

FIRE PRECAUTIONS LOGBOOK



ADDRESS OF PREMISES

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FIRE CERTIFICATE No. (where applicable)

LOCATION OF LOG BOOK

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USEFUL TELEPHONE CONTACTS

In Emergency dial	999		
Fire Safety Department	647303		
Emergency Service Control Room	697327		
Fire Safety Officer			
Fire Extinguisher - Repairs etc.			
Emergency Lighting - Repairs etc.		02037976355 / 07379090377	
Fire Alarm – Repairs etc.		02037976355 / 07379090377	
Building Maintenance			

NOTES ON TEST PROCEDURES AND FREQUENCIES ETC.

If a fire certificate is in force for the premises it should be checked as the following procedures and frequencies may differ.

** Indicates an entry should be made in the Fire Precautions log book.*

FIRE EXTINGUISHERS

* **Monthly inspection** to ensure that they are in their proper position and have not been discharged or lost pressure (those fitted with pressure indicator), or suffered obvious damage.

* **Annual inspection.** All extinguishers should be serviced annually by a competent person.

FIRE ALARM

It is important that the operations of testing do not result in a false signal of fire.

Daily inspect the panel for normal operating of the system. Where provided, check that the connection to the remote manned centre is functioning correctly. * **Carry out a weekly test (monthly for premises containing flats)** and examination to ensure that the system is capable or operating under alarm conditions.

Operate the system in rotation from different break glass points.

* **The system should be serviced by a competent person annually.**

AUTOMATIC DOOR RELEASES CONNECTED TO FIRE ALARM SYSTEM

* **Weekly**, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.

EMERGENCY LIGHTING

Because of possible failure all tests should be undertaken at all times of least risk.

Regularly inspect the system for cleanliness particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

* **Monthly test** of self contained luminaries by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function.

* **The system should be serviced by a competent person annually.**

FIRE INSTRUCTIONS

* **During the first month of employment**, instruction should be given in respect of the action, purpose etc., of the following; Discovering a fire, Hearing the fire alarm, The assembly point, Calling the fire service.

* **All staff should receive regular fire safety training and records kept.**

FIRE DRILLS

At intervals shown below, drills should be conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning given other than to specific staff for the purpose of safety. The fire alarm should be operated on instructions of management.

Inform the Fire Service before and after carrying out a fire drill.

* **Six monthly for residential premises, places of public entertainment, large shops and departmental stores.**

* **Yearly for industrial and commercial premises.**

SPRINKLER SYSTEM

***The sprinkler system should be subject to an annual inspection** and test by a suitably qualified and experienced sprinkler contractor to ensure the following:

- A. The sprinklers' heat sensing capacity and their spray pattern is not impeded;
- B. The minimum flow rate recommended in the BS is achieved at the drain and test valve;
- C. The alarm is effective and can be heard in all parts of the building;
- D. The system has not been modified except in accordance with the BS.

For the method of testing sprinkler installations the contractor is to be referred to the British Standards BS 9251:2005 for residential and domestic systems, and BS EN 12845 for commercial systems.

NOTE: For full information on test procedures, the relevant British Standard should be adhered to. Where necessary, consult the Fire Service.

***All the above tests should be recorded in the Fire Precautions log book.**

SHORT GUIDE TO REDUCING FALSE ALARMS & UNWANTED FIRE SIGNALS FROM AUTOMATIC FIRE DETECTION SYSTEMS

Main Causes of False Alarms / Unwanted Fire Signals

1. **Cooking fumes** – Smoke detectors located in corridors outside kitchens where the fire door has been held open can be activated by cooking fumes. Fire doors should not be wedged or held open.
2. **Steam and aerosol sprays** – keep sources of steam away from detector heads, smoke detectors should not be positioned near bathrooms and never spray aerosols near detectors.
3. **Contamination of detector** – by ingress of insects, dust etc. Always keep fire alarm detectors clean and maintained.
4. **Incorrect type of detector** – ensure that the correct type of detection is utilised for the use of the area and risk to be covered. Advice is available from the Fire Safety Department if the use or contents of a room is to be altered.
5. **Contractors working on site** – may cause dust or electrical disturbances which affect the fire alarm system. Prior to the start of any works, ensure that contractor's activities will not affect the fire alarm system.
6. **Failure to notify the alarm monitoring centre** – If the fire alarm system is to be tested or maintained, always contact the ESJCR (Emergency Services Joint Control Room) before and after the test on 697327 and inform them.
7. **Unsatisfactory maintenance / testing programme** – fire alarm systems should be cleaned and tested periodically, ensure that a suitable and sufficient maintenance programme is established. (refer to previous section)
8. **Incorrect positioning of a detector** – make sure that the position of the detection is not affected by excessive air movement due to mechanical heating, ventilation or open windows. Have your system checked by an engineer to ensure the correct positioning of the detection.
9. **Lack of effective management** – a responsible person should take responsibility for the management of the fire alarm system. This should include its testing, maintenance and recording of the results in the log book.
10. **Human activity** – the biggest cause of false alarms are people, they need to be made aware of their responsibilities and that their actions may have an effect on the fire alarm and the detection systems.

***False alarm and unwanted activations of the fire alarm system must be recorded in the relevant section of the Fire Precautions log book.**

FIRE ALARM SYSTEM – RECORD OF TESTS

[illegible]

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[illegible]

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[illegible]

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FIRE ALARM SYSTEM – RECORD OF TESTS

[illegible]

FIRE ALARM SYSTEM – RECORD OF TESTS

[illegible]

EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

[illegible]

EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

[illegible]

EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

[illegible]

FIRE EXTINGUISHERS – RECORD OF TESTS

[illegible]

FIRE EXTINGUISHERS – RECORD OF TESTS

[illegible]

FIRE ALARM SYSTEM ACTIVATIONS

[illegible]

FIRE ALARM SYSTEM ACTIVATIONS

[illegible]

FIRE INSTRUCTIONS – RECORD OF WHEN GIVEN

[illegible]

FIRE SAFETY INSPECTIONS AND FIRE SERVICE VISITS

[illegible]

3.0 RECORDS OF FIRE DRILLS AND TRAINING

It is recommended that FIRE EVACUATION DRILLS be conducted *at least once a year*.

Training

All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.

Any special needs for those less able must be taken into account.

Staff Training should include:

- Action to be taken upon discovering a fire
- Action to be taken upon hearing the fire alarm
- Raising the alarm including location of call points
- Correct method of calling the fire service
- The location and use of fire fighting equipment
- Knowledge of escape routes including stairways not in regular use
- Knowledge of the method of special emergency exit fastenings
- Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers)

Newly appointed staff must receive suitable training and be made aware of the means of escape and fire procedures at the commencement of their employment.

RECORD OF FIRE DRILLS

[illegible]

RECORD OF TRAINING

[illegible]

RECORD OF TRAINING

[illegible]

4.0 OTHER ITEMS FOR CONSIDERATION

- **Electrical circuit 5-yearly fixed installation inspection and test**
- **Routine Portable Appliance Testing (PAT)**
- **Heating system routine maintenance**
- **Kitchen equipment routine maintenance**
- **Lightning protection system maintenance**
- **Security of the site against arson and proximity of combustibles to the premise e.g. bins.**
- **Control of contractors that includes a safety brief with instruction for action in the event of fire.**
- **Good housekeeping and the correct storage of combustible and hazardous materials.**

5.0 SITE SERVICES LOCATION PLANS (If appropriate)