Business name:

Responsible Person:

Duty holder (if different):

Address:

Fire Safety Logbook

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# Record of Fire Service Visits

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| --- | --- | --- | --- |
| **Date** | **Fire Authority**  **Officers Name** | **Officers Signature** | **Comments/**  **Reason for visit** |
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# Fire Alarm System Checks and Maintenance

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| **It is important to ensure that any testing or maintenance work that takes place on the fire alarm system does not result in a false signal or false alarm call being received by Merseyside Fire and Rescue Service (MFRS). Please be aware that failure to manage this may result in interventions from a Fire Safety Inspector, and the exemption currently in place under the MFRS Response Protocol for Automatic Fire alarm Systems may be subject to review.** |

The Responsible Person must ensure that all matters pertaining to the fire alarm system and maintenance of the logbook is managed. A competent person may be appointed as a duty holder for this.

**Task:** Where applicable, individual break glass call points should be clearly identifiable and listed on the attached table (page 4) by identifier and location.

False alarms or other actuations must be recorded as such in the attached table (page 6).

### Daily

The main fire alarm and any repeater panels should be visually inspected to ensure that they are in normal operation. If any faults are indicated, they must be reported to the appropriate person/company and arrangements made for repair. This should be recorded only where issues are highlighted.

### Weekly

* Depending on the fire alarm system, the test may be carried out using the fire alarm panel. Where manual call points are installed, a different manual 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 (page 5).
* Where employees work outside the test hours a further monthly test should take place to ensure familiarity of the alarm for these staff.

Where the fire alarm is linked to a fire alarm receiving center, they must be informed before and after the test to ensure unwanted fire signals to MFRS are avoided, and that the signal was received. Any issues identified must be reported to the appropriate person/company and arrangements made for repair.

### Competent Person Testing Requirements

The below tests, where applicable, must be carried out by a competent and trained person. If unsure if the testing below is required, contact the company who installed the fire alarm or a competent fire alarm engineer. All the below testing must be logged, and records kept for audit purposes.

* **Monthly**
* **Quarterly**
* **Six Monthly**
* **Annually**

### Non-Routine Testing and Maintenance

The below list identifies when non-routine testing and maintenance is required. All the below must 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.

**Note:** All maintenance and testing must be in compliance with BS 5839.

## RECORD: Break Glass Call Point ID’s and Locations

|  |  |
| --- | --- |
| **Break Glass Point ID** | **Location in premise/workplace** |
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## RECORD: Fire Alarm System – Testing and Inspection

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Fire Alarm** | | **Remedial Action** | **Print Name** | **Signature** |
| **Call Point ID** | **Operates**  **Y/N** |
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## RECORD: Fire Alarm System Actuations (False or Other)

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| --- | --- | --- | --- | --- |
| **Date** | **Call Point ID** | **Reason for activation** | **Actions** | **Initials** |
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# Maintenance for Automatic Release Mechanisms for Doors and Shutters

### Daily

Door hold open devices should be released daily. If any faults are found, they must be reported to the appropriate person/company and arrangements made for repair. This should be recorded only where issues are highlighted.

### 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 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.

The weekly test must be recorded and where issues are highlighted, they should be reported to the appropriate person/company to be repaired.

### Competent Person Testing Requirements

Full servicing and preventative maintenance should be carried out by a competent and qualified person.

**Note:** All maintenance and testing must be in compliance with BS 7273.

## RECORD: Automatic Door/Shutter Release Mechanisms – Testing and Inspection

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Operating**  **Y/N** | **Location** | **Remedial action** | **Name** | **Signature** |
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# Emergency Lighting Checks and Maintenance

The Responsible Person must ensure that all matters pertaining to the emergency lighting system and maintenance of the logbook is managed. A competent person may be appointed as a duty holder for this.

### 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 luminaires 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 manufacturer’s instructions by a competent person and the logbook completed.

Any faults or repairs are to be recorded.

### Annual

Annual inspections and testing must be carried out by a competent and trained person. Annual testing must be logged, and records kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 5266.

## RECORD: Emergency Lighting – Testing and Inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Inspected/Tested** | **Operating**  **Y/N** | **Remedial Action** | **Name** | **Signature** |
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# Fire Doors Checks and Maintenance

The Responsible Person must ensure that all matters pertaining to the fire doors and maintenance of the logbook is managed. A competent person may be appointed as a duty holder for this.

Effective fire-resisting doors are vital to ensure that the occupants of the building can evacuate to a place of safety – correctly fire-rated and well-fitted doors will hold back a fire and smoke preventing escape routes from becoming unusable. Although the fire service’s primary concern regarding fire doors is for life safety, fire doors will also minimise damage to the property and help to contain a fire to the room of origin which in turn will help with business continuity.

All fire doors are deemed to be “general fire precautions” as defined in the Regulatory Reform (Fire Safety) Order 2005. As such, they are required to be inspected and maintained in a good state of repair and in efficient working order. Particular attention should be given to ensuring the following items are subject to routine inspection:

* Intumescent strips and smoke seals are intact, undamaged and not painted over. They should be fitted at the top and on both edges of the door or frame.
* The self-closing device operates correctly by closing the door fully against its rebate.
* The gaps around the top and both edges do not exceed 3mm.
* The door is intact and undamaged with no holes or other defects.
* Final exit doors should be easily openable without needing keys.
* Where required\*, smoke seals are intact, undamaged and not painted over. They should be fitted at the top and both edges of the door or frame.

**\*Where unsure if smoke seals are required, seek advice from a competent fire risk assessor – in some instances smoke seals are not required as the type of fire alarm system and positioning of detectors may require some smoke travel for the alarm to actuate and warn occupants of fire.**

Any defects should be reported to the responsible person or nominated duty holder to ensure that the door is repaired to satisfactory condition or replaced. Inspections and any remedial action should be recorded in the fire safety logbook.

## RECORD: Fire Doors – Testing and Inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Inspected/Tested** | **Operating Y/N** | **Remedial Action** | **Name** | **Signature** |
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# Maintenance of Fire Extinguishers

The Responsible Person must ensure that all matters pertaining to fire extinguishers and maintenance of the logbook is managed. A competent person may be appointed as a duty holder for this. Where fire extinguishers are present, there is an expectation that staff receive training on their use. Practical training is recommended.

### 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. Any defects should be reported to the responsible person or nominated duty holder to ensure that the door is repaired to satisfactory condition or replaced. Inspections and any remedial action should be recorded in the fire safety logbook.

### Annual/Other

Work must be completed by a competent person, normally a qualified engineer. There is a tolerance level of ± one month for practical purposes. Annual testing must be logged, and records kept for audit purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of extinguisher** | **Basic service** | **Extended service** | **Overhaul** |
| Water and water-additive | 12-monthly | Every 5 years | ---- |
| Foam | 12-monthly | Every 5 years | ---- |
| Powder | 12-monthly | Every 5 years | ---- |
| CO2 | 12-monthly | ---- | Every 10 years |
| Wet chemical | 12-monthly | Every 5 years | ---- |

**Note:** All maintenance and testing must be in compliance with BS 5306.

## RECORD: Fire Extinguisher – Testing and Inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Inspected/Tested** | **Operating**  **Y/N** | **Remedial Action** | **Name** | **Signature** |
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# Staff Training and Evacuation Tests

The responsible person is to ensure that all members of staff are fully instructed and trained on how to manage fire risks within the premises (information on this should be gained from the Fire Risk Assessment), and how to carry out a safe evacuation of the premises. This can be delegated to a competent nominated duty holder.

Training ensures that staff understand the fire alarm system, evacuation plans 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 and periodically. An example of a Training Record is at Page x.

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

The risk assessment and type of premises will determine how often staff will receive refresher training after induction and the number of fire evacuation drills carried out per year, the minimum being one drill twice 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 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:

1. Action to be taken upon discovering a fire.
2. Action to be taken upon hearing the fire alarm.
3. How to raise the alarm and, where a hardwired fire alarm is installed, the location of call points/fire alarm panel.
4. How to report the fire to the fire service (999, full address of premises, if an evacuation is taking place or completed, if anyone is unaccounted for, and if known where the fire is located, what is on fire).
5. Location and safe use of firefighting equipment.
6. Knowledge of escape routes and the assembly point.
7. Appreciation of the importance of closing fire doors during evacuation if safe to do so.
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 (escape routes clear, minimising obstacles/trip hazards etc).
11. Why lifts should not be used during an evacuation.
12. How to evacuate members of the public.
13. How to assist vulnerable people (elderly or disabled) in evacuating the premises.
14. Be trained and practiced in evacuation where there are hazardous materials present in the workplace.
15. How to stop machines, powered processes and isolation of power supplies (electric/gas etc) in the event of a fire.

## Example of Staff Training Record

|  |  |  |
| --- | --- | --- |
| **Induction Training – Fire Safety** | | |
| **Company/Business Name/Employer Name** | |  |
| **Employee Full Name & Role:** | |  |
| **Instructor Name:** | |  |
|  | **Fire Prevention** | **Comments** |
| **1** | Discussion of hazardous materials and process. |  |
| **2** | Discussion of Fire Prevention in the workplace. |  |
|  | **Evacuation** |  |
| **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. |  |
|  | **Fire Safety** |  |
| **7** | Discussed any Emergency Duties. |  |
| **8** | Aware of location and operation of firefighting equipment. |  |
| **Additional Information:** (for example if the employee has any additional responsibilities for fire safety) | | |
| **Employee Signature:** | |  |
| **Date:** | |  |

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| --- | --- | --- | --- | --- |
| **Refresher Training** | | | | |
| **Date** | **Training** | **Supervisor** | **Employees Signature** | **Comments** |
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| **Fire Training Courses and Qualifications** | | |
| **Date Attended** | **Course Title** | **Qualification** |
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**Note:** 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, the risks in the workplace and needs as an employer/responsible person.

# RECORD: Fire Evacuation Drills

**Recommended Number of Drills per year: .**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Feedback/Action Points** | **Name** | **Signature** |
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# Maintenance of Equipment for Firefighters/Fixed Installations

Testing and maintenance on any equipment for firefighters and fixed installations is required under the Regulatory Reform (Fire Safety) Order 2005. The Responsible Person must ensure that all matters pertaining to any items that fall under this category and maintenance of logbooks are managed. This can be delegated to a competent nominated duty holder.

The Fire Safety (England) Regulations 2022 require that in buildings above 18m (7 stories) where these systems are faulty and the fault cannot be rectified within 24 hours, they must be reported to the Fire Service. In Merseyside, faults can be reported via the following link:

<https://www.merseyfire.gov.uk/safety-advice/business-fire-safety/i-am-a-business-owner-or-employee/fire-safety-england-regulations-2022/faultsrepairs/>

## Fixed Installations

### Water Sprinkler/Drencher/Misting System Maintenance

#### Daily

All sprinkler systems should be inspected daily. In particular, it should be verified that:

a) unless the connection to the fire and rescue service is automatically monitored continuously, there is continuity of the connections between the alarm switch and the control unit and between the control unit and the fire and rescue service (usually via a remote manned centre);

b) unless automatically controlled, the water level and air pressure are correct in any pressure tank that provides a duplicate supply; and

c) any necessary corrective action(s) are taken.

There is no requirement to record this test unless faults are identified. Any faults are to be actioned and recorded.

#### Weekly

All sprinkler systems should be inspected weekly and recorded in the logbook. In particular, it should be ensured that:

a) water and air pressure gauge readings on installations, trunk mains and pressure tanks, and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks, etc., meet the design criteria and all gauge readings and levels are recorded.

b) each alarm valve has been tested and the water motor alarm has been sounded for at least 30 s.

c) automatic pumps start when the water pressure is reduced to the specified level.

d) for automatic pumps powered by a diesel engine:

1) the fuel and oil levels of the engine meet the design and/or manufacturer’s specification.

2) the oil pressure, the flow of cooling water through open-circuit cooling systems and/or the water level in the primary circuit of closed-circuit cooling systems, as appropriate, meet the design and/or manufacturer’s specification.

3) the engine restarts using the manual start test button.

e) the electrolyte level and density of all lead acid Plante cells meet the design and/or manufacturer’s specification. If the density is low the battery charger should be checked for efficient operation and, if the charger is working correctly, the affected cells should be replaced.

f) the mode monitoring system for stop valves in life safety installations is operating correctly.

g) there is continuity of connection between the alarm switch and the control unit and between the control unit and the fire and rescue service (usually via a remote manned centre) for automatically monitored connections.

h) trace heating systems provided to prevent freezing in the sprinkler system are functioning correctly.

#### Competent Person Testing Requirements

Arrangements should be made for a competent and trained person (engineer) to carry out the following checks:

* Six Monthly
* Annual

Records of this maintenance should be kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 9991 or BS 9999 as appropriate, and BS 7671.

### Gaseous, Foam and Powder Extinguishing System Maintenance

#### Weekly

All gaseous, foam and powder extinguishing systems should be inspected weekly and recorded in the logbook. In particular, it should be ensured that:

a) any pressure gauges are functioning correctly.

b) all operating controls are both properly set and accessible.

c) all indicators are functioning correctly.

d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position.

e) the fire risk and its enclosure have not changed.

f) the quantity of extinguishing medium is correct, and, for foam systems, the water supply is available and at the correct pressure.

#### Monthly

A monthly check should be carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorized to do so, and in particular that new employees have been instructed in their use. This should be recorded in the logbook.

#### Competent Person Testing Requirements

Arrangements should be made for a competent and trained person (engineer) to carry out the annual checks. Records of this maintenance should be kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 9991 or BS 9999 as appropriate, and BS 7671.

### Smoke Control System Maintenance

#### Daily

All smoke control systems and fire damper control panels (e.g. stairway, MSVS, basement, car park, other ventilation) should be inspected daily. In particular, it should be verified that:

a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; and,

b) any fault recorded the previous day has received attention.

#### Weekly

Actuation of the system should be simulated once a week and recorded in the logbook. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.

**NOTE:** On large multi-zone installations, it might be acceptable, with agreement from the relevant authorities, to rotate the equipment tested so that a system is tested every week and individual items are operated at intervals of no more than three months.

#### Three-Monthly

In addition to the weekly checks, the actuation of all smoke control systems should be simulated once every three months and recorded in the logbook. All zones should be separately tested, and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.

#### Competent Person Testing Requirements

Arrangements should be made for a competent and trained person (engineer) to carry out Annual checks. Records of this maintenance should be kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 9991 or BS 9999 as appropriate, and BS 7671.

### Dry/Wet Rising Main Maintenance

#### Six-Monthly

All fire mains should be inspected every six months and recorded in the logbook. In particular, it should be ensured that:

a) inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition.

b) for wet mains:

1) booster pumps and their associated mechanical and electrical apparatus are functioning correctly.

2) storage tanks are full of clean water.

#### Competent Person Testing Requirements

Arrangements should be made for a competent and trained person (engineer) to carry out Annual checks. Records of this maintenance should be kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 9991 or BS 9999 as appropriate, and BS 7671.

### Firefighting Lift Maintenance

#### Weekly

The operation of the evacuation and firefighters lift switches should be tested once a week and should be repaired or replaced if found to be faulty. This should be recorded in the logbook.

#### Monthly

A failure of the primary power supply should be simulated once a month and recorded in the logbook. If a generator provides the standby power supply, it should energize the lift(s) for at least 1 hour.

#### Competent Person Testing Requirements

Arrangements should be made for a competent and trained person (engineer) to carry out Annual checks. Records of this maintenance should be kept for audit purposes.

**Note:** All maintenance and testing must be in compliance with BS 9991 or BS 9999 as appropriate, and BS 7671.

## RECORD: Water Sprinkler/Drencher/Misting System – Testing and Inspection

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## RECORD: Gaseous, Foam and Powder Extinguishing System – Testing and Inspection

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## RECORD: Smoke Control System - Testing and Inspection

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## RECORD: Dry/Wet Rising Main - Testing and Inspection

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## RECORD: Firefighting Lift - Testing and Inspection

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