

# SECTION 5

## FIRE LOG BOOK TEST FREQUENCIES, RECORDS AND TEST PROCEDURES

The details relating to each test are provided on the reverse side of each record sheet, which should be copied and kept as masters. The occupier of the building should carry out all tests in this section unless reference is made to an outside agency. All weekly and monthly checks can be done by the caretaker, Manager or person nominated person by the building steward. Ideally they should take place outside of normal working hours. All test and maintenance results should be recorded in this Log Book.

The fire alarm system should be tested on a weekly basis. Where an electrical system is installed, one break-glass call point should be tested weekly using a different call point each week. An electrical engineer must test the entire system periodically and it is recommend that this is every 6 months. Records of engineers' tests should be filed in section 6.

Where an emergency lighting system is installed, it should be tested monthly. There should be a test facility to carry out this task. If there is not, Property Services should be consulted for advice. The emergency lighting system must be tested once a year by a qualified electrical engineer.

All the fire extinguishers should be checked once a month. This simply involves checking that they are in their correct locations and have not been accidentally discharged. Where the extinguisher has a pressure gauge fitted this should be checked to ensure that the pointer is still in the green segment. All extinguishers must be subject to an annual test by a competent person. This is currently being carried out by Operational Services.

All fire doors should be checked on a monthly basis to ensure no damage has occurred and that they are closing fully against their rebates. Exit routes should be checked on a weekly basis to ensure that they are clear and unobstructed. Final exit doors should be checked to ensure that they open freely, especially any door fitted with a special security device.

All extraction and ventilation systems should be cleaned and maintained in accordance with the manufacturer's instructions. Property Services will be able to assist with any arrangements in this respect.

All safety signs should be checked on a six monthly basis to ensure that they are still current, legible and clearly visible.

The general electrical systems of the building should be subject to a regular periodic check by a qualified electrical engineer. Property Services have responsibility for providing this inspection, unless other arrangements have been agreed with them.

The manager or nominated person should examine sprinkler systems on a daily basis to ensure correct function of the system, as detailed by the manufacturer.

Additionally, a weekly check should also be carried out on the water and pressure gauge readings and water levels in any sprinkler system water storage tanks. These should be recorded in the systems Log Book provided by the installer. The manufacturer may require further specific weekly checks on specialist sprinkler systems and these should be complied with and the results recorded as above. The system should receive routine maintenance by a competent service engineer as detailed by the manufacturer.



Smoke control systems should be tested in accordance with the manufacturer's instructions and a record kept of the results.

Any fire retardant treatments should be re-applied as directed by the manufacturer. This includes fabrics such as stage curtains, treatments applied to render doors resilient to fire, surface finishes to walls etc.

All records in this Fire Log Book have been so designed to enable staff to enter dates, defects and corrective actions.

**Each alarm break glass point should have an individual identity.**

Door Guards or Automatic Self-closing Systems should operate at the same time as the automatic fire alarm. All defects should be recorded on Form A.

### **Records Index**

Records relating to the following should be kept:

- A. Fire Alarm - Weekly Checks
- B. Fire Extinguisher - Monthly Checks
- C. Location and Type of Fire Equipment
- D. Maintenance of Fire Doors, Exits and Escape Routes
- E. Emergency Lighting
- F. Fire Drills
- G. Staff Fire Training
- G1. Staff Personal Training Record
- H. Hot Work Permit
- I. Sprinkler Systems – Routine Checks
- J. Smoke Control Systems – Routine Checks





## FORM A

### Fire Alarm Break Glass Point - Weekly Checks

Break glass points should be numbered and checked in sequence, at a rate of one point per week. If the building has more than thirteen break glass points it may be necessary to test two points per week. All call points are provided with a special test facility utilising a test key or 'Allen' key. Breaking the glass will never actually be necessary.

Where the system automatically registers activation to the emergency services via a Call Centre it is important that the operation of testing does not result in a false signal being sent. It is essential that any Call Centre be contacted immediately before, and immediately after, the weekly test to ensure that unwanted alarms are avoided and that fire alarm signals are correctly received.

Staff should check audibility and bell operation. For any further advice on the operation of alarm systems or the procedures for reporting any defects, contact should be made with the Property Helpdesk for further information.

It is also good practice to carry out a visual inspection of the alarm panel every day to check for the operation of the system.

Any automatic door releases should be checked in conjunction with the weekly alarm checks. It is important to check that all doors close fully onto the door rebates.

All defects should be reported to the Property Helpdesk. Outside of normal office hours, establishments should report defects to the relevant fire alarm maintenance contractor, confirming such action with the Property Helpdesk at the earliest opportunity.





## **FORM B**

### **Fire Extinguishers**

When annual inspection and maintenance of fire extinguishers is undertaken, signed records of those inspections should be kept as Form M. However, it is also necessary for nominated staff to carry out a monthly inspection of fire extinguishers. This should ensure that extinguishers are in the correct position and unobstructed, that they have not been discharged, that pressure has not been lost (for those fitted with pressure indicators) or that the extinguisher has not suffered obvious damage.

Any extinguisher that has been used, or partly used, should be moved to storage and marked 'empty'. A request for the extinguisher to be recharged should be made via the Property Helpdesk immediately.





## FORM C

### Location and Type of Fire Fighting Equipment

The siting and visibility of fire extinguishers should be considered. Where possible, they should be wall mounted securely in strategic positions, visible from the main thoroughfare and carrying handles should be approximately one metre from floor level.

Extinguishers should always be sited:

- as close as is practicable to the fire risk
- adjacent to exit doorways
- on escape routes
- at the same locations on each floor in uniform buildings
- where possible in groups forming fire points
- where possible in shallow recesses
- away from extremes of temperature

Fire extinguishers and appliances should be located far enough away from cookers, brazing hearths and other possible sources of fire so that they can be accessed safely in an emergency.

The location and suitability of fire extinguishers should be determined following the guidance below and in consultation with the Fire and Rescue Service:

<b>Location</b>	<b>Extinguisher</b>	<b>Appliance</b>
Science laboratory	CO <sub>2</sub> /Dry Powder	Sand bucket & fire blanket
Workshop	CO <sub>2</sub> /Dry Powder	Sand bucket & fire blanket
Craft room	Dry Powder	Sand bucket & fire blanket
Food Technology	CO <sub>2</sub> /Dry Powder	Fire blanket
Computer suite	CO <sub>2</sub> /Dry Powder	None
Kitchen	Wet Chemical*	Fire blanket
Corridors/Common areas	Water/AFFF (Foam)	None
Coal boiler room	Dry Powder	None
Coke boiler rooms	Dry Powder	None
Residents' lounge	Water/AFFF(Foam)	None
Bedrooms	None	None
Dining rooms	Water/AFFF (Foam)	None

Fire extinguishers will not normally be provided in a gas-fired boiler room as their use on a fire involving such a gas appliance may create an explosive atmosphere. In the event of a fire, it is essential to isolate the gas supply and allow excess gas to burn off. Where gas-fired boiler rooms have been authorised for use as storage areas it is essential to agree the extinguishing medium with the Fire and Rescue Service.

Flammable liquids must not be stored in these areas and access to heating plant must not be obstructed.

\* Wet chemical extinguishers will replace the dry powder extinguishers currently located in kitchens when they require renewal.







## FORM D

### Maintenance of Fire Doors, Exits, and Escape Routes

Formal inspections should be carried out at least once a month.

These should include:

- |            |  |
|------------|--|
| Fire Doors | Check that they are a good fit, that any automatic retaining devices are working correctly and that <u>wedges are not used</u> . Where self-closing devices are fitted they must be fully operational (see guidance below)               |
| Fire Exits | Check that they are clearly labelled and that panic fastenings, where fitted, are operational. Only in exceptional circumstances and with the approval of the Fire Safety Officer will the use of keys to lock fire exits be acceptable. |

Special arrangements should be made in respect of the halls and any areas where special events are held, for example, a school play or training seminar. On such occasions these areas may be full of people who are unfamiliar with the surroundings and the emergency evacuation procedures.

To address this, appropriate and clear instructions should be given to all visitors. Furthermore, an additional inspection should be carried out before events such as those outlined above take place in order to ensure that all fire safety measures are in place. See page 1-3 'Premises Licences'.





## **FORM E**

### **Emergency Lighting - Monthly Checks/Annual Test**

A nominated member of staff should undertake all checks monthly at times of least risk. The details of the test procedure will depend on the type of system in use. Where possible, the testing procedure should simulate a power failure of the normal lighting to check that the emergency lighting will be energised. If this is not possible to test the system in this manner, Property Services will give specific instructions on the system. Sufficient time must be allowed to verify that the lights are functioning correctly.

In addition, a contractor must test emergency lighting systems annually. Copies of the contractors' records should be inserted in this section of the Fire Log Book.

### **Other checks**

As part of the accommodation checks carried out within Care establishments, emergency lighting must be checked and the results recorded on the establishment's record sheets.





## FORM F

### Fire Drills

Fire drills must be held on a regular basis. In schools a drill should be held each term. In other establishments the frequency will be determined by the risk assessment process and in consultation with the Fire and Rescue Service. In establishments with ten residents or less it is acceptable for one drill to take place each year. The drill should preferably take place immediately after any significant intake of new members of staff who are unfamiliar with the building. Service users in an establishment or pupils in schools should also be included in the drill. All drills should simulate conditions where at least one of the escape routes from the building is obstructed. A competent person should supervise drills. Full details of the drill and those groups involved should be kept on Form F.

The scale of evacuation from the premises is at the discretion of the competent person and the drill may therefore consist of either:

- full evacuation to outside the building, or
- evacuation of one compartment to another, or
- evacuation to a ground floor lounge etc., with **direct** access to the outside.

In residential establishments Managers may exercise discretion by not requiring individuals to participate in drills for reasons such as illness, or because they may not respond well to being outside. In these circumstances Managers will need to verify the alternative arrangements with the Fire and Rescue Service and record names and reasons on Form F. This also extends to the arrangements to evacuate to a safe haven, such as a ground floor lounge, which has direct access to the outside.

At some point in time consideration should be given for a drill to take place during periods of the day when normal activity is not taking place, such as lunch breaks or outside normal working hours. These may be quite different from normal drills and may include members of staff and others who are not usually involved. This will be of special value to members of staff who will oversee the evacuation of people not generally familiar with the building or fire procedures. This may, additionally, identify problems arising from the use of escape routes that may differ from those used during normal working hours.

A debriefing session should always be held after drills to determine any shortcomings and identify improvements. Full details should be recorded.

Every member of staff must participate in the number of drills relevant to the premises. Therefore, careful planning is required to ensure that seasonal and night workers are included and to avoid too much disruption to residents etc.

### Involvement of the Fire and Rescue Service

The Fire and Rescue Service has indicated that where work schedules allow its officers are prepared to be involved in some drills in order to allow monitoring of the premises' procedures and their own response procedures. Managers of premises should contact the Officer in Charge of their local Fire Station whenever appropriate to allow this to take place.

### Fire Drill Checklist

A suitable checklist for the purposes of carrying out fire drills is contained in appendix 3.

### Recording

Form F should be used to record the details of the fire drill. Form G1 (Personal Record Card) should be used to record the individual's involvement, if appropriate.



**FIRE LOG - FORM G**

**Staff Fire Instruction and Training  
(To allow staff instruction as detailed in Section 2)**

Date	Duration	Persons Trained	Nature of Instruction	Signature

## **FORM G**

### **Fire Training for Staff**

In order to satisfy the requirement for staff to receive fire instruction and training six monthly fire instruction sessions should take place. The results should be recorded on Form G. Each member of staff must sign the form and it is also recommended that personal record cards be maintained on Form G1.

Staff should be familiar with the contents of Section 2 of this Fire Log Book and should be able to relate the information to their own premises and circumstances. Records of any induction and awareness training should be kept on Form G. Deficiencies found during regular inspections and drills may demonstrate a need for improved staff awareness.

A number of staff should be given an increased level of training as indicated on page 2-4. Details of this training should be recorded on Form G.

Fire instruction and training should occur in addition to fire drills but can be carried out simultaneously.







## **FORM G1**

### **Fire Training for Staff**

In order to satisfy the requirement for staff to receive fire instruction and training six monthly fire instruction sessions should take place. The results should be recorded on Form G. Each member of staff must sign the form and it is recommended that personal record cards are also maintained on Form G1.

Staff should be familiar with the contents of Section 2 of this Fire Log Book and should be able to relate the information to their own premises and circumstances. Records of any induction and awareness training should be kept on Form G. Deficiencies found during regular inspections and drills may demonstrate a need for improved staff awareness.

A number of staff should be given an increased level of training as indicated on page 2-4. Details of this training should be recorded on Form G.

Fire instruction and training should occur in addition to fire drills but can be carried out simultaneously.



# HOT WORK PERMIT

Establishment:	Building:	
Part of Building:	Permit No:	
<b>PART 1</b>		
This permit is VALID ONLY from.....hrs to.....hrs on (date) .....		
This permit covers HOT WORK ONLY, as specified below. Please read guidance overleaf.		
<b>PART 2 - PRECAUTIONS WITHIN 15 METRES OF WORK</b>		
a.	Is cutting and welding equipment in <b>good</b> repair and <b>adequately</b> secured?	Yes No NA
b.	Are floors swept <b>clean</b> of combustible material?	Yes No NA
c.	Are combustible floors <b>protected</b> by wetting/damp sand/flame retardant material? *	Yes No NA
d.	Where possible are all flammable liquids or solids <b>removed</b> from the work area?	Yes No NA
e.	Are those items in "d" which cannot be moved <b>protected</b> by flame retardant sheets or curtains?	Yes No NA
f.	Are wall and floor openings over which heat or sparks may pass <b>covered</b> with flame retardant material?	Yes No NA
g.	Are <b>all</b> combustible constructions protected by flame retardant sheets or curtains?	Yes No NA
h.	Are combustible items in <b>adjacent</b> areas clear from metal which may conduct heat?	Yes No NA
i.	Are suitable extinguishers provided (there must be at least two)?	Yes No NA
j.	Are fire detection systems to be isolated?	Yes No NA
k.	Will cylinders be positioned <b>three metres</b> from hot work?	Yes No NA
l.	Is it necessary to <b>restrict</b> access to all areas affected by the work activity?	Yes No NA
m.	If Personal Protective Clothing is required, please specify type:	
n.	Any other precautions:	
<b>PART 3 - SPECIAL PRECAUTIONS TO BE TAKEN ON ENCLOSED EQUIPMENT</b>		
a.	Is an additional permit for entry to a CONFINED SPACE required? Give Permit No:.....	Yes No NA
b.	Is the confined space adequately ventilated?	Yes No NA
c.	Has equipment been cleaned or purged of all combustible materials and are containers free of flammable vapours?	Yes No NA
d.	Any other precautions:	
<b>PART 4</b>		
<b>AUTHORISATION</b>		
Signature of person issuing permit:..... Time:..... Date:.....		
<b>RECEIPT</b>		
I have read this form and understand that I am responsible for ensuring that the special precautions to be taken prior to the commencement of work are implemented.		
Signed:.....(person in charge of work) Time:..... Date:.....		
<b>CLEARANCE</b>		
The hot work is complete (or stopped) and the people in my charge withdrawn.		
Signed:.....(person in charge of work) Time:..... Date:.....		
<b>CANCELLATION</b>		
All copies of this permit are hereby cancelled.		
Signed:..... (issuing authority) Time:..... Date:.....		
<b>PART 5</b>		
<b>FIRE WATCH</b> - <i>The person issuing the permit should, where necessary, make provision for the attendance of an employee during the work and for two hours after completion of work. Employees must be supplied with a suitable extinguisher and trained in the use of such equipment and in the means of raising the alarm.</i>		
I have been in attendance during/and for two hours* following completion of work and am satisfied that the work does not pose a risk of fire.		
Signed:.....(person in charge of fire watch) Time..... Date:.....		

## FORM H

### HOT WORK PERMIT

#### Definition

Hot work for the purposes of this risk assessment can be defined as any activity undertaken in the establishment that generates heat which if uncontrolled could lead to a fire occurring in the premises.

#### Examples of Hot Work

Typically, activities to be classed as hot work activities will include the following:

- production processes involving the heating of raw materials or part finished goods to a temperature that may allow radiant heat to cause a fire
- teaching activities involving the use of gas flame or electric heating elements to heat up materials, melt or burn them
- maintenance activities involving the use of gas flame or electric heating elements on equipment, fixed plant or the building structure in order to effect repairs etc.
- installation of new plant and equipment involving the use of gas flame or electrical heating elements.

#### Work Not Requiring a Hot Work Permit

In most cases a hot work permit will not normally be required in the following situations:

- activity or production processes for which a risk assessment and a suitable standard operating procedure have been completed and relevant control measures have been put in place
- teaching activities in science laboratories, food technology rooms or Design & Technology workshops which are strictly controlled and supervised
- maintenance activities that are carried out remotely in a suitably controlled workshop type situation and for which risk assessments and standard operating procedures have been completed and the precautions required to comply with the permit system have been incorporated.

#### Work Requiring a Hot Work Permit

A hot work permit must be completed in the following situations:

- activities or processes which deviate from the standard operating procedure or risk assessment and where relevant control measures have not or cannot be fully implemented. For example this would include activities carried out in a different, less suitable environment. In such circumstances there may be a significant risk of fire which should be reduced through the implementation of the hot work permit
- any new installation or maintenance work involving either contractors or staff based at the establishment e.g. a caretaker, which cannot be undertaken in a controlled workshop situation (examples would include plumbing or electrical repairs or new installations involving the use of soldered joints or fittings, shrink wrap sleeving etc.).

#### Persons Completing the Hot Work Permit

Where work has been delegated to the establishment to arrange a hot work permit must be completed by the premises Manager or nominated person. This would also include emergency repairs such as plumbing repairs due to burst pipes etc. or non-scheduled work commissioned centrally.

When any planned work is organised centrally a hot work permit must be completed by a representative of the organising section, such as a Buildings Officer or Engineer, in consultation with the contractor employed and the premises Manager or nominated representative.





## FORM I

### **Sprinkler Systems - Routine Checks**

A nominated member of staff should undertake routine checks as indicated by the installers. A record of these should be maintained on Form I.





## **FORM J**

### **Smoke Control Systems - Routine Checks**

A nominated member of staff should undertake routine checks as indicated by the installers.  
A record of these should be maintained on Form J.

