

Fire Safety Logbook

Premises Name	Premises Address

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Record of fire safety equipment testing

Address of the premises

Occupier of the premises

Name and address of the owner(s) of the premises

This fire safety logbook should always remain on the premises. The logbook assists in proving compliance with Fire Safety Regulations and should be completed following the inspection, testing or maintenance of any of the Fire Safety provisions required by the Fire Safety law.

The logbook should be available for inspection by any person authorised to inspect your premises under the Regulatory Reform (Fire Safety) Order 2005 or any relevant service engineer.

This logbook includes only some of the most common fire safety provisions. It can and should be adapted and expanded to include any other measures e.g. fire-fighting lifts or rising mains.

Detailed information in relation to the testing and maintenance of specific items can be obtained by referring to the relevant standard and/or the manufacturers' instructions.

Guidance on complying with Fire Safety regulations is available at <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Where reference is made to British Standards or standards provided by other bodies the reference is intended as guidance only and compliance with any standard is not intended to confer presumption of conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The level of necessary safety (or service) must be dictated by the findings of your risk assessment, so you may need to do more or less than that specified in any particular standard referred to. You must be prepared to show that what you have done complies with the requirements of the law irrespective of whether you have relied on any particular standard.

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Escape Routes

All escape routes from your premises must be properly maintained and kept free from obstruction at all times.

A regular inspection should be carried out to ensure that:

1. All doors that are on escape routes must be easily openable and not require a key or any special procedure to open.
2. All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.
3. All self-closing devices fitted to doors should be effective in operation.
4. All doors fitted with automatic door release mechanisms specified in your risk assessment should be tested in conjunction with tests for the fire warning system (see section 2).
5. All walls, doors, floors, and glazing, which are required to stop the passage of fire and smoke should be inspected to ensure that the fire and smoke resistance is being maintained i.e. No holes in walls and floors, no glazing is broken, doors are not damaged and smoke seals touch the door and frame continuously, etc.

NOTE:

Prior to any alteration to the internal layout of the premises, the risk assessment must be reviewed as if the changes to the premises had taken place. Any alterations that affect escape from the premises must be addressed.

Fire Alarm

The “Responsible Person” (having control of any installed system) should appoint a competent person to carry out any necessary tests or maintenance work to maintain the fire alarm system in correct working order.

Daily Inspection of Alarm System Panel

Ensure that the panel indicates “normal” operation and that any faults indicated are recorded along with the action taken to remedy the fault. Satisfactory daily inspections need not be recorded in this register.

Weekly Test

The system should be tested at the same time each week using a different CALL POINT (where installed) thereby ensuring that all CALL POINTS are tested in turn. It is helpful if each call point is numbered and the number recorded in this register following the test. A visual inspection of all call points and any smoke or heat detectors should be carried out to ensure they are not covered or obstructed and have adequate air flow over them.

Six-Monthly Inspection and Test

It is recommended that every 6 months a comprehensive check and test sequence is carried out by a competent person, in accordance with the current standard such as the British Standard for Fire detection and fire alarm systems for buildings BS5839.

Electrically Controlled Door Release Mechanisms

In premises where electrically controlled door release mechanisms are used and linked into the fire alarm system, they should be tested weekly in conjunction with the fire alarm test to ensure their correct operation on actuation of the alarm. These devices should also be tested by operating the manual release mechanism to ensure the release mechanism works satisfactorily.

Activations and False Alarms

Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. This will enable the alarm system to be managed in accordance with BS5839; these records will also assist a service engineer to maintain the system.

NOTE:

Any maintenance of the fire alarm and automatic fire detection system which necessitates the system being inoperative for any period of time must be carried out at a time when the building is unoccupied. Exceptionally, alternative means may be put in place to detect fire and raise the alarm such that, in the event of fire, all persons can escape to a place of safety unharmed.

Emergency Lighting

The “Responsible Person” (having control of any installed system) should appoint a competent person to carry out the appropriate checks. Typically, this should be:

- A daily check that luminaires are in good condition
- A daily visual check of any central controls
- A weekly check that the lighting unit charging indicator is lit (if fitted)
- A monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates
- Six monthly a test to ensure that luminaires remain lit for at least one third of their rated time.
- An annual full discharge test

NOTE:

Change of the internal decor of a premises can substantially alter the effective light output level of emergency lighting systems. Any changes to the premises should cause a review of the fire risk assessment.

Fire Extinguishers and Hose Reels

Fire Extinguishers

Routine inspection by occupier:

A regular inspection of all extinguishers should be carried out to ensure that they are in their appropriate position, they are unobstructed and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and that any pins or clips are in place. The frequency of inspection should be not less than quarterly and preferably monthly. The inspection should be recorded in this logbook.

Annual inspection, service, and maintenance:

The annual inspection, service and maintenance of portable extinguishers should be carried out by a competent person in accordance with the relevant part of the current standard for “Fire Extinguishing Installations and Equipment in Premises”, and in accordance with the manufacturers’ instructions. Satisfactory annual tests should be recorded on a label on each extinguisher and/or alternatively in this logbook with each extinguisher being identified by number.

Periodic testing and discharge:

All extinguishers should be test discharged at specific intervals in accordance with the relevant part of the current Standard for Fire Extinguishing Installations and Equipment in Premises.

Hose Reels

Routine inspection by user:

Hose reels should be subject to regular inspection to ensure that the system is free from leaks and that nozzles operate correctly. Hose reels must remain easily accessible and unobstructed, at all times. If booster pumps are installed these should also be checked. A routine inspection should be carried out not less than quarterly and preferably monthly with the inspections recorded in this register.

Annual Inspection and Test:

Once a year each hose reel should be completely run out and subjected to operational water pressure to ensure that hose is in good condition and that all joints and couplings are watertight. A flow test should be carried out to ensure that a discharge of at least 30 litres per minute is achieved.

The annual test should be carried out by a competent person, in accordance with the relevant standard and recorded on a label fixed to each hose reel or alternatively in the same register as tests for portable fire extinguishers, with each hose reel being identified by number.

Fixed Firefighting Installations and Smoke Control Equipment

This section should be used to record tests and maintenance carried out on any fixed firefighting installations such as water sprinklers, inert gas installations, dry powder installations etc. As well as any smoke control equipment that may be installed in the premises.

Such installations vary greatly in their design and application therefore any servicing, tests and maintenance must be carried out in accordance with the manufacturer's instructions as well as the relevant Standards by competent engineers who are familiar with the design, operation and requirements of such equipment.

Fire Evacuation Drills and Training

All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.

Any special needs for those less able must be taken into account.

Training should be based on written instructions, but it is important that they are specific to individual needs. Reliance on standard instructions used by many large organisations may not be satisfactory without modification to suit individual needs.

Instruction should be given by a competent person at such intervals to ensure that all staff receive instruction at least once and preferable twice every twelve months.

Newly appointed staff must receive suitable training and be made aware of the means of escape and fire procedures at the commencement of their employment.

Fire Drills and Training Records

Date	Details of event
Name of participant(s)	