



Fire Safety Log Book

Premises Name _____

Date (from) _____ **Date (to)** _____

CONTENTS OF LOGBOOK

Useful Telephone Numbers	See Below
Fire Safety Advice	Page 2
Visit by Fire Brigade Officer (Log)	Page 4
Fire Alarm Systems	Page 5
Firefighting Equipment	Page 8
Emergency Lighting Systems	Page 10
Fire Instructions	Page 12
Fire Drills	Page 14

Replacement Log Book available at: www.clevelandfire.gov.uk/business

USEFUL TELEPHONE NUMBERS

Fire Safety Department	
Fire Alarm Engineer	
Emergency Lighting Engineer	
Fire Extinguisher Servicing	
Alarm Receiving Centre	

Fire Safety Advice

The advice given below is intended to assist you and your staff in preventing an outbreak of fire, or if a fire does occur, assist you in preventing injury or unnecessary damage to the premises.

GENERAL

Means of Escape

Fire doors are provided to prevent the spread of heat and smoke. Keep them shut when not in use and never wedge or prop 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.

Keep areas outside final exit doors clear of obstructions at all times.

Always ensure that exits and access thereto, which are not in normal use, are clearly indicated, with the exit signs visible from the furthest part of a room.

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.

Fire Extinguishers/Hose Reels

These are intended for fires in the early stages. Ensure that all staff knows where the extinguishers are sited and how to operate them safely.

Always ensure they are inspected and maintained regularly.

Emergency and General Lighting

Ensure that all lighting systems are checked and maintained regularly. Replace any defective luminaries or components immediately.

Instructions to Staff and Guests

Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:

- Raise the alarm
- Call the Fire Brigade
- Know when not to tackle a fire
- Use a fire extinguisher correctly and safely
- Know the correct evacuation procedures for the premises
- Are aware of the contents of the Fire Risk Assessment

Courses are available through Cleveland Fire Brigade's Community Interest Company, dependent on numbers, contact them on info@cfbriskmanagement.com

Guests

Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency. Premises that take in foreign guests should have their Fire Action Notices printed in the appropriate language(s).

Electrical Installations

The misuse of electricity is a major cause of fire. Old wiring should be regularly checked and renewed if necessary. You may need another ring circuit to cope with the increasing number of electrical appliances you want to use.

Ensure you always use the correct fuse. Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

Heating

Keep boiler houses clear – do not use them as an extra storeroom.

Keep portable appliances away from furniture and combustible materials.

Open Fires

Do not use flammable liquids to start fires. Always keep them securely guarded. Sweep chimneys twice per year, more if wood is burned.

Smoking Materials

- Be vigilant in areas where people smoke and provide adequate ashtrays
- Before leaving rooms which will be unoccupied for long periods, or in which people will be sleeping, make a final check for any lighted cigarette ends. These may have fallen into the recess of an armchair, or on the bedclothes when someone fell asleep
- Empty all ashtrays into a non-combustible waste receptacle and ensure that all debris is fully extinguished

BUSINESS PREMISES

Be aware of the common fire causes:

ELECTRICITY	It is a source of heat, get faults repaired immediately by a competent electrician. Switch off appliances after use
RUBBISH	Fires love rubbish – get your rubbish out of the premises and into metal bins (with lids) as quickly and as often as possible. Don't keep your external rubbish or bins near or adjacent to your building, as rubbish fires are likely to spread to the building
SMOKING	Still the most frequent fire starter
HEATERS	Portable heaters start fires if not placed carefully and used wisely
DANGEROUS GOODS	Correction and duplicator fluids and all aerosols are either flammable or explosive. Keep them all well away from heat. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment
ARSON	Help to protect your premises from arsonists by locking away any flammable liquids or gases. Effectively secure your premises at the end of the day including any out of the way doors or window that are easily missed

What to do in the case of a fire

On the sounding of the fire alarm, the building must be evacuated following the preconceived evacuation plan. When leaving the building do everything possible to reduce draughts which may fan the fire; if possible, close all doors and windows.

Ensure that the Fire Brigade is called immediately and that someone responsible will meet the fire appliance when it arrives.

DO NOT re-enter the building for any reason.

Fire Alarm System - Record of Tests

Fire Alarm (for further information refer to the current BS5839: Part)

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

- **Denotes you should enter test and result in this log book**

Inspect the panel daily for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly. Record any defect in the logbook and report it to a responsible person.

- Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely;
 - a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone being tested quarterly for a monitored system and weekly for an un-monitored system. Each time a zone is tested a different trigger device should be used.
 - b) Examination of batteries and connections including electrolyte level.
- Quarterly and annual inspection and test. No guidance is given, as these should be done by the installer, or an employee who has received special training by the installer.
- 5 yearly wiring check to IEE Wiring Regulations.

Fire Detectors (for further information refer to the current BS 5839: Part 1)

- Regular visual inspection of detectors for damage, unusual accumulations of dirty, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic Door Releases connected to the 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.

Firefighting Equipment - Record of Tests

Portable Fire Extinguishers (for further information refer to the current BS5306 Part 3 and BS EN3)

1 - Routine Inspection by the User

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user's representative. This is to make sure that the appliances are in their proper position and have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator), or suffered obvious damage. The frequency of the inspection should not be less than quarterly, but preferably monthly.

Any extinguisher not available for use should be replaced.

2 - Annual Inspection, Service and Maintenance by a Competent Person

The user should ensure that extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in current British Standards.

The 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 the recommended tools, equipment and materials at least annually.

3 - Intervals of Discharge

The recommended times, in each case since the date of manufacture or the last actual date of discharge (test or otherwise) of the particular extinguisher body (see note below) are as follows:

Extinguisher Type	Intervals of Discharge
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) Carbon Dioxide (all types)	Every 10 years and subsequently after a further 10 years and thereafter at intervals not exceeding 5 years

Note

The replacement of parts does not affect these intervals. For example, if the hose on a Carbon Dioxide extinguisher has been replaced after the extinguisher has been in service for 6 years (from new) then the discharge test should be after a further 4 years.

For more information on extinguisher testing please refer to BS EN3 and BS 5306-3 Annex A & B.

4 - Hose Reels (for further information refer to the current BSEN671-3)

Should be regularly inspected for leaks and correct operation.

Annual Inspection

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are watertight. A flow test should be carried out to ensure that a discharge of at least 30 litres per minute is achieved.

Emergency Lighting (for further information refer to the current BS5266: Part 1)

Due to possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

- Denotes you should enter test and results in this logbook
- Daily test – check that any previous faults have been rectified, that every lamp in a maintained unit is lit, that the control panel indicates normal. Ensure any fault found is recorded in the logbook and acted upon.
- Monthly test of self-contained luminaries, by simulation of a failure of the normal lighting supply, i.e. sub-circuit failure for sufficient time to allow all luminaries to be checked for proper function.
- Six monthly test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply, i.e. sub-circuit failure for a continuous period of 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaries for proper function.
- Three yearly test for full duration of self-contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaries for proper function.
- Subsequent Annual Test – After the first three-yearly test each unit or exit sign should receive this test annually, or at the discretion of the enforcing authority.

Advice and information

If you need practical advice or information regarding Fire Safety at work, Cleveland Fire Brigade may be able to help you - please contact a member of our team on **01429 874109** or alternatively email **FireEngineeringHelpDesk@clevelandfire.gov.uk**



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