

FIRE SAFETY RECORD OF TESTS LOGBOOK

PREMISES ADDRESS:

Responsible person

Log Book Provided By:-

**Please Keep Available
for Inspection by
Enforcing Authorities.**

Dragon Fire Safety
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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 a criminal offence for a person to knowingly make a false entry.

FIRE SAFETY TRAINING

Article 21 of the Regulatory Reform (Fire Safety) Order 2005

One method of demonstrating compliance with article 21 of the RR(FS)O is to provide staff training/instruction at the intervals shown below.

- All staff in first month of employment - two instruction periods
- Staff on night duties, lone workers and other vulnerable groups, as determined by your risk assessment, should receive three monthly refresher training/instruction
- Other staff should receive six monthly refresher training/instruction

Staff training/instruction should include the following;

- What to do on discovering a fire
- How to raise the alarm of fire
- What to do on hearing the fire alarm
- Location of assembly points
- Where fire extinguishers are located and how to use them (if it safe to do so)
- How to call the Fire and Rescue Service
- Location of fire alarm call points and escape routes.
- Other specific duties, such as;
 - Making power supplies/plant safe
 - Evacuating members of the public
 - Liaising with Fire Safety Manager/Fire 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

FIRE SAFETY DRILLS

Article 21 of the Regulatory Reform (Fire Safety) Order 2005

In order to satisfy the requirements of article 21 of the RR(FS)O it will usually be necessary to demonstrate that staff, and other regular users of the premises, are familiar with escape routes and exits, in order to exit the premises quickly and safely. Fire drills and practice evacuations are the most simple and accepted method of demonstrating this requirement.

Fire Drills and practice evacuations should not be used to embarrass staff, or unduly inconvenience people. However, they are crucial in testing local procedures for evacuating the premises and highlighting problem areas which may need addressing.

Ideally, most people should be aware that a fire drill is due to take place, in order to minimise any adverse effects and provide staff with time to ensure they are familiar with alternative exit routes. It may not always be possible to alert everyone, especially if the premises have relatively open access or are used by the public.

It is good practice to deliberately prevent evacuation through one of the preferred routes, as might be the case in a real fire. The fire alarm should be operated on the instruction of the manager responsible for the evacuation, who should also ensure the Fire Service are not called out as result of the fire drill/evacuation.

- Fire Drills/Evacuations should take place six monthly for residential premises, places of public entertainment, large shops and department stores.
- Fire Drills/Evacuations should take place annually for industrial and commercial premises.
- All employees **MUST** evacuate the premises regardless of seniority or commitments

FIRE ALARM SYSTEM

Articles 13 & 17 of the Regulatory Reform (Fire Safety) Order 2005

One method of demonstrating compliance with articles 13 & 17 of the RR(FS)O is to fit an appropriate fire alarm system to your premises and ensure it is maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards. The Fire Alarm system, which incorporates; detectors, call points, wiring, sounders and annunciator panel(s) must be tested. Failure to provide and maintain an appropriate fire alarm system could lead to formal enforcement and may invalidate, or reduce, any claim made through an insurance company.

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

In summary, British Standard BS 5839 Part 1, requires the following testing;

DAILY - Inspect the panel for normal operation of the system. Where provided, check that the connection to the monitoring centre is functioning correctly. (Not usually recorded).

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.

IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM SHOULD NOT RESULT IN A FALSE SIGNAL OF FIRE

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.

If your Fire Alarm is a simple rotary gong, claxon, air horn or whistle, it must still be tested on a weekly basis and a record of the test made.

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.

WEEKLY - Automatic sliding doors should be checked to ensure that they have failed safe, in an open position on activation of the fire alarm.

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.

FIRE ALARMS - UNWANTED FIRE SIGNALS

Changes to British Standard 5839 now require users of automatic fire alarm systems to demonstrate satisfactory management of false alarms.

Failure to demonstrate satisfactory management of false alarms may lead to;

- Void insurance policies
- Charges being made for an attendance by the Fire Service
- Reduced attendance or non-attendance by the Fire Service
- Formal action taken under articles 13 and/or 17 of the RR(FS)O

To demonstrate satisfactory management of false alarms, users must log and categorize the type of false alarm. False alarms fall into one of the following five categories;

1. **Unwanted alarms** - Alarms caused by fumes from cooking, steam, tobacco smoke, dust insects etc
2. **Equipment false alarms** - Alarms caused by faults with the equipment.
3. **Malicious false alarms** - Alarms arising from the unauthorised or malicious use of the equipment.
4. **False alarms of good intent** - These occur when an individual suspects there is a fire and raises the alarm
5. False alarms that do not fall into any of the above categories should be recorded as **Unknown**.

Recording this information enables your system installer/service provider to investigate any system faults/problems that you may have with your equipment.

EMERGENCY LIGHTING

Articles 14 (2) (g) & (h) & 17 of the Regulatory Reform (Fire Safety) Order 2005

One method of demonstrating compliance with articles 14 & 17 of the RR(FS)O is to fit an appropriate system of emergency lighting and illuminated exit signs throughout the premises and means of escape and ensure it is maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards. The Emergency Lighting system, which incorporates; luminaires, wiring, batteries and or generators, must be tested.

Emergency lighting tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

In summary, BS5266 Part 8 requires the following testing:

- 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.

Weekly testing must be performed on any torches that may be used as emergency lighting. You must record all tests.

FIREFIGHTING EQUIPMENT

Articles 13 & 17 of the Regulatory Reform (Fire Safety) Order 2005

Hose-reels

One method of demonstrating compliance with articles 13 & 17 of the RR(FS)O is to provide suitable and appropriate portable fire extinguishers, fire blankets and/or hose reels within your premises and ensure they are manufactured, sited and maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards, such as BS 5306.

Hose reels are becoming increasingly unpopular due to relatively high maintenance, vulnerability to misuse and alleged reports of their association with water borne diseases such as Legionnaires disease.

Should you wish to replace your hose-reel with other, equally effective fire-fighting measures, this will usually be acceptable, though you should seek the advice of the Fire Service and check the conditions of your insurance policy before doing so. In most circumstances the Fire Service would consider one or two 9 litre water extinguishers as suitable substitution for a fire-fighting hose reel.

Where hose reels are provided as the means for fighting fire they should be maintained accordingly.

Regular inspections should be made for leaks and correct operation

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.

A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

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

Articles 13 & 17 of the Regulatory Reform (Fire Safety) Order 2005

Portable Fire Extinguishers

One method of demonstrating compliance with articles 13 & 17 of the RR(FS)O is to provide suitable and appropriate portable fire extinguishers, fire blankets and/or hose reels within your premises and ensure they are manufactured, sited and maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards, such as BS 5306.

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.

INTERVALS OF DISCHARGE:

The recommended times, in each case since the date of manufacture or the last actual discharge (test or otherwise) of the particular extinguisher body are as follows:

Extinguisher Type	Intervals of Discharge
Water - stored pressure	Every 5 years
Foam - all types	Every 5 years
Water - gas cartridge	Every 5 years
Powder - gas cartridge	Every 5 years
Powder - stored pressure valve operated	Every 5 years
Carbon Dioxide (all types)	Every 10 years (20 years where the annual inspection given in clause 8 has been followed and subsequently after a further 10 years. And thereafter at intervals not exceeding 5 years.)
Powder (stored pressure primary-sealed)	

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.

SPRINKLER SYSTEMS

Article 17 of the Regulatory Reform (Fire Safety) Order 2005

General

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards, precautions or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the Fire Safety Risk assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice, under article 29 of the RR(FS)O, and the maintenance requirements of article 17 of the RR(FS)O

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.

Daily Routine

Fire Service Monitoring Station Alarm Connection – if the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from sprinkler installation to monitoring centre shall be checked for;

- Continuity of connection
- Continuity of connection between the alarm switch and the control unit.

Pressure Tank

If not automatically controlled, the water level and air pressure in a pressure tank providing a duplicate supply shall be checked and immediately corrected if necessary.

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.

Continued....

Diesel Engine Re-Starting Test

Immediately after the pump automatic start test, diesel engines shall be additionally tested;

- Run the engine for 30 minutes as per manufacturer's instructions
- Shut down the engine and immediately use the manual start test button to check for operation
- Check the water level in the primary circuit of closed circuit cooling system.

Lead Acid Plant Batteries

The electrolyte and density of all lead acid plant 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(s) affected should be replaced

Life Safety Systems

The mode (fully open or fully closed, as the case may be) monitoring for stop valves (including zone valves) on life safety installations shall be tested for satisfactory operation

Quarterly / Six Monthly / Annual Routines

The service and maintenance schedules detailed in the current British Standard should be carried by a competent person who will supply the user with a signed and dated report of the inspection.

Records

- All tests shall be recorded in the appropriate space on the Record of Test Sheets
- Defects and remedial work required / carried out should be recorded on the Faults Record Sheet
- Copies of the service and maintenance schedule report should be attached to the Log Book

SMOKE VENTILATION SYSTEMS

Smoke ventilations systems may be provided as part of an engineered solution and as such may be subject to an Alterations Notice, under article 29 of the RR(FS)O and the maintenance requirements of Article 17 of the RR(FS)O. Furthermore, if the smoke ventilation system is provided for the assistance of fire-fighting purposes, it will also be subject to Article 38 of the RR(FS)O.

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, or European equivalent, standards.

MISCELLANEOUS PROVISIONS

General

There are many features that may be provided within premises that relate to Fire Safety, or provided to assist the Fire Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons;

- Condition of insurance
- Part of an engineered solution
- Requirement at time of building, or major refurbishment
- Compensation for departures from normal building regulations
- Deemed necessary as part of the Fire Safety Risk Assessment.

As such, the facilities provided may be subject to one, or more, of the articles of the Regulatory Reform (Fire Safety) Order and, if provided, should be maintained to the relevant industry standard, which will usually be the British Standard, or European equivalent.

Facilities provided may include one or more of the following;

- Foam inlets
- Wet / Dry Risers
- Drencher systems
- Inert gas Flooding systems
- Pressurised stairways and corridors
- Fire fighting shafts, with dedicated lifts

The following check list is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

The Fire Service or local authority building control may be able to assist if the premises have only recently been constructed or undergone building works that were subject to local authority approval.

OTHER 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.

