



Fire Log

Book

ISSUED BY

Guardian Fire

Protection

Services



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We can provide the following goods and services.

- Fire extinguisher supply, installation and servicing
- Fire hose reel supply, installation and servicing
- Fire alarm equipment and emergency lighting supply
- Fire alarm system and emergency lighting design, installation, commissioning and servicing
- Inert gas fire suppression system design, installation, commissioning and servicing
- Wet chemical kitchen protection system design, installation, commissioning and servicing
- Fire and safety signs
- Dry riser equipment supply
- Dry riser servicing and testing
- Fire risk assessments
- Training in the use of fire extinguishers
- Fire drills
- Fire hydrant, hose and ancillary equipment supply
- Supply of miscellaneous equipment such as key boxes, rotary hand alarms, first aid kits etc.

Guardian Fire is also accredited to ISO 9001:2008 Quality Management System.



An Introduction to your Fire Log Book

The maintenance of fire precautions is a serious legal obligation of management in every premises.

There is a legal requirement to carry out a **FIRE RISK ASSESSMENT**.

There is a legal requirement to provide and maintain accurate records on fire precautions.

CONTENTS OF THIS LOG BOOK

1. Visits by Fire Prevention Officer
2. Staff Training, Fire Drills and Evacuation, Records
3. Fire Alarm System, Records of Tests
4. Emergency Lighting, Record of Tests
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10. Miscellaneous Equipment, Record of Tests
11. Guidance on Fire Precautions



STAFF TRAINING, FIRE DRILLS AND EVACUATION

Should be carried out at intervals shown below and conducted to simulate fire conditions, for example, one escape route obstructed. No advance warning should be given, other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire service.

Six Monthly

Residential premises, places of entertainment, large shops and department stores

Annually

Industrial and commercial premises.

FIRE INSTRUCTION

Should be given to all staff, in respect of the action to be taken and the purpose of the following:

- Discovering a fire
- Hearing the fire alarm
- Assembly points
- Calling the Fire Service
- Use of fire extinguishers
- Making safe power supplies, etc



Fire Alarm System

Routine testing, inspection and servicing as prescribed by BS 5839

Commentary

Although modern fire alarm systems may incorporate monitoring to automatically indicate faults it is still necessary for the User to ensure that fault indications at the control panel are identified for appropriate action. It is also necessary for a regular test to be carried out to ensure there has not been a failure of the whole system, or a significant part of the system.

Routine testing will also ensure that the occupants of the building will become, and remain, familiar with the signal that the fire alarm system produces.

Weekly testing by the User

When testing the fire alarm system it may be necessary to isolate ancillary outputs.

It is essential to contact any alarm receiving centre immediately before, and immediately after the weekly test to ensure that unwanted alarms are avoided and that the fire signal was correctly received.

The following recommendations apply:

1. Every week a manual call point should be operated during normal working hours to ensure the control panel registers a fire condition and the fire signal sounds.
2. The weekly test should be carried out at approximately the same time each week and occupants should be instructed that they must report any instance of poor audibility of the fire signal. In systems with staged alarms both the “Alert” and “Evacuate” signals should be operated where practical.
3. In premises where some employees only work during hours other than that at which the fire alarm is normally tested, an additional test should be carried out at least once a month to ensure these employees are familiar with the fire signal.
4. A different call-point must be used at each test so that all manual call-points on the system are tested in rotation. There is no maximum limit to the period of time this takes. The result of the weekly task and the call-point used must be recorded and it is therefore recommended that the call-point is numbered.
5. The duration for which the fire signal is audible will not normally exceed one minute. Occupants of the building must be advised of this so that a prolonged fire signal at the time of the weekly test will indicate a fire alarm and not a test.
6. If an automatically started generator and/or vented batteries are used as part of the stand-by power supply monthly inspection in accordance with the recommendations of BS5839 is necessary.



Inspection and servicing.

It is essential that the fire alarm system is subject to periodic inspection and servicing by a competent person with specialist knowledge of fire detection and alarm systems.

This will normally be an outside fire alarm servicing organization; care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have equivalent competence to the technicians of a typical fire alarm servicing organization. Competence of a fire alarm servicing organization can be assured by the user of the organizations that are third-party certified by UKAS-certificated certification body, to carry out inspection and servicing of fire alarm systems.

Upon completion the competent person should issue a certificate, which should be kept with this log book.



FALSE ALARMS - Prevention

Automatic Fire Detection systems, especially those linked to alarm receiving centres have a proven record of providing an early alert in the event of fire thus, preventing property loss, business disruption and saving lives.

However unwanted alarms from automatic Fire Detection systems continue to rise and as such effect the reputation of these systems, cause loses to business in down time and cause unnecessary response and effect operational cover of the Fire and rescue service.

Too many false alarms can also affect the response from the buildings occupants, who may not react correctly when the alarm sounds due to a real fire, because of their experience of numerous false alarms.

The responsibility for the reduction in these false alarms rests heavily on all concerned with the systems, from the designer, the accountant who approves the required funds, installer, maintenance company and owner of the system. Each can play an effective role in providing solutions to preventing false alarms.

The Office of the Deputy Prime Minister (ODPM) is working closely with other organisations to combat the Issue of false alarms.

Occupiers have a key role in understanding their Fire Alarm System, both in the importance of having a sound reliable system in place but also in the cost of False alarms both financial and human terms.

Provision of advice and training should always be readily available from installing company and/or maintenance company.

The responsible person for the system should be trained in order that they understand their duties relating to investigating false alarms and making entries in the fire safety log book.

Further training in procedures to be followed should a Fire alarm occur such as how to interpret the control panel indications and how and when to reset the system.

'When' is very important, as confirmation of whether or not there is a fire or that any False alarm has been investigated to establish its possible cause.

Your Fire risk assessment is a living document and as such it should highlight possible issues with changes to building layout, new processes or equipment on



your fire alarm system.

**THE FIRE SAFETY LOG BOOK AIDS THE INVESTIGATION INTO
THE CAUSES OF FALSE ALARMS.**

Log each occurrence and where possible categorise.

- **Unwanted**- dust, insects, steam, tobacco smoke
- **Equipment** - Faulty system equipment
- **Malicious** - deliberate activation of a call-point
- **Good Intent** - when a fire is suspected and the alarm is raised by an individual
- **Unknown** - if the alarm does not fit any of the above
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The '**False Alarm**' is classified in five categories as detailed above, these should not be confused with an '**unwanted alarm**'.

An unwanted alarm is when the system has operated correctly, but the alarm was unwanted. Below are detailed some of the possible causes of unwanted alarms:-

- ◆ Steam (shower rooms, bathrooms, kettles or industrial processes)
- ◆ Accidental damage (e.g. broken call point)
- ◆ Cooking (fumes from cooking, burnt toast etc)
- ◆ Tobacco smoke
- ◆ Insects
- ◆ Aerosol spray
- ◆ Candles, josh sticks, Incense
- ◆ Water ingress
- ◆ Welding/hot works
- ◆ Dust (this can be a build up over time or sudden release)
- ◆ Incorrect maintenance of the system.

Unwanted alarms can be reduced by close liaison with the designer or maintenance company of your system. For example if you experience constant damage to call points installing protective covers may be an option to relocation.



System and Maintenance

Your system should be covered by a maintenance agreement this will:

Reduce unwanted alarms and the risk of failure. Maintain the systems performance within its design specification and ensure the system meets its designed life expectancy.

Your risk assessment will determine the recommended number of visits required in accordance with British Standards. But this should be a minimum of two visits per annum.

See Fire alarm system section of your logbook 'Routine Testing'



Fire Alarm- Record of False Alarms

Date	Zone	Device ref	Cause	Repeat	No. of false alarm

Contributing Factors
Remedial action

DATE		Signature	
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Contributing Factors
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DATE		Signature	
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Remedial Factors

Date		Signature	
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Emergency Lighting

EMERGENCY LIGHTING TESTS

Because of possible failure all tests must be undertaken at times of least risk.

During the test, luminaries should be inspected for cleanliness and brightness. Any found to be dirty or dull should be cleaned and repaired or replaced.

These tests should be undertaken as follows:

Monthly

Simulations of failure of normal lighting supply for sufficient time to allow all luminaries to be checked for proper function.

Weekly

This applies to places of entertainment only and the test is as prescribed for monthly intervals.

Six Monthly

Simulate the failure of the normal lighting supply for a continuous period of one hour. Check all luminaries for proper function.

In premises with a fire alarm system this test will usually be undertaken by the servicing organisation who carry out the fire alarm service. This would be recorded on their certificate, a copy of which should be kept with this log book.

Three Yearly

Test for full duration of systems, which have a specified duration in excess of one hour. Check all luminaries for proper function.

In premises with a fire alarm system this test will usually be carried out by the servicing organisation who carry out the fire alarm service. This would be recorded on their certificate, a copy of which should be kept with this log book.



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Fire Extinguishers

Inspection by the user and annual servicing prescribed by BS5306-3

Inspection by the User

It is recommended that the user carry out visual inspections of all portable fire extinguishers not less than monthly. The *Fire Safety: An Employers Guide (3)* information leaflet published for the Home Office suggests that good practice is to check for correct installation and apparent function on a weekly basis.

Inspections should include checks that each extinguisher:

- Is located in the designated place
- Is unobstructed, visible and its operating instructions face forward.
- Has operating instructions which are clean 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

On sites with a large number of portable extinguishers a separate list of the type and location should be kept with this log book and this list should be used as a check to ensure all extinguishers are visually inspected at the time of each inspection.

Employers in charge of a workplace should particularly take account of the fact that where it is necessary to provide extinguishing equipment to safeguard employees in the event of fire, this equipment shall be maintained in an efficient state, in efficient working order and in good repair.

Annual Service

Fire extinguishers should be subject to basic service, extended service and recharge and overhaul and recharge at least annually as prescribed by BS5306-3 by a competent person.

This service will normally be undertaken by an outside servicing organisation; care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have the equivalent training, certification, competence and access to the correct tools as would the technicians of a typical fire equipment servicing organisation.

Competence of a fire equipment servicing organisation can be assured by the use of organisations that are third-party certified by a UKAS-certified certification



body to body to carry out fire extinguisher servicing.

Upon completion the competent person should issue a certificate, which should be kept with this log book.



Fire Hose Reels

Routine checks by the user and Servicing prescribed by BS EN671-3

Routine Checks by the User

Regular checks of all hose reels and hose systems should be carried out by the user at intervals depending on environmental circumstances and/or fire risk/hazard, to make sure each hose reel or hose system:

- Is located in the designated place
- Is unobstructed, visible and has legible operating instructions
- Is not obviously defective, corroded or leaking

The user should arrange for immediate corrective action, where necessary.

Service

The hose reel should be checked at least annually in accordance with the requirements of BS671-3 by a competent person.

This service will normally be undertaken by an outside servicing organisation: care needs to be taken to ensure that, if, for example, in-house employees are used for this task, they have equivalent training, certification, competence and access to the correct tools as would the technicians of a typical fire equipment servicing organisation.

Competence of a fire equipment servicing organisation can be assured by the use of organisations that are third-party certified, by a UKAS-certificated body to carry out hose reel servicing using technicians for this task.

Upon completion the competent person should issue a certificate which should be kept with this log book.



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Fire Precautions/Fire Safety Advice Guidance

Fire Precautions - Fire Prevention

- Observe the following safety measures with regard to electrical equipment:
 - a. Avoid temporary connections and joints in cables
 - b. Avoid the use of adaptors and extension leads as far practicable
 - c. Do not carry out work on electrical equipment, only competent qualified persons should undertake this work
 - d. Ensure that there is a clear space around appliances that are sources of heat
 - e. Avoid bringing your own electrical appliances to work if at all possible, but if you do, ensure that the equipment is inspected and tested before use and put on the same maintenance routine as the company's electrical appliances
 - f. Switch off all electrical equipment at the end of the working day
- Reduce the risk of arson by:
 - a. Ensure outside doors are not left open
 - b. Being vigilant, challenge those whom you suspect to be unauthorised persons
 - c. Rubbish is stored safely and away from buildings
- Never smoke on the premises, except in authorised areas
- Keep your work area clean and dispose of waste regularly and safely
- Most big fires break out at night when everyone has gone home, but they originate during working hours. Ensure last thing at night:-
 - a. A system of checks to ensure that all equipment is safely shut down
 - b. No cigarettes are left smouldering
 - c. All fire doors are closed
- Know your fire extinguishers
- **Means of escape**

Fire doors have been installed to prevent the spread of smoke and heat. Keep fire doors shut (but not locked) when not in use, never prop them open or remove any self closing devices. Keep all corridors, stairways clear from waste material and storage. Ensure that the final fire exit door/s can be readily open from the inside without the use of any keys. Ensure that all fire exit and fire exit accesses are clearly indicated with fire exit signage, which is visible from the furthest part of a room.



Fire Alarm

You must always ensure that the fire alarm system is fully working, ensure that the staff know how to use it and what action they need to take upon hearing the alarm.

Fire Extinguishers

Fire extinguishers are intended to fight fires in the early stages. Ensure that all staff know where the extinguishers are located and how to operate them safely. Always ensure they are inspected and maintained regularly.

Emergency Lighting

Emergency Lighting needs to be checked and maintained regularly. Replacing any defective tubes and components immediately.

Staff Responsibilities

Ensure that all staff are fully aware of their responsibility in the event of an emergency, all staff need to know how to:

- (1) Raise the fire alarm
- (2) Call the fire brigade
- (3) know when not to tackle a fire
- (4) Correct usage of a fire extinguisher
- (5) Know the correct evacuation procedure for the building/premises
- (6) Know where the assembly point is

Visitors

Ensure that all visitors to the premises are fully aware of the action to take in the event of a fire.

Electrical Equipment

One of the major causes of fire is the misuse of electricity. Ensure that any old wiring is renewed. Ensure that correct fuses are used for the appliance. Before leaving/exiting the premises pull all plugs of all appliances out of their electrical sockets.



Heating

Keep any portable heaters away from any combustible materials, do not cover and away from furniture. Ensure all portable heaters are switched off when not in use or when leaving the building at the end of the shift pattern. Keep any boiler houses clear, do not use as an extra storage room.

Smoking

Smoking must only occur in designated smoking areas. Ensure that all bins are regularly emptied following correct procedures.

Common causes of business fires

- ARSON - to prevent arsonists attacking your premises lock away any flammable liquids and gases. Ensure that your premises is secure at the end of the day, including all doors, windows, exit/entrance ways.
- DANGEROUS GOODS - If your company uses correction fluid, duplicator fluid or aerosols these are all flammable or explosive. These need to be stored away from any sources of heat. The careful use of and storage of any flammable liquids/gases is essential to maintain a safe working environment.
- Electricity - Electricity is a source of heat, any faulty wiring, appliances need repairing or replacing immediately by a competent electrician. Ensure all electrical appliances are switched off after use.
- Heaters - Ensure they are located and placed carefully and used wisely
- Rubbish - Ensure that any rubbish is removed out of your premises and inserted into metal lidded bins as soon as possible. Metal bins need to be located away from the building, windows and doors.
- Smoking - Smoking is still the most common fire starter.

The Contents of this fire log book are believed to be correct at the time of printing. Nevertheless, Guardian Fire Protection nor Wards Fire and Protection Limited accept no liability for loss, damage or injury by any errors of omissions from the information given.