

Fire Safety Log book

Version 1.5:2023

Business Name:
Premises Address:

This Fire Safety Log Book contains record pages to allow for the recording of events and activities associated with a premises fire safety systems and equipment.

The Log Book should be kept up to date and made available for inspection by the Fire Authority.

Our Services



FIRE DETECTION & ALARM SYSTEMS



EMERGENCY LIGHTING



SMOKE CONTROL AND VENTILATION SYSTEMS



DISABLED REFUGE SYSTEMS



FIRE EXTINGUISHING SYSTEMS



FIRE EXTINGUISHERS



FIRE DOORS



FIRE STOPPING



DRY RISERS



FIRE HYDRANTS



FIRE SAFETY SIGNAGE



FIRE SAFETY CONSULTANCY



FIRE PLANS

0800 731 0727

sales@resfire.co.uk



Your Premises Information

Property / Business Name	
Address Line 1	
Address Line 2	
Town	
Post Code	
Responsible Person	
Competent Person Contact Name 1	
Competent Person Contact Name 2	

IN AN EMERGENCY DIAL 999

Useful Telephone Contacts

Contact	Company	Number
Fire Protection Engineers	<i>RES Systems Ltd</i>	<i>0800 731 0727</i>
Fire Alarm Service Engineer		
Fire Extinguisher Engineer		
Emergency Lighting Engineer		
Signage maintenance		
Fire and Rescue Service HQ		
Local Fire Officer		
Local authorities		
Building maintenance		

Information about fire protection or other related matters can be found on your Fire & Rescue Service's website or go to: www.fire.gov.uk for information and guidance available published by Communities and Local Government or on our web site which has direct links to information you may find useful.



Contents

1. An introduction to your Fire Safety Log Book	5
2.a Recommendations for Regular Inspections and Tests	6
2.b Year Planner for Regular Checks, Inspections and Tests	7
2.c Notes	8
3.a Fire Alarm System – Regular Tests	9
3.b Fire Alarm System – Service and Maintenance	13
3.c Fire Alarm System – False Alarms	15
4.a Emergency Lighting – Regular Tests	17
4.b Emergency Lighting – Service and Maintenance	19
5.a Fire Fighting Equipment and Fire Safety Signage – Regular Inspections	21
5.b Fire Fighting Equipment – Service and Maintenance	23
6. Fire Doors and Escape Routes – Inspections and Maintenance	25
7.a Sprinkler Systems – Regular Tests and Inspections	27
7.b Sprinkler Systems - Service and Maintenance	29
8.a Smoke Ventilation / Control Systems – Regular Tests & Inspections	31
8.b Smoke Ventilation / Control Systems - Service and Maintenance	33
9. Dry Riser Systems - Service and Maintenance	34
10.a Miscellaneous Equipment – Regular Inspections	35
10.b Miscellaneous Equipment - Service and Maintenance	36
11. Fire Instructions and Staff Training	37
12. Fire Drills	39
13. Fire Risk Assessment and Reviews	41
14. Fire and Rescue Service and Other Enforcing Authority Visits	42
15. Fire plans	43



1. An introduction to your Fire Safety Log Book

This Fire Safety Log book has been prepared to assist the 'Responsible Person' in coordinating and maintaining a fire safety record keeping system.

There is no statutory requirement to maintain 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 RR(FS)O 2005 also requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

The most effective way of demonstrating compliance with these particular Articles is to keep records, and a Fire Safety Log Book is one way of doing it.

Whilst this log book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The log book should be kept up to date* and readily available for inspection by the Fire and Rescue Service when required. It is best practice to keep it with any records relating to your current Fire Risk Assessment and subsequent review documents.**

It is strongly recommended that where necessary, maintenance contracts are taken out with competent persons / companies who are third party accredited / registered with BAFE or other relevant organisations and are routinely audited by third party certification bodies.

*It is recommended that this log book be kept in a **Fire Document Folder** with additional pages being added in loose-leaf format, with new record keeping pages being photocopied or downloaded from our web site when required.

**Information on the Regulatory Reform (Fire Safety) Order 2005 and how to carry out a Fire Risk Assessment or review an existing document can be found by visiting our website.

We recommend that the premises Fire Document Folder is kept in a wall mounted Fire Document Cabinet close to the fire alarm panel or in the main entrance area so the records held are easily available for inspection by Enforcing Authorities or updating by visiting service engineers.

Disclaimer

Although great care has been taken in the compilation and preparation of this publication to ensure accuracy, RES cannot in any circumstances accept responsibility for errors, omissions or advice given or for any losses arising from reliance upon information contained in this publication. It is intended for general use therefore other fire protection systems may exist within your premises, which may require regular maintenance but are not included within the sections of this log book.

You should consult the systems manufacturer or service provider for details and enter them on additional log sheets which are available to download by visiting www.resfire.co.uk



2.a Recommendations for Regular Inspections and Tests

Intervals	Inspections and Tests	Record in Log Book	By Whom
Daily	<ul style="list-style-type: none"> Escape routes are clear Fire alarm panel showing normal Emergency light charging indicators visible Fire fighting equipment and Fire safety signage Sprinkler systems (see BS EN 12845: 2015) 	No unless there is an issue	User
Nightly	<ul style="list-style-type: none"> Automatic fire doors are shut closed Electrical equipment not in use is switched off Waste bins are emptied 	No unless there is an issue	User
Weekly	<ul style="list-style-type: none"> As above Fire alarm test by activating a manual call point External escape routes clear Fire extinguishing systems (visual inspection to BS) Actuation of smoke control system (simulated) Operation of fire fighting lift Fire hydrant inspection 	Yes	User
Monthly	<ul style="list-style-type: none"> Automatic fire doors close when alarm sounds Emergency lighting 5 minute 'flash' test Visual inspection of fire blankets and hose reels Final exit doors open correctly 	Yes	User
Quarterly	<ul style="list-style-type: none"> Night staff fire drill Full actuation of smoke control systems Fire doors – See Regulation 10 	Yes	User
	<ul style="list-style-type: none"> Automatic fire suppression systems 	Yes	Service Provider
School Term	<ul style="list-style-type: none"> New staff fire safety induction Full school fire drill 	Yes	User
6-Monthly	<ul style="list-style-type: none"> Day staff fire drill Fire doors Sprinkler systems (see BS EN 12845: 2015) 	Yes	User
	<ul style="list-style-type: none"> Fire detection and alarm system Wet / Dry risers and fire hydrants 	Yes	Service Provider
Annually	<ul style="list-style-type: none"> Fire risk assessment review Staff fire safety training Fire document folder and log book records Fire doors – See Regulation 10 	Yes	User
	<ul style="list-style-type: none"> Fire detection and alarm system Emergency lighting full duration test Dry risers and fire hydrants wet test Portable fire protection equipment Fire blankets and hose reels Automatic fire suppression systems Sprinkler systems Smoke control systems Fire fighting lifts 	Yes	Service Provider

Intervals between Service Provider inspections and tests should not be exceeded.

Responsible persons for all multi-occupied residential buildings in England from 23 January 2023 should refer to the new legal requirements set out in The Fire Safety (England) Regulations 2022.

A Fire Safety Check List is available to download on the RES web site.



2.b Year Planner for Regular Checks, Inspections and Tests

The intervals between User regular inspections and tests should be determined by the premises Fire Risk Assessment and recorded on the year planner below for ease of reference for the competent persons completing the inspections and tests. Also the year planner will act as a reminder for scheduled six monthly and annual service provider visits.

	Weekly checks	Monthly checks	6m / 12m Service visits		Weekly checks	Monthly checks	6m / 12m Service visits
Week				Week			
1				27			
2				28			
3				29			
4				30			
5				31			
6				32			
7				33			
8				34			
9				35			
10				36			
11				37			
12				38			
13				39			
14				40			
15				41			
16				42			
17				43			
18				44			
19				45			
20				46			
21				47			
22				48			
23				49			
24				50			
25				51			
26				52			

E.g:

Alarm test	Fire doors escape routes					Fire alarm service
Exts and signs		Fire drill			Emergency light test	



15. Fire plans

You should create fire plans for your premises, detailing all:

- fire alarm devices
- emergency lights
- fire fighting equipment
- fire doors and fire compartments
- systems provided on site for the Fire and Rescue Service
- hazards on site

The plans are then available for regular checks and maintenance visits as well as Enforcing Authorities.

Fire Plans should be reviewed on a regular basis so any changes are taken into account and documented.

Examples of symbols and abbreviations used for the creation of fire plans are shown below:

Fire fighting equipment		Fire alarm system	
	Water extinguisher		Main fire alarm panel
	Carbon Dioxide extinguisher		Fire alarm call point
	Foam extinguisher		Sounder or bell
	Dry powder extinguisher		Sounder strobe
	Wet chemical extinguisher		Smoke detector
	Fire Blanket		Heat detector
	Hose reel	R	Rate of rise detector
	Dry riser outlet	IP	Indicator panel
	Smoke vent	O	Sounder base
FH	Fire hydrant	DH	Auto door holder
	Sprinkler stop valve		
Means of escape		General	
	Fire resisting wall		Refuge
	Fire resisting door		Gas shut off valve
	Emergency light		Electric shut off
			Flammable bin / cupboard

