



Fire Log Book

Name and address of premises:
.....
.....
.....

Location and number of Fire Certificate (if applicable):
.....

Location of fire risk assessment:
.....

**This logbook should be kept
in a secure location.**

DO'S AND DON'TS

Your automatic fire alarm system has been designed and installed in accordance with the British Code of Practice BS 5839:Part1-2002.

With your co-operation the system will provide you continued effective use. That it shall do so is a requirement under current Health and Safety legislation.

DO appoint a senior person to be responsible for all aspects of the system. Their duties should include ensuring that these recommendations are carried out. They should familiarise themselves with the operation of the system and the control facilities on the panel.

DO have a plan of action ready for use in the event of fire. Make sure all staff know the means of escape and the locations of fire-fighting equipment - and how to use it.

DO ensure that all staff and visitors are aware of the presence of the system. Smoke detectors will respond to extraneous smoke, heat detectors will respond to high ambient temperatures. Discipline staff to avoid situations likely to raise false alarms. When these situations are known to be unavoidable contact your fire alarm company to arrange to change the type of detection required. They will be able to give you specific advice in regards to the equipment fitted.

DO maintain a Log Book - record all activities including fires, faults, false signals and any other difficulties associated with the system. Alterations and extensions to the system, maintenance and service calls should also be recorded.

DO carry out regular tests of the system as recommended by your Fire Alarm Company. Ensure that the alarm remains clearly audible throughout the premises and that if automatic signalling is employed, that your Alarm Receiving Centre is notified before the test to avoid false alarms to the Fire Brigade.

DO establish a maintenance agreement with the Fire Alarm Company. All systems require routine inspections as well as the tests which you carry out. Report all problems to the Fire Alarm Company and record the results of their work in your log book.

DO ensure that any alterations in the premises do not affect the efficient working of the system. Changes in the use of the building or in the processes carried out may also affect the system and make it inefficient to meet your new needs. Please contact the Fire Alarm Company.

DON'T permit goods to be placed so that free circulation around the detectors is inhibited. Make sure the manual call points and the escape routes remain unobstructed.

DON'T reset the system in the event of an alarm until you have established the source of the alarm and searched the area for signs of fire. Remember to make a note in the log book on your findings.

DON'T allow any untrained persons to interfere with the system.

REMEMBER

Your Fire Authority are empowered to charge for visits occasioned by unwanted alarms which are a drain on their resources.

The above do's and don'ts will assist you in reducing unwanted alarms to a minimum. Your co-operation will therefore be to the benefit of all concerned in the prevention and early detection of fire.

Fire Alarm System User Responsibility

The BS5839 code puts great emphasis on personal rather than general responsibility. It therefore recommends that a named individual should be appointed to supervise the system. If no "responsible person" has been named then the code automatically defines the "responsible person" as the person who controls the premises, whether as occupier or not, until he delegates the job to another.

The "responsible person" should be given sufficient authority to enable him to ensure the satisfactory carrying out of all the procedures for which he is made responsible.

The job of the responsible person

The functions can be summarised as follows:

- a) in conjunction with the appropriate authority (usually the fire brigade), laying down procedures appropriate to the premises for dealing with the various alarms, warnings or other events originating from the system
- b) ensuring that all those who will have to use the system are instructed in its use. In particular anyone who might be concerned with first-aid and fire fighting should be trained in translating the system's indications as to the position of the fire in the building
- c) liaison with others to ensure that work on the building (such as decoration or cleaning) does not adversely affect the system, and that possible effects on the system are taken into account when planning changes to the building.
- d) ensuring that the efficiency of the system is not reduced by obstructions preventing the movement of fire products to the detector, or obscuring or blocking access to the manual call points.
- e) maintains drawings and operating instructions.
- f) keeping the log book. This should include brief details of every significant event affecting or resulting from the system. At the heading should be a name of the "responsible person".
- g) preventing or reducing the rate of false alarms
- h) ensuring that the system is properly reinstated after any work on it is completed.
- i) maintained and is given correct routine attention at the proper intervals.
- j) ensure that the system is correctly serviced following any alarm or warning it might have, and is correctly repaired following any damage it might receive.
- k) maintaining a stock of suitable spares usually following agreement with a servicing organisation.

Remember: if the "responsible person" has not been appointed then the person having control of the premises takes the job automatically!

Notice that although the code makes the "responsible person" responsible, it does not say he has to do it all himself. He can delegate the job either to someone inside the organisation or outside of the organisation (such as a servicing company). It will be unusual for this "responsible person" to have all the expertise required to fulfil all his duties; he should be encouraged to recognise any limitations and to fill the gaps by appointing suitably expert individuals or organisations.

Paperwork

Paperwork handed over with the system should include:

- a) full operating instructions
- b) instructions for routine attention by the user;
- c) instructions of any test procedures to be carried out by the user
- d) record drawings of system components.
- e) the system logbook
- f) certificate of installation and commissioning

Fire log book contents

- Summary of checks and tests to be carried out by the occupier (local responsible person).
- Summary of checks and tests to be carried out by a competent person (e.g. service engineer).
- Forms for recording checks and tests carried out by the occupier
 - Fire alarm systems – Tests.
 - Unplanned activations of the fire alarm system.
 - Emergency lighting – Tests.
 - Fire extinguishers and hose reel inspections.
 - Emergency evacuations and drills
 - Staff fire training record
- Forms for recording checks and tests carried out by a competent person (e.g. service engineer)
 - Fire alarm system – Tests, repairs and servicing
 - Fire detection system – Tests, repairs and servicing
 - Emergency lighting tests and repairs
 - Fire extinguishers - record of tests, inspections, refills & repairs
 - Hose reel tests & repairs
 - Miscellaneous equipment – record of tests and repairs

**Checks and tests to be carried out by the occupier
(local responsible person)**

The 'local responsible person' is the person in control of the premises, or any other person who has been given delegated responsibility by the premises owner/manager.

| Fire Alarm System | | |
|--------------------------|--------|--|
| Alarm test | Weekly | Operation of test switch and activation of system in accordance with manufacturers recommendations / instructions. Where call points (break glass) are installed, the alarm system should be tested each week by using a different call point in rotation (using test key). |

| Emergency Lighting | | |
|---------------------------|---------|--|
| | Monthly | Test the operation of the emergency lights to ensure correct operation in accordance with manufacturers recommendations / guidance using the test key. |

| Fire Fighting Equipment | | |
|--------------------------------|---------|---|
| Fire extinguishers | Monthly | Ensure extinguishers are in the correct location and that they have not been damaged or discharged. |
| Fire hose reel | Monthly | Ensure that no leaks are apparent and that no damage has occurred. |

| Fire Drills | | |
|--------------------|-------------------|--|
| Fire drills | At least annually | Full evacuation of the premises, in accordance with the building's local evacuation procedure. This may include evacuation to the outside or, where agreed, lateral evacuation within the building. In certain locations it is recommended that fire drills are undertaken at more regular intervals . |

| Fire training | | |
|----------------------|----------|---|
| Training | Annually | Employees should receive annual refresher training and/or instruction on what to do in the event of a fire. In addition, particular members of staff may require additional and more frequent training (e.g. those involved in Personal Emergency Evacuation Plans). |

| Fire And Other Alarm Activations | | |
|---|-----------------|---|
| Fire | When identified | Must be recorded in this log book and reported to the responsible person. |
| False alarms | When identified | Record in the log book and arrange investigation. |

**Checks and tests to be carried out by a competent person
(e.g. service engineer)**

| Fire Alarm/Detection System | | |
|------------------------------------|-----------|------------------------------------|
| Alarm system | Quarterly | Routine service. |
| Automatic fire doors | Quarterly | Check doors for correct operation. |
| Call points (Break Glass) | Quarterly | 25% per visit. |
| Heat detectors | Quarterly | Routine service. |
| Smoke detectors | Quarterly | Routine service. |

| Emergency Lighting | | |
|---------------------------|-----------|--|
| Luminaires | 6 monthly | Routine Service alternating 1hr and 3 hr test. |

| Batteries / Back up Generators | | |
|--|-----------|------------------|
| Self contained / central battery systems | 6 monthly | Routine service. |

| Fire Fighting Equipment | | |
|--------------------------------|--------|------------------------|
| Fire extinguishers | Annual | Routine service. |
| Fire hose reel | Annual | Full service and test. |

Fire alarm system - record of tests

(To be completed weekly by occupier)

(If a direct link to the Fire and Rescue Service is installed, inform Fire and Rescue's Central Control beforehand so that appropriate action can be taken to prevent them turning out unnecessarily.)

| Date | Fire alarm | | Automatic door releases | Automatic detectors | | Remedial action taken Please ensure Central Control acknowledges testing of alarm where appropriate | Signature |
|------|-------------------------------|-----------------------|-------------------------|---------------------|-----------------------|--|-----------|
| | Call point location or number | Satisfactory yes / no | Satisfactory yes / no | Location yes/no. | Satisfactory yes / no | | |
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Unplanned activation of the fire alarm system
E.g. fire or false alarm
(To be completed by occupier)

| Date | Cause of activation | Remedial action taken | Signature |
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Emergency lighting – record of tests

(To be completed monthly by occupier)

| Date | Satisfactory yes / no | Remedial action taken | Signature |
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Fire extinguisher inspections

(To be completed monthly by occupier)

| Date | Problems identified and remedial actions taken | Signature |
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Emergency evacuations & drills

(To be completed by occupier.)

(If a direct link to the Fire and Rescue Service is installed, inform Fire and Rescue's Central Control beforehand so that appropriate action can be taken to prevent them turning out unnecessarily.)

| Date | Evac. time | Evac. or drill | Location | Evacuation observed by | | |
|------|------------|----------------|----------|------------------------|----------------------------|-----------|
| | | | | Name | Comments / further actions | Signature |
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Fire alarm/detection system - test, repairs & servicing
(To be completed quarterly by competent person e.g. service engineer)

| Date | Equipment | Reason for visit | Action taken | Signature |
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**Emergency lighting tests & repairs:
Luminaires and standby batteries and inverters**

(To be completed 6 monthly by competent person e.g. service engineer.)

| Date | Equipment | | Description of fault | Remedial action taken | Signature |
|------|--------------------------|------------------|----------------------|-----------------------|-----------|
| | Type, location or number | Working Yes / No | | | |
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Hose reel tests & repairs

(To be completed annually by competent person e.g. service engineer.)

NB. The Fire Service will no longer use a building's own fire-fighting equipment, including hose reels. Therefore, it is advised that consideration is given to the removal of any fire hose reels, in consultation with the local Fire Officer.

| Date | Hose reel | | Problems identified and remedial actions taken | Signature |
|------|--------------------|-------------|--|-----------|
| | Location or number | Working Y/N | | |
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Miscellaneous equipment - Record of tests & repairs

(To be completed by competent person e.g. service engineer.)

| Date | Items tested | Satisfactory Yes / no | Remedial action taken | Signature |
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