



FIRE PRECAUTIONS LOGBOOK

ADDRESS LOCATION OF LOGBOOK

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USEFUL TELEPHONE CONTACTS

Fire & Rescue Service Headquarters		Emergency lighting - maintenance	
Fire Safety Officers		Fire alarms - maintenance	
Training Centre Manager		Fire Equipment -maintenance	
Fire & Rescue Service HQ Fax		Building - maintenance	

FIRE LOGBOOK INTRODUCTION

This fire safety logbook 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 logbook be kept in a loose leaf format with new record keeping pages photocopied or downloaded when required.

The logbook should be kept up to date and readily accessible for inspection by the enforcing authority to provide evidence that fire safety features in your premises are being checked and maintained.

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

Note on Test Procedures and Frequencies

Hose Reels (for further information see BS EN 671-3:2009)

Regular checks by a responsible person to ensure reels are unobstructed and show no obvious signs of leaks or corrosion.

- Annual inspection and maintenance must be carried out as per BS EN 671-3:2009 pt6

Fire Extinguishers (for further information see BS 5306-3:2009 and BS EN3)

- Monthly inspection to ensure that they are in the proper position and have not been discharged, or lost pressure (those fitted with pressure indicators), or suffered obvious damage.
- Annual inspection. No guidance is given as it should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools etc, specified therein.
- At intervals not exceeding those below, test by discharging the extinguishers. It should be noted that the discharging of extinguishers could provide an ideal opportunity for staff training.
 - a) Water/Foam (All Types); Powder (Gas Cartridge and Stored Pressure and other primary sealed types) **every 5 years.**
 - b) Carbon Dioxide, Powder (Stored Pressure Primary Sealed) – Every 10 years (20yrs when the annual inspection has been followed) and subsequently after a further 10yrs and thereafter at 5yrs intervals.

Fire Alarms (for further information see BS 5839-1:2013)

It is important that the operation of testing do not result in an unwanted alarm signal to a receiving centre. Any such centre should be contacted immediately before and after all tests. Daily inspect the panel for normal operation of the system. Where provided check that the connection to the remote receiving centre is functioning correctly.

- Every week a manual call point should be operated during normal working hours. A different call point should be used for each subsequent test. Examination of batteries and connections including electrolyte levels.
- Routine and annual inspection and test. No guidance is given as the installer should do these, or by an employee who has received special training by the installer.

If similar faults are occurring regularly then consult a maintenance engineer

Fire Detectors (for further information see BS 5839: Part 1)

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 of 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.
- DorGard devices (or similar) should be maintained as per manufacturer's instructions

Emergency Lighting (for further information see BS 5266-1:2011)

Because of possible failure all tests should be undertaken at times of at least risk.

Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instruction. 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 luminaries, by simulation of a failure of a normal lighting supply, for sufficient time to allow all luminaries 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, for a continuous period of one hour. During the test check all luminaries for proper function.
- Three yearly test for full duration of self-contained and central battery systems which have a specified duration category in excess of one hour. During the test check all luminaries for proper function.
- For self-contained luminaries with sealed batteries, after the first three yearly test, the three yearly test should be carried out annually.

Fire Instruction

At intervals shown below, instruction should be given in respect of the action, purpose etc. of the following: discovering a fire, hearing the fire alarm, the assembly point, calling for the Fire and Rescue Service, making safe power supplies etc. Use of fire alarms and fire extinguishers and the means of escape routes.

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

- (a) at the time when they are first employed; and
- (b) on their being exposed to new or increased risks because of-
 - (i) their being transferred or given a change of responsibilities within the responsible person's undertaking;
 - (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking;
 - (iii) the introduction of new technology into the responsible person's undertaking; or
 - (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.

Fire Drills

At intervals shown below drills should be conducted to simulate fire conditions, e.g. one escape route obstructed, no advance warning given other than to specific staff for the purpose of safety, the fire alarm should be operated on instructions of management.

Do not call the Fire and Rescue Service for the purpose of a drill, it is an offence.

- Six monthly for residential premises, places of public entertainment, large shops and department stores. Yearly for industrial and commercial premises.

Sprinkler Systems (for further information see BS 5306-2:1990 and BSEN 12854:2003)

A competent person should do all tests in accordance with the frequencies specified in the standards.

Door maintenance

- Fire Doors – Monthly inspection to ensure all fire doors are closing fully against their rebates and that the doors and frames are in good condition (including glazing). Ensure all fire doors are suitably indicated by the appropriate signage (excluding doors to bedrooms).
- Fire Exit Doors – Monthly inspection to ensure all exit doors are easily opened fully. Ensure appropriate signs suitably indicate all exit doors.

Note: for full information on test procedures consult the relevant British Standard; where necessary consult the Fire and Rescue Service.

You may wish to fill in the results of all your tests electronically. This is permissible providing it is always available for inspection by the fire officer.

PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

DAILY TEST AND INSPECTIONS.....

WEEKLY TESTS AND INSPECTIONS.....

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

DATE	TEST/INSPECTION REQUIRED	DATE	TEST/INSPECTION REQUIRED
JANUARY 1		JULY 1	
7		8	
14		15	
21		22	
28		29	
FEBRUARY 4		AUGUST 5	
11		12	
18		19	
25		26	
MARCH 4		SEPTEMBER 2	
11		9	
18		16	
25		23	
APRIL 1		30	
8		OCTOBER 7	
15		14	
22		21	
29		28	
MAY 6		NOVEMBER 4	
13		11	
20		18	
27		25	
JUNE 3		DECEMBER 2	
10		9	
17		16	
24		23	

PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

DAILY TEST AND INSPECTIONS.....

WEEKLY TESTS AND INSPECTIONS.....

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

DATE	TEST/INSPECTION REQUIRED	DATE	TEST/INSPECTION REQUIRED
DECEMBER 30		30	
JANUARY 6		JULY 7	
13		14	
20		21	
27		28	
FEBRUARY 3		AUGUST 4	
10		11	
17		18	
24		25	
MARCH 3		SEPTEMBER	
10		1	
17		8	
24		15	
31		22	
APRIL 7		29	
14		OCTOBER 6	
21		13	
28		20	
MAY 5		27	
12		NOVEMBER 3	
19		10	
26		17	
JUNE 2		24	
9		DECEMBER 1	
16		8	
23		15	
		22	

Training for Staff

Whenever a fire occurs, the main consideration is to get everybody out safely. Protection of property is secondary. Whoever first discovers the fire should raise the alarm and the evacuation procedure for the premises should be followed. Staff should only attempt to fight the fire if it is safe to do so. There is a need to take care, because much of the danger from fire is not from the actual flames but from smoke or poisonous gases, heat and lack of oxygen. If the nature of the fire requires the premises to be evacuated, no one should re-enter until told it is safe to do so by the Fire Brigade.

The importance of staff training cannot be over-emphasised. Staff should receive instruction on how to raise the alarm if they should discover a fire, on action they should take on being alerted to a fire and in the practical use on portable firefighting extinguishers provided.

In larger premises and those where members of the public will be present, training should be given at intervals so as to ensure that everybody who works in the premises receives periodic instruction. It is particularly important that all newly appointed staff are told about the means of escape and fire procedures immediately they start work. Managers should ensure that shift workers and others who work in the premises outside normal hours, such as cleaners, are included. If staff are employed whose knowledge of English is limited, training should be given in a manner which they understand. Non-English speakers and staff who have a poor understanding of written English should be taken into account when written instructions are being prepared.

The following subjects should be covered in each training session, with practical exercises where possible: -

- (a) general fire precautions
- (b) the action to be taken upon discovering a fire
- (c) the method of raising the alarm including the location of alarm call points and alarm indicator panels
- (d) the action to be taken on hearing the fire alarm
- (e) the correct method of calling the fire and rescue service
- (f) the location and use of firefighting equipment
- (g) knowledge of escape routes, assembly points and roll call procedures
- (h) stopping machines and processes and isolating power supplies where appropriate
- (i) the evacuation procedure for the building, including not using lifts unless specifically designed for physically disabled and sensory-impaired staff. Where members of the public are present this will include checking the public areas, informing and reassuring the public and directing or escorting them to exits.

Training may be supplemented by additional written instruction

Details of the training and instruction given should be recorded in a logbook kept for that purpose.

Practice Fire Drills in Premises with a Fire Alarm

The responsibility for carrying out fire drills rests with the owner/occupier of the premises. A fire drill is intended to ensure by means of training and rehearsal, that in the event of a fire: -

- a) the people who may be in danger act in a calm and orderly manner. Where necessary, those designated carry out their allotted duties to ensure the safety of all concerned.
- b) the means of escape is used in accordance with a pre-determined and practiced plan.
- c) if evacuation of the building becomes necessary, it is speedy and orderly.

A practice fire drill should be carried out, at least once a year. Where there are alternative means of escape, drills should be based on the assumption that one or more of the escape routes cannot be used because of fire. During these drills a member of staff who is told of the supposed outbreak should operate the fire alarm and thereafter the fire routine should be rehearsed as fully as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is desirable. In such a case, if times are chosen when relatively few people are present and advance notice of the drill is given, many of the difficulties will be overcome.

In many organisations it is the practice to appoint a small number of people, usually safety representatives and managers, to observe fire drills, informing them beforehand that the drill is about to take place, where the supposed fire outbreak is and which fire escape route is obstructed. Afterwards the observers, who have by then consulted their colleagues, meet with senior management to discuss the fire drill and any failings. This practice is to be commended.

Staff Involvement

When fire precautions are drawn up for the workplace, it is important that all staff are considered, including any disabled employees and those who may be less fit than others. It is also advisable to involve trade union and safety representatives. Staff should be told to alert management to any personal problems (even if temporary) which could affect their ease of escape from the workplace. Experience shows that employees naturally look to their supervisors for direction if an emergency occurs, so it is important that all managers know the procedure to follow if there is an alarm of fire and the role they play in such an emergency. Firm guidance may be necessary as members of the public and the untrained members of staff cannot be relied upon to react rationally in the event of fire.

Less able bodied staff

Supervisors should know which members of staff require special consideration and help if evacuation is necessary and of their special needs in any emergency. The Fire safety risk assessment: means of escape for disabled people guide Ref: ISBN 9781851128730, explains about means of escape and evacuation procedures for persons with a disability and in appropriate cases this should be used in determining the means of escape from the premises.

Persons who use wheelchair and those whose mobility is impaired

Persons who use wheelchair and staff with impaired mobility should be asked how they can best be helped as in some circumstances, e.g. where stairs must be negotiated, it may be necessary for extra provisions to be put in place for their safe evacuation to a place of safety. If this situation is likely to arise, managers should consider training able-bodied members of staff in the correct methods of doing so. Advice on lifting and carrying disabled people may be obtained from organisations such as the Fire and Rescue Service, the Ambulance Service, the British Red Cross Society, St. John Ambulance or care providers. Lifts must not be used in the event of a fire, except where lifts are specifically designed for the evacuation of persons with disabilities.

Staff with impaired sight/hearing

The type and location of the fire safety signs may be specified in a fire certificate, but in all cases the signs should be sited so that they are easily seen and readily distinguishable. Staff with impaired vision may nevertheless experience difficulties in identifying fire safety signs and should therefore be encouraged to familiarise themselves with escape routes, especially those that are not in general daily use.

It is often useful for a member of staff with impaired vision to work to work near a normally sighted person who can then warn their colleague in the event of a fire and accompany him or her along the escape route. The sighted person should normally lead, inviting the other person to grasp his or her elbow or shoulder lightly, in order to gain information about doors and steps etc. Assistance should also be offered to guide dog owners and in these cases it is recommended that the helper hold the leash and not the dog's harness.

Supervisors should ensure that after leaving the building, staff with impaired vision are not abandoned but led to the assembly point for roll call purposes where colleagues should remain with them until the emergency is over.

Staff who have impaired hearing may have difficulty in hearing the fire alarm, but they may not be insensitive to sound. Many people with severe impairment have sufficiently clear perception of some types of conventional audible alarm signals to require no special provision. Where it is not the case, there will in most situations be colleagues about, who can alert them to the need for evacuation and it will be reasonable to rely on those other staff to provide the necessary warning. In certain work situations, such as premises where there are a significant number of profoundly deaf staff, alternative types of alarm may be necessary. Technical advice on the selection of suitable devices may be obtained from the Royal National Institute for the Deaf. www.rnid.org.uk

By October 2004 all premises must take all reasonably practicable steps to conform to the Disability Discrimination Act 1995. Details of this Act can be found at the HMSO website or from all registered bookshops. www.hmso.gov.uk

FIRE INSTRUCTIONS AND DRILLS – RECORD OF WHEN GIVEN

(It is recommended that all individuals participating in a fire drill or receiving instruction are named and signed to confirm receipt of training etc.)

Date	Instruction Duration	Fire Drill Evacuation Time	Person Receiving Instruction/ Participating In	Nature of Instruction/Overview of Drill	Observations of Instructor	Signature of Instructor & Participant

FIRE INSTRUCTIONS AND DRILLS – RECORD OF WHEN GIVEN

(It is recommended that all individuals participating in a fire drill or receiving instruction are named and signed to confirm receipt of training etc.)

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HOT WORK PERMIT

APPLIES ONLY TO THE AREA SPECIFIED BELOW

BUILDING: _____ FLOOR: _____

Nature of the job (including exact location): _____

DECLARATION

The above location has been examined and the precautions listed on the reverse side have been taken.

Date: _____ * Time of issue of permit: _____

* Time of expiry of permit: _____

Signature of person issuing this permit: _____

Position held within organisation: _____

Signature of person to whom this permit is issued: _____

Position held within organisation: _____

NOTE: * (it is not desirable to issue hot work permits for protracted periods, fresh permits should be issued where work carries on from morning to afternoon, afternoon to evening and each new day)

Time job started: _____ Time job finished: _____

FINAL CHECK UP

DECLARATION

The work area and all adjacent areas to which sparks and heat may have spread (such as floors above and below and on opposite sides of walls) were inspected continuously and for at least TWO hours after the work was complete and were found to be safe.

Signature of employee carrying out fire watch: _____

AFTER SIGNING ALL PARTS, RETURN THIS PERMIT TO THE PERSON WHO ISSUED IT.

PRECAUTIONS

(The person carrying out this check should tick all the appropriate items)

- Cutting and welding equipment in good repair and adequately secured.

Precautions Within 15m of Work.

- Floors swept clean of combustible materials.
- Combustible floors protected by wetting down, covered with damp sand or covered with sheets of non-combustible material.
- All combustible materials and flammable liquids that can be moved are removed from the area.
- Combustible materials and flammable liquids that cannot be moved are protected with non-combustible curtains or sheets.
- All wall and floor openings covered with sheets of non-combustible material. All gaps in walls and floors through which sparks or heat could pass covered with sheets of non-combustible material, or plugged with non-combustible materials.
- Where work is done above floor level, non-combustible curtains or sheets should be suspended beneath to catch sparks.

Work on Walls or Ceilings

- Combustible constructions protected by non-combustible curtains or sheets.
- Combustible materials moved away from opposite side of walls or ceiling and clear of any metal likely to conduct heat (where metal beams are being worked on and extend through walls or partitions, precautions must be taken on the far side of such a wall).

Work on Enclosed Equipment

- Equipment cleaned of all Combustible materials.
- Containers free of flammable vapour

Fire Watch

- Provision for the attendance of an employee during and for 2 (two) hours after completion of work. Such employee being supplied with a suitable extinguisher and trained in the use of such equipment and in raising the alarm.

Signature of person carrying out the above checks: _____

NOTES



UPDATES

From time to time certain pieces of legislation quoted within this document will change. This may be due to an update in technology or a rethinking of procedures. Any updated information will be made available on this website. You will be able to simply print off the pages relevant to your needs.

Useful website addresses

<https://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue>

www.ddfra.co.uk

www.hmso.gov.uk

www.hse.gov.uk

www.gov.uk

www.cfoa.co.uk