BPW FIRE SAFETY
Fire Risk Assessment Specialists

www.bpw-firesafety.co.uk

Fire Safety Log Book V2

Premises Name:		
Address:		
Town:		
Post Code:		

Log Book Start Date:	
Log Book End Date:	

Date of Current Fire Risk Assessment:	
Date of Fire Risk Assessment Review:	

INDEX

☎ USEFUL CONTACTS

BPW Fire Safety	Callum Graham Tel: 01524 781086 or Mob: 07980 302166
Fire Safety Officers (Legislation)	
Fire Alarm Maintenance	
Emergency Lighting Maintenance	
Fire Extinguisher Maintenance	
Signage Maintenance	
Sprinkler System Maintenance	
Smoke Control Maintenance	
Building Maintenance	
Local Authority	

BPW Fire Safety provide a comprehensive fire safety consultancy service.

Our services include fire risk assessments (life safety and property protection), developing fire safety strategies, fire safety training, fire safety advice to developers and surveys for prospective purchasers of property.

Additional copies of this log book can be downloaded free of charge from our website at
www.bpw-firesafety.co.uk

IN AN EMERGENCY DIAL 999

BPW FIRE SAFETY
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Email: enquiries@bpw-firesafety.co.uk

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 and unnecessary damage to your premises.

The Regulatory Reform (Fire Safety) Order 2005

With the exception of a very few specialised sites and specific risks, the vast majority of sites and premises throughout England & Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order, which has replaced the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as well as over 100 pieces of legislation relating to Fire Safety.

The Fire Safety Order does not apply to people's private homes, including individual flats in a block or house, though it does apply to; common areas; shared means of escape and facilities provided to assist the Fire Service, such as dry risers.

The Main Fire Safety Requirements?

You must:

- carry out a fire-risk assessment identifying any possible dangers and risks
- consider who may be especially at risk
- get rid of, or reduce, the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left
- take other measures to make sure there is protection if flammable or explosive materials are used or stored
- create a plan to deal with any emergency and, in most cases, keep a record of your findings
- review your findings when necessary.

Who is responsible for Fire Safety?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a ***responsible person***.

For example, the ***responsible person*** could be the:

- employer, for those parts of premises staff may go to
- managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers
- occupier, such as self-employed people or voluntary organisations if they have any control
- other person who has some control over a part of the premises.

Means of Escape

- Fire doors are provided to prevent the spread of smoke and heat. Keep them shut when not in use and never 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 of final exit doors clear of obstruction at all times.
- Always ensure that exits and access, which are not in normal use, are clearly indicated, with the exit signs visible from the furthermost part of a room.

Continued….

Fire Alarm Systems

- 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.

Portable Fire Extinguishers / Hose Reels

- These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely.
- Always ensure that they are inspected and maintained regularly.

Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly.
- Replace any defective bulbs/tubes/components immediately.

Instructions to Staff and Guests

Ensure that all staff are aware of their responsibilities in the event of an emergency – i.e.

- They know how to raise the alarm,
- They know how to call the Fire and Rescue Service,
- They know when not to tackle a fire,
- They know how to use a fire extinguisher correctly and safely
- They know the correct evacuation procedures for the premises,
- They are aware of the contents of the Fire Risk Assessment.

Guests

- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency.
- Ensure where necessary, fire instruction notices are available in alternative languages and formats. (See rear cover of this document)

Electrical Installations

- The misuse of electricity is a major cause of fire. Old wiring should be regularly checked and renewed if necessary.
- If an increasing number of electrical appliances are being used, you should seek advice from a qualified electrician to consider if additional ring circuits are required.
- Ensure that you always use the correct fuse.
- Before retiring for the evening, or before leaving the building ensure that plugs are removed from the sockets relating to all appliances not in use.

Heating

- Keep boiler houses clear – do not use as an extra storeroom.
- Keep portable heating appliances away from furniture and any combustible materials.

Open Fires

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

Continued….

Smoking Materials

- Be vigilant in areas where people smoke and provide adequate ashtrays.
- Before leaving rooms which will be unoccupied for long period, or in which persons will be sleeping, make a final check for any lighted cigarette ends. These may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep.
- Empty all ashtrays into a metal bin and take outside.
- Smoking should never be permitted in store rooms.

Business Premises

Be aware of common fire causes:

- **Electricity:** It is a source of heat. Faults should be repaired immediately by a competent electrician. Switch off appliances after use.

- **Rubbish:** Get rubbish out of the premises and into bins with lids as quickly and as often as possible.

- **Heaters:** Portable heaters start fires if not placed carefully and use wisely.

- **Dangerous Goods:** Correction and duplicator fluids and all aerosols are either flammable or explosive. Keep them all well away from any source of heat. The careful use and storage of any flammable liquid is essential to maintain a safe working environment.

- **Arson:** Help to protect your premises from the arsonist by locking away any flammable material, liquids or gases. Effectively secure your premises at the end of the day, including any out of the way doors or windows that are easily missed. Keep waste bins within secure areas until collection by waste disposal contractors.

What to do in case of fire?

- On the sounding of the fire alarm, the building must be evacuated following the prepared evacuation plan.

- When leaving the building do as much as possible to reduce draughts which may fan the fire. If possible close all windows and doors.

- Ensure that the Fire and Rescue Service is called immediately and that a responsible person is designated to meet the fire appliance when it arrives and do **NOT** re-enter the building for any reason.

For details of training courses please email training@bpw-firesafety.co.uk .

GUIDE TO TESTS AND INSPECTIONS

Frequency	*Item*	*Record*
Daily	Fire alarm indicator panel for normal condition. Indicator lights in emergency lighting units. Electro-magnetic door holders Escape routes, exit doors, fire resisting doors. All chains removed.	None Log Book if faulty
Nightly	Fire resisting doors held on electro-magnetic door holders closed*, electric plugs, waste bins etc.	None Log Book if faulty
Weekly	Fire alarms (actuation from different break glass point). Sprinklers (Inspection - BS 5306 Pt 2) Other automatic fire suppression systems (appropriate BS inspection) Smoke control system (operation) Pressurisation operation Fire doors	Log Book Log Book Log Book Log Book Log Book Log Book
Monthly	Emergency lighting including auto start generator (simulated mains failure). Fire alarm if automatic generator is used as part of the standby power supply (Clause 44.3 BS 5839 Pt 1). Smoke control system (Inspection - BS 5588 Pt 9) Pressurisation inspection Fire blankets	Log Book Log Book Log Book Log Book Log Book
Quarterly	Fire alarm (by competent person BS 5839 Pt 1) Sprinklers (Inspection - BS 5306 Pt 2) Other automatic fire suppression systems (appropriate BS EN inspection) Possibly night staff fire training and drills	Log Book Log Book Log Book Log Book
Periodic	Fire alarm (Clause 45.3 BS 5839 Pt 1)	Log Book
6-monthly	Day staff fire training and drills Electro-magnetic door holders	Log Book Log Book
Annually	Hose reels Fire extinguishers Escape lighting Fire blankets Fire alarm	Log Book Annual Test Certificate

PERPETUAL YEAR PLANNER

DATE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TEST / INSPECTION REQUIRED	DATE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TEST / INSPECTION REQUIRED
	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
JAN 1							JUL 1						
8							8						
15							15						
22							22						
29							29						
FEB 5							AUG 5						
12							12						
19							19						
26							26						
MAR 5							SEPT 2						
12							9						
19							16						
26							23						
APR 2							30						
9							OCT 7						
16							14						
23							21						
30							28						
MAY 7							NOV 4						
14							11						
21							18						
28							25						
JUN 4							DEC 2						
11							9						
18							16						
25							23						

VISITS BY THE FIRE AND RESCUE SERVICE

Date	Name	Comments

EMERGENCY LIGHTING SYSTEMS

General

When automatic testing devices are used, the information shall be recorded monthly.
Regular servicing is essential. The responsible person of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out any of the work necessary to maintain the system in correct operation.

Because of the possibility of a failure of the normal lighting supply after a period of testing of the emergency lighting system or during the subsequent recharge period, all full duration tests shall wherever possible be undertaken preceding time of low risk to allow for battery recharge. Alternatively, suitable arrangements should be made until the batteries have been recharged.

Frequency of Inspection

The following minimum inspections and tests shall be carried out at the intervals recommended.
Escape lighting should be inspected daily, monthly, and on an annual basis.

Daily attention by the user

Indicators of central power supply shall be visually inspected for correct operation.

Monthly attention by the user

If automatic testing devices are used, the results of the short duration tests should be recorded.
An inspection should be made at monthly intervals to a systematic schedule.
Tests should be carried out as follows:

Self contained luminaries

a) Switch on in the emergency mode each luminaire and internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated. (This may be done by actuation of a test switch or removal of the local lighting circuit fuse).

The period of simulated failure should be sufficient for the purpose whilst minimising damage to the system components e.g. lamps. During this period all luminaires and/or signs should be examined visually to ensure that they are present, clean and functioning correctly. At the end of this test period the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Central battery systems

(b) In addition to (a) above for central battery systems, the correct operation of system monitors should be checked.

(c) In addition to (a) above, for generating sets, refer to the requirement of ISO 8528-12.

Continued….

Annually

If automatic testing devices are used, the results of the full rated duration tests should be recorded.

For other systems the monthly inspection shall be carried out and the following additional tests made:

(a) Each luminaire and internally illuminated sign shall be tested as per the monthly test but for its full rated duration in accordance with the manufacturer's information;

(b) The supply of normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing and that normal supply has been restored. The charging arrangements should be checked for proper functioning;

(c) The date of the test and the test results shall be recorded in the system log book;

(d) In addition, for generating sets, refer to the requirement of ISO 8528-12

For details of tests refer to BS 5266 part 8 – Clause 7 Servicing and Testing

Generators

The manufacturers instructions as given in associated instruction manual or other literature should always be followed. It should be noted, however, that the failure for engines to start up readily often arises from poor maintenance or defects in the starting battery or in the electromechanical apparatus, e.g. relays incorporated in the starting systems.

Refer to BS 5266 part 1 – Clause 13.3 Generators

EMERGENCY LIGHTING SYSTEM RECORD OF TESTS

MONTHLY / ANNUALLY

Date & Time	Luminaire Number(s)	Satisfactory Yes / No	Nature of Defect and Remedial Action Taken	Signature

EMERGENCY LIGHTING SYSTEM RECORD OF TESTS

MONTHLY / ANNUALLY

Date & Time	Luminaire Number(s)	Satisfactory Yes / No	Nature of Defect and Remedial Action Taken	Signature

EMERGENCY LIGHTING SYSTEM RECORD OF TESTS

MONTHLY / ANNUALLY

Date & Time	Luminaire Number(s)	Satisfactory Yes / No	Nature of Defect and Remedial Action Taken	Signature

FIRE DETECTION AND WARNING SYSTEMS

General

To give greater assurance of reliability, correct servicing is essential. Normally an agreement should be made with a manufacturer, supplier or other competent contractor for regular servicing. The agreement should specify the method of liaison to provide access to the premises. The name and telephone number of the servicing organisation should be prominently displayed at the control and indicating equipment, and in the front of the log book emergency telephone numbers should also be entered.

For premises in continuous use, e.g. hotels, the agreement should preferably include a requirement that an engineer should be on call at all times, both during and outside normal working hours, and that telephoned requests for emergency service should be executed promptly. In any case, agreement should be made that repair services will be available within 24 hours. A servicing agreement should be made immediately on completion of the installation.

If it is not possible to obtain service from engineers on call at all times, or if because of special circumstances no service contract has been arranged, then the responsible person should ensure that at least one person is employed who has had suitable experience of electrical equipment and who has had special training with the manufacturer, supplier or installer to deal with simple servicing.

The employee(s) should be instructed not to attempt to exceed the scope of their training.

Daily

Inspect the fire alarm panel daily for normal operation of the system indicated by mains power and that no fault lights are illuminated. Where provided, check that the connection to any remote alarm receiving centre is functioning correctly. Check that any fault warning recorded the previous day has received attention.

Weekly

Test and inspect the alarm weekly to ensure that the system is capable of operating under fire alarm conditions. Operate the trigger device called a manual call point or break glass unit or end of line switch on a zone circuit. Each manual call point or break glass unit should be tested in strict rotation to ensure that a different point is tested each week. Audibility of the alarm should be confirmed, reported and improved if necessary. The test should take no more than about a minute.

Annual Inspection and Test

It is essential that the system is subject to periodic inspection and servicing so that un-revealed faults are identified, preventive measures can be taken to ensure the continued reliability of the system, false alarm problems 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.

Periodic inspection and servicing needs to be carried out by a competent person with specialist knowledge of fire detection and alarm systems, including knowledge of the causes of false alarms, sufficient information regarding the system, and adequate access to spares.

On completion of work any outstanding defects should be reported to the responsible person and a record of the inspection and tests should be made on the servicing certificate.

FIRE DETECTION AND WARNING SYSTEMS RECORD OF TESTS

Date	Fire Alarm Call Point Number	Automatic Door Releases Satisfactory Yes/No?	Fault (Specify)	Remedial Action Taken	Date/Time Fault Cleared	Signature

FIRE DETECTION AND WARNING SYSTEMS
RECORD OF TESTS

Date	Fire Alarm Call Point Number	Automatic Door Releases Satisfactory Yes/No?	Fault (Specify)	Remedial Action Taken	Date/Time Fault Cleared	Signature

FIRE DETECTION AND WARNING SYSTEMS
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FIRE DETECTION AND WARNING SYSTEMS
RECORD OF TESTS

Date	Fire Alarm Call Point Number	Automatic Door Releases Satisfactory Yes/No?	Fault (Specify)	Remedial Action Taken	Date/Time Fault Cleared	Signature

PREVENTION OF UNWANTED FIRE SIGNALS AND FALSE ALARMS

False alarms cause disruption to the normal operation of business and create a drain on fire service resources. False alarms can even seriously prejudice the safety of occupants, who might not react correctly when the system responds to a real fire if they have recently experienced a number of false alarms.

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, fire-like phenomena, inappropriate action by people in the building and accidental damage. Most false alarms arise from a combination of environmental conditions and influences and fire-like conditions.

The term ‘Unwanted Fire Signal is now used to describe this type of false alarm and will distinguish it from a malfunction of the fire detection and alarm equipment where the term ‘Equipment False Alarm’ is used.

‘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.

‘False Alarm with Good Intent’ describes a situation where a person has actuated the fire alarm thinking genuinely 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. British Standard BS 5839-1:2002 suggests that if at the time of service it is found that there has been more than one false alarm per 25 detectors per annum then a preliminary investigation should take place. The purpose of the preliminary investigation is to determine whether any action could be taken to reduce the potential for false alarms and any necessary action taken to eliminate false alarms as far as possible.

Please us the log sheet opposite to log all incidents of all false alarms fire alarm actuations and enter one of the following category Codes.

Category Code 1 : Unwanted Alarm

Category Code 2 : Accidental Damage

Category Code 3 : Malicious Alarm

Category Code 4 : Good Intent

Category Code 5 : Unknown

RECORD OF UNWANTED FIRE SIGNALS AND FALSE ALARMS

Date & Time	Location & Identity of Device	Category of False Alarm	Reason for False Alarm or Activity	Action Taken	Signature of Person Responsible

RECORD OF UNWANTED FIRE SIGNALS AND FALSE ALARMS

Date & Time	Location & Identity of Device	Category of False Alarm	Reason for False Alarm or Activity	Action Taken	Signature of Person Responsible

FIRE FIGHTING EQUIPMENT

Portable Fire Extinguishers - Routine inspection by the user

It is recommended that regular inspection of all extinguishers 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 be not less than quarterly, but preferably monthly.

Any extinguisher not available for use should be replaced.

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 as recommended in BS 5306 part 3.

Those 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.

Intervals of Discharge

The recommended times, in each case since the date of manufacture or the last actual 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 then after a further 10 years, thereafter at intervals not exceeding 5 years

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 Part 3
Annex A & B.

Hose Reels

Should be regularly inspected for leaks and correct operation.

Annual Test

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 water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

FIRE FIGHTING EQUIPMENT
RECORD OF TESTS

Date	Result of inspection or test Satisfactory/Faulty (Record Faulty Equipment ID No.)	Remedial Action Taken	Fault Rectified (Date)	Signature

FIRE DOORS

General

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. A responsible person should be responsible for checking the different types of fire doors on a premises and monitoring their condition for effective operation. All fire doors should be given a number for ease of reference.

Inspection of Fire Doors

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

- integrity of panel, frame, glazing, intumescent strips
- door tightness
- full closure, latch operation, smoke seal, door closer operation
- signs
- doors propped/wedged open

Fire doors should never be wedged or propped open. All staff should be alert to such a breach of fire safety.

FIRE DOORS
RECORD OF TESTS

Date	Door Number	Defect / Action Taken	By Whom

ESCAPE ROUTES

Daily Inspection

A responsible person should check the escape routes at the start of each day or last thing at night, especially for a sleeping risk such as hotels and residential care premises.

Items to note:

- All escape routes are clear of obstructions inside and outside of the building, to the place of assembly.
- Exit doors must be unlocked and able to open easily and fully.
- Fire safety signs must be visible, in place and illuminated where necessary.
- Exit chains are to be removed before admission of the public. A procedure must be in place to ensure this is done, with chains displayed on a chain board.

Continual monitoring to ensure obstructions are not caused by work or maintenance operations.

Nightly

As above with the addition of checking that all fire resisting doors held on electro-magnetic door holders are closed at night. Also a check of electric plugs, waste bins, etc. should be carried out.

External Escape Routes

External escape routes are as important for escape purposes as internal staircases. Because 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.

Any recommendations that are made by the engineer for effective maintenance should be carried out without delay and the report and test certificate attached to the log book.

ESCAPE ROUTES
RECORD OF TESTS

Date	Location of Route	Defect / Action Taken	By Whom

SMOKE CONTROL SYSTEMS

Smoke ventilations / control systems may be provided as part of an engineered solution and as such may be subject to an Alterations Notice, under Article 29 of the RR(FS)O and the maintenance requirements of Article 17 of the RR(FS)O**.** Furthermore, if the smoke ventilation system is provided for the assistance of fire-fighting purposes, it will also be subject to Article 38 of the RR(FS)O.

The ventilation system test should be carried out in accordance with the manufacturer's instructions, in order to meet the requirements of the current British or European equivalent, standards.

Weekly

During the Fire Alarm test, check that all smoke ventilators and smoke curtains have operated correctly and they are properly re-set at the conclusion of the test.

Annually

The system should be tested by a specialist engineer in accordance with the current British, or European equivalent standards.

SMOKE CONTROL SYSTEMS
RECORD OF TESTS

Date of Tests	Curtains / Ventilators		Compressor		Annual Service / Test	Name of Tester (Print)
	Satisfactory	Unsatisfactory	Receiver Pressure	Hours Run Meter		

SPRINKLER SYSTEMS

General

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the 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 the Fire Safety Risk assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice, under Article 29 of the RR (FS) O, and the maintenance requirements of Article 17 of the RR (FS) O

The installer of the Automatic Fire Sprinkler System should provide to the occupier an inspection and programme of checks for 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.

Daily Routine

Fire Service Monitoring Station Alarm Connection – if the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from sprinkler installation to 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 shall be made and recorded;

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks
- All water levels in elevated private reservoirs, rivers, lakes and water storage tanks.

Water Motor Alarm Test

Each water motor alarm shall be sounded for not less than 30 seconds

Automatic Pump Starting Test

Test on automatic pumps shall include;

- Check fuel and engine lubricating levels
- Reduce water pressure on starting device to simulate condition of auto-start
- Record the starting (cut-in) pressure and check it is correct.

Continued….

Diesel Engine Re-Starting Test

Immediately after the pump automatic start test, diesel engines shall be additionally tested;

- Run the engine for 30 minutes as per manufacturer's instructions
- Shut down the engine an d immediately use the manual start test button to check for operation
- Check the water level in the primary circuit of closed circuit cooling system.

Lead Acid Plant Batteries

The electrolyte and density of all lead acid plant cells (including diesel engine starter batteries and those for control panel power supplies) shall be checked. If the density is low the battery charger shall be checked and if this is working normally, the battery(s) affected should be replaced

Life Safety Systems

The mode (fully open or fully closed, as the case may be) monitoring for stop valves (including zone valves) on life safety installations shall be tested for satisfactory operation

Quarterly / Six Monthly / Annual Routines

The service and maintenance schedules detailed in the current British Standard should be carried by a competent person who will supply the user with a signed and dated report of the inspection.

Records

- All tests shall be recorded in the appropriate space on the Record of Test Sheets
- Defects and remedial work required / carried out should be recorded on the Faults Record Sheet
- Copies of the service and maintenance schedule report should be attached to the Log Book

SPRINKLER SYSTEMS
RECORD OF TESTS

Normal Gauge Pressure Range / Date	Water Gauge Satisfactory Yes/No		Air Pressure Satisfactory Yes/No		Pump Cut-In Pressure	Diesel Engine Restart	Batteries	Stop Valves Zone Valves	Name of Tester (Print)

MISCELLANEOUS EQUIPMENT

General

There are many features that may be provided within premises that relate to Fire Safety, or provided to assist the Fire Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons;

- Condition of insurance
- Part of an engineered solution
- Requirement at time of building, or major refurbishment
- Compensation for departures from normal building regulations
- Deemed necessary as part of the Fire Safety Risk Assessment.

As such, the facilities provided may be subject to one, or more, of the articles of the Regulatory Reform (Fire Safety) Order and, if provided, should be maintained to the relevant industry standard, which will usually be the British Standard, or European equivalent.

Facilities provided may include one or more of the following;

- Foam inlets
- Wet / Dry Risers
- Drencher systems
- Inert gas Flooding systems
- Pressurised stairways and corridors
- Fire fighting shafts, with dedicated lifts

The following check list is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

The Fire 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.

MISCELLANEOUS EQUIPMENT RECORD OF TESTS

Date of Test	Item / Feature Tested	Frequency of Test e.g. weekly, monthly	Pass / Fail General Remarks	Name of Tester (Print)

STAFF TRAINING

You must provide adequate fire safety training for your staff and should be based on the particular features of your premises and should:-

- take account of the findings of the fire risk assessment;
- explain your emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable by your staff and other people who may be present; and
- be tested by fire drills.

To comply with ***BS9999:2008 Code of practice for fire safety in the design, management and use of buildings*** training should be carried out by a **person** who is competent in both the subject and in training.

Please contact us to discuss your fire safety training requirements on 01524 781086 or email training@bpw-firesafety.co.uk for further information.

In small premises this may be no more than showing new staff the fire exits and giving basic training on what to do if there is a fire. In larger premises with a high staff turnover and many shift patterns, the organization of fire safety training will need to be planned. Your staff training should include the following: -

- what to do on discovering a fire;
- how to raise the alarm and what happens then;
- what to do upon hearing the fire alarm;
- the procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your office or shop to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of fire fighting equipment;
- the location of escape routes, especially those not in regular use;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the safe use of and risks from storing or working with highly flammable and explosive substances; and
- the importance of general fire safety, which includes good housekeeping.

All the staff identified in your emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens, fire parties or fire teams etc), should be given details of your fire risk assessment and receive additional training.

As a guide, staff in their first month of employment should receive two instruction periods, staff on Night Duties should receive fire training every three monthly; and staff on Day Duties should receive fire training every six months. All staff training should be recorded.

RECORD OF STAFF TRAINING

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

FIRE DRILLS

Training should be repeated as often as necessary and should take place during working hours. Whatever training you decide is necessary to support your fire safety strategy and emergency plan, it should be verifiable. The fire authority will want to examine records as evidence that adequate training has been given.

Fire marshals

Staff expected to undertake the role of fire marshals (often called fire wardens) would require more comprehensive training. Their role may include:-

- helping those on the premises to leave;
- checking the premises to ensure everyone has left;
- using fire fighting equipment if safe to do so;
- liaising with the fire and rescue service on arrival;
- shutting down vital or dangerous equipment; and
- performing a supervisory/managing role in any fire situation.

Training for this role may include:-

- detailed knowledge of the fire safety strategy of the premises;
- awareness of human behaviour in fires;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
- additional training in the use of fire fighting equipment;

Once an emergency plan has been developed and training provided by a person who is both competent in the subject and in training, you will need to evaluate its effectiveness. The best way to do this is to perform a fire drill. This should be carried out at least annually or as determined by your fire risk assessment.

Who should take part?

Within each building the evacuation should be for all occupants except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down. Premises that consist of several buildings on the same site should be dealt with one building at a time over an appropriate period unless the emergency procedure dictates otherwise. Where appropriate, you may find it helpful to include members of the public in your fire drill – ensuring that all necessary health and safety issues are addressed before you do so.

Carrying out the drill

For premises that have more than one escape route, the escape plan should be designed to evacuate all people on the assumption that one exit or stairway is unavailable because of the fire. This could be simulated by a designated person being located at a suitable point on an exit route. Applying this scenario to different escape routes at each fire drill will encourage individuals to use alternative escape routes which they may not normally use.

Continued….

When carrying out the drill you might find it helpful to:-

- circulate details concerning the drill and inform all staff of their duty to participate;
- It may not be beneficial to have ‘surprise drills’ as the health and safety risks introduced may outweigh the benefits;
- ensure that equipment can be safely left;
- nominate observers;
- inform the alarm receiving centre if the fire-warning system is monitored (if the fire and rescue service is normally called directly from your premises, ensure that this does not happen);
- inform visitors and members of the public if they are present; and
- ask a member of staff at random to set off the alarm by operating the nearest alarm
- call point using the test key. This will indicate the level of knowledge regarding the location of the nearest call point.

The roll call/checking the premises have been evacuated

Where possible, you should ensure that a roll call is carried out as soon as possible at the designated assembly point(s), and/or receive reports from wardens designated to ‘sweep’ the premises. You should note any people who are unaccounted for. In a real evacuation this information will need to be passed to the fire and rescue service on arrival. Check that people have assembled at the evacuation point.

Once the roll call is complete or all reports have been received, allow people to return to the building. If the fire-warning system is monitored inform the alarm receiving centre that the drill has now been completed and record the outcomes of the drill.

Monitoring and debrief

Throughout the drill the responsible person and nominated observers should pay particular attention to:-

- communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- the use of the nearest available escape routes as opposed to common circulation routes;
- difficulties with the opening of final exit
- difficulties experienced by people with disabilities;
- the roles of specified people, e.g. fire wardens;
- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts etc.;
- and that windows and doors not being closed as people leave.

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

RECORD OF FIRE DRILLS

Date	Persons/Sections Taking Part	Evacuation Time	Comments	Signature