Revised January 2015

WARWICKSHIRE FIRE & RESCUE SERVICE

FIRE SAFETY

LOG BOOK

PLEASE KEEP AVAILABLE

ADDRESS OF PREMISES .....

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LOCATION OF LOG BOOK .....

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USEFUL TELEPHONE CONTACTS

Fire & Rescue Service Headquarters	01926 423231	Fire Protection Officer	01926 423231
In an Emergency	**Dial 999**		
Fire Extinguisher - Maintenance		Fire Alarms - Maintenance	
Emergency Lighting - Maintenance		Building Maintenance	

BRITISH STANDARDS

At the time of going to press the British Standards referred to in the log book were believed to be true. However they are the current standards, which may be revised, so we would ask you to use our information as a basic guide.

NOTES ON TEST PROCEDURES AND FREQUENCIES, ETC.

***Indicates an entry should be made in the log book.** It is recommended that a maintenance contract is taken out with a reputable company in respect of each of the installations below, if provided.

Meaning of "responsible person"

For the purposes of the Regulatory Reform (Fire Safety) Order 2005, "responsible person" means -
(a) in relation to a workplace, the employer, if the workplace is to any extent under his/her control;
(b) in relation to any premises not falling within paragraph (a) -
(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him/her of a trade, business or other undertaking (for profit or not); or
(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of atrade, business or other undertaking.

Meaning of "competent person"

For the purposes of the Regulatory Reform (Fire Safety) Order 2005, "competent person" means -
A person who has sufficient training and experience or knowledge and other qualities to enable them properly to undertake the required work.

HOSE REELS (for further information see BS 5306: Part 1 or equivalent EU Standard).
Regular inspections for leaks and corrosion.
*Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight; the flow of water should be steady and sufficient. Wall mounting brackets should be checked for firmness, ensure that the drum rotates freely and that any pivot rotates easily.

FIRE EXTINGUISHERS (for further information see BS 5306: Part 3, or equivalent EU Standard).
*Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
*Annual inspection. No guidance is given as this should be done by a competent person following the manufacturers recommended procedures and using the tools, etc., specified therein.
*At intervals not exceeding those given below test discharge the extinguishers.

(a) every 5 years – water and water based
- powder

(b) every 10 years – powder primary sealed stored pressure
- carbon dioxide (CO_2)

FIRE ALARM (for further information see BS 5839: Part 1, or equivalent EU Standard).
When testing the fire alarm system, there may be a need to isolate ancillary outputs.
Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the Alarm Receiving Centre is functioning correctly.
*Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:
A manual call point should be operated during normal working hours. It should be confirmed that the control equipment is capable of processing a fire alarm signal and provide an output to the fire alarm sounders. Ensure that the signal is correctly received at any Alarm Receiving Centre. A different manual call point should be used each week so that all call points are tested, in rotation.
*Quarterly and annual inspection and test. No guidance is given as these should be done by a competent person.

FIRE DETECTORS (for further information see BS 5839: Part 1, or equivalent EU Standard).
Over a 12 month period (may be carried out over the course of 2 or more service visits during each 12 month period).
(a) all automatic fire detectors should be examined, as far as practicable, to ensure that they have not been damaged, painted or otherwise adversely affected.
(b) all automatic fire detectors should be functionally tested to prove that the detectors are connected to the system, are operational and are capable of responding to the phenomena they are designed to detect.

AUTOMATIC DOOR RELEASES CONNECTED TO FIRE ALARM SYSTEM
*Weekly, in conjunction with the fire alarm test, check that all doors are being released and close fully onto the door rebates.

EMERGENCY LIGHTING (for further information see BS 5266: Part 1, or equivalent EU Standard).
(Not applicable where automatic testing devices are used).
*Monthly tests should be carried out as follows:
(a) each luminaire and internally illuminated sign should be illuminated from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated. All luminaires should be checked to ensure that they are present, clean and functioning correctly.
(b) for central battery systems, the correct operation of system monitors should be checked.
*Annually, each luminaire and internal illuminated sign should be tested as per (a) above for the full rated duration in accordance with the manufacturers information.
Note – all full duration tests should, whenever possible, be undertaken preceding a time of low risk to allow for battery recharge.

FIRE INSTRUCTIONS

*All staff should receive basic fire safety induction training and attend regular refresher sessions at pre-determined intervals during working hours.

The training should take account of the findings of the premises fire risk assessment and include:

- The emergency plan.
- The importance of fire doors and other fire safety measures.
- The appropriate use of firefighting equipment.
- Reporting to the assembly area.
- Exit routes and the operation of exit devices.
- Assisting disabled persons as necessary.
- Management policy and procedures regarding all fire safety matters.

Note – staff expected to undertake the role of Fire Marshals (often called Fire Wardens) would require more comprehensive training.

FIRE DRILLS

*The emergency plan should be practised by carrying out fire drills at least annually or as determined by the fire risk assessment (if you have a high staff turnover, fire drills may need to be carried out more often).

Drills should be conducted to simulate fire conditions, i.e. one escape route obstructed; no advance warning given other than to specific staff for the purposes of safety.

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VISITS BY FIRE PROTECTION INSPECTOR/OFFICER

DATE	INSPECTING OFFICER (CAPITALS)	OFFICERS SIGNATURE	COMMENTS

Revised January 2015

RESPONSIBLE PERSONS

DESIGNATION	NAME	DATE

Revised January 2015

FIRE ALARM SYSTEM - RECORD OF TESTS

WEEKLY TEST - QUARTERLY TEST AND INSPECTION - ANNUAL TEST AND INSPECTION

DATE	FIRE ALARM		AUTOMATIC DOOR RELEASES		AUTOMATIC DETECTORS		TYPE OF TEST OR INSPEC. W/Q/A	REMEDIAL ACTION TAKEN	SIGNATURE & COMPANY (WHERE APP)
	CALL POINT LOCATION & No.	SATISFACTORY Y/N	LOCATION & No.	SATISFACTORY Y/N	LOCATION & No.	SATISFACTORY Y/N			

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FIRE ALARM SYSTEM - RECORD OF TESTS

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	CALL POINT LOCATION & No.	SATISFACTORY Y/N	LOCATION & No.	SATISFACTORY Y/N	LOCATION & No.	SATISFACTORY Y/N			

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EMERGENCY LIGHTING SYSTEM - RECORD OF TESTS

MONTHLY - ANNUALLY

DATE	LOCATION OR NUMBER	TYPE OF TEST	SATIS Y/N	REMEDIAL ACTION	SIGNATURE (& COMPANY WHERE APP)

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EMERGENCY LIGHTING SYSTEM - RECORD OF TESTS

MONTHLY - ANNUALLY

DATE	LOCATION OR NUMBER	TYPE OF TEST	SATIS Y/N	REMEDIAL ACTION	SIGNATURE (& COMPANY WHERE APP)

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FIRE EXTINGUISHERS - RECORD OF TESTS AND INSPECTIONS

MONTHLY INSPECTION - ANNUAL INSPECTION - PERIOD DISCHARGE

DATE	LOCATION OR NUMBER	TYPE OF INSPECTION /TEST	SATIS Y/N	REMEDIAL ACTION	SIGNATURE

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FIRE EXTINGUISHERS - RECORD OF TESTS AND INSPECTIONS

MONTHLY INSPECTION - ANNUAL INSPECTION - PERIOD DISCHARGE

DATE	LOCATION OR NUMBER	TYPE OF INSPECTION /TEST	SATIS Y/N	REMEDIAL ACTION	SIGNATURE

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HOSE REELS - RECORD OF TESTS

WEEKLY INSPECTION - (RECORD ONLY IF DEFECT) - ANNUAL TEST

DATE	LOCATION OR NUMBER	SATIS Y/S	REMEDIAL ACTION TAKEN	SIGNATURE

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HOSE REELS - RECORD OF TESTS

WEEKLY INSPECTION - (RECORD ONLY IF DEFECT) - ANNUAL TEST

DATE	LOCATION OR NUMBER	SATIS Y/S	REMEDIAL ACTION TAKEN	SIGNATURE

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MISCELLANEOUS EQUIPMENT - RECORD OF TESTS

DATE	ITEMS TESTED ETC	SATIS. Y/S	REMEDIAL ACTION TAKEN	SIGNATURE

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MISCELLANEOUS EQUIPMENT - RECORD OF TESTS

DATE	ITEMS TESTED ETC	SATIS. Y/S	REMEDIAL ACTION TAKEN	SIGNATURE

Revised January 2015

FIRE INSTRUCTIONS AND DRILLS - RECORD

THE LIST OF PERSONS RECEIVING INSTRUCTION OR PARTICIPATING IN THE DRILL SHOULD BE APPENDED ON A SEPARATE SHEET, DATED AND INSERTED AT THE REAR OF THE LOG BOOK.

DATE	INSTRUCTION DURATION	FIRE DRILL EVACUATION TIME	NATURE OF INSTRUCTION/ DRILL	OBSERVATIONS OF INSTRUCTOR ETC	SIGNATURE OF INSTRUCTOR ETC

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FIRE INSTRUCTIONS AND DRILLS - RECORD

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INDIVIDUAL STAFF TRAINING RECORD

Date:		Name:		Dept.:	

Staff Fire Procedures	
• Raising the alarm	
• Calling Fire & Rescue Service	
• Actions to Take	
Escape routes & emergency exits	
Types of fire extinguishers & their uses;	
Safety Signs;	
Active Fire Safety Measures;	
Passive Fire Safety Measures;	
Importance of fire doors;	
Security Measures;	
Reporting of hazards;	
Identity of Fire Wardens;	
Dangerous Substances, name, data sheet, legislation provisions;	
Premises fire risk assessment & significant findings	
Equipment & plant shutdown procedure;	
Specific Duties / instruction;	

Instruction given by……...

I hereby confirm that I have received Fire Safety Instructions & understand all of the above.

Signed ……..…… Date …….

FIRE WARDEN TRAINING RECORD

Persons nominated as fire wardens will require additional training to that given to staff.

Date:		Name:		Dept.:	

Fire Procedures	
• Raising the alarm	
• Calling Fire & Rescue Service	
• Actions to Take	
Checking premises	
Assisting evacuation	
Refuges and assisting disabled persons (ParAid/evac chair etc.)	
Escape routes & emergency exits	
Location of fire extinguishers & their uses;	
Fire extinguisher training;	
Safety Signs;	
Active Fire Safety Measures;	
Passive Fire Safety Measures;	
Importance of fire doors;	
Security Measures;	
Reporting of hazards;	
Identity of Fire Wardens;	
Dangerous Substances, name, data sheet, legislation provisions;	
Premises fire risk assessment & significant findings	
Equipment & plant shutdown procedure/Isolating valves;	
Liaising with the Fire Service	
Specific Duties / instructions/area(s) responsible for	

Instruction given by…….....

I hereby confirm that I have received Fire Safety Instructions & understand all of the above.

Signed ……..…… **Date ……..**