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RES Systems Ltd,14 Cremyll Road, Reading, Berkshire, RG1 8NQ

# Fire Safety Log book

Version 1.5:2023

Business Name:	
	_
Premises Address:	
	_
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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	RES Systems Ltd	0800 731 0727
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: <u>www.fire.gov.uk</u> 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.







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### 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> <li>Escape routes are clear</li> <li>Fire alarm panel showing normal</li> <li>Emergency light charging indicators visible</li> <li>Fire fighting equipment and Fire safety signage</li> <li>Sprinkler systems (see BS EN 12845: 2015)</li> </ul>	No unless there is an issue	User
Nightly	<ul> <li>Automatic fire doors are shut cosed</li> <li>Electrical equipment not in use is switched off</li> <li>Waste bins are emptied</li> </ul>	No unless there is an issue	User
Weekly	<ul> <li>As above</li> <li>Fire alarm test by activating a manual call point</li> <li>External escape routes clear</li> <li>Fire extinguishing systems (visual inspection to BS)</li> <li>Actuation of smoke control system (simulated)</li> <li>Operation of fire fighting lift</li> <li>Fire hydrant inspection</li> </ul>	Yes	User
Monthly	<ul> <li>Automatic fire doors close when alarm sounds</li> <li>Emergency lighting 5 minute 'flash' test</li> <li>Visual inspection of fire blankets and hose reels</li> <li>Final exit doors open correctly</li> </ul>	Yes	User
Quarterly	<ul> <li>Night staff fire drill</li> <li>Full actuation of smoke control systems</li> <li>Fire doors – See Regulation 10</li> </ul>	Yes	User
	Automatic fire suppression systems	Yes	Service Provider
School Term	<ul><li>New staff fire safety induction</li><li>Full school fire drill</li></ul>	Yes	User
6-Monthly	<ul> <li>Day staff fire drill</li> <li>Fire doors</li> <li>Sprinkler systems (see BS EN 12845: 2015)</li> </ul>	Yes	User
	<ul> <li>Fire detection and alarm system</li> <li>Wet / Dry risers and fire hydrants</li> </ul>	Yes	Service Provider
Annually	<ul> <li>Fire risk assessment review</li> <li>Staff fire safety training</li> <li>Fire document folder and log book records</li> <li>Fire doors – See Regulation 10</li> </ul>	Yes	User
	<ul> <li>Fire detection and alarm system</li> <li>Emergency lighting full duration test</li> <li>Dry risers and fire hydrants wet test</li> <li>Portable fire protection equipment</li> <li>Fire blankets and hose reels</li> <li>Automatic fire suppression systems</li> <li>Sprinkler systems</li> <li>Smoke control systems</li> <li>Fire fighting lifts</li> </ul>	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:

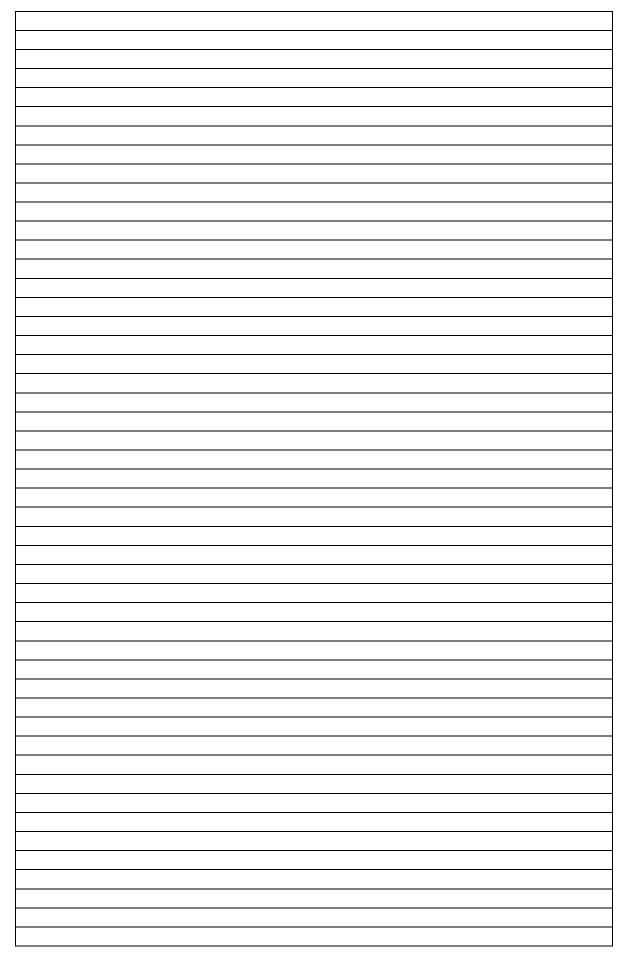
<mark>Alarm test</mark>	Fire doors escape routes				Fire alarm service
Exts and signs		Fire drill		Emergency light test	







#### 2.c Notes









3.a Fire Alarm System – Regular Tests
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Date	Test Zone	Fire Alarm Call Point or Detector	Automatic Door Release Yes / No	Results Fault & Remedial Action	Signature
	1				







Date	Test Zone	Fire Alarm Call Point or Detector	Automatic Door Release Yes / No	Results Fault & Remedial Action	Signature







3.a Fire Alarm System – Regular Tests
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Date	Test Zone	Fire Alarm Call Point or Detector	Automatic Door Release Yes / No	Results Fault & Remedial Action	Signature







Date	Test	Fire Alarm	Automatic	Results	Signature
	Zone	Call Point or	Door Release	Fault & Remedial	
		Detector	Yes / No	Action	
	1				
	1				







#### 3.b Fire Alarm System – Service and Maintenance

Date	Serviced By	Results Faults Found & Remedial Action	Signature







#### 3.b Fire Alarm System – Service and Maintenance

Date	Serviced By	Type of Service	Results Faults Found & Remedial Action	Signature







#### 3.c Fire Alarm System – False Alarms

Category: 1 :Unwanted Alarm. 2 :Accidental Damage. 3 : Malicious Alarm. 4 : Good Intent. 5 : Unknown

, see ge y					
Date	Location	Category 1-5	Brief Description Of Cause	Action Taken To Rectify/ Prevent Re-occurrence	Signature
	1				







#### 3.c Fire Alarm System – False Alarms

Category: 1 :Unwanted Alarm. 2 :Accidental Damage. 3 : Malicious Alarm. 4 : Good Intent. 5 : Unknown

Date	Location	Category 1-5	Brief Description Of Cause	Action Taken To Rectify/ Prevent Re-occurrence	Signature
				Re-occurrence	







#### 4.a Emergency Lighting – Regular Tests

Date	Checked By	Duration of Test	Results Faults Found & Remedial Action	Signature







#### 4.a Emergency Lighting – Regular Tests

Date	Checked By	Duration of Test	Results Faults Found & Remedial Action	Signature
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#### 4.b Emergency Lighting – Service and Maintenance

Date	Duration Test By	Duration of Test	Results Faults Found & Remedial Action	Signature







#### 4.b Emergency Lighting – Service and Maintenance

Date	Duration Test By	Duration of Test	Results Faults Found & Remedial Action	Signature







#### 5.a Fire Fighting Equipment and Fire Safety Signage – Regular Inspections

Date	Inspected By	Faults Found	Remedial Action Taken	Signature







#### 5.a Fire Fighting Equipment and Fire Safety Signage – Regular Inspections

Date	Inspected By	Faults Found	Remedial Action Taken	Signature







Date	Serviced By	Type of Service	Results & Remedial Action	Signature

#### 5.b Fire Fighting Equipment – Service and Maintenance







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Date	Serviced By	Type of Service	Results & Remedial Action	Signature
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#### 5.b Fire Fighting Equipment – Service and Maintenance







Image: section of the section of th	Date	Inspected By	Faults, Defects & Obstructions	Remedial Action Taken	Signature
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#### 6. Fire Doors and Escape Routes – Inspections and Maintenance







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#### 6. Fire Doors and Escape Routes – Inspections and Maintenance







7.a Sprinkler Systems – Regular Tests and Inspections Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on sprinkler systems.

Normal Gauge Pressure	Wa	ater uge		essure	Pump	Diesel		Stop	Inspected
Pressure Range	Satisfactory Yes / No		Satisfactory Yes / No		Cut-In Pressure	Engine Restart	Batteries	Valves Zone Valves	By / Signature
Date	res	7 NO	Tes	/ NO					







7.a Sprinkler Systems – Regular Tests and Inspections Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on sprinkler systems.

Normal Gauge Pressure	Water Gauge			essure	Pump	Diesel		Stop	Inspected
Range	Satisf Yes	atisfactory Satis Yes / No Yes		actory / No	Cut-In Pressure	Engine Restart	Batteries	Valves Zone Valves	By / Signature
Date									







#### 7.b Sprinkler Systems - Service and Maintenance

Date	Serviced By	Type of Service	Results Faults Found & Remedial Action	Signature







#### 7.b Sprinkler Systems - Service and Maintenance

Date	Serviced By	Type of Service	Results Faults Found & Remedial Action	Signature







8.a Smoke Ventilation / Control Systems – Regular Tests & Inspections Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on smoke ventilation / control systems.

Date	Floor Tested	Call Point, Detector or Firemans Key Switch	Vents, Dampers and/or Fans Activated	Results Fault & Remedial Action	Signature







8.a Smoke Ventilation / Control Systems – Regular Tests & Inspections Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular tests and inspections on smoke ventilation / control systems.

Date	Floor Tested	Call Point, Detector or Firemans Key Switch	Vents, Dampers and/or Fans Activated	Results Fault & Remedial Action	Signature
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#### 8.b Smoke Ventilation / Control Systems - Service and Maintenance

Date	Serviced By	Type of Service	Results Faults Found & Remedial Action	Signature







Date	Serviced By	Type of Service	Results Faults Found & Remedial Action	Signature

#### 9. Dry Riser Systems - Service and Maintenance







#### 10.a Miscellaneous Equipment – Regular Inspections

Refer to the Installers manuals and Service providers specific equipment log book or method statement before carrying out regular inspections on wet / dry riser systems, fire hydrants, kitchen fire suppression systems, extinguishing systems (Co2, water mist etc), fire fighting lifts or other fire fighting equipment your premises has.

#### Equipment being Inspected:

Date	Inspected By	Faults Found	Remedial Action Taken	Signature







#### 10.b Miscellaneous Equipment - Service and Maintenance

Equipment being Serviced and Maintained:

Date	Serviced By	Type of Service	Results	Signature
			Faults Found & Remedial Action	
	1	I		1







#### 11. Fire Instructions and Staff Training

IT – Induction Training, IH – In House fire safety training, ED – Extinguisher Demonstration, FAT – Fire Awareness Training, FWT – Fire Warden Training, Other – to be specified

Date	Instruction Duration	Person Receiving Instruction	Signature of Person	Type of Instruction or Training	Signature of Instructor







#### 11. Fire Instructions and Staff Training

IT – Induction Training, IH – In House fire safety training, ED – Extinguisher Demonstration, FAT – Fire Awareness Training, FWT – Fire Warden Training, Other – to be specified

Date	Instruction Duration	Person Receiving Instruction	Signature of Person	Type of Instruction or Training	Signature of Instructor







#### 12. Fire Drills

Debriefs on the effectiveness of fire drills should be carried out and recorded on a separate fire drill questionnaire so that any evacuation procedures can be changed if necessary. A Fire Drill Questionnaire is available to download at <u>www.extinguishers.co.uk/resources</u>

Date	Nature of Drill	Persons/Sections Taking Part	Evacuation Time	Person in Charge	Signature







#### 12. Fire Drills

Debriefs on the effectiveness of fire drills should be carried out and recorded on a separate fire drill questionnaire so that any evacuation procedures can be changed if necessary. A Fire Drill Questionnaire is available to download at <u>www.extinguishers.co.uk/resources</u>

Date	Nature of Drill	Persons/Sections Taking Part	Evacuation Time	Person in Charge	Signature
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#### 13. Fire Risk Assessment and Reviews

Date Carried Out	Name of Person Conducting Fire Risk Assessment or Review	Brief Comments	Date Next Due







#### 14. Fire and Rescue Service and Other Enforcing Authority Visits

Date	Inspecting Officer, Stn or Watch Commander	Brief Comments	Signature







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
wy -	Water extinguisher		Main fire alarm panel
	Carbon Dioxide extinguisher	$\bigcirc$	Fire alarm call point
F g	Foam extinguisher	$\widehat{\mathcal{H}}$	Sounder or bell
	Dry powder extinguisher	Ò	Sounder strobe
×.	Wet chemical extinguisher	SD	Smoke detector
A	Fire Blanket	K	Heat detector
6	Hose reel	R	Rate of rise detector
$\otimes$	Dry riser outlet	IP	Indicator panel
	Smoke vent	0	Sounder base
FH	Fire hydrant	DH	Auto door holder
$\square$	Sprinkler stop valve		
	Means of escape		General
	Fire resisting wall	F	Refuge
	Fire resisting door	G	Gas shut off valve
	Emergency light		Electric shut off
			Flammable bin / cupboard







