

Fire Safety Logbook

Record of tests, training, maintenance, and inspections

Premises name:	
Address:	
Town:	
Postcode:	
Logbook start date:	

This logbook should be kept up to date and readily available for inspection by your local fire and rescue service when required

We recommend an up-to-date copy is kept off-site to prevent loss of this information

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An introduction to your logbook

Except for a very few specialized sites and specific risks, the majority of non-domestic premises and sites throughout England & Wales must conform with the requirements of the **Regulatory Reform (Fire Safety) Order 2005** (*the Fire Safety Order*).

The Fire Safety Order does not apply to private homes (including individual flats in a block or house) though it does apply to common areas in blocks of flats, shared means of escape and facilities provided to assist the fire and rescue service, such as dry risers. You should bear this in mind if you own or manage such premises.

Ultimately, it is everyone's responsibility to keep premises safe, but there will be one or more people who have overall legal responsibility. The Fire Safety Order states that every premises has a **Responsible Person**, but there can be more than one person who has responsibility, e.g., the building owner, a manager, supervisor or team leader.

As the Responsible Person, you are responsible for carrying out a **fire risk assessment** and complying with the Fire Safety Order. Guidance on carrying out a fire risk assessment can be found in Part 1 of this logbook (*Fire Safety Guidance*).

The fire safety records included in this logbook, a suitable and sufficient fire risk assessment and well thought out emergency plans will lead to a good fire safety culture and a quality safety management structure. Record keeping can provide valuable resources to assist you in two areas:

- effectively managing the fire strategy for your premises; and
- providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.

Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard* (or equivalent) and/or the manufacturer's instructions.

It is recommended that this logbook is kept in a loose-leaf format, with new record keeping pages being photocopied or downloaded as and when required.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

Useful telephone numbers

**IN THE EVENT OF AN EMERGENCY, GET OUT, STAY OUT AND
DIAL 999**

Building maintenance	
Emergency escape lighting maintenance and repairs	
Fire alarm maintenance and repairs	
Fire fighting equipment maintenance and repairs	
Health and Safety Executive	
Local authority (Building Control)	
Local authority (Environmental Health)	
Local fire and rescue service (legislation)	Email: firesafetyadmin@bedsfire.gov.uk Website: www.bedsfire.gov.uk
Signage maintenance	
Smoke control maintenance	
Sprinkler system maintenance and repairs	

Contact us

For **FREE** fire safety advice visit the **Workplaces & Businesses** section of our website www.bedsfire.gov.uk or contact the protection dept firesafetyadmin@bedsfire.gov.uk

List of Competent Persons, fire marshals and wardens

Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.
Name Deputy	Dept	Tel./Ext.

PART 1 - FIRE SAFETY GUIDANCE

Fire risk assessment

A fire risk assessment is an organised and methodical look at your premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. This must be carried out by the Responsible Person or a **Competent Person** (see *Choosing a Competent Fire Risk Assessor, page 65*) appointed to undertake a suitable and sufficient fire risk assessment of the risks from fire to employees and others who may be affected by their work or business.

To help you carry out a fire risk assessment, the Department of Communities and Local Government (DCLG) has produced [A short guide to making your premises safe from fire](#). This booklet will give you a general understanding of basic fire safety principles and the methodology of carrying out a fire risk assessment

DCLG has also produced a series of technical risk assessment guides relating to specific types of non-domestic premises, e.g. offices and shops, factories and warehouses, residential care premises, theatres and cinemas. These guides will help you to carry out a fire risk assessment at your workplace and identify the general fire precautions you need to have in place.

You should select the guide most appropriate for your premises and use this as a basis for completing your own fire risk assessment.

To access the guides and for more information on how to carry out your fire risk assessment visit <https://www.gov.uk/government/collections/fire-safety-legislation-guidance-for-those-with-legal-duties>

- **Risk assessment outcome**

When your fire risk assessment is complete, any significant findings must be recorded (where you employ 5 or more people, a licence under an enactment is in force in relation to your premises or an alterations notice requiring this is in force in relation to your premises).

Your fire risk assessment must be reviewed on a regular basis, and when any significant changes are made to your premises, processes or the people who work there or visit.

Following completion of your fire risk assessment, you must put 'suitable and sufficient' fire safety precautions in place. Every premises is different and what may be suitable and sufficient for one premises may be totally inappropriate for another – your fire risk assessment will guide you as to what measures you need to put into place.

Precautions may include fitting an alarm system, emergency escape lighting or fire doors. It may also include having means of escape for elderly, vulnerable or disabled persons, special precautions for dangerous substances or perhaps having firefighting equipment installed.

Choosing a Competent Fire Risk Assessor (Competent Person)

The Fire Safety Order states that if you are the Responsible Person of premises, you must make sure you carry out a fire risk assessment, although you can choose to appoint a 'competent' risk

assessor (*Competent Person*) to carry out the fire risk assessment on your behalf. However, you will still be responsible in law for meeting the requirements of the order.

The Fire Risk Assessment Competency Council, with the support of the Fire Sector Federation has published a [Guide to choosing a Competent Fire Risk Assessor](#) The guide provides advice and information for the Responsible Person when considering appointing a specialist to undertake the fire risk assessment and provide fire safety advice. The guide provides additional advice on how to find such a specialist person or company and identifies the certificating bodies that operate industry registration schemes.

The Institution of Fire Engineers have produced the following useful guide [Competent Criteria for Fire Risk Assessors](#) a set of criteria against which the competency of those undertaking fire risk assessments can be judged.

Fire safety enforcement

We always aim to help you comply with the requirements of the Fire Safety Order. However, at times we have to enforce the law by implementing a formal enforcement procedure. This is always a last resort for us, and we will endeavor to avoid this course of action by working with you, the premises owner or manager, to resolve any deficiencies and come to a satisfactory conclusion.

- **Fire safety audit**

If your premises are audited you will be visited by one of our qualified fire safety officers, who will follow a set procedure which is designed to establish compliance levels with the requirements of the Fire Safety Order. During the visit, the officer may walk round all or part of your premises, speak to your staff or inspect records such as your fire risk assessment. At the end of the audit your premises will be given a rating.

- **Deficiencies**

If your premises have any deficiencies, you may receive a letter from us stating the deficiencies and one way of achieving compliance. The fire safety officer who carried out the audit will be on hand to advise you should you have any questions. You will be given a reasonable time scale in which to carry out any work required.

- **Failure to comply**

If you fail to carry out the required action or if the risk from fire is so great, we may implement the formal enforcement process:

- An Alterations Notice (*Article 29 of the Fire Safety Order*) may be served if we believe any structural alterations being made to your premises will constitute a serious risk to relevant persons (whether due to the features of the premises, their use, and the changes made, and any hazard present or any other circumstances).
- An Enforcement Notice (*Article 30 of the Fire Safety Order*) may be served if we believe there has been a failure to comply with any provision of the Fire Safety Order.

- A Prohibition Notice (*Article 31 of the Fire Safety Order*) may be served if we believe that the risk to people from fire is so serious that we must prohibit or restrict the use of part or all of your premises until the matters referred to in the notice have been put right.

- **The National Enforcement Register**

The National Enforcement Register is the national register detailing enforcement, prohibition and alterations notices issued to 'Responsible Persons' by Fire and Rescue Authorities under the Fire Safety Order. This can be viewed by visiting the Chief Fire Officer Association's website at [Search the National Enforcement Register](#)

You can request further details of our enforcement policy and procedures by emailing the Protection team at firesafetyadmin@bedsfire.gov.uk or writing to our Headquarters Prevention & Protection team at:

Bedfordshire Fire & Rescue Service
Service Headquarters
Southfields Road Kempston
MK42 7NR

PART 2 - FIRE PRECAUTIONS

1. Fire risks and preventative measures

Common Causes of Fires in Non-domestic Premises:

Arson – can have a devastating effect on anyone, but there are some simple steps you can take to protect your premises. Make sure your premises are secure at the end of the day, including all windows and doors. Keep waste bins within secure areas until they are collected by waste disposal contractors and lock away any flammable liquids or gases. The threat of arson should not be underestimated as it is a major cause of fires in non-domestic buildings, being particularly a problem when premises are unoccupied. Further information on reducing the risk of arson can be found on the website of the [Arson Prevention Forum](#).

Contractors and visitors – should be told where the emergency exits are and what to do in the event of an emergency or if the fire alarm sounds. Contractors working on your premises should be told about any hazardous substances and how to avoid causing false alarms. Ensure where necessary fire instruction notices are available in alternative languages and formats.

Dangerous substances - could cause a danger to your staff, customers or fire-fighters and you must record these in your risk assessment. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment. Most correction, duplicator fluids and most aerosols are flammable, and aerosols can explode if they become too hot and must be kept well away from any heat sources.

Electricity – is a source of heat and electrical equipment is a significant cause of accidental fires in the workplace. Approximately 80% of fires in non-domestic premises are caused by electrical faults. Faults should be repaired as a matter of urgency by a competent electrician.

Remember to switch off and unplug any electrical appliances after use. To help reduce the risk of fire starting in your premises:

- don't overload equipment or sockets
- use the correct fuse
- use correct mechanical strength and temperature rating of cables
- Portable Appliance Testing (PAT) of electrical equipment
- make sure electrical equipment is properly earthed and insulated
- use isolation switches where appropriate
- keep electrical equipment clean (don't allow dust to build up)
- use electrical equipment in the environment for which it is intended
- avoid storage adjacent or in close proximity to electrical installations
- keep electrical leads, plugs and appliances away from water
- ensure portable gas bottles, electric or oil heaters are stored safely.

Heaters, open fires and other heat sources – if placed near furniture or other combustible materials can start a fire. Ensure that they are positioned carefully and used appropriately. Keep boiler houses clear of accumulations of combustible materials and avoid using them as an extra storeroom.

If you have open fires on your premises, never use flammable liquids to light them, always have them securely guarded and sweep chimneys twice per year or more if wood is burned. If carrying

out controlled burning outside your premises make sure it is done well away from any buildings, wooden fences etc. and is securely guarded.

Rubbish – left outside your premises provides an easy target for opportune arsonists. Rubbish should never be allowed to accumulate as this could not only increase the chance of fire occurring, but it may also assist a fire to spread more quickly throughout your premises.

Ensure external rubbish bins are sited away from buildings reducing the risk of a fire spreading to the building and ensure that they do not obstruct either your escape routes or those of neighboring premises. Make sure you have a proper waste management procedure in place and that waste is collected regularly by a licensed company.

Smoking - is now prohibited by law on business premises. If you do provide an area for staff to smoke on site, you should ensure that proper facilities are available for them to extinguish smoking materials properly.

2. Fire detection and warning systems

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard (or equivalent) and/or the manufacturer's instructions.*

Fire alarm system

Always ensure that your fire alarm system is in working order, that your staff know how to use it and what action to take on hearing the alarm.

A Competent Person should be nominated to supervise the system and should carry out routine testing, arrange for any maintenance works necessary and keep records of all faults, tests and maintenance in the logbook.

It is recommended that you enter into a service contract with a manufacturer, supplier or other competent contractor for regular servicing of your system to ensure its reliability. The name and emergency contact details of the servicing organisation should be prominently displayed on the control panel, indicating equipment and in the front of the logbook.

If your premises are in use 24/7 or you have people sleeping on the premises, e.g. hotels or residential care homes, the contract should preferably include a requirement that an engineer should be on call at all times, both during and outside normal working hours, and that telephone requests for emergency service should be acted upon without delay. In any case, agreement should be made that repair services will be available within 24 hours.

It is important that any testing of the fire alarm should not result in a false signal of fire.

Daily - Inspect the fire alarm panel for normal operation of the system (*this does not have to be recorded unless any defects are found then record these in the logbook*).

Weekly – Carry out a test and examination to ensure that the system is capable of operating under normal alarm conditions. Where appropriate inform the monitoring control centre prior to the test.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

Ensure any faults that are recorded received the appropriate attention. Where provided, check that the connection to the monitoring centre is functioning correctly. At the same time each week operate a different manual call point during normal working hours.

Automatic door releases - that are connected to the fire alarm system should be tested **weekly** in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates. A Competent Person should be appointed to undertake any necessary maintenance. The manufacturer's instructions should be closely followed, and an adequate record of testing and maintenance be kept. The batteries of devices with an integral power supply should be replaced in accordance with the manufacturer's instructions.

Doors fitted with hold-open devices should be kept free from potential obstructions and be equipped with appropriate safety signs.

6 monthly - It is essential that the system is subject to periodic inspection and servicing so that unrevealed faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems are identified and are suitably addressed, and that the user is made aware of any changes to the building that affect the protection afforded by the system. These should be carried out by a Competent Person with the relevant technical knowledge and training, e.g. a fire alarm engineer, installer or appropriately qualified in-house maintenance person. The frequency and requirements for these inspections and tests will depend upon the type and design of the system.

Fire detectors - Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

Regular visual inspection of **manual call points** and **fire detectors** is required to check that:

- manual call points are unobstructed and noticeable; and
- a clear space of 500mm is maintained below each automatic fire detector and is not obstructed by any other means, e.g. layers of paint or build up of dust in detector head.

See Part 3 – FIRE SAFETY RECORDS for a template to record all checks, tests and maintenance (including faults and remedial action taken). The date on which each fault is rectified should also be recorded.

3. Prevent Unwanted Fire Signals and false fire alarms

False alarms will not only disrupt your normal business routine but create a drain on fire and rescue service resources which may be deployed answering false alarms when they could be attending incidents elsewhere where life or property may be in danger. False alarms can even seriously prejudice the safety of your staff, who might not react when the system responds to a real fire if they have recently experienced a number of false alarms.

To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place.

The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

It is a common misconception that most false alarms arise from faults in equipment. In fact, most false alarms arise from a combination of environmental influences, fire-like phenomena, inappropriate action by people in the building and accidental damage, e.g. dust and dirt in the detector heads, hot work in the vicinity of a detector or steam/fumes getting into a detector.

The term 'Unwanted Fire Signal' is now used to describe this type of false alarm and will distinguish it from a malfunction of the fire detection and alarm equipment where the term 'Equipment False Alarm' is used. Whereas 'Accidental Damage' is used to record where an alarm/call point is damaged unintentionally.

'Malicious False Alarm' is used to describe a situation where a person has deliberately actuated the fire alarm knowing that there was not a fire in a particular premises.

A false alarm with 'Good Intent' describes a situation where a person has actuated the fire alarm thinking genuinely that there was a fire situation.

It is recommended that you keep a log of all fire alarm false alarms and pay particular attention to the cause and location of the actuation. The purpose of the preliminary investigation is to determine whether any action could be taken to reduce the potential for false alarms and any necessary action taken to eliminate false alarms as far as possible.

See [Part 3 – FIRE SAFETY RECORDS](#) for a template to record all incidents of false fire alarms/fire alarm actuations.

4. Escape routes

Daily - Check your emergency routes and exits regularly to make sure they are clear and free from obstruction, slip or trip hazards. You should never obstruct escape routes, or store anything under escape staircases.

Where applicable, signage and emergency escape lighting should be used to help people find their quickest route out of the building in an emergency. If you have emergency escape lighting, make sure you test it regularly.

Exit chains are to be removed before admission of the public. A procedure must be in place to ensure this is done, with chains displayed on a chain board.

Nightly – in addition to your normal daily checks make sure all fire resisting doors held on electro-magnetic door holders are closed at night. Also check electric plugs, waste bins, etc.

External Escape Routes - are as important for escape purposes as internal staircases. As these routes are exposed to the elements it is important to ensure that they are maintained in a safe and effective condition. This includes ensuring that the escape route is available during inclement weather.

Continual monitoring is essential to ensure obstructions to means of escape are not caused by work or maintenance operations.

Make sure that the fire and rescue service can access your premises if they need to – remember a fire engine is a large and heavy vehicle which will need to get onto, or near to, your premises without hindrance in the event of an emergency. Should you have any concerns regarding the parking of vehicles etc. on road ways contact your local authority Highways department.

5. Fire Doors

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard (or equivalent) and/or the manufacturer's instructions.*

Fire resisting and smoke resisting doors are an important feature of a building in which people work or visit. They offer resistance to the spread of fire and can limit its effect. They are particularly important elements of fire protection on escape routes. The Responsible Person should check the different types of fire doors in your premises and monitor their condition for effective operation. All fire doors should be given a number for ease of reference.

Emergency exits should never be locked or blocked. You should be able to open fire exits fully and they should not be obstructed from the outside. Ensure final exit doors can be opened quickly and easily by means of push bars, push pads or similar devices not by using a key. Remember fire doors prevent the spread of fire, heat and smoke, so they should never be wedged open.

Inspection of fire doors

Doors should be inspected frequently for signs of warping as hold-open devices fitted to doors at either high or low level may, if used extensively, result in the doors becoming warped. Doors should not, therefore, be kept open more than necessary; preferably being kept closed at night or when the premises are unoccupied.

Fire doors should be inspected once a week and the results of the inspections recorded in your logbook. Inspections of fire doors should include checking the following features:

- integrity of panel, frame, glazing, intumescent strips
- door tightness
- full closure, latch operation, smoke seal, door closer operation
- signs of warping/buckling

An annual check should be made to ensure that all self-closing fire doors fit correctly.

[fact sheet: Fire Doors](#)

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

6. Emergency escape lighting

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard (or equivalent) and/or the manufacturer's instructions.*

The emergency escape lighting system is required to be monitored and tested by a nominated Competent Person in accordance with the manufacturer's instructions and the current British Standard*. This person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Due to the possibility of a failure of the normal lighting shortly after a period of testing of the emergency escape lighting system or during the subsequent recharge period, all tests should be undertaken at times of minimum risk to allow for battery recharge.

Daily/weekly - visual check of any central controls. All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded. Are luminaires and exit signs in good condition and undamaged? Is emergency lighting and sign lighting working correctly? And are charging indicators (if fitted) visible?

Monthly - **Self-contained luminaries** - to simulate failure of the normal lighting, long enough to check all self-contained luminaires are working correctly. The period of simulated failure should not exceed one quarter the rated duration of the luminaire or sign. Each luminaire should be visually examined for obvious signs of damage or deterioration including checking the cleanliness and general condition of lenses and diffusers.

Central battery systems - in addition to the checks for self-contained luminaries, for central battery systems, the correct operation of system monitors should also be checked.

Annually – full service.

Generators - The manufacturer's instructions as given in associated instruction manual or other literature should always be followed. It should be noted, however, that the failure for engines to start up readily often arises from poor maintenance or defects in the starting battery or in the electromechanical apparatus, e.g. relays incorporated in the starting systems.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

See Part 3 – FIRE SAFETY RECORDS for a template to record all checks, tests and maintenance (including faults and remedial action taken). The date on which each fault is rectified should also be recorded.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

7. Signs and notices

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises.

All signs and notices will need illumination to ensure they are conspicuous and legible. Appropriate signage will take into account the type of people who may need to use them. Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency. They should be pointing in the correct direction of travel.

8. Firefighting equipment and facilities

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard* (or equivalent) and/or the manufacturer's instructions.

The firefighting equipment, e.g. fire extinguishers and hose reel, is required to be tested and serviced by a nominated Competent Person in accordance with the manufacturer's instructions and the current British Standard*.

Portable Fire Extinguishers

Daily – you should check that each extinguisher is in its proper position and is clearly visible with its label facing outwards. Daily checks are not normally recorded.

Monthly / quarterly – every month (or quarterly at the most) carry out the usual daily check but also check the extinguishers have not been discharged, or lost pressure (where pressure indicator is fitted) or suffered any obvious damage. Check that operating instructions are clean, still legible and face outwards. Make sure that the seals and tamper indicators are not broken or missing. If extinguishers are in exposed locations or particularly susceptible to theft or damage, these checks should be carried out more frequently. You should replace any unavailable or damaged extinguisher.

Annually – your portable firefighting equipment, including gas cartridges and replacement charges are inspected, serviced and maintained by a Competent Person in accordance with the manufacturers' instructions and the current British Standard.

Discharge intervals - The recommended times, in each case since the date of manufacture or the last actual discharge (test or otherwise) of the particular extinguisher body:

Type of extinguisher	Discharge Interval
Water	every 5 years
Foam (all types)	every 5 years
Powder (gas cartridge)	every 5 years
Powder (stored pressure/valve operated)	every 5 years
Powder (stored pressure/primary sealed) Carbon Dioxide CO ₂ (all types)	every 10 years (then after 20 years at intervals not exceeding 5 years)

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

The timing of these intervals is not affected by the replacement of parts. For further information regarding intervals of discharge please refer to manufacturer's instructions and the current British Standard.

Hose Reels

Hose reels should be inspected at regular intervals by a Competent Person for obvious leaks and corrosion (depending on the environment and/or risks present). Visual checks should also be done to ensure that the hose reel is clear from obstruction, clearly visible and that operating instructions are present.

Annually – the hose-reel should be completely run out and subjected to operational water pressure to make sure that the hose is in good condition and that all couplings are water tight and that the nozzle is watertight. A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended).

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

See Part 3 – FIRE SAFETY RECORDS for a template to record all checks, tests and maintenance (including faults and remedial action taken). The date on which each fault is rectified should also be recorded.

9. Sprinkler systems

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the manufacturer's instructions.

The installer of the Automatic Fire Sprinkler System (sprinkler) should provide you with an inspection programme of checks for the system. The programme should include; instruction on the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines.

Automatic sprinklers may be conditional to the insurance policy of your premises and as such should be maintained in accordance with the terms and conditions of your buildings insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards, precautions or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with your fire risk assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice (Articles 17 - Maintenance and 29 – Alterations Notice, of the Fire Safety Order).

Daily - if the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from sprinkler installation to its monitoring centre shall be checked for:

- continuity of connection
- continuity of connection between the alarm switch and the control unit.

Pressure Tank - if not automatically controlled, the water level and air pressure in a pressure tank providing a duplicate supply shall be checked and immediately corrected if necessary.

Weekly – Water and air pressure gauge reading on installations, trunk mains and pressure tanks and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and all gauge readings and levels recorded.

Check that each water motor alarm has been sounded for at least 30 seconds.

Check fuel and oil levels of diesel engines used to power automatic pumps.

Ensure that automatic pumps start when the water pressure is reduced to the specified level and, if powered by diesel engines, the oil pressure, the flow of cooling water through open-circuit cooling systems or the water level in the primary circuit of closed-circuit cooling systems, and whether the engines will restart, using the manual start test button.

Make sure the electrolyte level and density of all acid battery cells and if the density is low that the battery charger is working correctly. Ensure that the affected cells have been replaced.

The operation of the mode monitoring system for stop valves in life safety installations.

The continuity of connection between the alarm switch and the control unit and between the control unit and the fire and rescue service (usually via an Alarm Receiving Centre) for automatically monitored connections.

The correct functioning of trace heating systems provided to prevent the sprinkler system freezing.

Quarterly, half yearly, yearly and three yearly - Arrange for inspections and tests of the sprinkler system to be carried out by a Competent Person who will supply you with a signed and dated report of the inspection. Any defects found should be logged appropriately and a note made of any remedial action taken.

10. Miscellaneous equipment

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises. Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard (or equivalent) and/or the manufacturer's instructions.*

There are various additional fire safety features that may be provided within your premises; some of which may have been provided specifically to help the fire and rescue service deal with incidents safely and effectively and minimise the impact of a

fire in your building. Facilities provided may include any one or more of the following:

- Smoke Control systems
- Firefighting shafts, with dedicated lifts
- Wet / Dry Risers
- Foam inlets
- Drencher systems

- Inert gas flooding systems
- Pressurised stairways and corridors.

These supplementary features may be required:

- as a condition of your building's insurance,
- as part of an engineered solution,
- by planning/Building Control at construction, or as part of a major refurbishment,
- to compensate for departures from normal Building Regulations, and/or
- as part of your fire safety risk assessment.

These features should be maintained and tested by a nominated Competent Person in accordance with the manufacturer's instructions and the current British Standard*.

The fire and rescue service, local authority building control or Approved Inspector may be able to assist if the premises have only recently been constructed or undergone building works that were subject to local authority approval.

See Part 3 – FIRE SAFETY RECORDS for a template to record all checks, tests and maintenance (including faults and remedial action taken). The date on which each fault is rectified should also be recorded.

11. Informing, instructing and training

Further guidance can be found in Part 2 of the appropriate DCLG fire safety guide for your type of premises.

You will need to tell your staff (visitors/contractors etc) what to do in the event of a fire or other emergency and what they can do to prevent fires and false alarms. Your staff should be made aware of the contents of your fire risk assessment, in particular the following:

- What to do if they discover a fire
- How to raise the alarm
- What to do if they hear the fire alarm
- How to call the fire and rescue service
- They should only tackle a fire if it safe to do so (when fire is small and correct extinguisher is available)
- The correct evacuation procedures and location of the assembly points
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors
- Fire prevention measures.

Safety training should be given (during normal working hours) when you take on a new member of staff, where there is a new or increased risk or change to the workplace or work practices/procedures and at periodic intervals as appropriate (at least annually, depending upon the nature of the risk).

Regular fire drills are a good idea to make sure everyone knows their route out of the building. The appointment of fire marshals can help people escape quickly and safely.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

12. Historic Buildings

Further guidance can be found in the Historic Buildings Appendix Part 2 of the appropriate DCLG fire safety guide for your type of premises.

Fire risk assessments carried out for a listed or historic building will have to ensure adequate fire safety measures are in place whilst maintaining the character/fabric of the building. A general fire policy statement and manual is recommended in addition to your fire risk assessment.

Advice and/or consent should be sought from a building control body or any other relevant bodies (e.g. English Heritage) for any proposals which may impact on the character of the premises (e.g. replacement of doors, fittings, wooden paneling and decor) or material changes to existing escape routes.

Further guidance for owners/occupiers of historic buildings can also be found on the Heritage Risk section of our website www.bedsfire.gov.uk

PART 3 – FIRE SAFETY RECORDS

Notes for guidance on completing records

Detailed information in relation to the testing and maintenance of specific items should be obtained by referring to the current British Standard* (or equivalent) and/or the manufacturer's instructions.

When completing records ensure correct procedures and frequency of tests as per manufacturer's instructions are observed at all times.

Indicate whether a visual or full test was done.

Enter whether the test was done by a member of staff or a Competent Person/engineer.

Where faults are found, indicate any remedial action taken and upon what date the fault was reported.

Ensure all logs are completed in full stating all action taken and date of completion.

Frequency of tests, training, maintenance and inspections

A fire safety test, training and maintenance checklist can be used as a means of supporting your fire safety policy.

You may wish to use the example checklist on the next page. You will need to modify it, as necessary, to fit your premises and to incorporate the recommendations of manufacturers and installers of the fire safety equipment/systems which you may have installed in your premises. This checklist is not intended to be comprehensive and should not be used as a substitute for carrying out a fire risk assessment.

Any ticks in the shaded boxes should result in further investigation and appropriate action as necessary.

In larger or more complex premises you may need to seek the assistance of a Competent Person to carry out some of the checks.

*Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems				
Is the indicator panel showing 'normal'?				
Where no alarm panel is in place are there other means of raising the alarm?				
Escape Lighting				
Is emergency lighting and sign lighting working correctly?				
Are luminaires and exit signs in good condition and undamaged?				
Firefighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				
Weekly Checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads etc.) work correctly?				
Are external routes clear and safe?				
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test).				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)				

	Yes	No	N/A	Comments
Weekly checks continued...				
Do all visual alarms, vibrating alarms and pagers (as applicable) work?				
Do voice alarm systems work correctly? Was the message understood?				
Escape lighting				
Are charging indicators (if fitted) visible?				
Firefighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations.				
Monthly Checks				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Escape routes continued...				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing fire doors work correctly?				
Escape lighting				
Do all luminaires and exit signs function correctly when tested?				
Have all emergency generators been tested? (Normally run for one hour).				
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations.				

	Yes	No	N/A	Comments
Three-monthly Checks				
General				
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturer's recommendations.				
Six-monthly Checks				
General				
Has any firefighting or emergency evacuation lift been tested by a Competent Person?				
Has any sprinkler system been tested by a Competent Person?				
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a Competent Person?				
Fire warning systems				
Has the system been tested by a Competent Person?				
Escape lighting				
Do all luminaires operate on test for one third of their rated value?				
Additional items from manufacturer's recommendations.				
Annual Checks				
Escape routes				
Do all self-closing fire doors fit?				
Is escape route compartmentation in good repair?				
Escape lighting				
Do all luminaires operate on test for their full rated duration?				
Has the system been checked by a Competent Person?				
Firefighting equipment				
Has all firefighting equipment been checked by a Competent Person?				

	Yes	No	N/A	Comments
Miscellaneous checks				
Has any dry/wet rising fire main been tested by a Competent Person?				
Has the smoke and heat ventilation system been tested by a Competent Person?				
Has external access for the fire service been checked for availability?				
Have any firefighters' switches been tested?				
Has the fire hydrant bypass flow valve control been tested by a Competent Person?				
Are any necessary fire engine direction signs in place?				

Fire detection and warning systems

Record of tests (weekly/monthly/6 monthly)

REMEMBER TO:

- Notify Alarm Receiving Centre or Monitoring Centre (if applicable) of test to prevent Unwanted Fire Signal.
- Reinstate fire alarm to full operating mode upon completion of test/service.

Date	Fire Alarm		Automatic door releases	Automatic detectors		Details of fault and action taken	Name of tester <i>(Print name)</i>	Signature
	Call point location or number	Satisfactory Yes/No	Satisfactory Yes/No	Location or number	Satisfactory Yes/No			

False fire alarms

Record of false fire alarms

Date	Time	Fire Alarm call point / detector		Cause of false fire alarm		Name of person recording false alarm <i>(Print name)</i>	Signature
		Location or number	Type <i>Fire / False Alarm</i>				

Date	Time	Fire Alarm call point / detector		Cause of false fire alarm		Name of person recording false alarm <i>(Print name)</i>	Signature
		Location or number	Type <i>Fire / False Alarm</i>				

Fire doors

Record of tests (weekly/annually)

Date	Door Location or number		Details of defect and action taken	Name of tester <i>(Print name)</i>	Signature

Date	Door Location or number		Details of defect and action taken	Name of tester <i>(Print name)</i>	Signature

Emergency escape lighting

Record of tests (weekly, monthly, annually)

Date	Test all luminaires operating Correct Yes/No	Test central battery system Correct Yes/No	Test generator operating Correct Yes/No	Test engine of generator operating Correct Yes/No	Details of fault and action taken <i>(date completed)</i>	Name of tester <i>(print name)</i>	Signature

Date	Test all luminaires operating Correct Yes/No	Test central battery system Correct Yes/No	Test generator operating Correct Yes/No	Test engine of generator operating Correct Yes/No	Details of fault and action taken <i>(date completed)</i>	Name of tester <i>(print name)</i>	Signature

Firefighting equipment and facilities Record of tests (monthly, annually)
 - Fire extinguisher

Date	Location or number	Inspected or tested?	Satisfactory Yes/No	Details of fault and action taken <i>(date completed)</i>	Name of tester <i>(print name)</i>	Signature

Date	Location or number	Inspected or tested?	Satisfactory Yes/No	Details of fault and action taken <i>(date completed)</i>	Name of tester <i>(print name)</i>	Signature

Firefighting equipment and facilities

- Hose reel

Record of tests

Date	Location or number	Inspected or tested?	Satisfactory Yes/No	Details of fault and action taken (date completed)	Name of tester (print name)	Signature

Date	Location or number	Inspected or tested?	Satisfactory Yes/No	Details of fault and action taken (date completed)	Name of tester (print name)	Signature

Miscellaneous equipment

Record of tests and checks

Date	Items / equipment checked or tested?	Satisfactory Yes/No	Details of fault and action taken (date completed)	Name of tester (print name)	Signature

Date	Items / equipment checked or tested?	Satisfactory Yes/No	Details of fault and action taken (date completed)	Name of tester (print name)	Signature

Sprinkler systems

Record of service

Date	Water and air pressure gauges Correct Yes/No	Water levels in system Correct Yes/No	Water motor alarm Correct Yes/No	Automatic pump start Correct Yes/No	Diesel engine restarting Correct Yes/No	Details of fault and action taken	Name of tester (<i>print name</i>)	Signature

Date	Water and air pressure gauges Correct Yes/No	Water levels in system Correct Yes/No	Water motor alarm Correct Yes/No	Automatic pump start Correct Yes/No	Diesel engine restarting Correct Yes/No	Details of fault and action taken	Name of tester (<i>print name</i>)	Signature

Fire Safety training

Record of fire safety training and drills

Evidence of training package(s) used may be requested by your local fire safety officer upon inspection.

REMEMBER TO:

- **Notify Alarm Receiving Centre or Monitoring Centre (if applicable) if using Fire Alarm as part of drill or test to prevent Unwanted Fire Signal.**
- **Reinstate fire alarm to full operating mode upon completion of test/service.**

Date	Nature of training / drill	Personnel or sections taking part	Evacuation time	All present at roll call? Yes/No	Is evacuation time suitable? Fire warden checks completed adequately? (Details of remedial action taken)	Name of person responsible for training / drill (<i>print name</i>)	Signature

Date	Nature of training / drill	Personnel or sections taking part	Evacuation time	All present at roll call? Yes/No	Is evacuation time suitable? Fire warden checks completed adequately? (Details of remedial action taken)	Name of person responsible for training / drill (<i>print name</i>)	Signature

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