



Fire Safety Log Book

Record of tests, training,
maintenance and inspections

Premises name	
Address	
Town	
Postcode	
Log book start date	

We recommend that an up to date copy of this record is kept off site to prevent loss of information or business continuity should a serious incident occur

THIS LOG BOOK MUST BE READILY AVAILABLE FOR INSPECTION

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AN INTRODUCTION TO YOUR LOG BOOK

With the exception of a very few specialised sites and specific risks, the majority of non-domestic premises and sites throughout England & Wales must now 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 2 of this log book (Fire Safety Guidance).

This log book has been prepared to assist you in co-ordinating and maintaining a fire safety record keeping system for your premises.

There is no statutory requirement to maintain a fire safety log book, but the Fire Safety Order requires the responsible person to ensure that:

- All fire safety facilities, equipment and devices are maintained in efficient working order and good repair;
- Employees are provided with adequate safety training;
- Keep a written record of tests, maintenance and safety training which can be produced during an audit, to demonstrate that they are being carried out.

The most effective way of demonstrating compliance with fire safety legislation is to keep records, and a log book is one way of doing that.

Whilst this log book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The log book should be kept up to date and available for inspection by your local fire and rescue service when required.

It is good practice to keep it with any records relating to your current fire risk assessment.

Replacement log books can be downloaded from the Business Safety section of our web site at www.esfrs.org

Useful telephone numbers

In the event of fire - dial 999 get out and stay out

Building maintenance	
Emergency escape lighting maintenance and repairs	
Fire alarm maintenance and repairs	
Firefighting equipment maintenance and repairs	
Health and Safety Executive	
Local authority (Building Control)	
Local authority (Environmental Health)	
Local fire and rescue service (legislation)	
Signage maintenance	
Smoke control maintenance	
Sprinkler system maintenance and repairs	

Contact us

For **FREE** fire safety advice visit the **Business Safety** section of our website at www.esfrs.org

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 RECORDS

Notes for guidance on completing records

When completing records, ensure tests are carried out at the correct frequency and manufacturer's instructions are followed at all times.

Indicate whether a visual inspection or full test was carried out.

Record whether the test was carried out by a member of staff or a competent person/engineer.

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

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

Frequency of tests, training, maintenance and inspections

This list is not exhaustive and reference should be made to the current British Standard or equivalent.

Daily checks (not normally recorded)
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 detection and warning systems <ul style="list-style-type: none"> • Is the indicator panel showing 'normal'? • Are whistles, gongs or air horns in place (if applicable)?
Emergency escape lighting <ul style="list-style-type: none"> • Are luminaries and exit signs in good condition and undamaged? • Is emergency escape lighting and sign lighting working correctly?
Firefighting equipment and facilities <ul style="list-style-type: none"> • Are all fire extinguishers in place? • Are fire extinguishers clearly visible? • Are vehicles blocking fire hydrants?
End of business daily (not normally recorded)
Fire doors <ul style="list-style-type: none"> • Have you closed fire resisting doors? (held on electro-magnetic door holders)

<p>Electrical safety</p> <ul style="list-style-type: none"> • Have you switched off electric plugs and appliances?
<p>Arson prevention</p> <ul style="list-style-type: none"> • Check no combustible material is left lying around. • Check alarms and security lighting are switched on. • Are all doors and windows securely fastened? • Check no unauthorised persons are left on the premises. • Check external waste bins are locked away/secured away from the premises.

<p>Weekly (recorded)</p>
<p>Fire detection and warning systems</p> <ul style="list-style-type: none"> • Fire alarm test (actuation from a different break glass point each week)
<p>Fire doors</p> <ul style="list-style-type: none"> • Have fire resisting doors closed? (held on electro-magnetic door holders)
<p>Sprinkler systems (automatic)</p> <ul style="list-style-type: none"> • Inspection as per relevant British Standard* other automatic fire suppression systems (appropriate British Standard inspection)
<p>Miscellaneous equipment</p> <ul style="list-style-type: none"> • Pressurisation operation • Smoke control system operation
<p>Arson prevention</p> <ul style="list-style-type: none"> • Check external areas for build-up of rubbish, vegetation, location of waste bins and skips etc.

<p>Monthly (recorded)</p>
<p>Fire detection and warning systems</p> <ul style="list-style-type: none"> • Fire alarm (if automatic generator is used as part of the standby power supply)
<p>Emergency escape lighting</p> <ul style="list-style-type: none"> • Emergency escape lighting test (including auto start generator/simulated mains failure)
<p>Miscellaneous equipment</p> <ul style="list-style-type: none"> • Fire blankets • Pressurisation inspection • Smoke control system inspection

<p>Quarterly (recorded)</p>
<p>Sprinkler systems (automatic)</p> <ul style="list-style-type: none"> • Sprinklers inspection • Other automatic fire suppression systems
<p>Fire safety training and drills</p> <ul style="list-style-type: none"> • Night staff – fire instruction and drills

Six monthly (recorded)
Fire doors <ul style="list-style-type: none"> • Electro-magnetic door holders
Fire safety training and drills <ul style="list-style-type: none"> • Day staff – fire safety training and drills
Fire detection and warning systems <ul style="list-style-type: none"> • Fire alarm test (by competent person)

Annual (recorded)
Fire doors <ul style="list-style-type: none"> • Do all self-closing fire doors fit correctly?
Fire detection and warning systems <ul style="list-style-type: none"> • Fire alarm test
Emergency escape lighting <ul style="list-style-type: none"> • Full discharge test (full duration)
Firefighting equipment and facilities <ul style="list-style-type: none"> • Fire extinguisher test (annual test certificate)
Miscellaneous equipment <ul style="list-style-type: none"> • Fire blankets/hose reel test

Five yearly (recorded)
Fire detection and warning systems <ul style="list-style-type: none"> • Fire alarm wiring test

Periodic (recorded)
Fire detection and warning systems <ul style="list-style-type: none"> • Fire alarm
Fire safety training and drills <ul style="list-style-type: none"> • New staff – fire safety induction training

Fire detection and warning systems
(weekly/monthly/six monthly)

Record of tests

REMEMBER TO ISOLATE SYSTEM BEFORE TESTING

(If fire alarm is linked to an alarm receiving centre/monitoring centre)

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

Fire detection and warning systems
(weekly/monthly/six monthly)

Record of tests

REMEMBER TO ISOLATE SYSTEM BEFORE TESTING

(If fire alarm is linked to an alarm receiving centre/monitoring centre)

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

**Fire detection and warning systems
(weekly/monthly/six monthly)**

Record of tests

REMEMBER TO ISOLATE SYSTEM BEFORE TESTING

(If fire alarm is linked to an alarm receiving centre/monitoring centre)

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

Record of False Fire Alarms

Date	Time	Fire alarm call point/detector		Details of false alarm and action taken Category code: 1. Unwanted fire signal 2. Equipment false alarm 3. Accidental damage 4. Malicious false alarm 5. Good intent	Name of tester (print name)	Signature
		Location or number	Type fire/false alarm			

Fire Doors

Date	Door location or number	Details of defect and action taken	Name of tester (print name)	Signature

Fire Doors

Date	Door location or number	Details of defect and action taken	Name of tester (print name)	Signature

Emergency escape lighting

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 (date completed)	Name of tester (print name)	Signature

Emergency escape lighting

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 (date completed)	Name of tester (print name)	Signature

**Firefighting equipment and facilities
(monthly, annually)**

Record of tests

Fire extinguisher

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

Firefighting equipment and facilities
(monthly, annually)

Record of tests

Fire extinguisher

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

Firefighting equipment and facilities

Record of tests

Hose reel

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

Miscellaneous equipment

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

Sprinkler Systems

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

Fire Drills

Date	Nature of drill	Personnel or sections taking part	Evacuation time	All present at roll call?	Details of fault and action taken	Name of person responsible for drill (print name)	Signature

PART 2 - FIRE SAFETY GUIDANCE

Fire Risk Assessment

In England and Wales, if you are an employer, owner, landlord or occupier of a business or other non-domestic premises, you are responsible for fire safety and are known as the 'responsible person'. As the responsible person, there are certain things you must do by law under the Fire Safety Order, which is enforced by your local fire and rescue authority. The Fire Safety Order also applies if you have paying guests, e.g. if you run a bed and breakfast, guest house or let self-catering property. A fire risk assessment will help you determine the chances of a fire starting and the dangers from fire that your premises present for the people who use them and anyone in the immediate vicinity.

Much of the information for your fire risk assessment will come from the knowledge your employees, colleagues and representatives have of the premises, as well as information given to you by people who have responsibility for other parts of the building. A tour of your premises will give you an overview of the risks in your premises.

Further guidance can be found on the Department for Communities and Local Government (DCLG) website <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>. The Fire Safety Risk Assessment guides have been produced with specific business premises in mind. When carrying out a fire risk assessment for your premises, you should refer to the appropriate guide. This will allow you to make an informed decision on the current fire safety measures within your business by comparing it with the information given in the guide. Your fire safety risk assessment will need to reflect your findings and any measures put in place to address identified shortcomings.

It is important that you carry out your fire risk assessment in a practical and systematic way and that you allocate enough time to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used.

If your premises are small you may be able to assess them as a whole. In larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. areas such as kitchens or laundries, bedrooms, offices, stores, as well as corridors, stairways and external routes.

Under health and safety law (enforced by the Health and Safety Executive and the local authority) you are required to carry out a risk assessment in respect of any activities in your premises and to take or observe appropriate special technical or organisational measures. If your health and safety risk assessment identifies that particular activities are likely to involve the risk of fire or the spread of fire (for example in the kitchen or in a workshop) then you will need to take this into account during your fire risk assessment under the Fire Safety Order and prioritise actions required based on the level of risk.

You need to appoint one or more 'competent persons' to carry out any of the preventive and protective measures needed to comply with the Fire Safety Order. This person could be yourself, an appropriately trained employee or, where appropriate, a third party.

Carrying out your fire risk assessment

Your fire risk assessment should demonstrate that as far as is reasonable, you have considered the needs of all relevant people, including disabled people.

Step 1 – Identify the hazards within your premises

You need to identify:

- sources of ignition such as naked flames, heaters or some commercial processes
- sources of fuel such as built-up waste, display materials, textiles or overstocked products; and
- sources of oxygen such as air conditioning or medicinal/ commercial oxygen supplies.

Step 2 – Identify people at risk

You will need to identify those people who may be at particular risk, e.g.:

- people working near to fire hazards
- people working alone or in isolated areas (such as in roof spaces or storerooms)
- children or parents with babies, the elderly or infirm or disabled people

Step 3 – Evaluate, remove, reduce and protect from risk

Evaluate the level of risk in your premises. You should remove or reduce any fire hazards where possible and reduce any risks you have identified, for example you should:

- replace highly flammable materials with less flammable ones where possible;
- make sure you separate flammable materials from sources of ignition; and
- have a safe smoking policy.

When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.

Step 4 – Record, plan, instruct, inform and train

You will need to record the dangers and people you have identified as at particular risk in steps 1 and 2. You should also record what you did about it in step 3. A simple plan can help you achieve this.

Step 5 – Review and update

You will need to review and update your risk assessment at least once a year, but also if you become aware of any significant changes to your business such as new staff or building alterations, a new product or process. These circumstances should prompt you to take a look at you risk assessment and note any action points.

Emergency Action Plan

You will need to make an emergency plan tailored to your premises. It should include the action that you need to take if a fire occurs in your premises or any premises nearby. These instructions should be displayed so that they can be easily read by anyone entering your workplace.

Some of the things you may wish to include are;

- How to raise the alarm;
- Actions on hearing the alarm such as evacuation and exit routes;
- Who to call;
- Fire assembly point and roll call;
- Duties of any fire wardens;
- Locations of any fire extinguishers;
- A plan of the site.

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 endeavour to avoid this course of action by working with you, the premises owner/manager, to resolve any deficiencies and reach a satisfactory conclusion without resorting to formal enforcement action.

Fire safety audit

If your premises are audited you will be visited by one of our qualified fire safety inspectors, 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 inspector may walk around all or part of your premises, speak to your staff or inspect records, such as your fire alarm or emergency escape lighting test records. At the end of the audit your premises will be given a risk rating.

Deficiencies

If your premises have any fire safety deficiencies you will receive a letter from us listing the deficiencies and one suggested way or more of achieving compliance. The fire safety inspector 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 serious 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 to your premises would 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 www.cfoa.org.uk

You can request further details of our enforcement policy and procedures by writing to our Business Safety team at:

East Sussex Fire & Rescue Service,
Fire Station,
Whitley Road,
Eastbourne, BN22 8LA.

PART 3 - FIRE PRECAUTIONS

1. Fire Risks and Preventative Measures

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

Common Causes of Fires in Non-domestic Premises:

Arson

This 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, it is a major cause of fires in non-domestic buildings, particularly when premises are unoccupied. Further information on reducing the risk of arson can be found on www.arsoncontrolforum.org.uk

Contractors and visitors

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

Dangerous substances

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

Electricity

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
- regular 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

These can start a fire if placed near furniture or other combustible materials. Ensure that they are positioned carefully and used appropriately. Keep boiler houses clear of accumulations of combustible materials and avoid using them as extra storerooms.

If you have open fires on your premises, never use flammable liquids to light them, always have them securely guarded and have chimneys swept 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 that the burning site is securely guarded.

Rubbish

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 from the bins to the building and ensure that they do not obstruct either your escape routes or those of neighbouring premises. Make sure you have a proper waste management procedure in place and that waste is collected regularly by a licensed company.

Smoking

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.

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.

Fire alarm system

The fire alarm test should be carried out in accordance with the manufacturer's instructions and the current British Standard¹.

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, carry out routine testing, arrange for any maintenance works necessary and keep records of all faults, tests and maintenance in the log book.

¹ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

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 log book.

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

It is important that any fire alarm test 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, any defects should be recorded in the log book. Ensure that any faults receive the appropriate attention. Where provided, check that the connection to the monitoring centre is functioning correctly.

Weekly

Carry out a test and visual examination to ensure that the system is capable of operating under normal alarm conditions. To carry out the test, at the same time each week operate a different manual call point during normal working hours. Where appropriate inform the monitoring control centre prior to the test.

Note: Where the weekly test proves onerous, your local fire safety inspector may agree to a monthly test. However, this only applies to certain modern fire alarm systems that are tested by a competent person and where such a change of test frequency is supported by your fire risk assessment. No such agreement can be made where automatic door release mechanisms operated by the fire alarm system are installed. Where such devices are installed the fire alarm should continue to be tested on a weekly basis.

Monthly

Automatic door releases 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.

Six monthly

It is essential that the system is subject to periodic inspection and servicing so that hidden faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm actuations are identified and suitably addressed, and that the user is made aware of any changes to the building that affect the protection afforded by the system. These checks 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 details of these inspections and tests will depend upon the type and design of the system.

Fire detectors

Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard².

Carry out a regular visual inspection of each detector for damage, excessive accumulations of dirt, heavy deposits of paint or 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 500 mm is maintained below each automatic fire detector and they are not obstructed by any other means, e.g. layers of paint or build-up of dust in the detector head.

See Part 1 – 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 also seriously affect 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 and measures 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, e.g. fire-like phenomena, inappropriate action by people in the building or accidental damage, e.g. dust or dirt in detector heads, hot work in the vicinity of a detector or steam/fumes getting into a detector.

The term 'unwanted fire signal' is used to describe this type of false alarm and will distinguish it from a malfunction of the fire detection or alarm equipment where the term 'equipment false alarm' is used. 'Accidental damage' is used to record where an alarm/call point is damaged unintentionally.

² Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

'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 genuinely believing 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 further false alarms and any necessary action taken to eliminate false alarms as far as possible.

See Part 1 – FIRE SAFETY RECORDS for a template to record all incidents of false fire alarms/fire alarm actuations and enter one of the following Category Codes:

- 1. Unwanted fire signal**
- 2. Equipment false alarm**
- 3. Accidental damage**
- 4. Malicious false alarm**
- 5. Good intent**

4. Escape Routes

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

Daily

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

Emergency exits should never be locked when premises are in use, or blocked. You should be able to open fire exits fully, there should be no obstruction from the outside. Ensure that 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.

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 the public is admitted. 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. To ensure that external escape routes remain structurally sound, an inspection should be made by a competent engineer at not less than three-yearly intervals.

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

Make sure that the fire and rescue service can access your premises if they need to, remember that 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.

5. Fire Doors

Fire resisting and smoke resisting doors are important features 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.

Inspection of fire doors

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

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

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

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

6. Emergency Escape Lighting

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

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 Standard³. This person should have sufficient knowledge 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 recharging period, all tests should be undertaken at times of minimum risk to allow for battery recharge.

Daily/weekly

Carry out a visual check of any central controls. All checks, tests and maintenance, including any discovered faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded. The following should be checked:

- That luminaires and exit signs are in good condition and undamaged;
- That emergency lighting and sign lighting is working correctly;
- That charging indicators (if fitted) are visible.

Monthly

Self-contained luminaries

Simulate failure of the normal lighting for long enough to check that 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, the correct operation of system monitors should also be checked.

Annually

A full service of the emergency escape lighting should be carried out ensuring all luminaires are checked once the power is isolated and after the power is restored.

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 of engines to start up readily often arises from poor maintenance or defects in the starting battery or 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.

³ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

See Part 1 – 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.

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. The signage will need to be appropriate for anyone who may use the premises. Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed, enabling relevant people to see them in an emergency.

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.

The firefighting equipment, e.g. fire extinguishers and hose reels are required to be tested and serviced by a nominated competent person in accordance with the manufacturer's instructions and the current British Standard⁴.

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 at least quarterly) carry out the usual daily check but also check that 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, legible and face outwards. Make sure that the seals and tamper indicators are not broken or missing. If extinguishers are sited in exposed locations or in an area particularly susceptible to theft or damage, these checks should be carried out more frequently. You should replace any unavailable or damaged extinguishers.

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 Standard⁵.

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:

⁴ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

⁵ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

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)	every 10 years after 20 years at intervals not exceeding 5 years
Carbon dioxide CO ₂ (all types)	every 10 years after 20 years at intervals not exceeding 5 years)

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 Standard⁶.

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 made 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 it's in good condition and that all couplings and the nozzle are watertight. A flow test should be carried out to ensure a steady and sufficient flow (the 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 1 – 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.

The installer of the automatic fire sprinkler system (sprinkler) should provide you with an inspection programme of checks on 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.

⁶ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

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 under articles 17 (maintenance) and 29 of the Fire Safety Order.

Daily

If the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from the 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

- The following checks should be made: Take water and air pressure gauge readings on installations, trunk mains and pressure tanks and record readings;
- Check water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and record levels;
- Check that each water motor alarm has 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;
- If automatic pumps are powered by diesel engines, check 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 is sufficient and if the density is low that the battery charger is working correctly. Ensure that the affected cells are replaced;
- Check the operation of the mode monitoring system for stop valves in life safety installations;
- Check 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 a remote staffed centre) for automatically monitored connections;

- Check 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

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 potential incidents safely and effectively and to minimise the impact of a fire in your building. Facilities provided may include 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 buildings 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 Standard⁷.

The fire and rescue service or local authority building control 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 1 – 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.

⁷ Further information on British Standards can be found by visiting the British Standards website www.bsi-global.com

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 and 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 a fire is small and the 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.

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 on 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. Fire drills should be carried out:

At periodic intervals appropriate to the nature of the risk (minimum of one safety drill each year is recommended); and

All employees **MUST** evacuate the premises regardless of seniority or commitments during a fire drill.

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 panelling 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.esfrs.org

Disclaimer

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