totalfireservices
FIRE SAFETY CONSULTANTS

Fire Safety Systems
and
Training Records
Log Book

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IGNORE REFERENCES TO ANY SYSTEM OR EQUIPMENT THAT IS NOT INSTALLED OR PROVIDED.

MEANS OF ESCAPE.

The Fire Safety Order 2005 Article 14 - Emergency routes and exits

"Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits and exits are kept clear at all times and where required, to be illuminated by emergency lighting"

All means of escape must be properly maintained and kept free from obstruction or hazards.

A weekly inspection should be carried out to ensure that:

a) All doors which are required for means of escape from any part of the premises are readily available whenever the premises are occupied.

b) All means of escape routes, including staircases, corridors, doorways, etc. are free from obstruction or hazards.

c) All Self-closing devices fitted to doors should be effective in operation.

d) All doors fitted with automatic door release mechanisms should be tested in conjunction with tests for the fire alarm system.

e) All walls, doors, floors and glazing, which are required to be fire resisting should be inspected to ensure that the fire resistance is being maintained i.e. No holes in walls and floors, no glazing is broken, doors are not damaged etc.

Prior to any work taking place which may impact on any fire resisting feature or fire safety system a fire risk assessment review should be carried out and any significant finding should be recorded and action taken resolve the issue.

WEEKLY INSPECTION OF MEANS OF ESCAPE			
DATE	INSPECTED BY	FAULTS FOUND	ACTION

WEEKLY INSPECTION OF MEANS OF ESCAPE			
DATE	INSPECTED BY	FAULTS FOUND	ACTION

WEEKLY INSPECTION OF MEANS OF ESCAPE			
DATE	INSPECTED BY	FAULTS FOUND	ACTION

WEEKLY INSPECTION OF MEANS OF ESCAPE			
DATE	INSPECTED BY	FAULTS FOUND	ACTION

FIRE ALARM AND AUTOMATIC FIRE DETECTION.

The Fire Safety Order 2005 Article 17 – Maintenance

"Where necessary …. the responsible person must ensure that the premises and facilities, equipment and devices provided …. are subject to a suitable system of maintenance... in an efficient state … in efficient working order and in good repair"

The responsible person having control of the premises should appoint a competent person to carry out any necessary work to maintain any system(s) within the premises to ensure they operate efficiently including the maintenance of records. Such a person should have received adequate training from the manufacturer, supplier or installer of the fire alarm system.

The following tests/inspections should be carried out in addition to any other tests recommended by the manufacturer, supplier or installer of the system and maybe carried out by any member of staff who has received the appropriate training.

a) Daily inspection of indicator panel

Ensure that the panel indicates normal operation and that any faults indicted are recorded along with the action taken to remedy the fault. Satisfactory daily inspections need not be recorded in this register.

b) Weekly Test

i. The system should be tested at the same time each week using a different CALL POINT each week. To ensure that all are tested in turn it is suggested that each call point is numbered and the number recorded in this register following the test.

ii. A visual inspection of the BATTERIES and connections should be made to ensure they are in good condition. Any faults should be reported to the appropriate maintenance engineer and rectified immediately. Results of the test should be recorded in this register.

iii. A visual inspection of all call points and any smoke or heat detectors should be carried out to ensure they are not obstructed or covered.

c) Six Monthly and Annual Inspection and Test

The responsible person should ensure that every 6 months and annually a check and test sequence is carried out, by a competent person, in accordance with the current British Standard for Fire Detection and Alarm Systems in Buildings. 6 monthly and Annual inspections should be recorded in this register in **red ink.** Please note that if your fire alarm system has a large number of detectors and devices, quarterly inspections would be required where 25% of the system is tested on each visit**.**

d) Automatic Door Release Mechanisms

In premises where automatic door release mechanisms, linked into the fire alarm system, are installed in the premises, they should be tested weekly in conjunction with the fire alarm test to ensure their correct operation on actuation of the alarm.

NOTE: ANY MAINTENANCE OF THE FIRE ALARM AND AUTOMATIC FIRE DETECTION SYSTEM WHICH NECESSITATES THE SYSTEM BEING INOPERATIVE FOR ANY PERIOD OF TIME MUST BE CARRIED OUT AT A TIME WHEN THE BUILDING IS UNOCCUPIED UNLESS TEMPORARY ARRANGEMENTS ARE PUT IN PLACE AND INCORPORATED INTO STAFF INSTRUCTION AND TRAIN

RECORD OF TESTS OF FIRE ALARM SYSTEM

DATE	CHECKED BY		TEST CARRIED OUT			Call Point Number	Detector Number	Fault Details and Remedial Action Taken
	Print Name. / Signature.	Staff / Engineer	WEEKLY	QUARTERLY	ANNUALLY			

RECORD OF TESTS OF FIRE ALARM SYSTEM

DATE	CHECKED BY		TEST CARRIED OUT			Call Point Number	Detector Number	Fault Details and Remedial Action Taken
	Print Name. / Signature.	Staff / Engineer	WEEKLY	QUARTERLY	ANNUALLY			

RECORD OF TESTS OF FIRE ALARM SYSTEM

DATE	CHECKED BY		TEST CARRIED OUT			Call Point Number	Detector Number	Fault Details and Remedial Action Taken
	Print Name. / Signature.	Staff / Engineer	WEEKLY	QUARTERLY	ANNUALLY			

RECORD OF TESTS OF FIRE ALARM SYSTEM

DATE	CHECKED BY		TEST CARRIED OUT			Call Point Number	Detector Number	Fault Details and Remedial Action Taken
	Print Name. / Signature.	Staff / Engineer	WEEKLY	QUARTERLY	ANNUALLY			

FIRE EXTINGUISHERS & HOSE REELS.

The Fire Safety Order 2005 - Article 13 (1)(a) and (b) *"where necessary the responsible person must ensure that the premises are provided with fire extinguishers or other fire fighting equipment as appropriate for the purpose of safeguarding the safety of relevant persons in case of fire."*

Routine Inspection by User

A regular inspection of all extinguishers should be carried out to ensure that they are in their proper position, unobstructed and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage.

The FREQUENCY OF INSPECTION should be not less than quarterly and preferably, monthly. The inspection should be recorded in this log book.

Annual Inspection, Service and Maintenance

The annual inspection, service and maintenance of portable extinguishers must be carried out by a competent person in accordance with the relevant part of the current British Standard for Fire Extinguishing installations and equipment in premises, and in accordance with the manufacturer's instructions.

Periodic Testing and Discharge

All extinguishers should be test discharged at specific intervals in accordance with the relevant part of the current British Standard for Fire Extinguishing Installations and Equipment in Premises.

NOTE:

ANNUAL TESTS SHOULD BE CARRIED OUT BY A COMPETENT PERSON AND RECORDED ON A LABEL FIXED TO EACH ITEM OF FIRE FIGHTING EQUIPMENT OR HOSE REEL. ALTERNATIVELY, IN THE FIRE SAFETY SYSTEMS AND TRAINING RECORDS LOG BOOK WITH EACH PIECE OF FIRE FIGHTING EQUIPMENT OR HOSE REEL BEING IDENTIFIED BY A UNIQUE NUMBER.

Date	Extinguishers		Hose Reels		Inspected By	Action Taken
	Ext No:	remarks	Hose reel No	remarks		

Date	Extinguishers		Hose Reels		Inspected By	Action Taken
	Ext No:	remarks	Hose reel No	remarks		

Date	Extinguishers		Hose Reels		Inspected By	Action Taken
	Ext No:	remarks	Hose reel No	remarks		

EMERGENCY LIGHTING

The Fire Safety Order 2005 Article 17 – Maintenance

"Where necessary …. the responsible person must ensure that the premises and facilities, equipment and devices provided …. are subject to a suitable system of maintenance... in an efficient state … in efficient working order and in good repair"

Regular servicing of emergency lighting systems is essential. The responsible person for the premises should appoint a competent person to carry out the daily inspection detailed below.

Daily Inspection

a) Check to ensure that every lamp in a maintained system is lit.

b) The main control or indicating panel of each battery system or engine driven generator plant should be checked to ensure that normal operation is indicated.

c) Faults noted should be recorded in this register along with the appropriate action taken.

Additional Inspection and Tests.

The monthly, six monthly, three yearly and subsequent Annual tests should be carried out by a competent electrical engineer in accordance with the current British Standard for Emergency Lighting.

NOTE:

ANY CHANGE OF THE INTERNAL DECOR OR LAYOUT OF A PREMISES CAN SUBSTANTIALLY ALTER THE ILLUMINANCE LEVELS OF EMERGENCY LIGHTING SYSTEMS. ADVICE SHOULD BE SOUGHT FROM A COMPETENT PERSON PRIOR TO CARRYING OUT ANY ALTERATIONS TO THE PREMISES.

THE FIRE SAFETY ORDER REQUIRES (ARTICLE 9) A FIRE RISK ASSESSMENT TO BE REVIEWED FOLLOWING SIGNIFICANT ALTERATIONS TO THE PREMISES WHICH MAY IMPACT ON THE FIRE SAFETY ARRANGEMENTS WITHIN THE PREMISES.

Three yearly and subsequent annual tests should be recorded in red ink.

RECORD OF EMERGENCY LIGHTING TESTS AND MAINTENANCE.				
DATE	**TYPE OF TEST**	**INSPECTED BY**	**ACTION**	**REMARKS**

Three yearly and subsequent annual tests should be recorded in red ink.

RECORD OF EMERGENCY LIGHTING TESTS AND MAINTENANCE.				
DATE	**TYPE OF TEST**	**INSPECTED BY**	**ACTION**	**REMARKS**

Three yearly and subsequent annual tests should be recorded in red ink

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FIRE DRILLS AND TRAINING.

All employees must receive instruction and training to ensure that they understand the fire safety procedures, equipment and systems in the building and the actions to take in the event of fire. (Article 21 – The Fire Safety Order 2005)

The special needs for any disabled persons must be incorporated into any procedures and training programme. These needs should be reviewed with the individual(s) concerned on a regular basis to ensure their needs have not altered.

Reliance on standard instructions used by many large organisations may not be satisfactory. Therefore, training should be based on written instructions but it is important that they are specific to individual needs and the layout of the premises.

Instruction should be given by a competent person at such intervals to ensure that ALL PERSONNEL RECEIVE INSTRUCTION AT LEAST ONCE AND PREFERABLY TWICE EVERY TWELVE MONTHS.

Newly appointed staff should be given full instruction of the means of escape and fire procedures at the commencement of their employment by a competent person.

Advice on the formulation of fire evacuation/emergency procedures and training can be obtained from Total Fire Services Limited.

NOTE:

ANY MAINTENANCE OF THE FIRE ALARM AND AUTOMATIC FIRE DETECTION SYSTEM WHICH NECESSITATES THE SYSTEM BEING INOPERATIVE FOR ANY PERIOD OF TIME MUST BE CARRIED OUT AT A TIME WHEN THE BUILDING IS UNOCCUPIED UNLESS TEMPORARY ARRANGEMENTS ARE PUT IN PLACE AND INCORPORATED INTO STAFF INSTRUCTION AND TRAINING.

RECORD OF FIRE DRILLS AND TRAINING.	
NAME OF INSTRUCTOR:	**DATE:**
NAMES OF RECIPIENTS	**SIGNATURE OF RECIPIENTS**

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NAME OF INSTRUCTOR:	**DATE:**
NAMES OF RECIPIENTS	**SIGNATURE OF RECIPIENTS**

The Fire Safety Order 2005 - Article 38 – Maintenance of Measures Provided for Protection of Fire-Fighters

"Where necessary in order to safeguard the safety of fire-fighters …. the responsible person must ensure that the premises and facilities, equipment and devices provided …. are subject to a suitable system of maintenance... in an efficient state … in efficient working order and in good repair"

RECORD OF MEASURES TO PROTECT FIRE-FIGHTERS				
DATE	**TYPE OF TEST**	**INSPECTED BY**	**ACTION**	**REMARKS**

THREE YEARLY AND SUBSEQUENT ANNUAL TESTS SHOULD BE RECORDED IN RED INK.

RECORD OF MEASURES TO PROTECT FIRE-FIGHTERS				
DATE	**TYPE OF TEST**	**INSPECTED BY**	**ACTION**	**REMARKS**

RECORD OF MEASURES TO PROTECT FIRE-FIGHTERS				
DATE	**TYPE OF TEST**	**INSPECTED BY**	**ACTION**	**REMARKS**