**WEST SUSSEX FIRE AND**

**RESCUE SERVICE**

***Working for a Safer Community***



## FIRE SAFETY

# LOG BOOK

### Records of Tests, Training and Inspections

THIS LOG BOOK MUST BE READILY

AVAILABLE FOR INSPECTION

This log book is provided by West Sussex Fire and Rescue Service. Occupiers may copy additional text pages as required or alternatively provide their own log book.

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DETAILS OF PREMISES TO WHICH THIS APPLIES

Occupier:………………………………………………………………………………

Property Address:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name of Person Responsible for Fire Safety:………………………….

### IN THE EVENT OF AN EMERGENCY

**DIAL 999**

**DO NOT RING YOUR LOCAL FIRE STATION**

Useful Telephone Contacts: -

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| **West Sussex Fire and Rescue Service**  **Fire Safety Centre**  **Portable Fire-fighting Equipment**  **Emergency Lighting** |  | **Fire Alarm**  **Building**  **Maintenance** |  |

**GOOD HOUSEKEEPING AND THE PREVENTION OF FIRE**

Good housekeeping and sensible fire precautions will reduce the

possibility of a fire occurring. Poor housekeeping will not only make the outbreak of fire more likely but will inevitably allow a fire to spread more rapidly.

It is the duty of the occupier to ensure that: -

• There is adequate means of escape in case of fire by which all are able to reach a place of safety without being overcome by smoke, toxic gases, heat or flames.

• Escape routes and exits are available for use, unobstructed, and that doors can be easily and immediately opened from the inside.

• The means for fighting fire with which the premises are provided are maintained in efficient working order.

• Persons employed to work in the premises receive instruction on what to do in case of fire.

Check List

A checklist should be drawn up to ensure that: -

• The means of escape is clearly signed and kept clear of obstructions.

• Where fire doors are provided to safeguard against the spread of smoke or fire, a regular check is made of the self-closing device to ensure it functions correctly. The use of wedges or any other device to hold open fire doors is not allowed.

• All fire exit doors can be easily and immediately opened from the inside without the use of a key.

• There is no accumulation of rubbish, waste paper or other materials, which could catch fire.

• There are no obstructions, apparent defects or damage to fire alarm call points, fire detectors or alarm sounders.

• The firefighting equipment is in order, unobstructed and in place.

• Material which could readily catch fire is not left near to a source of

heat.

• There are adequate facilities for the disposal of smoking materials and that cigarette ends are not left smoldering.

**FIRE PLAN**

It is important that a plan of action in case of fire is drawn up. This should include the steps necessary to ensure the safe evacuation of persons from the premises and shutting down processes and mobilizing employees for specific duties.

A responsible person should set up, manage and run the fire plan and

should be in overall charge of fire precautions training.

Fire procedures should include the following: -

• Raising the alarm

• Calling the Fire Service

• Evacuating the building

• Use of portable firefighting equipment ensuring no personal risks are

taken.

• Assembling at a pre-selected assembly point

• Calling the roll

The routine should become so well established through regular practice that employees react automatically on hearing a fire alarm and would act rationally if confronted with a real fire. It is essential, therefore, that all personnel are fully trained in the procedures to be followed in the event of discovering a fire or hearing the fire alarm.

All staff must be made aware of fire procedures as soon as they commence employment. It is advisable to give each employee written

instructions on the fire procedures.

One person, with a deputy, should be made responsible for calling the

Fire Service. They should be trained to dial 999 immediately the alarm

sounds or they discover a fire and should practice giving clear, relevant information over the telephone.

Staff should be encouraged to bring any potential fire risk to the attention of management.

**NOTES FOR GUIDANCE ON COMPLETING RECORDS**

When completing records, ensure correct procedures as per

manufacturer's instructions and frequency of tests are observed at all

times.

Indicate whether a visual or full test was done.

Enter whether the test was done by a member of staff or a recognised

engineer.

Where faults are found, indicate any remedial action taken and upon

what date the fault was reported.

Ensure all logs are completed in full stating all action taken and date of

completion.

##### Frequency of Tests

**Interval Action**

Daily Check means of escape clear and unobstructed.

Induction training of any new staff.

Fire alarm indicator panel for normal condition.

Indicator lights in emergency lighting units.

Weekly Test fire alarm.

Monthly Test emergency lighting.

Open doors fitted with emergency devices.

Quarterly Night staff fire instruction.

Fire alarm test by competent engineer.

Six Monthly Day staff fire training and drill.

Test fire alarm - obtain certificate.

Annual Test fire extinguishers and hose reels - obtain certificate.

Test emergency lighting for full duration.

Five-yearly Fire alarm wiring test.

###### INSPECTIONS BY THE FIRE OFFICER

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| --- | --- | --- | --- |
| **Date** | **Inspecting Officer** | **Signature** | **Comments** |
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MEANS OF ESCAPE - REGULAR INSPECTION

Daily and monthly check. Any faults found are to be recorded below.

Inspection is to include checking that all doors forming the means of escape are easily and immediately available, that all escape routes are free from obstruction; all signs are clearly visible, self-closing devices on fire doors function correctly.

Monthly check of doors fitted with emergency devices that the lock and door function correctly.

| Date | Inspected By | Faults Found | Extent of Inspection  Whole Building/Zone | Action Taken |
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FIRE WARNING SYSTEMS

A responsible person should be nominated to supervise the system and should carry out routine testing, arrange for any maintenance works necessary and keep records of all faults, tests and maintenance in the log book.

Procedures are to be laid down for dealing with alarms of fire, fault warnings and for taking part, or all, of the system out of commission. All such procedures must be approved by the Fire Authority.

The responsible person is to ensure that all users of the system are instructed in its proper use and that a clear space is preserved in all directions below every detector head, and all call points remain unobstructed and conspicuous.

In sleeping risk premises, an engineer should be on-call at all times, and any faults must be dealt with promptly, and, in any case, repairs are to be dealt with within 24 hours.

**ROUTINE TESTING**

Arrangements must be made to prevent unwanted signals being

transmitted to the collecting station or to the Fire Service whilst testing or servicing the system.

**DAILY: -** Check that the panel is showing normal operation. If not,

record fault and action taken in the log book and check that any previous faults recorded have received attention.

**WEEKLY: -** At least one call point, detector, or end of line switch is to be operated to test the warning devices and the indicating equipment. A different call point is to be used for each successive test. Where possible the batteries are to be checked to ensure that connections are in good condition and that electrolyte levels are not low.

All doors fitted with smoke operated electromagnetic closure devices to be checked to ensure proper closure.

Any printers to be checked to ensure that reserves of paper, ink or

ribbons are sufficient for at least 2 weeks normal usage. All tests and

faults to be recorded in the log book.

**QUARTERLY: -** The responsible person should oversee all aspects of the system to ensure that it remains in full operational order and that log book entries have been made and faults have been correctly dealt with, and a certificate obtained from a competent person to that effect. The result of the quarterly examination is to be recorded in the log book.

**SIX MONTHLY: -** A competent person is to carry out the tests as above, followed by a test of each detector head in accordance with the

manufacturer's recommendations. A full visual inspection will be made to ensure all fittings are secure, undamaged and adequately protected. A certificate to be obtained from the competent person and an entry made in the log book.

**N.B.** Some manufacturers may recommend more frequent testing of

detector heads.

At intervals not exceeding **FIVE YEARS**, the system, and all wiring, is to be tested by a competent person in accordance with current IEE

regulations, and a certificate to that effect obtained. The result of the

test is to be recorded in the log book.

The above procedures are listed for guidance. More detailed

recommendations are given in BS 5839.

**FIRE WARNING SYSTEM - RECORD OF**

**TESTS AND MAINTENANCE**

The fire warning system is to be tested weekly by the operation of a

different call point for each successive test. Automatic door releases are to be checked at the same time. Where these are fitted in residential establishments, this test should be completed whilst the occupants are assembled in one area, e.g. during the lunch period, to avoid any resident being injured by the door closing on them.

Automatic Fire Detectors should be inspected/tested regularly

(recommended at three-month intervals).

Historical data relating to events, which have occurred on the system,

including fires and false alarms, are also to be recorded.

| Date | Fire Alarm | | Automatic Door Releases | Automatic Detectors | | Remedial  Action | Signature |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Call Point location or number | Satisfactory Yes/No | Satisfactory Yes/No | Location or number | Satisfactory Yes/No |
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EMERGENCY LIGHTING

**Testing**

To ensure that testing and maintenance are properly carried out, the

occupier or owner of the premises should nominate a responsible person who will keep adequate records of the installation details, test reports and maintenance records.

The following test methods are recommended by British Standard 5266 which also recommends that testing which involves extensive discharging of the batteries should, wherever possible, be undertaken at times of least risk, as it is conceivable that an emergency situation and mains failure could occur immediately after a test period.

For example: - on a 3-hour system, a 1-hour test could be carried out first thing in the morning when the system has the rest of the day to

recharge, whereas a 3 hour discharge may have to be made within the

start of a period when the premises are unoccupied to enable the system to fully recharge before the premises are re-occupied.

Where this is not practical, i.e. premises having a night shift or providing sleeping accommodation, the test could be timed so that the full duration test is carried out first thing in the morning during the summer months when the recharge period is given the maximum amount of time before darkness. A fully discharged self-contained unit normally takes 14-16 hours to recharge.

All tests, other than the daily check, are to be recorded in the log book. However, if the daily check is unsatisfactory, an entry should be made in the log book, together with the action taken to effect repairs to the system.

British Standard 5266: Part 1 recommends the following test procedures: -

The tests consist of both: -

1. A monthly short operational test; and
2. An annual full rated discharge test.

Self-contained fittings must always be tested by simulated mains

failure. As this is not always practical, it is recommended that a test

facility key switch is provided.

The above procedures are listed for guidance. More detailed

recommendations are given in BS: 5266.

EMERGENCY LIGHTING SYSTEM - RECORD OF TESTS AND MAINTENANCE

| Date | Satisfactory  Yes/No | Remedial Action | Signature |
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FIRE INSTRUCTION AND DRILLS

Hotels and Residential Establishments - Night staff - 3 monthly

Day staff - 6 monthly

Factories, Offices, Shops & Railway Premises - At least once a year, preferably twice.

Schools - Once a term.

|  |  |
| --- | --- |
| Induction of new staff | |
| Name:  Person Giving Instruction:  Date: | Name:  Person Giving Instruction:  Date: |
| Name:  Person Giving Instruction:  Date: | Name:  Person Giving Instruction:  Date: |

|  |  |
| --- | --- |
| Induction of new staff | |
| Name:  Person Giving Instruction:  Date: | Name:  Person Giving Instruction:  Date: |
| Name:  Person Giving Instruction:  Date: | Name:  Person Giving Instruction:  Date: |
| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
| PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION | PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION |
| TYPE AND EXTENT  OF DRILL/INSTRUCTION | TYPE AND EXTENT  OF DRILL/INSTRUCTION |
| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
| PERSONNEL PARTICIPATING | PERSONNEL PARTICIPATING |

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| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
| PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION | PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION |
| TYPE AND EXTENT  OF DRILL/INSTRUCTION | TYPE AND EXTENT  OF DRILL/INSTRUCTION |
| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
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| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
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| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
| PERSONNEL PARTICIPATING | PERSONNEL PARTICIPATING |

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| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
| PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION | PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION |
| TYPE AND EXTENT  OF DRILL/INSTRUCTION | TYPE AND EXTENT  OF DRILL/INSTRUCTION |
| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
| PERSONNEL PARTICIPATING | PERSONNEL PARTICIPATING |

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| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
| PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION | PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION |
| TYPE AND EXTENT  OF DRILL/INSTRUCTION | TYPE AND EXTENT  OF DRILL/INSTRUCTION |
| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
| PERSONNEL PARTICIPATING | PERSONNEL PARTICIPATING |

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| DATE OF DRILL/INSTRUCTION | DATE OF DRILL/INSTRUCTION |
| NO. OF  PARTICIPANTS | NO. OF  PARTICIPANTS |
| PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION | PERSON RESPONSIBLE  FOR DRILL/INSTRUCTION |
| TYPE AND EXTENT  OF DRILL/INSTRUCTION | TYPE AND EXTENT  OF DRILL/INSTRUCTION |
| EVACUATION  TIME | EVACUATION  TIME |
| ALL PRESENT AT ROLL CALL? | ALL PRESENT AT ROLL CALL? |
| GENERAL ASSESSMENT/  ACTION TAKEN | GENERAL ASSESSMENT/  ACTION TAKEN |
| PERSONNEL PARTICIPATING | PERSONNEL PARTICIPATING |

**FIREFIGHTING EQUIPMENT - RECORD OF**

**TESTS AND INSPECTIONS**

Portable Firefighting Equipment and hose reels are to be examined/tested at least once annually by a competent person.

Also to be logged - Any faults or discharges of equipment other than on annual inspection.

| Date | Location or Number | Examined or discharge tested? | Satisfactory  Yes/No | Remedial Action Taken | Signature |
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**RECORD OF TEST OF ANY SPECIAL**

**PROVISIONS WITHIN THE PREMISES E.G.**

**SPRINKLERS/VENTILATION SYSTEMS/**

**FIRE SHUTTERS**

Details of System: -

| Date | Satisfactory  Yes/No | Remedial Action | Signature |
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