

LINCOLNSHIRE FIRE AND RESCUE



Fire Safety Log Book

F 1011 (05/11)

Premises Name:

Premises Address:

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Date (From)

Date (To)

Location of Log Book

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Replacements log books and additional parts can be downloaded from <http://microsites.lincolnshire.gov.uk/LFR/index.asp>

PART 1 FIRE SAFETY ADVICE

The advice given in this document is intended to assist you and your staff in preventing an outbreak of fire, or if it does occur, assist you in preventing injury or unnecessary damage to the premises. This is not a comprehensive guide and therefore it is recommended you purchase the appropriate guidance book for your premises.

Guides in the series:

Office and Shops	ISBN-13:978 1 85112 815 0
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These guides are available from:

Department for Communities and Local Government Publications,
PO Box 236,
Wetherby,
West Yorkshire. LS23 7NB

Or any good book shop (priced at £12 each at time of writing) they are also available for free download on the DCLG website www.firesafetyguides.communities.gov.uk

The fire safety records included in this book, 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 will provide valuable resources to assist you in two areas:

- Effectively managing the fire strategy for your premises.
- 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.

PART 2 FIRE PRECAUTIONS

Section 1 Guidance on fire risks and preventative measures

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

BUSINESS PREMISES: Common causes of fire.

Electricity – Is a source of heat and a frequent cause of fire in buildings, some contributing factors are the misuse of electrical equipment and poor maintenance. With the increasing number of electrical appliances we use, consideration of the need for additional sockets or upgrading of electrical circuits may be necessary, an annual inspection of the electrical system by a competent electrician will help to identify any areas of concern. Inspection of electrical equipment should reveal whether:

- It is installed and maintained correctly.
- Sockets and extension cables are overloaded.
- The correct fuses are used.

Ensuring electrical equipment is switched off and unplugged when not in use will assist to reduce the risk of fire occurring.

Rubbish – When left to accumulate in the workplace, could not only increase the chance of fire occurring, it may assist a fire to spread throughout the premises a lot quicker. Adopt a good housekeeping regime to ensure rubbish is taken out of the premises as quickly and as often as possible and contained within lidded metal bins. 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 neighbouring premises.

Smoking – Careless disposal of smoking materials is a major cause of fire. Implementation of a smoking policy could ensure:

- People only smoke in designated areas.
- Provision of non-combustible and substantial ashtrays.
- Daily disposal of the content of ashtrays into a non-combustible waste receptacle ensuring that all debris is fully extinguished first.
- End of day checks or checks before leaving rooms which will be unoccupied for long periods (people may be sleeping) are undertaken.

Heaters – If placed near furniture or 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 in 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.

Dangerous goods – 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. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

Arson – Help protect your premises by securing any combustible waste in an appropriate receptacle and locking away any flammable liquids or gases. Considering the potential problem of arson is an important aspect and is one that should not be underestimated as it is not only a major cause of fire but frequently a problem when the premises are unoccupied. End of day checks to ensure all windows and doors are secure can help to manage the risk of arson. Further information on reducing the risk of arson can be found on www.arsonpreventionbureau.org.uk

Section 2 Guidance on fire detection and warning systems

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

Also British Standard 5839:1

The fire alarm system is required to be monitored and tested by a nominated responsible person. The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Regular tests are vital to ensure that there has not been any major failure of the entire or a significant part of the system.

It is essential that if the alarm is linked to an alarm signal receiving centre it is contacted immediately before, and immediately after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

- Inspect the alarm panel daily for normal operation of the system (this does not have to be recorded) if any defects are found then record in the logbook and report it to a responsible person. It should be ensured that any faults recorded have received appropriate attention.
- Every week a different manual call point should be operated (same time each week) during normal working hours. In premises where employees work out of these hours an additional test carried out at least once a month to ensure familiarity with the sound of the fire alarm. There is no maximum limit for the period of time it takes to test the system in rotation.
- 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.
- If emergency generators are used as standby power, simulation of power failure to activate generators on load for at least one hour each month will be necessary.

Where vented batteries are used as standby power carry out a visual inspection of batteries and connections including electrolyte level.

- Six monthly and annual inspections and tests can only be undertaken by a competent person with the relevant technical knowledge and training. This may be done by the installer a qualified in house maintenance person or some other competent person.

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

- Manual call points are unobstructed and conspicuous.
- A clear space of 500mm is maintained below each automatic fire detector and is not impeded by any other means i.e. accumulation of dust in detector head or layers of paint.

False alarms should be recorded and positive action taken to manage the problem.

Categories of False Alarms

- Unwanted alarms
- Equipment False Alarms
- False Alarms with good intent
- Malicious False Alarms

Section 3 Guidance on Fire Fighting Equipment

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

Also British Standard 5309:3 and BS EN3

All testing of equipment should be in accordance with the manufacturer's instructions.

Portable Fire Extinguishers

Monthly Inspection

It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated competent person not less than monthly.

Inspection checks should include:

- Are extinguishers located in the designated place.
- Are extinguishers visible and unobstructed.
- Are operating instructions legible and do they face outwards.
- That extinguishers have not been used and have no obvious damage.
- That pressure gauges/indicators are reading within operational and safety limits
- That the seals and tamper indicators are not broken or missing.

Corrective action should be arranged where necessary.

Annual service and inspection by a competent person

The user should ensure that extinguishers, gas cartridges and replacements charges are inspected, serviced and maintained as recommended in current British Standards. These procedures should be carried out by a competent person capable of conducting them according to the recommendations of this code and any special procedures recommended by the manufacturers using recommended tools, equipment and materials at least annually.

Schedule of Maintenance

Type of Extinguisher	Basic Service	Extended Service with discharge test	Overhaul and Recharging
Water	Every Year	Every 5 Years	-----
Foam	Every Year	Every 5 Years	-----
Powder * Powder Primary Sealed	Every Year	Every 5 Years Every 10 Years	-----
Carbon Dioxide	Every Year	-----	Every 10 Years

* Primary sealed stored pressure extinguisher in which the operating head and the valves controlling the flow of extinguishing medium during discharge can be detached from the body of the extinguisher without releasing propellant or medium, which are retained in the body by a closure that is ruptured on operation.

Hose Reels

Further information see British Standard EN 671:3

Should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

Annual service and inspection by a competent person

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate. A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended).

Sprinkler systems (Automatic)

Further information see BS EN 671:3

Weekly Routine

The following checks should be recorded:

- 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.
- That each water motor alarm has been sounded for at least 30 seconds.
- Fuel and oil levels of diesel engines used to power automatic pumps.
- 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.
- 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 service (usually via a remote manned centre) for automatically monitored connections.
- The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system.

Quarterly, half yearly, yearly and three yearly

Arrange for inspections and tests of the sprinkler system to be carried out by a competent person, for any defects found to be logged and any necessary action is taken and ensure that certificates of satisfactory testing are received.

Section 4 Guidance on Escape Routes

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

You should ensure that on a daily basis the escape routes are:

- Free from obstruction, slip or trip hazards (stored or temporary items).
- Clearly indicated to ensure relevant people can use them easily and immediately.
- Equipped with fire doors, that are not wedged open or have self closing devices removed, to prevent the spread of fire, heat and smoke.
- Final exit doors can be opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
- Areas outside the final exit doors are kept clear from obstruction.

- Available for access by the emergency services.

Section 5 Guidance on Emergency Escape Lighting

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

Further information see BS 5266:1

The emergency escape lighting system is required to be monitored and tested by a nominated competent person. This person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

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

- Inspect the system daily and ensure that every indicator lamp in a maintained unit is lit. If any defects are found then record in the logbook and report it to a responsible person. It should be ensured that any previous faults recorded have received urgent attention.
- Monthly test of all self contained luminaires by simulating normal lighting failure. The period of simulated failure should not exceed one quarter the rated duration of the luminaire or sign and all luminaires/signs should be visually examined to ensure correct function.
- Annual test. This comprises the monthly test and the following additional tests: Each luminaire and internally illuminated sign must be tested but for its full rated duration. The charging arrangements should be checked for proper function. Generator Operated Systems have additional requirements and the British Standard should be consulted.

Section 6 Guidance on Signs and Notices

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

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.

Section 7 Guidance on Informing, Instructing and Training

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

Are all relevant people aware of their responsibilities in the event of an emergency?
Ensure that they know:

- What action to take on discovering a fire and on hearing the fire alarm.
- How to raise the alarm
- How to contact the Fire Service
- Correct evacuation procedures and location of the assembly points
- Only tackle a fire if it safe to do so (when fire is small and correct extinguisher is available).
- Aware of the contents of the Fire Risk Assessment

Employees should receive training during working hours when they start employment, following any changes to the emergency plan or to the workplace and if there are changes to work practices and processes.

Training should be repeated on a regular basis where necessary. For further details of staff training courses available from Lincolnshire Fire and Rescue contact our Commercial Training Department on 01522 582222 or e-mail commtrg@lincoln.fire-uk.org

What to do in the case of a fire

On the sounding of the fire alarm the building must be evacuated following your emergency plan. Where possible try to contain the fire by shutting doors and windows, this will help to reduce draughts that may fan and spread the fire.

Contact the Fire Service immediately ensuring the name and address of the premises is given clearly. Try not to position yourself too close to fire bells/sirens if possible when making the emergency call. It can become very difficult for all parties to hear vital information. When the fire service arrive ensure the responsible person meets them to collate information. Do not re-enter the building for any reason.

Section 8 Guidance on Fire Doors

Appendix B B2 Technical information on fire resisting separation, fire doors and door fastenings.

Further guidance can be found in Part 2 of the appropriate DCLG guides under the above heading.

Also British Standard 8214:2008

A fire door is of little use if is not correctly specified and fits well within its frame. A fire resisting door will hold back fire and smoke and is vital in the prevention of escape routes becoming unusable by the people who would need to use them.

Monthly Checks

- No doors propped or wedged open.
- Correct signs in place and clearly visible, not obscured or defaced.
- Frame, panel, glazing, smoke seal, intumescent strip all in good condition.

- Door closes fully on release (self closing type).
- Sequenced doors close in correct order.
- Doors fit well in the frame once closed, clearance gaps achieving 2mm-4mm typically achieve good fire performance.
- All 'keep locked shut' fire doors locked if not in use.

Six Monthly Inspection

Examination to ensure that the door leaves and door frames do not have:

- Superficial damage.
- Structural damage.
- Excessive bowing or deformation.

Damage to door leaves with a fire resistance greater than 60mins should not be repaired, but a replacement door leave installed.

PART 3 Daily Check Advice

The daily check advice below is not a comprehensive list, but it is a good example of how you could adopt a maintenance checklist to fit your needs in supporting your fire safety policy. All the listed checks below do not have to be recorded and are tasks that can be undertaken as part of the working day.

Daily checks (not normally recorded)	Yes	No
Escape Routes <ul style="list-style-type: none">• Can all fire exits be opened immediately and easily?• Are fire doors clear of obstruction?• Are escape routes clear?		
Fire Warning System <ul style="list-style-type: none">• Is the indicator panel showing 'normal'?• Are whistles, gongs or air horns in place?		
Escape Lighting <ul style="list-style-type: none">• Are luminaries and exit signs in good condition and undamaged?• Is emergency lighting and sign lighting working correctly?		
Fire Fighting Equipment <ul style="list-style-type: none">• Are all fire extinguishers in place?• Are fire extinguishers clearly visible?• Are vehicles blocking fire hydrants?		

FIRE EXTINGUISHER TEST RECORD
(Monthly, Annually)

Date	Location or Number	Inspected or Tested	Results correct		Details of Fault and Action Taken	Name	Signature
			Yes	No			

HOSE REEL TEST RECORD

Date	Location or Number	Inspected or Tested	Results correct		Details of Fault and Action Taken	Name	Signature
			Yes	No			

SPRINKLER SYSTEM TEST RECORD

(Weekly)

Date	Water & Air Pressure Gauges Correct		Water Levels in System Correct		Water Motor Alarm Correct		Automatic Pump start Correct		Diesel Engine Restarting Correct		Details of Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			

MISCELLANEOUS EQUIPMENT TEST RECORD

Date	Items Tested	Satisfactory Yes / No	Details of Fault and Action Taken	Name	Signature

FIRE INSTRUCTION RECORD

Date	Instruction Duration	Person Receiving Instruction	Nature of Instruction	Name	Signature

FIRE DRILL RECORD

Date	Nature of Drill	Persons / Section taking part	Evacuation Time	Details of Deficiencies and Action Taken	Name	Signature

FIRE DOOR TEST RECORD
(Monthly, Six Monthly)

Date	Location or All Doors	Details of Deficiencies and Action Taken	Name	Signature

FIRE SAFETY INSPECTORS VISITS

Date	Inspecting Officer (Block Capitals)	Officers Signature	Comments