

Fire Safety

TESTING, MAINTENANCE & STAFF TRAINING LOGBOOK

# An Introduction to Your Log Book

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.

This logbook may not cover all facilities or installations found within your premises, however it provides a simple recording system applicable to most small or medium sized enterprises. Whilst you are not required to maintain a logbook by law, to do so helps demonstrate 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. All relevant maintenance or testing should be recorded, including incidents of failure, damage, malfunction or false alarm.

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

This logbook can be downloaded from the Northamptonshire Fire and Rescue Service website:

[www.northantsfire.gov.uk](http://www.northantsfire.gov.uk/)

## Disclaimer

This log book may not be suitable for all premises or cover all fire safety record keeping requirements. Where manufacturers or suppliers have provided specific instructions for maintenance, testing or record keeping, these should always take precedence.

You may adapt this book by adding, removing or modifying record sheets to suit your own requirements. Northamptonshire Fire and Rescue Service takes no responsibility for user-added content and cannot guarantee that the resultant records will provide suitable and sufficient evidence of legal compliance.

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

# British Standards

The British Standards referred to in this logbook were correct at the time of writing. As British Standards may be revised from time to time, you are advised to ensure you are using the latest version when developing or reviewing your maintenance and testing programs.

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# Useful Telephone Numbers

IN AN EMERGENCY DIAL 999

|  |  |  |  |
| --- | --- | --- | --- |
| Fire Alarm Maintenance |  | Building Maintenance |  |
| Emergency Lighting Maintenance |  | Building Control Officer |  |
| Fire Extinguisher Maintenance |  | Environmental Health |  |
| Sprinkler Maintenance |  | Fire Safety Officer |  |

|  |  |
| --- | --- |
| Responsible Person |  |
| Premises Details  (Address) |  |

# Notes on Test Procedures and Frequencies

An asterisk (**\***) indicates that an entry should be made in the logbook. 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.

The results of all tests or inspections should be recorded, including any false alarms, failures or deficiencies.

## Fire extinguishers

(for further information see BS 5306: Part 3 or equivalent standard)

**\*Monthly** visual inspection by the responsible person to ensure all extinguishers are in their proper position, unobstructed, have not been operated or lost pressure (where fitted with pressure indicator), and tamper indicators are in place. Operating instructions should be clean, legible and facing forward.

**\*Annual** inspection and basic service. No guidance is given as this should be completed by a competent person able to follow the manufacturers recommended procedures and using the tools, etc. specified therein. A certificate of inspection should be provided.

**\*Extended** service including a discharge test (or overhaul as required) should be completed by a competent person at intervals not exceeding those laid down in BS5306 Part 3.

## Fire alarm

(for further information see BS 5839: Part 1 or equivalent standard)

It is important that testing the system does not result in the generation of a false signal of fire. All unwanted fire alarms generated by the system at other times should be recorded on the Record of False Alarms log sheet.

**Daily;** the responsible person should inspect the panel for normal operation of the system. Where visual indication is provided, check that the connection to the remote call receiving centre is functioning correctly.

**\*Weekly;** the responsible person should test and examine the system to ensure it is capable of operating under alarm conditions, by: operating a manual call point during normal working hours at about the same time each week to prove the control equipment is working, the fire alarm sounders operate, and a signal is received by the alarm receiving centre where appropriate. Ensure that a different call point is used each week until all call points have been tested. The test should last no more than one minute.

Note 1: Contact the alarm receiving centre prior to, and immediately after, the test to prevent unwanted fire signal transmission to the fire service.

Note 2: For testing battery powered devices, e.g. radio-linked equipment, follow the manufacturer’s recommendations.

**\*Six-monthly and annual** inspection and test. No guidance is provided as these should be completed by a competent person working to a maintenance program. Where necessary, this will include a quarterly inspection of batteries.

## Fire Detectors

(for further information see BS 5839: Part 1, or equivalent standard)

Carry out a regular visual inspection of detectors. The responsible person should check for damage, unusual accumulations of dirt, paints or other contaminants, and other conditions likely to interfere with the correct operation of the detector.

**\*Six-monthly** inspection and test to be completed by a competent person.

**\*Annual** inspection and test to be completed by a competent person.

Note: The ongoing development of ‘smart’ systems able to self-monitor and detect faults may allow for the relaxation or omission of some of the periodic test criteria contained in BS5839, however the inspection period should not exceed six months.

## Automatic Door Release Mechanisms Activated by the Fire Alarm System

**\*Weekly** (in conjunction with the fire alarm test) check all doors are being released and closing fully onto the door rebates.

## Emergency Lighting

(for further information see BS 5266: Part 1 or equivalent standard)

Due to the possibility of failure, full functional tests should be undertaken at times of least risk (i.e. when the building is empty).

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 a competent person able to simulate of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.

**\*Annual** full functional 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. A visual inspection should be performed on each luminaire. These tests and any required repairs etc. should be completed by a competent person following the manufacturer’s instructions.

## Sprinkler System

(for further information see BS EN 12845 or equivalent EU standard)

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. The test should be completed by a competent person.

**\*Weekly** Routine Checks – The following shall be checked and recorded:

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

Water motor alarm test – Each water monitor 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 the engine lubricating oil levels in diesel engines;
* 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.
* check the oil pressure on diesel pumps, as well as the flow of cooling water through open circuit cooling systems.

Diesel engine restarting test – Immediately after the pump automatic start test, diesel engines shall be tested as follows:

* run the engine for twenty minutes or for the time recommended by the manufacturer, stop the engine and immediately use the manual start test button and check that the engine restarts;
* check the water level in the primary circuit of closed circuit cooling systems.

Trace heating and localised heating systems to prevent freezing in the sprinkler system shall be checked for correct function.

**\*Monthly Routine Checks**

The electrolyte level and density of all lead acid cells (including diesel engine starter batteries and those for control panel power supplies) shall be checked. If the density is low the battery charger shall be checked and, if this is working normally, the battery or batteries affected shall be replaced.

**\*Quarterly & half-yearly Routine Checks**

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

## Hose Reels

(for further information see BS 5306: Part 1 or equivalent standard)

Northamptonshire Fire & Rescue Service do not recommend the installation of hose reels.

**\*Regular** inspections by the responsible person for accessibility, damage, leaks and correct operation (actual frequency of inspection to be determined by the fire risk assessment).

**\*Annual** test by a competent person when the hose should be completely run out and subjected to operational water pressure to ensure that the hose and all components are in good working condition and that all couplings are water tight. A flow test should be carried out to ensure the discharge rate is steady and sufficient.

## Fire Doors

(for further information see BS 8214, or equivalent standard)

**\*Monthly** (or as determined by risk assessment) the following should be checked:

* that self closing devices and other fixings and hardware function correctly and are securely attached;
* that heat-activated seals and smoke seals are undamaged;
* that 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;

**\*Six-monthly** (in addition to above)

* examine door leaves and frames for superficial damage, structural damage or excessive bowing or deformation;

Note: To maintain the integrity of the door, repairs (except for minor repairs) should only be undertaken with the approval of the door manufacturer by a competent person.

## Electrical Inspections (IET Wiring Regulations)

**\*Five-yearly** for most premises, more frequently in some higher risk premises (determined by risk assessment) - Arrange for the fixed electrical system of fire safety installations to be checked by a competent person in accordance with the testing and inspection requirements of the current IEE Wiring Regulations. Ensure certificates of satisfactory testing are provided.

## Portable Appliance Testing (refer to [HSE guidance](https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm))

**\*Annually** (or otherwise as determined by risk assessment) – Portable appliance testing should be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections.

## Fire Safety Training & Instruction

**\*On induction and repeated periodically** (at least once per year)

Instruction provided should include;

* What to do if you discover a fire
* How to sound the fire alarm
* What to do if you hear the fire alarm
* Where the fire extinguishers are located and their uses
* The escape routes from the building
* The whereabouts of the assembly points
* The arrangements for calling the fire and rescue service
* The arrangements for the evacuation of people with special needs
* The dangers associated with obstructing of fire exits and wedging open of fire doors
* The smoking policy
* Any other premises specific requirements identified by the fire risk assessment.

## Fire Drills

**\*Annually** (minimum)

Fire drills should be conducted at least annually although they may be required more frequently in higher risk environments such as schools or nurseries. The purpose is to test the effectiveness of the emergency evacuation strategy, familiarise staff with the process and test arrangements for people with disabilities.

Blocking one escape route will simulate conditions of a real fire by forcing people to consider alternative routes. Advance warning need not be given other than for safety reasons or to those tasked to monitor the drill. The fire alarm should be operated on instructions of management and arrangements should be made with any remote call receiving centres to prevent unwanted fire signal generation to the fire service. Drills should be planned to include all staff and a debrief session should be used to identify any problems encountered or weaknesses identified in the emergency strategy.

Full evacuations as a result of a real fire or false alarm can be counted as a drill and should be recorded in the fire drill register.

**Do not make an emergency call for the purpose of the drill; it is an offence to do so.**

# Visits by Fire Service Inspectors/Crews

Fire and Rescue Service crews may periodically visit premises to make sure that they are familiar with the building in the event that they are called to a fire there. The fact that a Fire & Rescue Service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures in the premises.

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| --- | --- | --- | --- |
| **Date** | **Inspector/OIC (Print)** | **Inspector/OIC Signature** | **Comments** |
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# Fire Risk Assessment Record

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| --- | --- |
| **Name and address of premises:** |  |
| **Contact Details: (Tel/Fax/Email etc.)** |  |
| **Employer or other Responsible Person:** |  |

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| --- | --- |
| **Risk assessment undertaken by:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date of assessment:** |  |

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| **Main Employer/Owner** |  |
| **Main Employer Address/Contact Details** |  |

# Fire Risk Assessment Review Record

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| --- | --- | --- | --- | --- |
| **Date** | **Reviewed By (print)** | **Position** | **Signature** | **Review Date** |
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THE FIRE RISK ASSESSMENT SHOULD BE REVIEWED ANNUALLY OR ON THE INTRODUCTION OF NEW PLANT, MATERIALS, PROCESSES OR ALTERATIONS TO THE PREMISES

# Fire Alarm Break Glass Point Location

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| Break Glass Point No | Location | Ground/First Floor etc |
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# Fire Detection & Alarm System

## Record of Tests

WEEKLY TEST - QUARTERLY TEST AND INSPECTION - ANNUAL TEST AND INSPECTION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Break Glass Point  Activated | Automatic Door  Release(s)  Satisfactory | | Fault (Specify) | Remedial Action Taken | Date Fault Cleared | Name of Tester (Print) |
| Yes | No |
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# Record of False Alarms

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| --- | --- | --- | --- | --- | --- |
| Date | Break Glass or  Detector  Activated | Cause of Alarm | Fire Service Called? | Action Taken | Name (print) |
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# Emergency Lighting

## Record of Tests

MONTHLY TEST - ANNUAL TEST AND INSPECTION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Satisfactory | | Remedial  Action  Required (Specify) | Date  Fault  Cleared | Name of  Tester (Print) |
| Yes | No |
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# Fire Extinguishers

## Record of Tests and Inspections

MONTHLY INSPECTION (M) - ANNUAL INSPECTION (A) – EXTENDED SERVICE (ES)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Type of Inspection/Test | Satisfactory  Yes/No | Location of Defective Extinguisher | Remedial Action | Date Completed | Signature |
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# Hose Reels

## Record of Tests and Inspections

REGULAR & ANNUAL INSPECTIONS

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| --- | --- | --- | --- | --- | --- |
| Date | Insp.  Type:  R/A | Location | Satisfactory  Yes/No | If no, state remedial action required | Signature |
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# Sprinkler System

## Record of Tests and Inspections

WEEKLY INSPECTION – QUARTERLY/SIX MONTHLY/ANNUAL

|  |  |  |
| --- | --- | --- |
| Normal  Gauge  Pressure  Range | Water Gauge | Air Pressure |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Water Gauge  Readings  Satisfactory | | Air Pressure  Reading  Satisfactory | | Pump  Cut-in  Pressure | Diesel  Engine  Start | Batteries | Stop  Valves Zone  Valves | Name of  Tester  (Print)  Weekly | Name of  Tester  (Print)  Specialist |
| Yes | No | Yes | No |
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# Fire Resisting Doors/Means of Escape

## Record of Tests and Inspections

MONTHLY INSPECTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Location or Number | Satisfactory  Yes/No | Remedial Action | Signature |
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# Electrical and Portable Appliance Testing

## Fixed Electrical System

FIVE-YEARLY

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| --- | --- | --- | --- | --- |
| Date | Fault Identified | Action Taken to Remedy | Tester Company | Tester Name (print) |
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## PORTABLE APPLIANCE TESTING

ONLY RECORD ITEMS WHICH FAIL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Item Tested | Action Taken to Remedy  (dispose or repair) | Tester Company | Tester Name (print) |
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## PORTABLE APPLIANCE TESTING

ONLY RECORD ITEMS WHICH FAIL

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| --- | --- | --- | --- | --- |
| Date | Item Tested | Action Taken to Remedy  (dispose or repair) | Tester Company | Tester Name (print) |
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# Employee Fire Safety Training & Instruction

STAFF TRAINING AND INSTRUCTION SESSIONS SHOULD NOT BE LESS THAN 30 MINUTES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name | Date | Type of Instruction  (FFE / Evacuation etc) | Review Date | Employee Signature |
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# Fire Evacuation Drill

Note: Actual Fires or false alarms involving full evacuation may be recorded as a Drill

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| --- | --- | --- | --- | --- |
| Date | Persons/Section taking part | Evacuation Time | Details of Deficiencies and Action Taken | Name  (print) |
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# Advice and Information

The Home Office has provided practical guides to help you comply with fire safety legislation.

The guides are business sector-specific and can be purchased from book shops or downloaded free from the Government website:

[www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business](http://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business)

If you still have any questions or queries about how to complete a fire risk assessment, or require further guidance on specific fire safety issues, please contact Northamptonshire Fire & Rescue Service’s Fire Protection Team.

Note: Northamptonshire Fire & Rescue Service cannot undertake the fire risk assessment for you.