



Fire Safety

Testing, Maintenance & Staff Training Logbook

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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.

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.

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.

CONTENTS OF LOGBOOK

- ✓ Useful telephone contacts.
- ✓ Notes on test procedures and frequencies.
- ✓ Visits by fire service inspector/crew.
- ✓ Fire risk assessment and review details.
- ✓ Fire alarm break glass call points.
- ✓ Fire detection and alarm system - record of tests.
- ✓ Record of false alarms.
- ✓ Emergency lighting system - record of tests.
- ✓ Fire extinguishers - record of tests and inspections.
- ✓ Hose reels - record of tests.
- ✓ Sprinkler system - record of tests.
- ✓ Fire resisting doors/means of escape - record of tests
- ✓ Electrical and portable appliance testing - record of test.
- ✓ Employee fire training - record of when given.
- ✓ Fire evacuation drills - record of when undertaken.

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

*Indicates an entry should be made in the logbook where shown. 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 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.

***6 Monthly** inspection and test to be completed by a competent person.

***12 Monthly** inspection and test to be completed by a competent person.

Note: The on-going 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 6 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 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 luminaires 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 (if applicable) (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 (if applicable) (for further information see BS 5306: Part 1 or equivalent standard)

***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 watertight. 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.

***6 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 (IEE 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)

***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.
- 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 disabled people.

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 because 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; to do so is an offence.

FIRE RISK ASSESSMENT RECORD

Name and address of premises:	
Contact Details: (Tel/Fax/Email etc)	
Employer or another Responsible Person:	
Risk Assessment Undertaken By:	
Position:	
Signature:	
Date of Assessment:	
Main Employer/Owner	
Main Employer Address/Contact Details	

FIRE RISK ASSESSMENT REVIEW RECORD

Date	Reviewed By (print)	Position	Signature	Review Date

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



INTENTIONALLY BLANK

ADVICE AND INFORMATION

HM Government 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

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 your local fire & rescue service.

Note: The fire & rescue service cannot undertake the fire risk assessment for you.

