



**AVON**  
FIRE & RESCUE



# Fire Safety Log Book

Non-Domestic Commercial Premises

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# 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 or unnecessary damage to the premises.

## Means of escape

Fire doors are provided to prevent the spread of heat and smoke. Keep them shut when not in use and never prop them open or remove self-closing devices.

Keep corridors and stairways clear of any storage and materials which cause an obstruction or pose a potential fire hazard.

Ensure that final exit doors can be readily opened from the inside without the use of a key.

Keep areas outside the final exit doors clear of obstructions at all times.

Always ensure that exits which are not in normal use are clearly indicated, with the exit signs being visible from the furthest part of a room.

## Fire alarms

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.

Ensure the alarm system is regularly tested and correctly maintained.

A nominated person should be responsible for calling the Fire Service when the alarm sounds.

## Emergency lighting

Ensure that the system is maintained in full working order at all times.

## Fire-fighting equipment

The types of equipment you need depend on your business premises. You'll need to have any equipment properly installed, tested and maintained and train your staff to use them if necessary.

## Training

You need to train new staff when they start work and tell all employees about any new fire risks.

You should carry out at least one fire drill per year and record the results. You must keep the results as part of your fire safety and evacuation plan.

All staff must be made fully aware of their responsibilities in the event of an emergency. They should know:-

1. How to raise the alarm.
2. How to call the fire service.
3. The correct evacuation procedures including your policy regarding persons with disabilities.
4. The location of the fire assembly point.
5. Your policy regarding the use of fire fighting appliances.

You must ensure that all visitors to the premises are aware of the actions to take in the event of an emergency. Take account of non-English speaking persons and persons with disabilities.

## People with mobility needs

You should also make special arrangements for [people with mobility needs](#), for example make sure there are people to help wheelchair users get downstairs if there's a fire.

## Guidance to completing records

Keeping a record of checks, tests, and maintenance can show that you are demonstrating due diligence and compliance with The Fire Safety Order 2005, and enhance the safety of relevant persons on your premises from fire.

1. When completing records ensure the correct procedures as per the manufacturer's instructions and frequency of tests are adhered to at all times.
2. Where a test is carried out, indicate whether a visual or full test was done by a member of staff or a recognised engineer.
3. Where faults are found indicate any remedial action taken and the date that the fault was reported.
4. Ensure all logs are completed in full, stating all action taken and date of completion.
5. Documents and logs can be kept either electronically or as hard copies.

# Fire Risk Assessment

## Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order came in to force on 1 October 2006. This places a personal duty on the Responsible Person to decide what needs to be done to bring a premise into line with the order.

The Responsible Person must:

- Check that the means of escape from the building in case of fire are adequate;
- Ensure that fires can be detected and people in the building warned;
- Provide fire-fighting equipment;
- Maintain fire safety equipment and systems;
- Ensure staff are trained and know what to do in the event of a fire;

The RR(FS)O states that you must carry out a risk assessment. As of 1<sup>st</sup> October 2023, **all** businesses will need to record a fire risk assessment and fire safety arrangements in full – regardless of the number of employees, and size or type of business. This will include the significant findings of the assessment, including the measures which have been, or will be, taken to rectify any shortcomings.

Undertaking a fire risk assessment of the workplace as required by the Regulatory Reform (Fire Safety) Order will create a safer environment for the premises as well as reducing the incidence of fire and consequential loss of life and property.

Guidance regarding the production of a fire risk assessment, as well as general fire safety advice can be sought from Avon Fire and Rescue Service website [www.avonfire.gov.uk](http://www.avonfire.gov.uk)

# Fire Alarm System Testing – BS5839 Part 1

It is important that testing of the alarm does not result in unwanted fire signals.

## **Daily**

Check the fire alarm panel to ensure the system is active and fully operational, with no faults.

Carry out a visual inspection of detector heads, sounders and call points.

You must act on any issues identified immediately, particularly if there is sleeping on site.

## **Weekly**

The system should be activated during normal working hours using a different manual call point on each occasion.

Ensure that warning devices are operating correctly, automatic door releases function, any connected automatic vents (AOVs) open, and the doors close fully onto the door rebates.

Where a printout is provided, ensure the printer operates correctly and has sufficient consumables to ensure operation until the next service visit.

*If your system is connected to an alarm receiving centre it is essential that the centre be contacted immediately before and immediately (if applicable) after the test to ensure that unwanted alarms are avoided and that fire alarms signals are correctly received.*

## **Six Monthly**

A competent person should maintain the system and provide a certificate a minimum of every six months.

[illegible]



## Weekly Fire Alarm System Record of Tests

Date	Call Point Number/Location	Automatic Door Releases	Automatic Opening Vents	Fault (Specify)	Remedial Action Taken	Fault Cleared	Signature

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## Unwanted Fire Signals Location and Cause of Fire Alarm Actuations

Article 17 of the RR(FS)O requires the fire alarm system to be maintained in good working order and managed to prevent false alarms.

You are obliged to record any false alarms and highlight the cause. This will enable you to identify any trends and take the appropriate action to prevent further unwanted activations.

Date	Location	Cause of Actuation

# Emergency Lighting System Testing

## BS5266 Part 8:2004

Because of possible failure, all tests should be undertaken at times of least risk, e.g., at the end of a working day when staff will have left the building.

### **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**

Tests shall be carried out as follows:

Switch on in the emergency mode each luminaire and each internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting 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 luminaries 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.

### **Annually**

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 7.2.3 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;



# Emergency Lighting System Record of Tests

[illegible]

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## Fire Fighting Equipment Testing - BS5306 Part 3

E.g.:

- Fire extinguishers
- Fire blankets
- Hose reels

### Routine Inspection by the User

A regular visual inspection of fire fighting appliances must be carried out to ensure they are undamaged, in their correct location and have not lost pressure or been discharged.

The frequency of inspection should not be less than monthly.

### Annual Inspection

Firefighting appliances must be inspected and serviced annually by a competent person in accordance with British Standard 5306 Part 3.

## Routine Fire Fighting Equipment Record of Tests

Date	Equipment	Result of Inspection or test.	Remedial Action Taken	Fault Rectified (date)	Signature

## **Sprinkler System Testing - BSE EN 12845**

You should ensure the following maintenance schedule carried out.

### **Weekly**

Carry out checks as per installer's instructions.

### **Monthly**

Check electrolyte level and density of batteries if applicable.

### **Quarterly**

The quarterly maintenance should be carried out by a competent engineer.

### **3 Yearly**

A competent engineer should examine all tanks and refurbish as necessary.

### **10 Yearly**

A competent engineer should examine all tanks and refurbish as necessary.



# Sprinkler System Record of Tests

[illegible]

## Daily & Weekly Fire Safety Checklists

Daily and weekly checks are not mandatory but are good practice as they can identify any issues to be rectified, helping to keep all building users safe.

### Daily Checks

- If you have one, is the fire alarm panel showing any faults?
- Are escape routes clear and unobstructed i.e., no items are left in the way which could hinder someone getting out?
- Are fire exit doors unlocked and is the surrounding area clear inside and outside?
- Are all fire doors closed, excluding those on self-closing devices?
- Is fire firefighting equipment in place e.g., fire extinguishers, fire blankets?

### Weekly Checks

#### **Fire doors**

Are they wedged open? (Remove any found)  
Any damage to the strips and/or seals?  
Do they close into their frame properly without being pushed?  
Any holes from key holes, wires installed, etc.?

#### **Emergency lighting**

Is the green/red LED lit to indicate it is charging?  
Are any parts of it broken e.g., dents, holes, hanging out of wall/ceiling?  
Is it covered up by stickers, tape or posters?

#### **Fire fighting equipment**

Are extinguishers and fire blankets in their appropriate locations?  
Are extinguishers hung or in an appropriate stand?  
Are there any signs of damage?

#### **Signage**

Are any signs damaged or faded?  
Have any signs fallen down?







# Weekly Fire Safety Checklist

[illegible]



# Fire Safety Training & Drills

## Training

You need to train new staff when they start work and tell all employees about any new fire risks. This can be done by e-learning or in-person training, depending on what is most suitable for the premises, use, and occupancy.

The training should cover:

- what to do on discovering a fire, how to raise the alarm and what happens, and what to do upon hearing the fire alarm;
- the procedures for alerting guest, residents and visitors, where applicable, and directing them to exits;
- the evacuation procedures for everyone to reach an assembly point at a place of total safety;
- the location and, where 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);
- 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.

## Drills

All staff should attend at least one fire drill per year, and record the results of the drill.

Fire drills are not only important in identifying any weaknesses in the emergency action plan, but they can also be used as a training opportunity. Putting the theory into practice helps the participants to visualise and experience emergency episodes, especially when various scenarios are used.

Well planned and executed fire drills can also confirm the understanding of any training received, and provide helpful information for future training.



## Fire Safety Training

You must provide appropriate information, instruction and training to employees regarding the fire precautions in your workplace. Training should be given at the time that they start working for you and regularly throughout the period of their employment.

Date	Nature of Training	Person Receiving Training	Signature



## Fire Safety Training

You must provide appropriate information, instruction and training to employees regarding the fire precautions in your workplace. Training should be given at the time that they start working for you and regularly throughout the period of their employment.

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



Each member of staff must take part in at least one drill per year.

[illegible]

## Maintenance Periods

<b><u>Emergency Lighting</u></b>	<ul style="list-style-type: none"> <li>• <b>Monthly</b> function test (non-specialist)</li> <li>• <b>Annual</b> full discharge</li> </ul>
<b><u>Fire Detection &amp; Alarm Systems</u></b>	<ul style="list-style-type: none"> <li>• <b>Weekly</b> for manual call points (non-specialist).</li> <li>• <b>6 months minimum</b> for servicing.</li> <li>• Further guidance on testing &amp; servicing of fire alarm systems can be found in BS 5839-1.</li> </ul>
<b><u>Fire Extinguishing Appliances</u></b>	<ul style="list-style-type: none"> <li>• <b>Annual</b> for fire extinguishers and fire blanket. Further guidance on inspection &amp; maintenance of fire extinguishing appliances can be found in BS 5306-3.</li> </ul>
<b><u>Fire-Resisting Doors</u></b>	<ul style="list-style-type: none"> <li>• <b>6 months</b> to inspect timber fire-resisting doorsets (stated as 'good practice') -e.g. missing/ineffective self-closing devices, damage, distortion/shrinkage, removal of locks etc.</li> <li>• Further advice on routine inspection and maintenance of fire-resisting doors can be found in BS 8214.</li> </ul>
<b><u>Smoke &amp; Heat Alarms</u></b>	<ul style="list-style-type: none"> <li>• No official period but guidance states landlord/tenant should use opportunities to check on conditions of alarms to check for tampering or damage. Further guidance on testing smoke alarms can be found in BS 3589-6.</li> </ul>
<b><u>Fire Dampers</u></b>	<ul style="list-style-type: none"> <li>• <b>Annual as a minimum</b> for <u>spring operated</u>.</li> <li>• <b>2 years as a minimum</b> for <u>fusible link operated</u>. Further guidance on testing of fire dampers can be found in BS 9999</li> </ul>
<b><u>Sprinklers, Other Fire Extinguishing &amp; Suppression Systems</u></b>	<ul style="list-style-type: none"> <li>• No official period but guidance states to be regularly tested &amp; serviced periodically by a suitable contractor</li> <li>• Further guidance on testing &amp; servicing of sprinkler systems can be found in BS EN 12845 or, for domestic sprinklers, BS 9251. Further guidance on testing &amp; servicing of water mist systems can be found in DD 8489-1 or, for domestic mist systems, DD 8485-1.</li> </ul>

## Maintenance Periods

<b><u>Fire Mains</u></b>	<ul style="list-style-type: none"> <li>• <b>6 months</b> for inspection</li> <li>• <b>Annual</b> for testing</li> </ul> <p>Further guidance on testing &amp; maintenance of fire mains can be found in BS 9990.</p>
<b><u>Smoke Ventilation</u></b>	<ul style="list-style-type: none"> <li>• <b>Monthly</b> for correct operation using manual controls (non-specialist).</li> <li>• <b>Annual as a minimum</b> for smoke detectors &amp; controls associated with AOVs – and in accordance with the manufacturer's instructions.</li> <li>• Other smoke control systems – tested &amp; serviced periodically in accordance with the manufacturer's instructions, typically <b>at least annually</b> but may involve monthly or more frequently, depending on the location of system.</li> </ul> <p>Further guidance on testing &amp; servicing of smoke control systems can be found in BS 9999.</p>
<b><u>Manually Openable Smoke Vents</u></b>	<ul style="list-style-type: none"> <li>• Annual as a minimum to ensure they open freely and have not become stuck.</li> </ul>
<b><u>Fire-Fighting Lifts</u></b>	<ul style="list-style-type: none"> <li>• <b>Weekly</b> operation of override switches (non-specialist)</li> <li>• <b>Monthly</b> inspections (non-specialist)</li> <li>• <b>Annual</b> testing &amp; maintenance</li> </ul> <p>Further guidance on testing &amp; servicing of fire-fighting lifts can be found in BS 9999.</p>
<b><u>Fire-Separating Construction</u></b>	<ul style="list-style-type: none"> <li>• <b>'Routine'</b> inspection of fire-resisting walls &amp; floors for damage or signs of authorised work.</li> <li>• Fire safety inspections &amp; FRA reviews offer opportunities to inspect other areas e.g. riser cupboards, plant rooms etc.</li> <li>• Other opportunities – e.g. flats become vacant or change tenancy – should be used to inspect the condition of compartmentation and to undertake fire safety improvements.</li> </ul>
<b><u>External Fire Escape Routes</u></b>	<ul style="list-style-type: none"> <li>• <b>'Periodic'</b> inspection and maintenance for evidence of damage/corrosion, build-up of moss/slip hazards, trip hazards/other obstructions on stairway.</li> <li>• <b>5 yearly as a minimum</b> for a specialist to ensure stairway still has suitable structural integrity.</li> </ul>

## Useful Contacts

**For emergency situations**

**999**

Business Safety Twitter

@AFRSRisk

Avon Fire and Rescue Service Website

[www.avonfire.gov.uk](http://www.avonfire.gov.uk)

Business Fire Safety Advice/Contact Pages

Scan the QR code:



Book a free Home Fire Safety Visit  
(During office hours, or leave a message  
and your phone number and we will contact you.)

0117 926 2061