

Fire safety logbook

and guide for businesses



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Working together to make **Cornwall safer**

Fire Safety Logbook Details

Company Name: _____

Address: _____

Records from (date): _____ **To (date):** _____

Responsible Person: _____

Log Book maintained by: _____

Notes

Contents

PART 1 - Fire Risk Assessment Guides

PART 2 - Fire Safety Advice

Section 1 - Fire risks and preventative measures	Page 4
Section 2 - Fire detection and warning systems (fire alarm)	Page 5
Section 3 - Fire-fighting equipment and facilities	Page 7
Section 4 - Fire sprinkler systems (automatic)	Page 9
Section 5 - Escape routes	Page 11
Section 6 - Emergency escape lighting	Page 12
Section 7 - Signs and notices	Page 14
Section 8 - Miscellaneous tests and checks	Page 15

Part 3 - Fire safety maintenance checklists

- Daily check advice
- Fire detection and warning systems
- False fire alarms
- Fire fighting equipment
- Sprinkler systems
- Emergency escape lighting
- Miscellaneous equipment
- Fire instruction
- Fire drills
- Fire safety inspector's visits

Replacements log books and additional parts can be downloaded from www.cornwall.gov.uk/businessfiresafety

A paper version can be requested from the Community Safety Admin Team at St. Austell Community Fire Station on 01726 223620 or by e-mailing protection@fire.cornwall.gov.uk

PART 1 - Fire Risk Assessment Guides

The advice given in this document is intended to assist you and your staff in preventing an outbreak of fire, or if it does occur, assist you in preventing injury or unnecessary damage to the premises. This **is not** a comprehensive guide and therefore it is recommended download a FREE copy of the appropriate guidance book from www.cornwall.gov.uk/firesafetyguides or purchase a hard copy from the Department for Communities and Local Government (DCLG) for your premises.

Guides in the series:

Guide	ISBN Reference
Offices and Shops	ISBN-13: 978 1 85112 815 0
Factories and Warehouses	ISBN-13: 978 1 85112 816 7
Sleeping Accommodation	ISBN-13: 978 1 85112 817 4
Residential Care Premises	ISBN-13: 978 1 85112 818 1
Educational Premises	ISBN-13: 978 1 85112 819 8
Small and Medium Places of Assembly	ISBN-13: 978 1 85112 820 4
Large Places of Assembly	ISBN-13: 978 1 85112 821 1
Theatres, Cinemas and Similar Premises	ISBN-13: 978 1 85112 822 8
Open Air Events and Venues	ISBN-13: 978 1 85112 823 5
Healthcare Premises	ISBN-13: 978 1 85112 824 2
Transport Premises	ISBN-13: 978 1 85112 825 9
Animal Premises and Stables	ISBN-13: 978 1 85112 884 6
Means Of Escape For Disabled People	ISBN-13: 978 1 85112 874 7

These guides are available from any good book shop (priced at £12 each at time of writing), and are also available for free to download from our website at www.cornwall.gov.uk/fireriskassessment.

The fire safety records included in this advice leaflet, a suitable and sufficient fire risk assessment and well thought out emergency plans will lead to a positive fire safety culture and a quality fire safety management structure. Record keeping will provide valuable resources to assist you in two areas:

- Effectively managing the fire strategy for your premises
- Providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law

PART 2 - Fire Safety Advice

Section 1 - Fire risks and preventative measures

BUSINESS PREMISES: Common causes of fire

Electricity – Is a source of heat and a frequent cause of fire in buildings, some contributing factors are the misuse of electrical equipment and poor maintenance. With the increasing number of electrical appliances we use, consideration of the need for additional sockets or upgrading of electrical circuits may be necessary, an annual inspection of the electrical system by a competent electrician will help to identify any areas of concern. Inspection of electrical equipment should reveal whether:

- It is installed and maintained correctly
- Sockets and extension cables are overloaded
- The correct fuses are used

Ensuring electrical equipment is switched off and unplugged when not in use will assist to reduce the risk of fire occurring.

Rubbish – When left to accumulate in the workplace, could not only increase the chance of fire occurring, it may assist a fire to spread throughout the premises a lot quicker. Adopt a good housekeeping regime to ensure rubbish is taken out of the premises as quickly and as often as possible and contained within lidded metal bins. Ensure external rubbish bins are sited away from buildings reducing the risk of a fire spreading to the building and ensure that they do not obstruct either your escape routes or those of neighbouring premises.

Smoking – Careless disposal of smoking materials is a major cause of fire. Following the guidelines below and the continual management of these guidelines will reduce the risk of fire:

- Smoke in designated areas only
- Provision of non-combustible and substantial ashtrays
- Daily disposal of the content of ashtrays into a non-combustible waste receptacle ensuring that all debris is fully extinguished first

Heaters – If placed near furniture or combustible materials can start a fire. Ensure that they are positioned carefully and used appropriately. Keep boiler houses clear of accumulations of combustible materials and avoid using them as an extra storeroom. If you have open fires in your premises, never use flammable liquids to light them, always have them securely guarded and sweep chimneys twice per year or more if wood is burned.

Dangerous goods – Most correction, duplicator fluids and most aerosols are flammable and aerosols can explode if they become too hot and must be kept well away from any heat sources. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.

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Arson – Help protect your premises by securing any combustible waste in an appropriate receptacle and locking away any flammable liquids or gases. Considering the potential problem of arson is an important aspect and is one that should not be underestimated as it is not only a major cause of fire but frequently a problem when the premises are unoccupied. End of day checks to ensure all windows and doors are secure can help to manage the risk of arson. Further information on reducing the risk of arson can be found at www.cornwall.gov.uk/arsonprevention.

Section 2 - Fire detection and warning systems

For further information please refer to **British Standard 5839-1:2017** Fire Detection and fire alarm systems for buildings – Code of practice for design, commissioning and maintenance of systems in non-domestic premises.

The fire alarm system is required to be monitored and tested by a nominated responsible person. The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Regular tests are vital to ensure that there has not been any major failure of the entire or a significant part of the system.

It is essential that if the alarm is linked to an alarm signal receiving centre it is contacted immediately before, and immediately after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

Daily - Inspect the alarm panel daily for normal operation of the system (this does not have to be recorded) if any defects are found then record in the logbook and report it to a responsible person. It should be ensured that any faults recorded have received appropriate attention.

Weekly - Every week a different manual call point should be operated (same time each week) during normal working hours. In premises where employees work out of these hours an additional test carried out at least once a month to ensure familiarity with the sound of the fire alarm. There is no maximum limit for the period of time it takes to test the system in rotation. **Note:** This test should be recorded in your logbook.

Automatic door release mechanisms activated by the fire alarm

Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates.

These tests also include any door release mechanisms that are activated by an audible link such as the "Dorgard" product. The batteries must also be replaced in accordance with the manufactures guidance and if a low battery warning is activated.

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Emergency generators and batteries

If emergency generators are used as standby power, simulation of power failure to activate generators on load for at least one hour each month will be necessary. Where vented batteries are used as standby power carry out a visual inspection of batteries and connections including electrolyte level.

Servicing and maintenance

Servicing and maintenance can only be undertaken by a competent person with the relevant technical knowledge and training. This may be done by the installer, a qualified in house maintenance person or some other competent person.

Fire Alarm systems are to be tested and serviced in accordance with **British Standard 5839-1:2017** and the fire alarm installer/engineer should be competent and fully conversant with the requirements of the British Standard.

Visual Inspections of fire alarm system components

Regular visual inspection of manual call points and fire detectors is required to ensure that:

- Manual call points are unobstructed and conspicuous
- A clear space of 500mm is maintained below each automatic fire detector and is not impeded by any other means i.e. accumulation of dust in detector head or layers of paint.

False Alarms (Unwanted Fire Signals)

The only way to effectively reduce false alarms is to know where the problem lies. Each alarm actuation should be investigated to find the cause. If it turns out to be a false alarm, record the reason for it, it does not need to be a complex process and a hand written sheet in your fire logbook is sufficient.

When the fire alarm sounds, a trained member of staff should safely establish if an alarm is genuine or false before calling the fire service (except for residential care homes where due to the high risk, the fire and rescue service must be summoned as soon as the fire alarm operates). This means you can find the cause of an alarm actuation and if no fire exists, return to normal working conditions faster and minimise disruption to your business and the fire and rescue service.

Further guidance on safely investigating the cause of an alarm please refer to our toolkit for reducing false alarms at www.cornwall.gov.uk/toolkit.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

Section 3 – Fire-fighting equipment & facilities

For further information please refer to **British Standard 5306-8: 2012** Fire extinguishing installations and equipment on premises – Commissioning and maintenance of portable fire extinguishers – Code of practice and BS EN3.

All testing of equipment should be in accordance with the manufacturer’s instructions.

Portable Fire Extinguishers Monthly Inspection

It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated competent person **not less than monthly**.

Inspection checks should include:

- Are extinguishers located in the designated place?
- Are extinguishers visible and unobstructed?
- Are operating instructions legible and do they face outwards
- Ensure the extinguisher has not been used and has no obvious damage
- Ensure the pressure gauges/indicators are reading within operational and safety limits
- Ensure the seals and tamper indicators are not broken or missing
- Corrective action should be arranged where necessary

Annual service and Inspection by a competent person

The user should ensure that extinguishers, gas cartridges and replacements charges are inspected, serviced and maintained as recommended in current British Standards. These 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 recommended tools, equipment and materials at least annually.

Schedule of Maintenance for Extinguishers

Type of Extinguisher	Basic Service	Extended service with discharge test	Overhaul & recharging
Water (stored pressure or gas cartridge)	Annually	Every 5 years	-
Foam (stored pressure or gas cartridge)	Annually	Every 5 years	-
Dry Powder (stored pressure or gas cartridge)	Annually	Every 5 years	-
Carbon Dioxide	Annually	-	Every 10 years
Wet Chemical	Annually	Every 5 years	-

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Fire Blankets

Fire blankets appropriate to the risk should be provided.

Fire blankets are classified in **British Standard 7944:1999** (Heavy Duty) or **British Standard 1869:1997** (Light Duty) and are described as follows:

- a) Light Duty - These are suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing
- b) Heavy Duty - These are for industrial use where there is a need for the blanket to resist penetration by molten materials

It is recommended that regular inspections of all Fire Blankets are carried out by the responsible person or other nominated competent person **not less than monthly**.

Hose Reels

Further information please refer to British Standard 5306-1:2006

Hose Reels should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

Annual service and Inspection by a competent person

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate. A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended).

Section 4 - Fire sprinkler systems (automatic)

Domestic and Residential Sprinkler systems are to be tested in accordance with **British Standard 9251:2014** Sprinkler systems for residential and domestic occupancies.

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

- a) The sprinklers' heat sensing capacity and their spray pattern is not impeded
- b) The minimum flow rate recommended in this British Standard is achieved at the drain and test valve
- c) The alarm is effective and can be heard in all parts of the building
- d) The system has not been modified except in accordance with this British Standard

The logbook should be completed with the following details:

- The date of inspection
- Details of all tests conducted and their results
- Confirmation or otherwise of the sprinkler systems operational status
- Confirmation or otherwise of the alarm systems operational status
- Details of any recommendations or comments

Commercial Sprinkler systems are to be tested in accordance with **British Standard EN 12845:2015** Fixed Fire fighting Systems – Automatic sprinkler systems –Design, installation and maintenance.

Weekly routine

General

Each part of the weekly routine shall be carried out at intervals of no more than 7 days.

Checks

The following shall be checked and recorded:

- a) All water and air pressure gauge readings on installations, trunk mains and pressure tanks; **Note:** The pressure in the pipe work in dry, alternate and pre-action installations should not fall at a rate of more than 1.0 bar per week
- b) All water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks (including pump priming water tanks and pressure tanks)
- c) The correct position of all main stop valves
- d) The electrolyte level and density of all acid battery cells and if the density is low that the battery charger is working correctly, ensure that the affected cells have been replaced
- e) The operation of the mode monitoring system for stop valves in life safety installations

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Water motor alarm test

Each water motor alarm shall be sounded for no less than 30 seconds.

Automatic pump starting test

Tests on automatic pumps shall include the following;

- a) Fuel and engine lubricating oil levels in diesel engines shall be checked
- b) Water pressure on the starting device shall be reduced, thus simulating the condition of automatic starting
- c) When the pump starts, the starting pressure shall be checked and recorded
- d) The oil pressure on diesel pumps shall be checked, as well as the flow of cooling water through open circuit cooling systems

Diesel engine restarting test

Immediately after the pump start test, diesel engines shall be tested as follows:

- a) The engine shall be run for 20 min, or for the time recommended by the supplier. The engine shall then be stopped and immediately restarted using the manual start test button
- b) The water level in the primary circuit of closed circuit cooling systems shall be checked
- c) Oil pressure (where gauges are fitted), engine temperatures and coolant flow shall be monitored throughout the test. Oil hoses shall be checked and a general inspection made for leakage of fuel, coolant or exhaust fumes.

Trace heating and localized heating systems

Heating systems to prevent freezing in the sprinkler system shall be checked for correct function.

Quarterly, half yearly, yearly and three yearly routines

The Responsible Person shall arrange for inspections and tests of the sprinkler system to be carried out by a competent person. Any defects found are to be logged and any necessary action must be taken to ensure that certificates of satisfactory testing are received.

These routines are again to be undertaken in accordance with **British Standard EN 12845:2015** Fixed Fire fighting Systems – Automatic sprinkler systems – Design, installation and maintenance.

Section 5 - Escape Routes

You should ensure that on a daily basis the escape routes are:

- Free from obstruction, slip or trip hazards (stored or temporary items)
- Clearly indicated to ensure relevant people can use them easily and immediately
- Equipped with fire doors, that are not wedged open or have self closing devices removed, to prevent the spread of fire, heat and smoke
- Final exit doors can be opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key
- Areas outside the final exit doors are kept clear from obstruction
- Available for access by the emergency services

Section 6 - Emergency Escape Lighting

For further information please refer to **British Standard 5266-1: 2016** Emergency Escape Lighting Systems.

The emergency escape lighting system is required to be monitored and tested by a nominated competent person. This person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

Because of the possibility of a failure of the normal lighting shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests should be undertaken at times of minimum risk.

Routine inspections and tests

Daily

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

NOTE: This is a visual inspection of indicators to identify that the system is in a ready condition and does not require a test of operation.

Monthly

Each emergency lighting system should have an appropriate means for simulating failure of the normal supply for test purposes (e.g. manual isolating device or automatic testing).

- The test facility should be protected from unauthorised operation.
- The test device should not interrupt power to any other electrical equipment that could cause a hazard.
- If automatic testing devices are used, the results of the short duration tests shall be recorded.

NOTE: An automatic test system for battery powered emergency lighting is specified in BS EN 62034.

Tests shall be carried out as follows:

- a) Switch on in the emergency mode each luminaire and each internally illuminated exit sign by simulation of a mains power failure of the supply, for a period sufficient to ensure that each lamp is illuminated. **NOTE:** The period of simulated failure should be sufficient for the purpose of this clause whilst minimising damage to the system components e.g. lamps. During this period, all luminaires and signs shall be checked 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
- b) In addition to a), for central battery systems, the correct operation of system monitors shall be checked
- a) In addition to a), for generating sets, refer to **British Standard 5266-1:2016**

Annually

Annual servicing and maintenance should only be undertaken by a competent person with the relevant technical knowledge and training. This may be done by the installer, a qualified in house maintenance person or some other competent person.

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

For all 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 the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements should be checked for proper functioning
- c) The date of the test and its results shall be recorded in the system logbook
- d) In addition, for generating sets, refer to the **British Standard 5266-1:2016**

Section 7 - Signs and Notices

All signs and notices will need illumination to ensure they are conspicuous and legible. Appropriate signage will take into account the type of people who may need to use them. Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency.

Signage must comply with the Health & Safety (Safety Signs & Signals) Regulations 1996 and with **British Standard 5499-4:2013**. To comply the signage must be in pictogram form but can be supplemented by text where appropriate.

Section 7 Guidance on Informing, Instructing and Training

Are all relevant people aware of their responsibilities in the event of an emergency? Ensure that they know:

- What action to take on discovering a fire and on hearing the fire alarm
- How to raise the alarm
- How to contact the Fire and Rescue Service
- Correct evacuation procedures and location of the assembly points
- Only tackle a fire if it safe to do so (when fire is small and correct extinguisher is available)
- Aware of the contents of the Fire Risk Assessment

Employees should receive training during working hours when they start employment, following any changes to the emergency plan or to the workplace and if there are changes to work practices and processes.

What to do in the case of a fire

On the sounding of the fire alarm and/or discovering a fire, the building must be evacuated in accordance with your emergency plan. Where possible try to contain the fire by shutting doors and windows, this will help to reduce draughts that may fan and spread the fire.

Contact the Fire Service immediately ensuring the name and address of the premises is given clearly. Try not to position yourself too close to fire bells/sirens if possible when making the emergency call. It can become very difficult for all parties to hear vital information. When the fire service arrives ensure the responsible person meets them to collate information. Do not re-enter the building for any reason.

Section 8 - Miscellaneous tests and checks

Examples of other fire precautions that may require regular checking, testing and maintenance are as follows:

- Means of escape routes; including corridors, stairs, internal & external routes
- Other measures provided for the protection of means of escape,
- All final exits
- Fire Doors
- Fire Resistant glazing
- AOV - Automatic Opening Vents
- Pressurisation system
- Dry/Wet Rising Mains
- SHEVS – Smoke and Heat Exhaust Ventilation Systems
- Firefighting lifts and shafts
- Flood Systems (CO₂, Halon, Argon)
- Fixed Extinguishing Systems (Kitchen Fire Suppression Systems)

These inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions, including glazed elements should be in satisfactory repair.

Any Fire Engineered Solution (AOV, Pressurisation system, SHEV) must be free from obstruction and must not be tampered with to ensure that it operates freely and effectively.

Inlet and outlet valves on rising mains must be easily accessible, free from obstruction and in effective working order.

Any testing and maintenance must be carried out in accordance with current version of the relevant British Standard

All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

USEFUL TELEPHONE NUMBERS (IN AN EMERGENCY DIAL 999)

Contact Name / Details	Telephone	Email / Web
Cornwall Fire & Rescue Service - Fire Safety Advice (9am – 5pm)	01726 223620 (St Austell Fire Station)	protection@fire.cornwall.gov.uk
Cornwall Fire & Rescue Service - Fire Safety Advice (24hr advice)	0800 3581 999	www.cornwall.gov.uk/businessfiresafety

LIST OF COMPETENT PERSONS/FIRE WARDENS

Name	Dept or location	Tel
Name of Deputy		Deputy Tel
Name	Dept or location	Tel
Name of Deputy		Deputy Tel
Name	Dept or location	Tel
Name of Deputy		Deputy Tel
Name	Dept or location	Tel
Name of Deputy		Deputy Tel
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