Waltham Forest Early Years Guidance

**SAMPLE Fire Safety Logbook**

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 log book gives examples of the main requirements for demonstrating compliance with current fire safety legislation. Your premises may have additional requirements that aren’t covered in this example log book, such as complex alarm systems. In these situations, you should add additional pages or modify the log book to ensure it is as accurate as possible for your premises.

The statements contained in this document are prepared solely for the purpose of meeting the local authority’s statutory duty to secure the provision of information, advice and training to childcare providers and childcare workers, in order for them to understand and comply with their statutory obligations and local authority contractual requirements. It is a reasonable attempt to identify areas of importance when preparing your own fire log book. It should not be solely relied on. It remains the owner's / ofsted registered person / organisation’s sole responsibility to comply with all of the legal and statutory requirements associated with running their school or childcare business.

**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 as well as the local authority when undertaking compliance checks**

**To make it easier to review this document, please click on the view tab. Then tick the “Navigation Pane”box. This will open the Navigation window to the left of the document. You can then click on each section to move through the document.**

**Premises:** …………………………………………………

|  |  |
| --- | --- |
| **Childcare Provision** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Town** |  |
| **Post Code** |  |
| **Person with final responsibility (This is normally the business owner)** |  |
| **Lead Responsible Person(s)** |  |



Contents

[Introduction 4](#_Toc89349782)

[Fire Safety Advice 5](#_Toc89349783)

[Fire Precautions 6](#_Toc89349784)

[Useful telephone numbers 8](#_Toc89349785)

[List of competent persons/fire wardens(leads) 9](#_Toc89349786)

[Record of visits by the fire and rescue service 10](#_Toc89349787)

[Fault record for alarm system, emergency lighting, extinguishers and any other fire safety devices or systems 11](#_Toc89349788)

[Portable fire extinguishers and Hosereels 12](#_Toc89349789)

[Means of escape 14](#_Toc89349790)

[Emergency lighting system 16](#_Toc89349791)

[Fire detection and warning system (including call point testing) 18](#_Toc89349792)

[Measures to reduce unwanted alarms 20](#_Toc89349793)

[Automatic door release mechanisms activated by the fire alarm system 22](#_Toc89349794)

[Fire Alarm Break Glass Call Point Identification Table 23](#_Toc89349795)

[Record of Fire Alarm Testing & Maintenance 24](#_Toc89349796)

[Record of Testing & Maintenance of Battery Operated (Single Point) Alarms 25](#_Toc89349797)

[Record of false/unwanted alarms 26](#_Toc89349798)

[Record of fire safety training 27](#_Toc89349799)

[Fire Drill Records 29](#_Toc89349800)

[Smoke Ventilation Systems 33](#_Toc89349801)

[Sprinkler Systems 34](#_Toc89349802)

[Record of Tests of Sprinkler System 35](#_Toc89349803)

[Electrical & Gas Inspections 36](#_Toc89349804)

[Record the testing and maintenance of your gas services and your electrical installation 36](#_Toc89349805)

[Any other integrated fire safety devices 37](#_Toc89349806)

## IntroductionA close up of a logo  Description automatically generated

**Fire safety law**

There is no statutory requirement tomaintain a fire safety log book, but Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the ‘responsible person’ for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

Additionally, Article 21 states that where there are employees, they should be provided with adequate safety training.

The Order also 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 produced to assist the responsible person in co-ordinating and maintaining a fire safety record keeping system. This log book gives examples of the main requirements for demonstrating compliance with current fire safety legislation. Your premises may have additional requirements that aren’t covered in this example log book such as sprinkler systems or complex alarm systems. In these situations, you should add additional pages or modify the log book to ensure it is as accurate as possible for your premises.

Having an up to date 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.

Early Early Years Childcare and Business Development requires all childcare providers in receipt of FEEE funding to keep a fire safety log book and although there is no direct requirement to keep maintenance records within the Fire Safety Order the responsible person is required to record significant findings from any fire risk assessment. The installation of an automatic fire alarm system or the need for emergency lighting would be deemed as significant and the British Standards which covers the installation, testing and maintenance of this equipment clearly states records should be kept.

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 or she knows to be false.

For further guidance on fire safety please see the [HSE website](https://www.hse.gov.uk/).

Your fire safety logbook should remain on the premises at all times. 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.

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.

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

**We strongly recommended that where necessary, maintenance contracts are taken out with competent persons (e.g. those registered with NICEIC or ECA for electrical maintenance or registered with BAFE for firefighting equipment).**

## Fire Safety Advice

The advice given in this document is intended to assist you and your staff in preventing an outbreak of fire, or if it does occur, assist you in preventing injury or unnecessary damage to the premises. This is not a comprehensive guide and therefore it is recommended you purchase the appropriate guidance book for your premises.

**Guides in the series:**

|  |  |
| --- | --- |
| Office and Shops Factories and Warehouses Sleeping Accommodation Residential Care Premises **Educational Premises** Small and Medium Places of Assembly Large Places of Assembly Theatres, Cinemas and similar Premises Open air Events and Venues Healthcare Premises Transport Premises Animal premises and stables Means Of Escape For Disabled People | ISBN-13:978 1 85112 815 0ISBN-13:978 1 85112 816 7ISBN-13:978 1 85112 817 4ISBN-13:978 1 85112 818 1**ISBN-13:978 1 85112 819 8**ISBN-13:978 1 85112 820 4ISBN-13:978 1 85112 821 1ISBN-13:978 1 85112 822 8ISBN-13:978 1 85112 823 5ISBN-13:978 1 85112 824 2ISBN-13:978 1 85112 825 9ISBN-13:978 1 85112 884 6 ISBN-13:978 1 85112 873 7 |

These guides are available from:

Department for Communities and Local Government Publications,

PO Box 236,

Wetherby,

West Yorkshire. LS23 7NB

Or any good book shop (priced at £12 each at time of writing) they are also available for free download on the Gov.uk website:

https://www.gov.uk/workplace-fire-safety-your-responsibilities

Fire safety records in a formal log book, a suitable and sufficient fire risk assessment undertaken by a [competent person](https://www.hse.gov.uk/involvement/competentperson.htm)/organisation and well thought out emergency plans will lead to a good fire safety culture and a quality safety management structure.

Record keeping will provide valuable resources to assist you in two areas:

* Effectively managing the fire strategy for your premises.
* Providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.

## Fire Precautions

**Further guidance can be found in Part 2 of the appropriate** [**DCLG guides**](https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents) **under the above heading.**

**BUSINESS PREMISES: Common causes of fire.**

**Electricity** – Is a source of heat and a frequent cause of fire in buildings, some contributing factors are the misuse of electrical equipment and poor maintenance. With the increasing number of electrical appliances we use, consideration of the need for additional sockets or upgrading of electrical circuits may be necessary, an annual inspection of the electrical system by a competent electrician will help to identify any areas of concern. Inspection of electrical equipment should reveal whether:

* It is installed and maintained correctly.
* Sockets and extension cables are overloaded.
* The correct fuses are used.

Ensuring electrical equipment is switched off and unplugged when not in use will assist to reduce the risk of fire occurring.

**Rubbish** – When left to accumulate in the workplace, could not only increase the chance of fire occurring, it may assist a fire to spread throughout the premises a lot quicker. Adopt a good housekeeping regime to ensure rubbish is taken out of the premises as quickly and as often as possible and contained within lidded metal bins. Ensure external rubbish bins are sited away from buildings reducing the risk of a fire spreading to the building and ensure that they do not obstruct either your escape routes or those of neighbouring premises.

**Smoking** – Careless disposal of smoking materials is a major cause of fire. Implementation of a smoking policy could ensure:

* People only smoke in designated areas.
* Provision of non-combustible and substantial ashtrays.
* Daily disposal of the content of ashtrays into a non-combustible waste receptacle ensuring that all debris is fully extinguished first.
* End of day checks or checks before leaving rooms which will be unoccupied for long periods (people may be sleeping) are undertaken.

**Heaters** – If placed near furniture or combustible materials can start a fire. Ensure that they are positioned carefully and used appropriately.

Keep boiler houses clear of accumulations of combustible materials and avoid using them as an extra storeroom.

If you have open fires in your premises, never use flammable liquids to light them, always have them securely guarded and sweep chimneys twice per year or more if wood is burned.

**Dangerous goods** – Most correction, duplicator fluids and most aerosols are flammable and aerosols can explode if they become too hot and must be kept well away from any

heat sources. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

**Arson** – Help protect your premises by securing any combustible waste in an appropriate receptacle and locking away any flammable liquids or gases. Considering the potential problem of arson is an important aspect and is one that should not be underestimated as it is not only a major cause of fire but frequently a problem when the premises are unoccupied. End of day checks to ensure all windows and doors are secure can help to manage the risk of arson. Further information on reducing the risk of arson can be found on https://www.london-fire.gov.uk/safety/the-home/reducing-arson-risk/

**IMPORTANT:**

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 Fire Risk Assessment (FRA), 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.

Further information on British Standards can be found by visiting the British Standards website [www.bsi-global.com.](http://www.bsi-global.com/)

## Useful telephone numbers

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|  |  |
| --- | --- |
| **Name** | **Telephone No.** |
| **Emergency Services** |  |
| **Firefighting equipment maintenance and repairs.** |  |
| **Fire alarm maintenance and repairs.** |  |
| **Emergency lighting maintenance and repairs.** |  |
| **Local Fire and Rescue Authority.** |  |
| **Person/organisation responsible for building maintenance (if applicable)** |  |
| **Emergency Gas engineer and or gas utility** |  |
| **Emergency Electrical engineer** |  |

## List of competent persons/fire wardens(leads)

|  |  |  |
| --- | --- | --- |
| **Name****Deputy** | **Role:****Dept** | **Tel. Ext.** |
| **Name****Deputy** | **Role:****Dept** | **Tel. Ext.** |
| **Name****Deputy** | **Role:****Dept** | **Tel. Ext.** |
| **Name****Deputy** | **Role:****Dept** | **Tel. Ext.** |

## Record of visits by the fire and rescue service

|  |  |  |  |
| --- | --- | --- | --- |
| Date | **Inspecting officer****(capitals)** | **Inspecting officer’s Signature** | **Comments** |
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## 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** |
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## Portable fire extinguishers and HosereelsA close up of a logo  Description automatically generated

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

**Hosereels**

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.

**Daily** – Visual check that the 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 by a competent person in accordance with the manufacturers’ instructions and the British Standard.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location or number** | **Inspection or test** | **Satisfactory****Yes/No** | **Remedial action required/comments** | **Name of tester** |
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## Means of escape

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 as a minimum 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 designated Fire Doors should be checked quarterly to ensure they fully self close onto the latch, the smoke seal is in good condition and touches the frame. The door should sit square in the frame and have signage stating “Fire Door – Keep Shut”. All self-closing devices fitted to doors should be effective in operation.
4. All magnetically or electronically secured final exits must be checked weekly to ensure they release on activation of the Fire Alarm. All doors so secured should have a green call point fitted adjacent to the door on the inside face to give a local release. In certain circumstances (to protect people) it may be necessary to vary away from this guidance. This can only be agreed following a Fire Risk Assessment. 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.
5. All magnetical hold open devices should be tested weekly along with the Fire Alarm to ensure they release and the fire door closes onto the latch and to check the door has not warped. Where possible doors should be released during the night to release the strain on the self closing device and door.
6. 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, your Fire Riask Assessment (FRA) must be reviewed, as if the changes to the premises had taken place. Any alteration that affects evacuation from the premises must be addressed.**

**Daily –** A visual check should be made to ensure all escape routes and exit doors are available for use..

**Weekly -** Ensure the exit routes are clear and free of obstructions for their entire length. Check the correct functioning of all doors and door closers in the exit route and record observations and if required complete a fault in the log and arrange maintenance.

**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** | **Name of tester/signiture** |
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## Emergency lighting systemA close up of a logo  Description automatically generated

The “Responsible Person” (having control of any installed system) should appoint a [competent person](https://www.hse.gov.uk/involvement/competentperson.htm) to carry out the appropriate checks. Emergency lighting tests should be carried out in accordance with the manufacturer’s instructions and the current British Standard.

Typically this should be:

**Daily** - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition. Check that luminaires are in good condition and a visual check of any controls

**Weekly** - check that the lighting unit charging indicator is lit (if fitted)

**Monthly** – All luminaries should be lit for a sufficient time to allow all luminaires to be checked for correct operation, 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.

**Six monthly -** Test to ensure that luminaires remain lit for at least one third of their rated time.

**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. This should normally be carried out when the building is empty or at a time of minimal risk.

See link below to find competent electrical engineer <http://www.electricalcompetentperson.co.uk/>.

**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.**

**Note:** Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

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.

**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.**

**Emergency lighting system - record of tests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Satisfactory****Yes/No** | **Area of test/Inspection carried out** | **Signature** |
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## Fire detection and warning system (including call point testing)

**Fire Alarm System**

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

**It is important that any testing of the fire alarm should not result in a false signal of fire.**

The “Responsible Person” (having control of any installed system) should appoint a [competent person](https://www.hse.gov.uk/involvement/competentperson.htm) to carry out any necessary tests or maintenance work to maintain the fire alarm system in correct working order. The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Regular tests are vital to ensure that there has not been any major failure of the entire or a significant part of the system.

It is essential that if the alarm is linked to an alarm signal receiving centre it is contacted immediately before, and immediately after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

1. **Daily inspection of alarm system panel**

Inspect the alarm panel for normal operation of the system (this does not have to be recorded) if any defects are found then record in the logbook and report it to a responsible person. It should be ensured that any faults recorded have received appropriate attention.

1. **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. Check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer’s instructions and the current British Standard.

Single point alarms must be tested weekly by operating the push button on the alarm. Batteries on some models should be replaced annually and on others between five and ten years. Some alarms do not allow for batteries to be replaced. Read manufactures instructions.

In premises where employees work out of these hours an additional test carried out at least once a month to ensure familiarity with the sound of the fire alarm.

**Note:** Where the weekly test proves onerous the Fire and Rescue Service may agree to it being carried out monthly. However, this only applies to certain modern fire alarm systems that are tested by a suitably competent person and where such a change of test frequency is supported by a risk assessment. No agreement will be given where automatic door release mechanisms operated by the fire alarm system are installed. Where such devices are installed the fire alarm should continue to be tested for operation weekly.

1. **Six-monthly Inspection and Test by a fire alarm engineer**

Periodic Inspection and test by a competent person - It is recommended that this is undertaken every 6 months and 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.

1. **Electrically Controlled Door Release Mechanisms**

In premises where electrically controlled door release mechanisms are used and are 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, checking that all doors are being released and close fully onto the door rebates.

1. **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.

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.

## Measures to reduce unwanted alarms A close up of a logo  Description automatically generated

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.

**Do not call the fire service if the fire alarm activation is a confirmed false or unwanted alarm. If you have any doubts or there are signs of fire - call the fire service on 999 immediately.**

All premises should have an emergency plan which includes a strategy for fire alarm activations and procedures, so the Fire Service is not called when there is a false alarm.

Alternatively, call the Fire Service to confirm a false alarm, as this will free their resources for confirmed fire and rescue emergencies.

Please contact your fire alarm maintenance and system monitoring providers for further advice.

If applicable, you should discuss procedures with your alarm receiving centre to ensure that, where appropriate, they contact you to ascertain whether the alarm activation is caused by a fire, or a false alarm, before contacting the fire service. You should also consider a designated key-holder outside of your normal operating hours.

We strongly recommend that where your alarm monitoring company does pass a call to the fire service, designated key holders are also alerted, at the same time as the initial call, and are requested to attend the site within 20 minutes.

**Typical causes**

The following typical causes of false alarms can usually be avoided by improved awareness and by taking preventative measures.

**General – including human factors**

* Cooking fumes
* Steam
* Aerosol sprays
* Dust, small insects and thrips in detectors
* Smoking near detectors
* Controlled processes that produce smoke and fumes
* Water ingress
* Contractors including involved in hot works
* Mechanical damage/disruption
* Testing or maintenance of fire alarm systems without prior warning to the Alarm Receiving Centre (ARC)

**Environmental**

* Electrical storms
* Extreme fluctuation in temperature
* Pressure surges on water mains serving automatic sprinkler systems
* External smoke or fumes
* High air velocities

**Technical**

* Detector or alarm system equipment faults
* Testing or maintenance of fire alarm systems without prior warning to the Alarm Receiving Centre (ARC)
* Change of use of building, processes or occupants

A large proportion of the causes listed could easily be identified as false alarms by persons on or in the premises and hence not require a call to the Fire Service. This approach has proven successful where it has been implemented.

Therefore, dependent upon a suitable risk assessment of the premises, false alarm clarification prior to calling the Fire Service should be implemented. This approach should also be incorporated into the premises fire training programme.

The use of a predetermined time delay to allow fire leads/responsible persons to identify and confirm obvious false alarms is to be strongly encouraged, subject to the premises risk assessment. It is no longer acceptable for premises to call the Fire Service, whether by 999 or by Alarm Receiving Centres (ARC) just because the alarm has activated without trying to implement management procedures (where possible) to identify false alarms.

If the premises are connected to an ARC, then a call back to confirm the cause of the activation prior to calling the Fire Service should be implemented.

**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.**

## Automatic door release mechanisms activated by the fire alarm system

**Weekly**

All hold-open devices should be checked for correct operation, as part of the routine testing of the fire alarm system. A competent person should undertake any necessary maintenance.

The manufacturer's instructions should be closely followed, and an adequate record of testing and maintenance be kept. The batteries of devices with an integral power supply should be replaced in accordance with the manufacturer's instructions or every 12 months, whichever is most frequent.

Hold-open devices fitted to doors at either high or low level may, if used extensively, result in the doors becoming warped. **Doors should not, therefore, be kept open more than necessary; preferably being kept closed at night or when the premises are unoccupied.** Doors fitted with hold-open devices should be kept free from potential obstructions and be equipped with appropriate safety signs. Doors should be inspected frequently for signs of warping.

**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.

Further information on British Standards can be found by visiting the British Standards website: [www.bsi-global.com](http://www.bsi-global.com)

## Fire Alarm Break Glass Call Point Identification Table

In order to assist with the testing of the fire alarm it is helpful if all call points are numbered and labelled.

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| --- | --- |
| **Call Point Number** | **Location** |
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## Record of Fire Alarm Testing & Maintenance

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Call Point** | **Satisfactoty Y/N** | **Defect**  | **Name of tester** | **Date rectified** | **Responsible person signiture** |
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## Record of Testing & Maintenance of Battery Operated (Single Point) Alarms

Single point alarms must be tested weekly by operating the push button on the alarm. Batteries on some models should be replaced annually and on others between five and ten years. Some alarms do not allow for batteries to be replaced. Read manufactures instructions.

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Alarm Tested/Location** | **Satisfactoty Y/N** | **Defect** | **Responsible person signiture** | **Date rectified** | **Responsible person signiture** |
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## Record of false/unwanted alarmsA close up of a logo  Description automatically generated

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| --- | --- | --- | --- | --- |
| **Date** | **Detail of False Alarm** | **Remedial action required** | **Date completed** | **Signature** |
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## Record of fire safety training

The Regulatory Reform (Fire Safety) Order 2005 requires that 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.

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.

Safety training should be given to employees so that they are aware of the following:

* what to do if they discover a fire
* how to raise an alarm of fire
* what to do if they hear the fire alarm
* where fire extinguishers are located and how to use them (if it safe to do so)
* escape routes from the building
* the whereabouts of the evacuation assembly point(s)
* how to call the Fire and Rescue 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.

Safety training should be given to employees:

* at the time they are first employed,
* on their being exposed to new or increased risks, and,
* at periodic intervals as appropriate. (at least annually, depending upon the nature of the risk).

Any special needs for those less able must be taken into account. A Personal Emergency Evacuation Plan (**PEEP**) is an individual escape plan for anyone who may not be able to quickly reach a place of safety unaided in the event of an emergency. These include children unable to evacuate such as babies.

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](https://www.hse.gov.uk/involvement/competentperson.htm) 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.

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).

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| --- | --- | --- | --- | --- |
| **Name** | **Date of appointment** | **Type of training/ evacuation drill** | **Date** | **Name of trainer** |
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## Fire Drill RecordsA close up of a logo  Description automatically generated

Fire drills should be carried out at periodic intervals appropriate to the nature of the risk and scheduled to include all staff. Childcare provisions should carry out a minimum of 3 drills per year i.e. one per old term, although these may need to be more frequent depending on the use of the building, turnover of staff and client or user circumstances etc. Two forms have been provided, one to keep a running record of drills and the other is an observations sheet, to enable completion of an individual report of the drill if required.

During a safety drill:

* everyone should evacuate the premises except those that are required to keep the premises secure or where required to remain due to a process which cannot be shut down.
* you sufficiently check the procedures and arrangements for evacuating people with a disability
* encourage occupants to leave the building using an alternative escape route (where there is more than one escape route).

Where your fire alarm system is monitored, notify the alarm receiving centre before you start and once the drill has been completed.

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| --- | --- | --- | --- |
| **Date** | **Method of Alarm Activation** | **Responsible person** | **Time taken and comments** |
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**Fire drill observation sheet**

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

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| --- | --- | --- |
| **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 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 SystemsA close up of a logo  Description automatically generated

Smoke ventilation 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 or European equivalent, 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** |
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## Sprinkler Systems

**General**

Automatic sprinklers should be maintained in accordance with the manufacturers requirements to meet your 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.

**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.

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** |
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## Electrical & Gas Inspections

## A close up of a logo  Description automatically generatedRecord the testing and maintenance of your gas services and your electrical installation

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