



SOUTH YORKSHIRE FIRE & **RESCUE** **BUSINESS FIRE SAFETY** **PREMISES LOG BOOK**

Responsible person :-
Address :-
Date Issued :-

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Useful Telephone Numbers			
South Yorkshire Fire & Rescue		Fire Safety Officer	
Fire Extinguisher Contractor		Fire Alarm Contractor	
Escape Lighting Contractor		Building & Maintenance	

British Standards

This Log Book has been issued by the Business Fire Safety Department of South Yorkshire Fire and Rescue. It must be noted that British Standards are issued, amended and withdrawn on a regular basis. The Standards referred to in this document were current at the date of publication in October 2018.

The Log Book identifies “Best Practice” for the Responsible Person¹.

(1) Responsible Person is as defined within the Regulatory Reform (Fire Safety) Order 2005

Fire Alarm Detection System Checks and Maintenance

It is important to ensure that any testing or work taking place on the fire alarm system does not result in a false signal or false alarm call being received by South Yorkshire Fire and Rescue (SYFR), which will result in a false alarm being registered against the premises.

The Responsible Person should appoint a single named competent person to supervise all matters pertaining to the fire alarm system and the maintenance of the log book. Individual break glass call points should be listed on the attached table, on page 12, by a number or letter and physical location.

Daily: The main and repeater panels should be checked to confirm they are in normal operation and no faults have been automatically registered. Where faults are found they are to be recorded and reported.

* **Weekly:**

- A different manual break glass call point should be tested each week to ensure premises rotation
- The test should be at the same day and time each week and should last no longer than a minute
- Staff should be aware that they can feedback comments as part of the test, such as poor audibility levels
- The results of the test are to be logged
- Where employees work outside the test hours a further monthly test should take place to ensure familiarity of the alarm for these staff
- Voice alarms should be tested in accordance with BS 5839-8 2013 or equivalent

Any alarm receiving centre must be contacted before and after the test to ensure unwanted alarms are avoided and to check the signal was received at the receiving centre.

* **Monthly:** The following tests must be carried out by a competent and trained person:-

- Where an automatically started emergency generator is part of the standby power supply it should be started by a power failure simulation and run for 60 minutes in accordance with the manufacturers instructions.
- Where batteries are the emergency supply a visual inspection of the batteries and connections should be made.

* **Quarterly:** All vented batteries and connections must be examined by a competent engineer and topped up as required.

* **Six Monthly:**

(Where the fire detection system has features that permit functions to be automatically monitored and faults or warnings made available to an authorised person and when proven unnecessary by the equipment manufacturer, this testing can be omitted.)

Testing must be carried out by a competent and qualified person.

If the testing is to be carried out it must be a full inspection, service and preventative maintenance checks in accordance with BS 5839 – 1-2017.

* **Annual:** As for “Six Monthly” but in compliance with BS 5839 – 1-2017.

(*) Indicates that a record must be logged and recorded

* **Non Routine Attention & Maintenance:** The listed areas below are periods when the fire alarm system requires non routine maintenance and inspection. All the listed areas require to be logged:-

- Full inspection of an existing system when a new servicing organisation takes over
- When there has been a repair to a fault or damage to the system
- After modifications including system extensions, alterations or changes in occupancy and false alarms
- Actions to address an unacceptable rate of false alarms
- System inspection after a fire
- System inspection after a long period of disconnection

***False Alarm Activations:** False alarms and activations are to be recorded in this log at page 13.

Maintenance for Automatic Release Mechanisms for Doors and Shutters

Daily: Door hold open devices should be released daily.

- * **Weekly:** When the weekly test of the fire detection is carried out and all release mechanisms activate this would normally meet the requirements of the standard test.

However, if during normal working hours occupants may be placed at risk by the test, a safe method of carrying out the test must be found.

One method of complying with the requirement is to provide prior warning of the imminent release of doors transmitted to occupants by means of public address or by a local audible warning device at each door.

Alternatively, the interface between the fire detection system and alarm system to the release mechanisms could be disabled at the time of the weekly fire test and a further test carried out, at a time of low occupancy to test the release mechanisms.

Where all mechanisms are not released during the weekly test a suitable test regime must be developed to compensate,

- * **Six Monthly and Annual Servicing:** Full servicing and preventative maintenance should be carried out by a competent and qualified person in compliance with BS 7273-4:2015 or equivalent standard.

Fixed Fire Fighting Installations

Fixed fire fighting installations such as Water Sprinkler systems, Inert Gas Installations and Smoke Control equipment vary greatly in their design and applications. As a result any planned servicing or maintenance must be carried out by the manufacturer's recommendations for that installation as well as the relevant legislation or standards. Any work should be carried out by a competent engineer familiar with the design, operations and application of the system and equipment.

Maintenance and Checks for Fire Extinguishers

* **Monthly:** The responsible person should carry out visual inspections of all extinguishers regularly, at periods of not less than a month and where necessary more frequently i.e. premises open to the public:

- Confirm extinguishers are in designated locations
- Unobstructed and visible to users
- Instructions can be read
- Extinguishers have not been damaged or discharged
- Gauges are in the “operating” zone
- Seals have not been removed or broken.

Corrective action must be taken where necessary.

* **Annual and other inspections:**

Work must be completed by a competent person², normally a qualified engineer. There is a tolerance level of \pm one month for practical purposes.

Table of maintenance intervals:-

Type of Extinguisher	Basic Service	Extended Service and Recharging if necessary	Overhaul and Recharging
Water, foam, foam based	Annually	Every 5 years. The replacement of parts does not affect these intervals	
Powder	Annually	Every 5 years	
Powder-primary sealed	Annually	Every 10 years by return to manufacturer if primary sealed pressure type.	
CO2	Annually	-----	Every 10 Years

The responsible person is to ensure that maintenance inspections are carried out by a competent person in accordance with the manufacturers, specifications and current British Standards or equivalent.

The fixed durable extinguisher maintenance label is to be fully completed for each checked extinguisher, using an indelible marker/pen.

Where an extinguisher is recharged for any reason the date must be shown on the maintenance label.

(All maintenance and testing must be in compliance with BS 5306-3:2017 or equivalent standards)

(2) Competent Person is as defined within the Management of Health & Safety at Work Regulations 1999

Maintenance and Checks for Emergency Lighting

The responsible person should appoint a competent person to supervise the testing and maintenance of the system and logging of all details.

Daily: The indicators of the central power supply should be visually inspected to confirm all indicators are in a ready condition. This does not require an operations test. Any faults are to be actioned and recorded.

Weekly: If rechargeable LED torches form part of the emergency lighting system they are to be checked to ensure they are being charged and operate.

* **Monthly:** If automatic testing devices are used the results of the short term duration test shall be recorded, for all other systems:

- Energise each luminaire and illuminated exit sign by simulating a failure of supply for sufficient time to illuminate each lamp.
- Check all luminaire are clean, undamaged and operating correctly
- At the end of the test restore normal power and ensure indicator lights are showing power has been restored.
- Central battery systems are to have their system monitors checked.
- Generators should be tested in accordance with the manufacturers instructions by a competent person and the log book completed.

Any faults or repairs are to be recorded.

* **Annual:** Inspections and testing should be carried out by a competent engineer. If automatic testing devices are used, the results of the full duration test shall be recorded. For all other systems the monthly test shall be carried out with the following additions:

- Luminaries and internally illuminated signs are to be tested for full duration in accordance with manufacturer's recommendations.
- On the resupply of normal lighting indicator lamps and charging arrangements are to be checked for proper functioning.
- Generators are to be tested in accordance with the manufacturers instructions by a competent person and the log book completed

Emergency lighting continued

Full duration tests, wherever possible, are to be undertaken preceding a period of low risk and where required alternative suitable temporary arrangements are to be made until the batteries have been recharged.

Any faults or repair are to be recorded.

(All maintenance and testing must be in compliance with BS EN 50172: 2004 and ISO 8528 – 13 or equivalent standard)

Maintenance and Checks for Hose Reels

Routine and regular checks are to be carried out by the responsible person or his representative at suitable intervals, dependant upon the premises risk assessment, to ensure:

- Hose reels are located in their designated place
- They are unobstructed and signage and instructions are legible
- There are no obvious defects, corrosion or leaks.

Any faults or repairs are to be recorded.

***Annual:** A full inspection must be carried out by a trained and competent person. The hose reel must be fully run out and tested under operational pressure for any wear, damage or defects. Any faults or repair are to be recorded

At **5 year intervals** all hoses should be pressurised to maximum working pressure by a competent person and a full maintenance inspection completed. This inspection is to be logged and the fixed maintenance label endorsed.

The provision of additional fire safety precautions should be considered during maintenance periods or when water supplies are shut down.

(All maintenance and testing must be in compliance with BS EN 671-3 2012 or equivalent standard)

Staff Training & Evacuation Tests

The responsible person is to ensure that all members of staff are fully instructed and trained. This is to ensure that they understand the fire alarm system, evacuation plans of the premises and the action to be taken in the event of a fire. This should normally be completed and recorded as part of an induction process.

An example of a Training Record is at Page 20.

The evacuation guidance signage should match the evacuation plan and training for the premises.

A competent person should have overall responsibility for organising staff training from written instructions and must record the training data for each staff member trained.

The risk assessment and type of premises will determine how often staff will receive refresher training after induction and the amount of fire evacuation drills carried out per year, the minimum being one evacuation per year for all premises.

A well planned and executed fire evacuation drill will confirm staff understanding of training. The responsible person should encourage staff feedback, which should be recorded, from lessons learned during any evacuation and amend the evacuation plan and risk assessment where required.

Training standards and the evacuation plan are to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005

Instruction and training should be created from the following list, dependant on the type of premises and risk assessment, items **1- 10** refer to all premises:

(Training continued)

1. Action to be taken upon discovering a fire
2. Action to be taken on hearing the fire alarm
3. How to raise the alarm and where the call points/bell, internal alarm, telephone and panel are located
4. Know the correct method of calling the fire service
5. Location and safe use of fire fighting equipment
6. Knowledge of all escape routes and the assembly point
7. Appreciation of the importance of fire doors and the need to close all doors during an evacuation
8. How to operate emergency exit doors
9. What to do when the fire service arrive
10. The importance of general housekeeping in the premises
11. Why premises lifts should not be used during an evacuation
12. How to evacuate members of the public
13. How to move elderly or infirm persons who may require assistance in an emergency
14. Be trained and practiced in the type of evacuation used in the premises if hazardous materials are involved in the work area
15. How to stop machines and powered processes and isolate power supplies in the event of a fire

RECORD OF THE BUSINESS FIRE SAFETY OFFICER OR ANY FIRE AUTHORITY VISIT

Date	Fire Authority Officers Name	Officers Signature	Comments/ Reason for visit

BREAKDOWN AND LOCATION OF BREAK GLASS CALL POINTS

Break Glass Point ID No/Letter/Colour	Location in premise/workplace

FIRE DETECTION SYSTEM - RECORD OF TESTS

Date	Fire Alarm		Remedial Action	Print Name	Signature
	Call Point ID	Operates Y/N			

FIRE DETECTION SYSTEM - RECORD OF FALSE ALARMS

Date	Call Point ID	Reason for activation	Actions	
				Initials

AUTOMATIC DOOR/SHUTTER RELEASE MECHANISIMS

DATE	Automatic door releases	Location	Remedial action	Name	Signature
	Operating Y/N				

FIRE EXTINGUISHERS – MONTHLY
RECORD OF TESTS AND INSPECTIONS

Date Inspected /Tested	Operating Y/N	Remedial Action	Name	Signature

**EMERGENCY LIGHTING - MONTHLY
RECORD OF TESTS AND INSPECTIONS**

Date Inspected /Tested	Operating Y/N	Remedial Action	Name	Signature

HOSE REELS
RECORD OF TESTS AND INSPECTIONS

Date Inspected /Tested	Operating Y/N	Remedial Action	Name	Signature

RECORD OF FIRE EVACUATION TRAINING
(Recommended number of evacuations per annum:)

Date	Time	Feedback/Action Points	Name	Signature

EXAMPLE OF A STAFF TRAINING RECORD

Your Company/Business/Employers name

Staff members full name _____ **Role** _____

INITIAL TRAINING

INSTRUCTOR		DATE
	<u>Fire Prevention</u>	<u>Comments</u>
1	Discussion of hazardous materials and process	
2	Discussion of Fire Prevention in the workplace	
	<u>Evacuation</u>	
3	What to do if alarm is heard or a fire is found	
4	Recognise Fire Alarm or Evacuation Signal	
5	Assigned Evacuation Duties	
6	Shown all evacuation routes and assembly area	
	<u>Fire Safety</u>	
7	Discussed any Emergency Duties	
8	Aware of location and operation of fire fighting equipment	

Signed by employee..... Date.....

REFRESHER TRAINING

DATE	TRAINING	SUPERVISOR	EMPLOYEES SIGNATURE	COMMENTS

Fire Training Courses and Qualifications

Date Attended	Course Title	Qualification

This is purely an example based on best practice for you to produce your own format. The training record should reflect the specific training provided to your staff to manage the fire safety risks in the workplace as an employer/responsible person.

A Daily Check Guide

The daily check guide below is not comprehensive and there may be additional areas that you feel the need to check daily, as part of your fire safety measures. The guide should support your fire safety risk assessment and policy. The tasks need not be recorded but can be seen as part of the daily routine but if records are maintained they would be seen as best practice by fire authorities and insurance companies.

Daily Checks	Yes	No
<p>Escape Routes</p> <ul style="list-style-type: none"> • Can all fire doors be opened immediately and easily? • Are fire doors clear of obstructions? • No fire doors are wedged open? • Are the escape routes sterile? 		
<p>Fire Warning System</p> <ul style="list-style-type: none"> • Is the panel showing “normal”? • Are there any faults to be reported? • Are other warning methods ready for use? 		
<p>Escape Lighting</p> <ul style="list-style-type: none"> • Are all luminaires and exit signs in working condition and undamaged? • Are any signs damaged or faulty? 		
<p>Fire Fighting Equipment</p> <ul style="list-style-type: none"> • Are all fire extinguishers in the right place? • Are they visible? • Return those used as door wedges to the correct location? 		
<p>Other daily matters deemed necessary:</p>		