PTS COMPLIANCE
HEALTH & SAFETY SERVICES & TRAINING

Fire Precautions

Logbook 2023

Company Name	
Building safety manager	
Premises Address	
Post Code	
Logbook start date	
To be retained on site by	

Useful Telephone Contacts

In an emergency call 999

Service	Name/Company	Contact details inc emergency callout
Fire Extinguisher Maintenance/Servicing	**PTS Compliance**	**0800 644 5400**
Emergency Lighting	**PTS Compliance**	**0800 644 5400**
Fire Alarm system	**PTS Compliance**	**0800 644 5400**
Building Maintenance		
Fire risk assessment	**PTS Compliance**	**0800 644 5400**

CONTENTS OF LOGBOOK

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Guide to Recording your data

You should record all events in the logbook, for example, you should record the date and time of:

- Genuine alarms (with location of trigger device and cause, if known)
- False alarms (with location of trigger device and cause, if known)
- Evacuation practices and drills
- Fire safety equipment maintenance and testing (e.g. alarms, firefighting equipment, emergency lighting, fire suppression, fire doors)
- Defects, faults, and related remedial work
- Checks and inspections carried out by you or the servicing/maintenance provider
- Periods of fire safety provisions which are removed disabled or disconnection and any interim action taken

In addition, you should record any alterations to systems and equipment, either temporary or permanent. This would include temporary alterations to the fire detection and fire alarm systems made to reduce the likelihood of false alarms, for example, due to contractors' works which generate dust, fumes or smoke.

Temporary alterations to fire detection and fire alarm systems may include:

1. Replacement of smoke detectors with heat detectors (if system suitable)
2. Provision of temporary screening between work areas and detectors
3. Provision of temporary covers, e.g. plastic bags, to prevent ingress of contaminating matter

The effectiveness of the system will be affected to some extent by any of these alterations and manual surveillance may be required. All matters relating to temporary alterations should be recorded, as should reinstatement of the system upon completion of the work.

Disclaimer

This Logbook is intended as a general guidance and is not a substitute for detailed advice in specific circumstances.

Other fire protection systems may exist within your premises which may require regular maintenance but are not included within the sections of this logbook. You should consult your service provider for details.

Although great care has been taken in the compilation and preparation of this Logbook to ensure accuracy, FRA cannot in any circumstances accept responsibility for errors, omissions or advice given or for any losses arising from reliance upon information contained in this publication.

Fire Alarm Systems – BS 5839

Fire Alarm

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

It is good practice to make note of any false alarms to highlight potential errors in the system or malicious damage

When testing the fire alarm, it is important to ensure a signal is not sent to the emergency services, initiating an unnecessary attendance.

- **Daily** inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.
- **Weekly** test and examine to ensure that the system is capable of operating under alarm conditions, namely:
- Operate trigger device (Manual call point or detector) end of line switch on a zone circuit. Zones should be tested in a strict rotation; each zone being tested at least **quarterly for a monitored system** and **weekly for an unmonitored system**. Each time a zone is tested a different trigger device should be used.

Quarterly/annual inspection and test:

- Examination of batteries and connection, including electrolyte level. This should be carried out by the installer, or by an employee who has received training from the installer.

Fire Detectors

Weekly visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All detectors should be checked for correct operation and sensitivity in accordance with manufacturer's instructions.

Automatic Door releases connected to Fire Alarm System

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

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Weekly Test Record

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action taken	Signature
	Call Point	Satisfactory Yes/No	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No		

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action taken	Signature
	Call Point	Satisfactory Yes/No	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No		

Quarterly Examination Record (Batteries and Connection)

Date	Satisfactory Yes/No	Faults (specify)	Completed by	Signature

False Alarms

Date	Time	Zone	Device triggering false alarm	Cause	Why false alarm occurred (details)	Callout required and any maintenance required	False alarm type	Further action identified	Date action completed
Example	*03.30*	*4*	*Call Point instores*	*Damage to call point by fork truck*	*Relief driver not familiar with controls*	*Yes*	*U*	*Staff Training*	*Ex*

***False alarm types are: U=Unwanted Alarm E=Equipment M=Malicious G=Good Intent

Emergency Lighting Systems – BS 5266

Emergency Lighting

Emergency lighting is a very important element of Means of Escape from fire and must be installed in accordance with the British Standard Specification **BS 5266.** It is important that it is installed by an electrical company that is familiar with the British Standard and is able to provide a completion certificate when the installation is fulfilled.

There are two types of Emergency lighting, both require monthly testing as follows:

Central Battery Systems (slave)

A Central Battery System for Emergency Lighting, is where the backup power source for the Emergency and Exit Lights is provided centrally. Therefore, each Emergency and Exit Light does not need to have a battery or super capacitor of their own.

- **Each month**, it should be arranged for the batteries to supply the emergency lighting system, by simulation of a failure of the normal power supply and lighting. This should be for a continuous period of at least 1 hour.
- During this period all luminaries and / or signs should be checked for proper function.
- At the end of this period, the system should be restored to normal operation and the charging arrangements checked, for proper function.

Self-Contained Luminaries and Internally Illuminated Signs.

The self-contained luminaire, contains all the essential components (i.e. battery, charger, control unit, lamp, diffuser and any test or monitoring facility) for it to function as an independent emergency light.

Once a month This is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004. The duration of the test should be sufficient to ensure that the luminaire operates correctly, whilst minimising any damage to the system components. **Once a year** - The annual test should be a full rated duration test to ensure that the emergency lights are still working and producing the acceptable level of light at the end of the test. For example if a luminaire is rated for a 3 hour duration, then after 3 hours in an emergency situation the light should still be lit. These tests should be carried out by a qualified person.

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Test Record

	Date	Duration of Test	All Signs Satisfactory Yes / No	Fault (Specify) and action taken	Fault Cleared	Signature
M1						
M2						
M3						
M4						
M5						
M6						
M7						
M8						
M9						
M10						
M11						
Annual Test						

Fire Fighting Equipment
Record of Tests BS 5306

Portable Fire Extinguishers

Portable fire extinguishers enable suitably trained people to tackle a fire in its early stages – **ONLY if they can do so without placing themselves in danger**. However**, their principal use is to assist in the means of escape of people from a building during a fire incident.**

It is our recommendation that all efforts should be focused on the operation of the fire alarm and the effective use of Fire Wardens to assist in the evacuation of the building.

There are two types of inspection required for Portable Fire Extinguishers

1. **Routine Inspection by the Owner/Employer**

   It is recommended that regular inspections of all extinguishers, spare gas cartridges and replacement charges should be carried out by the owner/employer or by their representative.

   Basic inspection procedures for **portable extinguishers** should be carried out on a **Monthly** basis and include:

   - Make sure that appliances have not been moved and are in their proper position, Ensure they have not been obstructed and it has the correct signage, which is visible.
   - Checking the safety clip and indicating devices to determine whether the extinguisher has been operated or discharged. In the case of extinguishers fitted with a pressure indicator, check the pressure
   - Checking the extinguisher for any external corrosion, dents or other damage that could impair the safe operation of the extinguishers.

   The user should replace extinguishers not available for use, with serviceable extinguishers.

2. **Annual Inspection, Service and Maintenance by a Qualified Person**

   The owner/employer should ensure that all extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in the **British Standards 5306**.

   These procedures should be carried out **at least annually**, by a qualified person, capable of conducting them according to the recommendations of this code and any special procedures, recommended by the manufacturers - using the recommended tools, equipment and materials.

   Servicing should be carried out by a qualified person as follows:

- Basic annual service
- Extended service every five years (see below)
- Overhaul/replacement every 20 years

A Service Should Include:

- Checking the functioning of the pressure-indicating devices, where fitted, of stored pressure portable fire extinguishers, according to the instructions of the extinguisher supplier or holder of the approval.
- Performing the test discharge or empty all portable fire extinguishers, except the halon type.
- Look in detail for corrosion, dents or damage. For this check the head cap and valves, the indicators and the discharge hose and nozzle.
- Inspecting the body internally in detail for corrosion, dents or damage that will affect the lining of the extinguisher. If you are in doubt about this please contact your Extinguisher supplier or Maintenance Company.
- Checking all closures for thread wear, damage and coating as applicable.
- Returning to operational conditions, reassembling the portable extinguisher.

Please note: Extinguisher maintenance companies will carry out this test as part of their service/maintenance agreement with your company. **This is for guidance only**; all testing should be carried out by a qualified person.

P50 Fire Extinguishers

Routine Inspection by Owner/Employer

P50 extinguishers, just like any other extinguisher must be visually inspected throughout the year for damage or discharge. See guidance at the beginning of this section on routine inspection of fire extinguishers.

Annual Inspection

P50 extinguishers can be visually inspected by any person following the manufacturer's simple visual inspection instructions. The annual visual check is then simply recorded on the back of the extinguisher (using a permanent marker) and in this logbook.

1. Annual visual inspection:

   Visually inspect the extinguisher, checking for any signs of tampering or damage and ensure that the tamper seal is still in place. Using a clean cloth remove any dust and dirt that may have built up on the extinguisher's body

2. Check the manufacturing date:

   Check the manufacturing date of the extinguisher, this is either indicated by the coloured plug in the side of the nozzle holder or printed on the underneath of the extinguisher.

3. Check the pressure indicators:

   Visually check that the needles in both pressure indicators are in the green. Hold a magnet underneath the front pressure indicator (located directly under the safety pin) and move it from side to side so that the needle follows it. Release the magnet and ensure that the needle returns to the green area of the indicator.

Please note: If one of the indicator needles is in the RED section, notify the extinguisher supplier so that it can be replaced.

Fire Hose Reels - BS EN 671-3, BS 5306-1, BS 9990

Fire hose reels require regular (recommend monthly), visual examination by a competent person. Also, an annual flow rate test and a pressure test are required. The fire hose must be pressure tested every five years. The test details should be recorded on a service label attached to the reel.

Fire Blankets

1. **Routine Inspection by the Owner/Employer**

   Just like extinguishers, fire blankets should be check regularly by someone onsite. This includes inspecting the blankets to make sure they are in the correct place and are unobstructed and accessible. The blankets should also be checked for any visual damage, including building up of grease or degradation due to its environment. Tamper proof seals (if any) should be checked.

2. **Annual Inspection, Service and Maintenance by a Competent Person**

   The responsible person should make sure that a basic annual service is carried out by a competent person. After each service the date should be recorded on the label. There are no legal requirements on how long fire blankets can be kept before being replaced. The manufacturers guidelines must be followed for each blanket – eg 5 or 7 years between replacements. It is **imperative** that blankets be replaced after each use.

Test Record

****Item code = E Extinguisher/FB Fire Blanket/HR Hose Reel**

	Date & Item**	Result of Inspection or Test		Fault Rectified (Date)	Signature
		Satisfactory / Fault	Remedial Action Taken		
M1					
M2					
M3					
M4					
M5					
M6					
M7					
M8					
M9					
M10					
M11					
Annual Test					
Annual Test					

	Date & Item**	Result of Inspection or Test		Fault Rectified (Date)	Signature
		Satisfactory / Fault	Remedial Action Taken		
M1					
M2					
M3					
M4					
M5					
M6					
M7					
M8					
M9					
M10					
M11					
Annual Test					
Annual Test					

Other Fire suppression systems

Other forms of Fire suppression include:

- Sprinklers – BS EN 12845/BS 9251
- Water mist – BS DD 8489/DD 8458
- Foam suppression – BS EN 13565-2
- Kitchen Suppressant – Consult Equipment provider for service requirements

Consult the manufacturers advice on the maintenance and testing requirements for these systems and log any servicing/faults/remedial works.

**Item code = S Sprinkler/WM Water Mist/FS Foam Suppression/K Kitchen

	Date & Item**	Result of Inspection or Test		Fault Rectified (Date)	Signature
		Satisfactory / Fault	Remedial Action Taken		
M1					
M2					
M3					
M4					
M5					
M6					
M7					
M8					
M9					
M10					
M11					
Annual Test					
Annual Test					

Fire Safety Training

Failure of people to react correctly has been associated with many fires that have resulted in serious loss of life.

Formal training, should be given verbally to new employees, as soon as practicable after their employment, with the objective of imparting sufficient information on the relevant fire risks, fire prevention measures, fire protection measures and fire procedures in the building, to ensure the safety of employees from fire. This should be followed up by annual refresher training.

NOTE Fire safety induction training also assists in preventing employees from inadvertently putting other occupants of the premises at risk from fire.

At the intervals detailed below, instruction should be given to include at least the following:

- discovering a fire,
- hearing or sounding the alarm,
- assembly points,
- calling the fire brigade,
- making power supplies safe etc,
- use of fire alarms and fire extinguishers
- the means of escape routes.
- possible Fire hazards & how to reduce risks

Employees should also be made aware of any company Fire safety policies and Emergency Plans, which may include:

- Personal Emergency Evacuation Plans (PEEP)
- General Emergency evacuation Plan (GEEP) in the case of premises which are open to the General Public
- Progressive Horizontal Evacuation strategy (PHE)

Recommended

- First month of employment – two instruction periods
- Three monthly for all staff on night duties
- Six monthly for staff on day duties

Nature of Instruction

- Commencement of Employment
- Annual Refresher
- Hazardous Processes (If relevant)

Training Log

*****photocopy this page if more required**

Date	Person/Department Receiving Instruction	Nature of Instruction	Instruction Duration	Signature of Instructor

Fire Wardens

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. The risk of the premises and the number of occupants, can determine if you require Fire wardens and how many you need. You must ensure that you have sufficient to cover holidays and sickness, for both day and where required night time.

A Fire Wardens duties can include:

- Checking fire alarms are in working order and clearly visible. This should be carried out once per week at least.
- Checking emergency exits are clear of obstructions and can be opened easily in an emergency.
- Ensuring that fire extinguishers are visible and are regularly serviced.
- Checking fire doors are in working order and are kept closed.
- Ensuring emergency lighting is functional. This should be checked once per month.
- Is there adequate fire safety signage? Signage should be visible and securely fastened to the wall.
- General housekeeping practices. For example, are sources of heat kept apart from sources of fuel?
- Ensure all electrical equipment is PAT tested.
- Staff induction. All staff should undergo fire training, both new recruits and existing members of staff. This should be refreshed on a yearly basis.
- Carry out annual fire drills. This can help to cement training and check that all employees know what to do in an emergency fire situation.
- Maintain records. All fire safety activities should be recorded and monitored. Any hazards should be noted and rectified, which should also be logged.

Nominated Fire Wardens

****Note – Training must be refreshed every 3 years.**

Name	Location	Date of Training

Fire Drills

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

NOTE - Do not call the fire brigade for the purpose of a drill.

- Fire drills should be **six monthly** for places of public entertainment, large shops and departmental stores.
- **Yearly** for industrial and commercial premises.
- In the case of high-risk premises or where a Phased or Progressive Horizontal evacuation is required, regular drills should be carried out to ensure all members of staff are familiar with the strategy and their roles. It should also ensure that evacuation to a point of relative safety is within an acceptable time. (Aim should be 2.5-3 minutes to a point of relative safety, then further time to evacuate to a place of ultimate safety)

Drills Log

Date	Nature of Drill / Person/Sections Affected	Nominated Person in Charge	Evacuation Time	Problems Encountered & solution	Signature

Means of Escape

Guidance on the inspections and checks of fire doors and escape routes is given in BS 8214, BS 7273-4 and the Fire Doors BS476.

Fire Doors and Means of Escape

- **Internal fire doors are provided to prevent the spread of fire, heat and smoke.**
- **Keep them closed at all times and never wedge them open or remove self-closing devices.**
- **Keep corridors and stairways clear of storage and waste material.**
- **Ensure that final exit doors can be readily opened from the inside without the use of a key and are clearly signed on the outside.**
- **Keep areas outside the final exit doors clear of obstruction at all times.**
- **Ensure all final exits lead to a place of safety.**
- **Always ensure that exits and access thereto, which are not in normal use, are clearly indicated with the exit signs visible from the furthermost part of the room**.

Fire Doors

Internal Fire Resisting Doors

This type of door is designed and constructed to perform a specific task, which is to resist the passage of fire, for a minimum time scale - normally 30 minutes. In some buildings such as hospitals or hotels, the resistance time could be at a higher level, such as 60 minutes (1hr) or 120 minutes (2hrs). Occasionally older doors were constructed to 20 minutes fire resistance.

To ensure the operation and integrity of the doors are maintained, it is important to incorporate the inspection of these doors, into a maintenance programme. The visual inspection should be carried out **every 3 months**, by personnel such as maintenance staff or fire wardens (for low footfall areas use 6 monthly tests).

These doors have a number of features that require inspection:

- The door is made from solid wood, generally without any holes or orifices other than for windows. The door needs to be undamaged, of the correct fire resistance, close fitting into the rebate and with gaps of no more than 3mm.
- Where glass and/or other materials are used, they should be fire resisting to the same resistance as the door and installed by competent joiner or maintenance personnel. The glazing will be Georgian wired steel glass or plain glass, with a symbol etched on to each pane, to confirm it is fire resisting glazing.

- All fire resisting doors located along a Means of Escape, i.e. corridors and stairwells, will be fitted with a self-closing device. Each self-closer should be tensioned sufficiently, to ensure the door/s closes fully into the door frame.
- Many doors will be fitted with intumescent strips and smoke seals. It is essential these devices are inspected regularly to ensure the seals remain serviceable and intact.
- The hinges on the door should be inspected to ensure all fixings are in a good state of repair. Hinges must be checked for correct identification markings. Standard height fire doors, should have a minimum of 3 hinges, to prevent the door warping in a fire.
- These doors should not be wedged or held open with any type of object, other than an approved device designed for the purpose - E.g. An electronic magnetic device, designed to hold open a fire door which is in use regularly. Once installed, the unit is linked to the fire alarm. On operation of the alarm, the magnetic device releases the door and allows it to close automatically.

Internal Fire Resisting Doors Record

Date	Door Number or Location	Satisfactory Yes/No	Remedial Action	Signature

**Please photocopy page if required

Date	Door Number or Location	Satisfactory Yes/No	Remedial Action	Signature

Fire Exit (Final Exit) Doors

Fire exit doors are located on the outside wall of a building. They serve one primary function:

- to assist the occupants of a building to effectively evacuate to a point of ultimate safety (outside the building), without the use of a key.

To ensure this facility is available at all material times requires periodic inspection and maintenance to take place. A visual inspection should be carried out every 3 months by personnel, such as maintenance staff or fire wardens (for low footfall areas use 6 monthly tests).

The features requiring inspection are:

- The doors should be free from obstructions from either side. Particular attention should be applied to ensure the outside area is always clear.
- Generally, fire exit doors should open in the outward direction, which will ease the flow of people out of the building.
- These doors should be equipped with only one approved locking mechanism, which will allow the door to be opened easily, without the use of a key.
- Ensure all fixtures and fittings of the door(s) are inspected to ensure the door opens and operates effectively.
- Once the doors are in the open position, the occupants should have the facility to move freely and completely away from the building safely.

Fire Exit (Final Exit) Doors Record

Date	Door Number or Location	Satisfactory Yes/No	Remedial Action	Signature

**Please photocopy page if required

Date	Door Number or Location	Satisfactory Yes/No	Remedial Action	Signature

Additional points to consider for the means of escape is the actual route including:

Externally

- Is emergency lighting required to illuminate the escape route and is it sufficient?
- The external escape route should be clear of foliage or other difficulties, which may impede a person's ability, to move easily away from the building.
- The route should not lead into an enclosed area, like a courtyard or passage way, which may be secured by a locked gate or door.

Internally

- The escape route should be kept clear at all times and be free of combustible items
- All doors leading onto the means of escape should be kept shut or have devices to allow them to close on activation of the fire alarm.
- Directional signage should be clear, unobscured and lead to a final exit, via the safest and most direct route.
- Route must be well lit, especially where there is a change of levels.

Emergency route record

Date	Type of check	Action taken if required	Signature
Example	*Internal/external escape route*	*Escape route all clear.*	*Example*

Gas Systems and Appliances

All gas appliances and flues installed should be maintained in a safe condition, so as to prevent risk of injury to any person. Appliances and flues should be serviced within 12 months of being installed and at intervals of not more than 12 months.

Date	Appliance	Satisfactory? Yes / No	Remedial Action	Tested By	Signature

Kitchen Equipment

It is recommended that the extractor fans and trunking are subject to a system of routine maintenance and cleaning, which is to be recorded in the Fire Safety Log Book. Oil and grease deposits may accumulate within the trunking creating a serious fire hazard.

Date	Appliance/Equipment	Satisfactory? Yes / No	Remedial Action	Tested By	Signature

Mechanical Machinery

Mechanical machinery that is not regularly maintained presents a potential fire hazard. This may lead to overheating of bearings or components by friction or the production of sparks.

Date	Appliance/Equipment	Satisfactory? Yes / No	Remedial Action	Tested By	Signature

Fire Incidents Log

Date	Description of incident & any action taken	Fire service attended Y/N	Details of any injuries	Signature

Table of Responsibilities

*for use if there are multiple duty holders

Aspect of fire safety management	Agreed responsibilities				
	Owner/landlord	**Housing provider**	**Managing agent or facilities managers (if different from housing provider)**	**Care provider**	**Commissioner of services**
Lead duty holder					
Building fire risk assessment					
Person-centered fire risk assessment (where appropriate)					
Testing of fire alarm system					
Maintenance of fire alarm system					
Testing of emergency lighting					
Maintenance of emergency lighting					
Testing of sprinkler system					
Maintenance of sprinkler system					
Testing of smoke vents					
Maintenance of smoke vents					
Testing of door release mechanisms					
Maintenance of door release mechanisms					

Testing of social alarm system					

Maintenance of social alarm system					
Routine housekeeping inspections, including checking fire doors, fire exit doors and condition of fire extinguishers, etc.					
Maintenance of fire doors					
Maintenance of fire extinguishers					
Maintenance of rising mains					
Maintenance of lightning protection system					
Provision of fire safety information to new residents					
Ongoing engagement with residents regarding fire prevention					
Ongoing engagement with residents to remind them of fire procedures					
Fire drills (if applicable)					
Maintaining a record of the fire safety arrangements					
Ensuring that fire procedures are up to date					
Liaison with local fire and rescue service crews					
Training of staff					
Inspections during contractors' works					
Provision of information to outside contractors					

Recording false alarms					
Holding of relevant records re testing maintenance, training, drills, etc.					