

FIRE SAFETY RECORD OF TESTS LOGBOOK

PREMISES ADDRESS:

Responsible person

AN INTRODUCTION TO YOUR LOG BOOK

The **Regulatory Reform (Fire Safety) Order 2005** requires the 'responsible person' for a premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair. Additionally, where there are employees, they should be provided with adequate safety training. The Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

This fire safety log book has been prepared to assist the 'responsible person' in co-ordinating and maintaining 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 in respect of keeping fire safety records.

It is recommended that this log book is kept in a loose leaf format with new record keeping pages being photocopied or downloaded when required.

The log book should be kept up to date and readily available for inspection or audit by the Fire and Rescue Service as and when required.

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

FIRE SAFETY TRAINING AND DRILLS

Fire safety training must be given to employees so that they are aware of the following:-

- What to do if they discover a fire
- How to raise an alarm of fire.
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors

Safety training should be given:-

- At the time they are first employed,
- On their being exposed to new or increased risks, and,
- At periodic intervals as appropriate. (at least annually, depending upon the nature of the risk)

Safety drills should be carried out:-

- At periodic intervals appropriate to the nature of the risk. (a minimum of one safety drill each year is recommended)
- All employees **MUST** evacuate the premises regardless of seniority or commitments

FIRE ALARM SYSTEM

The fire alarm test should be carried out in accordance with the manufacturer's instructions and the current British Standard.

IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM SHOULD 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 monitoring centre is functioning correctly.

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 - 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.

FIRE DETECTORS

- i. 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.
- ii. 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 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.

EMERGENCY LIGHTING

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 functioning.

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.

FIREFIGHTING EQUIPMENT

Hose-reels

The hose-reel test should be carried out in accordance with the manufacturer's instructions and the current British Standard.

ANNUALLY – Each hose-reel should be completely run out and subjected to operational water pressure to ensure the hose is in good condition and that all couplings are water tight.

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

FIREFIGHTING EQUIPMENT

Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

MONTHLY - Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the monthly checks should be carried out more frequently.

ANNUALLY - Portable fire fighting equipment should be inspected by a competent person in accordance with the manufacturer's instructions.

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.

MISCELLANEOUS TESTS AND CHECKS

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.

