procedures.

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| --- | --- | --- |
| **✓**  **when complete** | **Name** | **Position held** |
|  | Action to be taken on discovery of fire | |
|  | Action to be taken on hearing the alarm | |
|  | Raising the alarm, including location of call points | |
|  | The correct method of calling the Fire and Rescue Service | |
|  | Location and use of fire fighting equipment | |
|  | Knowledge of escape routes from the building | |
|  | Appreciate the importance of fire resisting doors and the need for them to be closed and the dangers associated with obstructing fire exits. | |
|  | Stop machines or processes and isolate power before leaving the building if appropriate to do so | |
|  | Correct evacuation of buildings to official assembly points | |
|  | The arrangements for the evacuation of people with special needs | |
| **Staff with Specific Responsibilities**.  *State responsibility and type of additional training taken* e.g. *Receptionist will call 999, teaching staff will lead class evacuation etc.*  ………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………… | | |

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| **Date** | **Tick Box** | **Participation in fire/evacuation drill (termly for schools)** |
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Training Received (signature)………………………………………………….. Date:………………………..

Trained By: (signature)………………………………………………………… Date:………………………..

**Fire Drills**

**Drills should be carried out at least annually and once per term in schools.**

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| --- | --- | --- | --- | --- |
| Date | Evacuation Time | Who was involved | Observations and Actions Taken | Signature of Co-ordinator |
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***Good Practice:***

* Make a list of who participated in the drill , this will highlight anybody that has missed a drill
* Note any observations and any subsequent actions that were taken
* Full evacuation in the event of false alarms and actual incidents may also be included as fire drills

**Fire Alarm System – Record of Tests**

Fire alarm tests should be carried out in accordance with the manufacturer ’s instructions and to the current British Standard.

It is important that any testing of the fire alarm should not result in a false signal of fire.

**Weekly test by user –** Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely: -

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test.

**Quarterly inspection of batteries -** Vented batteries and their connections should be examined by a person who is competent in battery maintenance. Electrolyte levels should be checked and topped up as necessary.

**Periodic inspections and tests by a fire alarm engineer -** These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system but will generally be carried out six monthly.

Where a detection system without a panel is installed press the test button on the alarm or manual call point.

**Fire detectors**

Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer’s instructions and the current British Standard.

**Measures to reduce unwanted alarms.**

False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life or property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

**Automatic door release mechanisms activated by the fire alarm system**

**Weekly -** In conjunction with the fire alarm test, check that all the fire doors are being released and closing fully into the door rebates.

**Note -** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Fire Alarm | | Automatic Door Release | Remedial Action Needed | Date Completed | Signature |
| Location / Number | Satisfactory Yes / No | Satisfactory Yes / No |
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**Record of False Alarms**

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| Date | Call point/device activated | Cause of Alarm | Were the Fire and Rescue Service Called | Action Taken | Signature |
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Fire Extinguishers

**Section 3**

**Fire Fighting Extinguisher Inspection and Maintenance**

**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, 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 manufacturer using the recommended tools, equipment and materials at least annually.

**Self-maintenance extinguishers** should be visually inspected in accordance with the manufacturer ’s instructions and the results recorded.

**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:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of extinguisher | Basic service | Extended service | Overhaul |
| Water-Based | 12-monthly | Every 5 years\* |  |
| Powder | 12-monthly | Every 5 years\* |  |
| Power Primary Sealed | 12-monthly | Every 10 years\*\* |  |
| Clean Agent | 12-monthly |  | Every 10 years |
| Halon | 12-monthly |  | Every 10 years\*\*\* |
| C02 | 12-monthly |  | Every 10 years\*\*\*\* |

\* water based & powder: 5 years from the date of commissioning or 6 years from the date of manufacture of the extinguishers, whichever is sooner and subsequently 5 years from the date of the last extended service.

\*\* powder -primary sealed: 10 years from the date of commissioning or 11 years from the date of manufacture of the extinguishers, whichever is sooner and subsequently 10 years from the date of the last extended service.

\*\*\* Service of this type of extinguisher may only be carried out if the extinguisher meets the criteria of the “critical uses” in Annex VII of EC Regulation 1005/2009

\*\*\*\* Intervals for Co2 extinguishers: Standards require that the stamped date of manufacture or last overhaul be used.

**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.

**Fire Extinguishers Record of Tests**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Result of Inspection Satisfactory / Faulty (Record Faulty Equipment ID No.) | Remedial Action Taken | Fault Rectified (Date) | Signature |
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**Fire Extinguishers Record of Tests**

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| Date | Result of Inspection Satisfactory / Faulty (Record Faulty Equipment ID No.) | Remedial Action Taken | Fault Rectified (Date) | Signature |
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Emergency Lighting

**Section 4**

**Emergency Lighting System – Record of Tests**

Emergency lighting tests should be carried out in accordance with the manufacturer ’s instructions and the current British Standard.

Daily - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

Monthly– Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

Annually - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper function.

Note - All checks, tests and maintenance, including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

***Battery and rechargeable torches should also be tested!***

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| Date | Type of Test | Remedial Action Required | Date Completed | Signature |
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**Emergency Lighting - Record of Tests Cont.**

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| Date | Type of Test | Remedial Action Required | Date Completed | Signature |
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Miscellaneous Test and Checks

**Section 5**

**Miscellaneous Test and Checks**

As these systems are not found in the majority of premises this logbook only provides one page for recording the associated tests.

You should enter tests and results in this log book

**Weekly Tests**

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

1. 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.

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

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

4. That automatic pumps start when the water pressure is reduced to the specified level and, if powered by a 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.

5. 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.

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

7. 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.

8. 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 Tests**

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 Tests

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:

1. Sprinkler Systems

2. Smoke Control Systems.

**Escape Route**

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

Note - All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

**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.

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| --- | --- | --- | --- | --- |
| Date | Items Tested | Satisfactory Yes / No | Remedial Action | Signature |
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**Miscellaneous - record cont.**

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| Date | Items Tested | Satisfactory Yes / No | Remedial Action | Signature |
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Contractor Certificates

**Section 6**

**Contractor Certificates Checklist**

**Do you have current maintenance and inspection certificates for………**

|  |  |  |  |
| --- | --- | --- | --- |
| **Device** | | **Yes/No** | **Date of certification** |
| Fire Alarm System | |  |  |
| Emergency Lighting System | |  |  |
| Fire fighting Equipment | |  |  |
| Fire doors and hold open devices | |  |  |
| Portable Appliance Testing | |  |  |
| Main Electrical Installation | |  |  |
| Sprinkler System | |  |  |
| Extraction systems | |  |  |
| Ventilation systems | |  |  |
| Gas safe certificates | |  |  |
| Sprinkler system where applicable | |  |  |
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| **Action Required** | **Date Rectified** | | |
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Fire Risk Assessment

**Section 7**

**Fire Risk Assessment**

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| --- | --- | --- | --- | --- |
| Details of Risk Assessor |  | | | |
| Date of Assessment |  | | | |
| **Fire Risk Assessment Review** | | | | |
| **Date** | **Risk Assessor’s Name** | **Position Held** | **Signature** | **Date Reviewed** |
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All premises will require (at least) an annual review of their consultant led FRA\*, but not necessarily by a fire consultant. An annual review, by the on site responsible person may be appropriate based on the matrix given in the Appendix 5. The reviewing process should be guided by the risk presented by the building and that assessed by the fire risk consultant engaged.

Specific fire risk assessment reviews should be undertaken when planning and preparing for irregular activities such as; plays, nativity events, fund raising events and extracurricular activities and hire sessions in schools and other premises.