**This Log book should be kept up to date and be made**

**available for inspection by the Fire Authority**

|  |  |
| --- | --- |
| **Premises** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **Post Code** |  |
| **Responsible Person(s)** |  |

|  |  |
| --- | --- |
| **Date** |  |
| **Plan produced by** |  |

**Contents:**

|  |  |
| --- | --- |
| [**Introduction**](#Introduction) | Page 3 |
| [**Useful telephone numbers**](#Usefultelephonenumbers) | Page 4 |
| [**List of competent persons/fire wardens**](#Listofcompetentpersonsfirewardens) | Page 4 |
| [**Record of visits by the fire and rescue service**](#RecordofVisitsbytheFireandRescue) | Page 5 |
| [**Fault record for alarm system, emergency lighting, extinguishers and any other fire safety devices or systems**](#FaultRecord) | Page 6 |
| [**Portable fire extinguisher checklist**](#PortableFireExtinguisher) | Page 7 |
| [**Means of escape checklist**](#MeansofEscape) | Page 8 |
| [**Emergency lighting system checklist**](#EmergencyLighting) | Page 9 |
| [**Fire detection and warning system (including call point testing) checklist**](#FireDetection) | Page 10 |
| [**Record of fire safety training**](#RecordofFireSafety) | Page 11 |
| [**Fire drill records**](#FireDrillRecords) | Page 12 |
| [**Fire drill observation sheet**](#FireDrillObservation) | Page 13 |
| [**Smoke ventilation systems record**](#SmokeVentilation) | Page 15 |
| [**Sprinkler systems**](#SprinklerSystems) | Page 16 |
| [**Record of tests of sprinkler system**](#TestsofSprinklerSystem) | Page 17 |
| [**List of Hazardous Substances on the premises**](#HazardousSubstances) | Page 18 |
| [**Any other integrated fire safety devices**](#OtherIntegratedFireSafetyDevices) | Page 19 |

# Introduction

The Regulatory Reform (Fire Safety) Order 2005requires that the ‘responsible person’ for premises should ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

This fire safety log book has been produced to assist the responsible person in co-ordinating and maintaining a fire safety record keeping system.

This fire safety logbook will also enable building owners, managers and other responsible persons to demonstrate their commitment to fire safety legislation.

It is recommended that it should be kept in a loose leaf format with new record keeping pages photocopied or downloaded as and when required. The logbook should be kept up to date and readily accessible for audit by the enforcing authority when required.

In terms of maintaining records it is important to take note of the following legal requirements;

KCC requires all of its premises to keep a fire safety log book. The Regulatory Reform (Fire Safety) Order 2005 requires that, where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

Therefore the most effective way of demonstrating compliance with these particular articles is to keep records, and a Log Book is one way of doing it.

Staff should also be aware that it is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, the fire safety order, an entry which he knows to be false.

For further guidance on fire safety please see the KCC document: Fire Safety and Prevention Standard

# Useful telephone numbers

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone No. | Name | Telephone No. |
| **Firefighting equipment maintenance and repairs.** |  | **Fire alarm maintenance and repairs.** |  |
| **Emergency lighting maintenance and repairs.** |  | **Building maintenance** |  |
| **KCC Health and Safety Team** | Advice Line: 03000 418456 | **Local Fire and Rescue Authority.** |  |
| **Facilities Management Contact** |  |  |  |

# List of competent persons/fire wardens

|  |  |
| --- | --- |
| Designated persons |  |
| **Name** |  |
| **Deputy** |  |
| **Role** |  |
| **Department** |  |
| **Tel. Ext.** |  |
| **Name** |  |
| **Deputy** |  |
| **Role** |  |
| **Department** |  |
| **Tel. Ext.** |  |
| **Name** |  |
| **Deputy** |  |
| **Role** |  |
| **Department** |  |
| **Tel. Ext.** |  |

# Record of visits by the fire and rescue service

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Inspecting officer(capitals) | Inspecting officer’s Signature | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Fault record for alarm system, emergency lighting, extinguishers and any other fire safety devices or systems

1. Action to be taken when a fault is found:

(a) enter the appropriate details on the faults record sheet

(b) make the necessary arrangements to have the fault rectified and enter them on the faults record sheet

(c) sign and date the entry.

2. Action to be taken following rectification/repair:

(a) the repairer/specialist contractor should enter the details of the work carried out, e.g. item replaced or repaired, in the record below.

(b) the appropriate person to sign and date the entry.

**Faults record sheet**

Note: At least two lines should be left blank after each “fault” entry. These lines will be used by the repairer/specialist contractor to make comments, e.g. extinguisher replaced.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date reported | Description of fault and action taken | Recorders signature | Comments of repairer/specialist contractor | Repairers signature | Date Rectified |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Portable fire extinguisher checklist

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

**Daily** – Visual check that each extinguisher is in place and is clearly visible with its label facing outwards. Daily checks are not normally recorded.

**Monthly** – Check to ensure each extinguisher is in position, accessible, not discharged with tamper tag intact, 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 checks should be carried out more frequently.

**Annually** –Portable firefighting equipment should be inspected/serviced by a competent person in accordance with the manufacturers’ instructions and the British Standard.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Location or number | Delete as appropriate | SatisfactoryYes/No | Comments | Signature |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |
|  |  | Checked/Tested |  |  |  |

# Means of escape checklist

**Daily** –A visual check should be made to ensure all escape routes and exit doors are available for use. This does not need to be recorded.

**Monthly** – Ensure the exit routes are clear and free of obstructions for their entire length. Check the correct functioning of all fire resisting doors and door closers on the exit route and record observations and if required complete a fault in the log and arrange maintenance. Ensure doors close and latch fully on their self-closing devices, smoke seals and intumescent strips are undamaged..

Identify exit routes you are checking (a referenced plan can help).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Location: Identify the exit and route inspected | Issue identified and action taken | Satisfactory Yes / No | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Emergency lighting system checklist

**Monthly test:**

All luminaries should be lit for a short period by simulating a mains failure. This is normally achieved by using a special ‘fishtail’ key in the provided testing facility, which is normally located near the main fuse board or adjacent to relevant light switches. The test should be carried out during the daytime.
Advice about testing/maintenance to BS 5266 should be sought from the installer or a specialist engineer.

All test results are to be entered on the “record of tests” sheet below.

Faults and the remedial action required/carried out are to be entered on the “faults record” sheet.

**Annually:**

A full discharge test should be carried out annually by a competent person.

If any faults are found these should be recorded on the faults log at the front of this document and the relevant service contractor contacted to remedy the fault.

**Emergency lighting system - record of tests**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | SatisfactoryYes/No | Area of test/Inspection carried out | Signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Fire detection and warning system (including call point testing) checklist

**Daily** – Inspect the fire panel for normal operation of the system. Ensure there are no faults or issues. This does not need to be recorded, unless a fault is identified.

**Weekly** – 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 and check all other systems attached to the fire alarm system are functioning. These may include;

* automatic opening vents and smoke control systems
* magnetic door release mechanisms
* security door release mechanisms
* is the fire alarm system audible over any music or processes
* any other miscellaneous systems linked to the fire alarm

If any faults are found, these should be recorded in the fault record at the front of this log book and the service contractor contacted to remedy.

**Six monthly** – **Periodic Inspection and test by a competent person** - This should be carried out by a fire alarm engineer who is suitably experienced and knowledgeable of British Standard 5839. Requirements for these inspections and tests will depend upon the type and design of the system.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Call point location or number | SatisfactoryYes/No | Weeklytester:signature | Date | Call point location or number | SatisfactoryYes/No | Weeklytester:signature |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Record of fire safety training

The Regulatory Reform (Fire Safety) Order 2005 requires that fire safety training is given to employees on induction or when exposed to a new risk within the workplace and this training should be repeated periodically.

The most effective way of demonstrating compliance is to keep records, and a Log Book is one way of doing it. (See Fire safety in the workplace for more information on the content and frequency of training).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Date of appointment | Type of training | Date | Name of trainer |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Fire drill records

Fire drills should be carried out at periodic intervals appropriate to the nature of the risk and scheduled to include all staff. Schools should carry out a minimum of **3 drills per year**. Other premises should carry out drills a **minimum of once per year** or as determined by the fire risk assessment, but **ideally 3 times a year**. All employees MUST evacuate the premises regardless of seniority or commitments. Two forms have been provided, one to keep a running record of drills and the other as an observations sheet, to enable completion of an individual report of the drill if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Method of alarm activation | Responsible person | Time taken and comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Fire drill observation sheet

|  |  |
| --- | --- |
| Date of drill: |  |
| Time of drill**:** |  |
| Time taken for drill**:**  |  |
| Means of alarm activation**:** |  |
| Observed by: |  |

|  |  |  |
| --- | --- | --- |
| **Activities to observe** | **Completed ok****Yes/No** | **Comments** |
| Building users responded promptly to the alarm being raised. |  |  |
| Evacuation took place in a calm and orderly manner. No running, no shouting, no stopping to collect personal belongings etc |  |  |
| All employees, contractors and visitors had signed in and could be accounted for. |  |  |
| Fire wardens were fully in control of the situation and didn’t let others take over. |  |  |
| People didn’t go back into the building until the all clear was given by the Fire warden in charge. |  |  |
| After event discussions with employees confirmed that exits were clearly marked, operational and that escape routes were clear and easily accessible. |  |  |
| After event discussions with fire wardens confirmed that they were clear on their responsibilities, knew what to do and had control at all times  |  |  |
| **Areas for improvement / further comments** |
|  |

# Smoke ventilation systems record

Smoke ventilations systems may be provided as part of an engineered fire safety solution.

The ventilation system test should be carried out in accordance with the manufacturer’s instructions, in order to meet the requirements of the current British or European equivalent, standards.

**Weekly**

During the fire alarm test, check that all smoke ventilators and smoke curtains have operated correctly and they are properly re-set at the conclusion of the test.

**Annually**

The system should be tested by a specialist engineer in accordance with the current British standards.

Any faults found should be recorded on the faults record at the front of this log book and the relevant service contractor contacted to rectify.

**Record of tests of smoke ventilation system**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of tests** | **Curtains / ventilators** | **Compressor** | **Annual service / test** | **Signature** |
| **Satisfactory** | **Unsatisfactory** | **Receiver pressure** | **Hours run meter** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Sprinkler systems

**General**

Automatic sprinklers should be maintained in accordance with the manufacturers requirements to meet KCC’s obligations under the Regulatory Reform (Fire Safety) Order 2005.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the fire safety risk assessment.

The installer of the automatic fire sprinkler system should provide to the occupier an inspection and programme of checks 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 daily and weekly routines.

**Weekly**

The following checks shall be made and recorded;

* all water and air pressure gauge readings on installations, trunk mains and pressure tanks
* all water levels in elevated private reservoirs, rivers, lakes and water storage tanks.

Water motor alarm test:

Each water motor alarm shall be sounded for not less than 30 seconds

Automatic pump starting test:

Test on automatic pumps shall include;

* check fuel and engine lubricating levels
* reduce water pressure on starting device to simulate condition of auto-start
* record the starting (cut-in) pressure and check it is correct.

Any faults identified should be recorded on the fault log at the front of this document and the relevant service contractor contacted.

**Monthly**

Sprinkler tanks and batteries should be checked at least once a month. This can be carried out in-house as long as sufficient training has been provided.

**Quarterly / six monthly / annual routines**

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 and dated report of the inspection.

Any faults found should be recorded in the fault log at the front of this document and the relevant service contractor contacted.

# Record of tests of sprinkler system

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Normal gauge pressure range** | **Water gauge** | **Air pressure** | **Pump cut-In pressure** | **Diesel engine restart** | **Batteries** | **Stop valves****zone valves** | **Signature** |
| **Satisfactory****Yes/No** | **Satisfactory****Yes/No** |
| **Date** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

# List of Hazardous Substances on the premises

This document is an important tool for the fire and rescue service in the event of a fire on your premises, as it will highlight where any flammable, explosive or toxic substances are stored on your site.

In the event of a fire, this document is to be given to the fire and rescue service in the first instance, so that they can take the necessary precautions in those areas.

To be completed for the following types of product hazards: - *Flammable liquids or gases*; e.g. petrol, LPG, - *Flammable chemicals*; (e.g. chemicals held in science labs etc.).- P*ressurised cylinders*; e.g. Oxygen, acetylene, LPG. - *Radioactive Sources*; (attach a summary to this sheet if a number of sources held on site). - *Asbestos*; (state location of asbestos register). – *Oxidants;* e.g. nitric acid, halogen, chlorine etc. In regards to laboratory chemicals, only list the substances that you consider high risk in the event of a fire, taking into account the quantity stored and whether that amount would be a high risk.

Please note that you do not have to list every chemical that is stored on your premises, e.g. floor cleaner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Hazardous substances stored on site** | **Location of hazardous substances** | **Hazard classification**e.g. Flammable, Corrosive, Oxidant | **Fire fighting measures**(If applicable, this information can be found on the Safety Data Sheet) | **Suppliers name and emergency contact number**(If applicable, this information can be found on the Safety Data Sheet). |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

NB: That it is important to keep this list up to date, if any substances are no longer on site, please remove item from list.

# Any other integrated fire safety devices

This page may be used to record the testing and maintenance of any other integrated fire safety devices such as suppression systems, auto shut-off mechanisms, automatic door releases, fire dampers, or automatic fire shutters etc.

Any faults found should be recorded in the fault log at the front of this document and the relevant service contractor contacted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Type of device tested** | **Satisfactory****Yes/No** | **Nature of test/inspection carried out** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |