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Fire Safety Log book

Version 1.1:2019

Property/Business Name:

This Fire Safety Log Book contains record pages to allow for the correct recording of events and activities associated with your fire safety systems and equipment. To ensure your premises is fully compliant, refer to our **Log Book Information** which will be regularly reviewed and updated and is available to download at www.extinguishers.co.uk/resources

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

Our Services



Fire Alarm Servicing and Installation

Our in house engineers provide a complete fire alarm service from fire alarm design, installation, commissioning and maintenance of fire detection and fire alarm systems to British Standard 5839 Part 1 Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises, and British Standard 5839 Part 6 (Domestic premises).



Fire Extinguisher Sales, Servicing, Refills & Hire

RES provides a comprehensive range of new fire extinguishers and fire extinguisher accessories to meet all your requirements. We specialise in the supply, servicing and refilling of portable fire extinguishers to British Standard 5306.



Emergency Lighting Maintenance

Our engineers provide a complete service from design, installation, commissioning and maintenance of emergency lighting systems to British Standard 5266 Part 1 – The code of practice for emergency escape lighting and other relevant standards.



Fire Safety Training

We offer basic training on your premises' relevant fire extinguishers, by way of a talk and demonstration of each piece of equipment in a suitable location outside. Our fire awareness 'hands on' course provides a training presentation followed by a live fire practical exercise. Our Fire Marshall Course provides key person training followed by a live fire practical exercise using portable extinguishers.



Fire Risk Assessments

Fire Risk Assessments and 'FRA' reviews carried out to the requirements of the Regulatory Reform (Fire Safety) Order 2005, effective from 1st October 2006 by our in-house qualified "Competent Person".



Fire Safety Signage

All fire safety signs can be advised on, supplied and installed to meet current legislation. Your building's fire signage can be assessed during your annual service visit or by our dedicated Fire Safety Signage Engineer. We can provide Exit Sign Luminaries, photoluminescent fire safety signs, health and safety signs and fire Fighting Equipment signage.



Extinguishing Systems

We provide, through accredited specialists, the servicing, maintenance, refilling, design and installation of all types of fixed fire-fighting systems permanently installed in buildings. RES organise and co-ordinate the installation, servicing and refilling of firetrace systems either as stand alone devices or fully monitored and interfaced installations with fire alarm systems.



Fire Door Maintenance and Installation

Effective fire-resisting doors are vital to ensure occupants are able to evacuate to a safe place. Correctly specified and installed doors will hold back fire and smoke, preventing escape routes becoming unusable as well as preventing the spread of fire. Our engineers can install and maintain a variety of fire doors to meet your requirements.



Dry Riser & Hydrant Testing

We provide the inspection and testing of dry risers and private underground fire hydrants to British Standard 9990 Non-automatic fire fighting systems in buildings - code of practice, to ensure the systems and associated equipment are in satisfactory condition and ready for immediate use at all times.



Fire Safety Equipment

All fire protection products and fire safety equipment are available from RES and are sourced direct from the manufacturers and can be supplied and installed by our trained and competent engineers.



24 Hour Call outs

One engineer from our qualified and experienced team is on call 24 hours a day, 7 days a week to provide quick and reliable coverage to our clients whether large or small.

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.

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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 registered with BAFE and are registered and routinely audited by third party bodies such as BSI.

*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 together with our Log Book Information by visiting www.extinguishers.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 	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 	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.
A full 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	

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.b Fire Fighting Equipment – Service and Maintenance

Date	Serviced By	Type of Service	Results & Remedial Action	Signature

10. 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

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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 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 www.extinguishers.co.uk/resources

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



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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 www.extinguishers.co.uk/resources

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



13. Fire and Rescue Service and Other Enforcing Authority Visits

Date	Inspecting Officer, Stn or Watch Commander	Brief Comments	Signature

14. 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

14. Fire plans



