

FIRE LOG BOOK



- PREVENT FIRE
- DETECT FIRE
- CONTAIN FIRE
- ESCAPE FIRE

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FIRE LOG BOOK

It is recommended that this Log Book be maintained by a relevant member of the premises management, to ensure that every entry is properly recorded. This is set out in the relevant guidance documents to the Regulatory Reform (Fire Safety) Order 2005, which is the legislation covering Fire Safety in England and Wales. This is necessary to satisfy the recommendations of relevant British Standards Approved Codes of Practice, compliance with which may be a requirement of legislation.

Address of protected premises:

Person within premises management responsible for the Fire Safety of these premises:



Company responsible for maintenance of:	Telephone number:
FIRE ALARM SYSTEM	
EMERGENCY LIGHTING	
FIRE EXTINGUISHERS	
OTHER EQUIPMENT	



DETECT FIRE

- Fire Alarm System False Alarm Management
- Fire Alarm System False Alarm Record Sheet



DETECT FIRE

- Fire Alarm Events including Weekly Test
- Fire Alarm Maintenance
- Fire Alarm Certificates of Inspection



ESCAPE FIRE

- Emergency Lighting Monthly Tests
- Emergency Lighting Maintenance
- Emergency Lighting Certificate of Inspection



CONTAIN FIRE

- Service Records Notes of Codes
- Fire Extinguisher Monthly Checks
- Fire Extinguisher Maintenance
- Fire Extinguisher Certificates of Inspection



PREVENT FIRE

- Fire Officer Visits
- Miscellaneous Equipment Record of Tests



FIRE LOG BOOK

FIRE ALARM SYSTEM
FALSE ALARM MANAGEMENT

FIRE ALARM SYSTEM
FALSE ALARM RECORD SHEET

→ This section of the Fire Log Book should be completed after all Fire Alarm False Alarm Events.

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FIRE ALARM FALSE ALARM MANAGEMENT

Any false alarm is undesirable.

Disruption is caused, people may become complacent and may not react correctly when the system responds to a real fire; money may be lost; the Fire Brigade may be needlessly involved; if your system is connected to an alarm receiving centre (ARC) even more people become engaged in your false alarm.

To help avoid false or unwanted alarms the relevant member of the premises management should take action to see how they can be reduced to an acceptable rate.

Ongoing false alarm management would include keeping this log book up-to-date and recording ALL events.

If there is no attempt by the relevant member of the premises management to limit false alarms, the fire alarm system should no longer be considered as compliant with BS 5839-1.

Categories of False Alarm (clause 31 of BS 5839-1):

A	Unwanted Alarms	The equipment is working perfectly, but something is creating a fire-like phenomenon (e.g. toaster, dust, heat from working activity or accidental damage).
B	Equipment False Alarms	(System fault) should be avoidable with good design, installation and maintenance.
C	Malicious False Alarms	Someone has deliberately activated the Fire Alarm knowing that there is no fire.
D	False Alarms with Good Intent	Someone has made a mistake. Training for personnel might reduce this type of false alarm.

Acceptable Rate of False Alarms (clause 32 of BS 5839-1)

This will depend of many factors surrounding the circumstances, and the following are suggested rates:

- Office area, non-smoking, no cooking, well managed clean areas
1 false alarm per 100 detectors per year, or less
- Industrial site, shift working
1 false alarm per 75 detectors per year, or less
- Realistic rate of false alarms with modern technology
1 false alarm per 50 detectors per year, or less

At sites with more than 40 detectors, an in depth investigation and action to reduce false alarms should be carried out if:

- The average annual rate exceeds more than 1 per 20 detectors
- 3 or more false alarms are initiated by the same call point, detector or location in a rolling 12 month period

At sites with less than 40 detectors, an in depth investigation should be carried out if:

- 3 or more false alarms occur in a rolling 12 month period



FIRE LOG BOOK

FIRE ALARM EVENTS INCLUDING WEEKLY TEST

FIRE ALARM MAINTENANCE

FIRE ALARM CERTIFICATES OF INSPECTION

Weekly

Weekly Fire Alarm Tests should be carried out by a responsible person.

A different manual call-point should be operated each week during normal working hours to test that the system is working correctly and can be heard throughout the premises. (There is no maximum limit to the number of call points installed within any one premises, if however you have 50 in the system then each one is tested every 50 weeks.)

The test should operate at a similar time each week to avoid any confusion. If your Fire Alarm System is a staged alarm, both the "Alert" and "Evacuation" signal should be tested in sequence.

In situations where employees work outside normal hours, the Fire Alarm System should be tested during these hours at least once a month so that all employees are familiar with the sound of the Fire Alarm.

Annual & Periodic

These inspections should be carried out by a competent person.

→ Details of these regular checks should be recorded.

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FIRE ALARM

In order to satisfy the recommendations of BS 5839-1, the following need to be recorded:

- The names of the members of the premises management (see front page)
- Brief details of the maintenance arrangements (see front page)
- Dates and times of all tests, including fire drills
- Dates and times of all fires to which the system responds
- Dates and times of all false alarms
- Causes, circumstances surrounding, and category, of all false alarms (if known)
- The identity of any manual call point or automatic fire detector that triggers any of the above fire alarm signals (if known)
- Dates, times and types of all faults and defects
- Dates and types of all maintenance (e.g. service visit or non-routine attention)

The system was designed by _____

The system was installed by _____

The system was commissioned by _____

The system was accepted by _____

Verification was undertaken by _____

Normal maximum attendance time for a maintenance technician is _____

Expendable component replacement periods _____

The Fire Detection and Fire Alarm System comprises the following devices:

Manual call-points _____

Smoke Detectors _____

Heat Detectors _____

Beam Detectors _____

Aspirating Detectors _____

Other Detectors (specify) _____

Shut down devices _____

Interface units _____

Agreed Major Variations on Fire Alarm System _____



FIRE LOG BOOK

- **EMERGENCY LIGHTING MONTHLY TESTS**
- **EMERGENCY LIGHTING MAINTENANCE**
- **EMERGENCY LIGHTING CERTIFICATE OF INSPECTION**

Monthly

An organised inspection of the emergency lights should be made at monthly intervals. Switch on each luminaire in the emergency mode and illuminate the exit sign so that it is running on the battery to simulate the failure of the main power supply. (This may be done by activation of a test switch or removal of the local lighting fuse.)

Annual

All emergency lighting should undergo an annual 3-hour duration test and inspection by a competent person. During this test all luminaires should function correctly.

→ Details of these regular tests should be recorded.

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EMERGENCY LIGHTING

In accordance with BS 5266-8 the log book shall be used to record at least the following information:

- Date of commissioning of the system including any certificate relating to alterations
- Date of each periodic inspection and test
- Date and brief details of each service, inspection or test carried out
- Dates and brief details of any defects and of remedial action taken
- Date and brief details of any alteration to the emergency lighting installation
- If any automatic testing device is employed, the main characteristic and the mode of operation of that device shall be described

**SERVICE RECORDS
NOTES OF CODES**

**FIRE EXTINGUISHER
MONTHLY CHECKS**

**FIRE EXTINGUISHER
MAINTENANCE**

**FIRE EXTINGUISHER
CERTIFICATES OF INSPECTION**

At least monthly

It is recommended that regular visual inspections of all portable fire extinguishers be carried out by the relevant member of the premises management or the designated representative. The frequency of the inspection by this person should not be less than monthly (BS 5306-3) and, where circumstances require, inspections should be carried out more frequently.

Annual

This inspection should be carried out by a competent person.

→ Details of these regular inspections should be recorded.

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RHINO FIRE CONTROL INSPECTION CODES FOR EXTINGUISHERS

When an appliance has been serviced the service label is marked with an inspection code which denotes the service action and the resulting condition of the appliance. Codes and their respective meanings are detailed below.

BS	Basic Service. Appliance has been inspected and is considered to be satisfactory in accordance with BS 5306-3.
BSRC	Basic Service and appliance recharged.
BSRP	Basic Service and appliance repressurised.
ES	Extended Service. Appliance has been discharge tested and recharged and is considered satisfactory in accordance with BS 5306-3. (Note: Discharge testing is a mandatory requirement of the British Standard, which applies to water, foam and powder appliances, and is carried out at 5 yearly intervals. Any appliance which is not discharge tested when it is due is marked NM and is classified as Not Maintained.)
OH	Overhaul. Appliance has been hydraulically tested and recharged and is considered to be satisfactory in accordance with BS 5306-3. (Note: Hydraulic testing is a mandatory requirement of the British Standard that applies to CO2 extinguishers and is carried out at 10 yearly intervals. Any appliance that is not hydraulically tested when it is due is marked NM and is classified as Not Maintained.)
C	Appliance has been inspected and is condemned. Replacement is necessary.
NM	Not Maintained. Appliance has not been serviced due to: <ol style="list-style-type: none">1) Technician not having correct or sufficient replacement parts or components necessary to carry out the service at time of visit2) Technician is unable to service because spare parts accessories are obsolete3) Client refuses technician the right to carry out the correct maintenance required to comply with BS 5306-3
IS	Initial Service. Appliance is New and has received the Initial Service in accordance with BS 5306-3.

Responsibilities of the Responsible Person

It is recommended that regular visual inspections of all portable fire extinguishers be carried out by the relevant member of the premises management or the designated representative. The frequency of the inspection by this person should not be less than monthly (BS 5306-3) and, where circumstances require, inspections should be carried out more frequently. Inspections should include checks that each extinguisher:

- Is located in the designated place
- Is unobstructed, visible and its operating instructions face outwards
- Has operating instructions which are clear and legible
- Is not obviously damaged
- Has a reading in the operable range or position of any pressure gauge or indicator fitted
- Has seals and tamper indicators which are not broken or missing

The relevant member of the premises management should contact RHINO FIRE CONTROL for corrective action, where necessary.



FIRE LOG BOOK

**STAFF TRAINING
AND FIRE DRILLS**

FIRE OFFICER VISITS

**MISCELLANEOUS EQUIPMENT
RECORD OF TESTS**

This is your area of the fire log book to record all activities relating to the above.

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STAFF TRAINING

Staff training is critical and cannot be over emphasised enough. Staff should be trained as to how they should raise the alarm in the event that they discover a fire as well as the action they should take should they be alerted of a fire.

Instructions should be given:

- As soon as possible at the commencement of employment
- Every year

Staff and volunteers who are acting as fire wardens may need additional training to ensure that they know how to assist people to leave the premises safely especially vulnerable individuals who may need assistance. Fire wardens should also receive training on how to use fire fighting equipment and when safe to do so, how to liaise with the emergency services when they arrive on site.

FIRE DRILLS

It is the responsibility of the relevant member of the premises management to carry out fire drills on a regular basis. The purpose of the drill is to rehearse and train staff in order that:

- Staff who may be at risk can act in a calm and orderly manner and those who are allocated duties know what they need to do
- The building can be evacuated quickly
- All exit routes are used in accordance with the practiced plan

Practice drills should be undertaken at least twice a year and where there are more than one means of escape, the drill should assume one or more escape routes cannot be used during an emergency. The Fire Alarm should be activated by a member of staff and the fire drill rehearsed as fully as circumstances will permit. If your building has members of the public present it may pose some initial difficulties. Choose a time when there are relatively few people present and give them advance notice of the drill and any difficulties will be easily overcome. It is important to limit the number of people who know about the drill to the bare minimum so the drill is as realistic as possible. If your Fire Alarm is linked to a central monitoring station it is important to ensure that they are advised prior to sounding the alarm so that the emergency services are not notified.

All employees must evacuate the premises regardless of seniority or commitments.



Rhino
Fire Control

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