

# Fire Safety Log Book

Document to be kept with:  
Fire Risk Assessment  
Fire Policy Document

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This logbook has been produced in order for you to keep clear and simple records of tests, maintenance and staff training related to fire safety measures. It should be noted that your premises may not have all the measures listed in the logbook. It is suggested a ruled line in red is written across sections that do not apply in order to avoid confusion.

Further copies of the logbook can be obtained from Firesafe Solutions (UK) Ltd.

This logbook is provided as guidance only and in no way attempts to suggest that completion of the logbook will infer full compliance with the Regulatory Reform (Fire Safety) Regulations 2005 or other fire safety regulations. The guidance may require adapting in some high risk premises such as hospitals, care homes or high risk factories. If in doubt please consult with a representative of Firesafe Solutions (UK) Ltd.

## Section 1: Advice on Testing and Maintenance

**Records should be kept of all testing, maintenance and staff training to enable the responsible person to demonstrate they have taken all reasonable steps to maintain adequate fire safety standards.**

### **Fire Alarm**

The alarm should be tested weekly by a competent person. A different call point should be tested each week using a purpose made test key. Faults should be reported to someone who can authorise repairs. If the system cannot be repaired immediately a risk assessment should be undertaken to ensure the area can continue to be safely used. The person carrying out the risk assessment must be competent.

The system should be serviced by suitably qualified persons every six months or as agreed by the installers. Further advice can be gained from BS 5839 Pt 1 2002.

### **Single Point detectors**

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

### **Magnetically Hold Open Devices**

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.

### **Magnetically or Electronically Secured Final Exits**

Final exits locked by magnetic or electronic gate 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.

### **Emergency Lighting**

The emergency lighting should be checked monthly by a competent person to ensure it functions correctly. This may be carried out by purpose made test switches that will require a specific key or by isolating the local lighting sub-circuit. It is important the lighting works when the local lighting circuit fails and does not rely on the failure of the overall circuit.

The system should be serviced annually by suitably qualified engineers. Further advice can be gained from BS 5266 Pt 1.

### **Staff Training**

All staff must receive training in what to do in the event of discovering a fire or hearing the alarm. This training should be given by a competent person and take place as soon as possible after employment. Staff should receive refresher training periodically. Some staff should be given instruction in the use of fire fighting equipment. Some staff may require additional training in Fire Warden duties if appropriate or in assisting persons with disabilities. Further guidance with regard to the premises needs can be found in the Fire Risk Assessment.

### **Evacuation Drill**

Normal commercial premises staff should complete an evacuation drill once every 12 months. Care homes staff should complete an evacuation drill once every six months.

### **Fire Fighting Equipment**

Fire fighting equipment should be hung on purpose made brackets approximately 1 metre off the floor or sat in purpose made floor holders. The equipment should be checked weekly to ensure it is in position and appears undamaged.

The equipment should be serviced annually by a competent person. Further advice can be gained from BS 5306.

### **Fire Doors**

Designated Fire Doors should be checked quarterly to ensure it self closes 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" (not bedroom doors in HMO).

**Section 2: 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.

Call Point Number	Location

### **Section 3: Record of Fire Alarm Testing & Maintenance**

The alarm should be tested weekly by a competent person. A different call point should be tested each week using a purpose made test key. Faults should be reported to someone who can authorise repairs. If the system cannot be repaired immediately a risk assessment should be undertaken to ensure the area can continue to be safely used. The person carrying out the risk assessment must be competent.

The system should be serviced by suitably qualified persons every six months or as agreed by the installers.

Further advice can be gained from BS 5839 Pt 1 2002.

<b>Date</b>	<b>Call Point Tested</b>	<b>Sat Y/N</b>	<b>Defects</b>	<b>Date Rectified</b>	<b>Responsible Persons Signature</b>

<b>Date</b>	<b>Call Point Tested</b>	<b>Sat Y/N</b>	<b>Defects</b>	<b>Date Rectified</b>	<b>Responsible Persons Signature</b>

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#### Section 4: 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.

Annual battery replacement should be recorded in red

Date	Alarm Tested	Sat Y/N	Action Taken	Date Rectified	Responsible Persons Signature

<b>Date</b>	<b>Alarm Tested</b>	<b>Sat Y/N</b>	<b>Action Taken</b>	<b>Date Rectified</b>	<b>Responsible Persons Signature</b>



**Section 5: Record of Testing & Maintenance of Magnetically held open Devices**

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.

**Where devices are of the DoorGuard type, battery replacement to be recorded in red**

<b>Date</b>	<b>Door Tested</b>	<b>Sat Y/N</b>	<b>Action Taken</b>	<b>Date Rectified</b>	<b>Responsible Persons Signature</b>

Date	Door Tested	Sat Y/N	Action Taken	Date Rectified	Responsible Persons Signature

**Section 6: Record of Testing & Maintenance of Magnetic/ Electronically secured final exits**

Final exits locked by magnetic or electronic gate must be checked weekly to ensure they release on activation of the Fire Alarm.

Date	Exit Tested	Sat Y/N	Action Taken	Date Rectified	Responsible Persons Signature

Date	Exit Tested	Sat Y/N	Action Taken	Date Rectified	Responsible Persons Signature

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## Section 7: Record of Quarterly Inspection of Fire Doors

Designated Fire Doors should be checked quarterly to ensure they self close onto the latch, the smoke seal is in good condition and touches the frame.

Date	Sat Y/N	Defective Door	Defects	Date Rectified	Responsible Persons Signature

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Date	Sat Y/N	Defective Door	Defects	Date Rectified	Responsible Persons Signature

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## Section 8: Record of Emergency Lighting Testing & Maintenance

The emergency lighting should be checked monthly by a competent person to ensure it functions correctly. This may be carried out by purpose made test switches that will require a specific key or by isolating the local lighting sub-circuit. It is important the lighting works when the local lighting circuit fails and does not rely on the failure of the overall circuit.

The system should be serviced annually by suitably qualified engineers. Further advice can be gained from BS 5266 Pt 1

Date	Monthly/ 6 Monthly	Sat Y/N	Defects	Date Rectified	Responsible Persons Signature

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<b>Date</b>	<b>Monthly/ 6 Monthly</b>	<b>Sat Y/N</b>	<b>Defects</b>	<b>Date Rectified</b>	<b>Responsible Persons Signature</b>

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**Section 9: Record of Staff fire Safety Training**

All staff must receive training in what to do in the event of discovering a fire or hearing the alarm. This training should be given by a competent person and take place as soon as possible after employment. Staff should receive refresher training periodically. Some staff should be given instruction in the use of fire fighting equipment. Some staff may require additional training in Fire Warden Duties if appropriate or in assisting persons with disabilities. Further guidance with regard to the premises needs can be found in the Fire Risk Assessment.

Date	Persons Attending (Print Names)	Subjects Covered	Name & Qualifications of Trainer	Responsible Persons Signature

Date	Persons Attending (Print Names)	Subjects Covered	Name & Qualifications of Trainer	Responsible Persons Signature

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<b>Section 10: Record of Evacuation Drills</b>
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Normal commercial premises staff should complete an evacuation drill once every 12 months. Care homes staff should complete an evacuation drill once every six months.

<b>Date</b>	<b>Persons Attending (Print Names)</b>	<b>Satisfactory/Any Training Needs Identified</b>	<b>Name of Person Taking Drill</b>	<b>Responsible Persons Signature</b>

<b>Date</b>	<b>Persons Attending (Print Names)</b>	<b>Satisfactory/Any Training Needs Identified</b>	<b>Name of Person Taking Drill</b>	<b>Responsible Persons Signature</b>

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**Section 11: Record of Fire Fighting Equipment Testing & Maintenance**

Fire fighting equipment should be hung on purpose made brackets approximately 1 metre off the floor or sat in purpose made floor holders. The equipment should be checked weekly to ensure it is in position and appears undamaged.  
 The equipment should be serviced annually by a competent person. Further advice can be gained from BS 5306.

Date	Sat Y/N	Defects	Engineers Signature	Date Rectified	Responsible Persons Signature

**Section 12: Record of Inspections & Visits by Fire Inspectors / Advisers**

Date	Name (Print Name)	Reason for Inspection/Visit	Responsible Persons Signature