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## **FIRE PRECAUTIONS**

### **LOG BOOK**

<b>Property / Business Name</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Town</b>	
<b>Post Code</b>	
<b>Contact Name 1</b>	
<b>Contact Name 2</b>	

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**Please Keep Available**

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## USEFUL TELEPHONE CONTACTS

Contact	Number
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Local Fire Service Contact	
Fire Alarm Service Engineer	
Fire Extinguisher Company	
Emergency Lighting Engineer	

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## FIRE SAFETY ADVICE

### Legal Fire Safety Requirements

**The Regulatory Reform (Fire Safety) Order 2005, came into force on October 1<sup>st</sup> 2006.**

With the exception of a very few specialised sites and specific risks, the vast majority of sites and premises throughout England & Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order, which has replaced the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as well as over 100 pieces of legislation relating to Fire Safety.

The Fire Safety Order does not apply to people's private homes, including individual flats in a block or house, though it does apply to; common areas; shared means of escape and facilities provided to assist the Fire Service, such as dry risers.

### The Main Fire Safety Requirements?

You must:

- carry out a fire-risk assessment identifying any possible dangers and risks
- consider who may be especially at risk
- get rid of, or reduce, the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left
- take other measures to make sure there is protection if flammable or explosive materials are used or stored
- create a plan to deal with any emergency and, in most cases, keep a record of your findings
- review your findings when necessary.

### Who is responsible for Fire Safety?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a *responsible person*.

For example, the *responsible person* could be the:

- employer, for those parts of premises staff may go to
- managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers
- occupier, such as self-employed people or voluntary organisations if they have any control
- other person who has some control over a part of the premises.

## General Fire Safety Requirements

### Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke
- **Keep them shut** and **never** prop them **open** or remove self closing devices
- Keep corridors and stairways clear of storage and waste material
- Ensure that final exit doors can be readily opened from the inside without the use of a key
- Keep areas **outside** final exit doors clear of obstructions at all times
- Always ensure that exits and access thereto, which are not in normal use, are clearly indicated, with the exit signs visible from the furthest part of a room.

### Fire Alarm System

- 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.

### Fire-Fighting Equipment

- These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely
- Always ensure that they are inspected and maintained regularly

### Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly
- Replace any defective bulbs/components immediately.

### Instructions to Staff and Guests

- Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:
  - Raise the alarm
  - Call the Fire Brigade
  - Know when not to tackle a fire
  - Use a fire extinguisher correctly and safely
  - Know the correct evacuation procedures for the premises.

### **BPW Fire Safety is able to provide staff training. See page 23**

#### Guests

- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency
- Premises which take in foreign guests should have their fire instruction notices printed in the appropriate language.

#### Electrical Installations

- The misuse of electricity is a major cause of fire, old wiring should be regularly checked and renewed if necessary
- You may need another ring circuit to cope with the increasing number of electrical appliances you want to use
- Ensure that you always use the correct fuse
- Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

### **Heating**

- Keep boiler houses clear - do not use them as an extra storeroom
- Keep portable heating appliances away from furniture and any combustible materials.

### **Open Fires**

- Do not use flammable liquids to start fires
- Always keep them securely guarded
- Sweep chimneys twice per year, more often if wood is burnt.

### **Smoking Materials**

- Empty all ashtrays
- Never permit smoking in storerooms
- Be vigilant in areas where people smoke and provide adequate ashtrays
- Before leaving rooms which will be unoccupied for long periods, or in which persons will be sleeping, make a final check for any lighted cigarette ends, these may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep

### **Arson**

Help to protect your premises against arson by;

- Locking away any flammable liquids or gases
- Effectively secure your premises at the end of the day
- Keep refuse and debris secure and away from the perimeter of the building.

## **FIRE ALARM SYSTEM**

### *Articles 13 & 17 of the Regulatory Reform (Fire Safety) Order 2005*

One method of demonstrating compliance with articles 13 & 17 of the RR(FS)O is to fit an appropriate fire alarm system to your premises and ensure it is maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards. The Fire Alarm system, which incorporates; detectors, call points, wiring, sounders and annunciator panel(s) must be tested. Failure to provide and maintain an appropriate fire alarm system could lead to formal enforcement and may invalidate, or reduce, any claim made through an insurance company.

In summary, British Standard BS 5839 Part 1, requires the following testing;

#### **Daily Check**

- Inspect the main panel for normal operation of the system

#### **Weekly Test**

- Operate trigger device, manual call point or detector, or end of line switch on a zone circuit
- Audibility of the alarm should be confirmed, reported and improved if necessary
- Zones should be tested in strict rotation
- Each time a zone is tested a different trigger device should be used
- Each zone should be tested at least quarterly for a monitored system and weekly for an unmonitored system
- Where provided, check the connection to the remote manned centre is functioning correctly
- Check that automatic door releases function correctly
- ***It is important that testing does not result in a false alarm to the Fire Service***

#### **Monthly**

- Test any standby generators by operation in accordance with manufacturers instructions
- Examination of batteries and connections, including electrolyte level.

#### **Quarterly and Annual Inspection and Test**

No guidance is given as these should be carried out by the installer, or by an employee who has received special training from the installer

The false alarm/unwanted fire signals section should be checked by the installer/servicer and any faults to the system rectified.

#### **Fire Detectors**

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All detectors should be checked for correct operation and sensitivity in accordance with manufacturer's instructions.



### RECORD OF FIRE ALARM TESTS

Date	Fire Alarm Call Point / Detector Location or Number	Automatic Door Release  Satisfactory Yes / No	Fault (Specify)	Remedial Action Taken	Fault Cleared	Signature
<a href="http://www.bpw-firesafety.co.uk">www.bpw-firesafety.co.uk</a>						

## FIRE ALARMS - UNWANTED FIRE SIGNALS

Changes to British Standard 5839 now require users of automatic fire alarm systems to demonstrate satisfactory management of false alarms.

Failure to demonstrate satisfactory management of false alarms may lead to;

- Invalidate insurance policies
- Charges being made for an attendance by the Fire Service
- Reduced attendance or non-attendance by the Fire Service
- Formal action taken under articles 13 and/or 17 of the RR(FS)O

To demonstrate satisfactory management of false alarms, users must log and categorize the type of false alarm. False alarms fall into one of the following five categories;

1. **Unwanted alarms** - Alarms caused by fumes from cooking, steam, tobacco smoke, dust insects etc
2. **Equipment false alarms** - Alarms caused by faults with the equipment.
3. **Malicious false alarms** - Alarms arising from the unauthorised or malicious use of the equipment.
4. **False alarms of good intent** - These occur when an individual suspects there is a fire and raises the alarm
5. False alarms that do not fall into any of the above categories should be recorded as **Unknown**.

Recording this information enables your system installer/service provider to investigate any system faults/problems that you may have with your equipment.

Date	Location	Category 1-5	Brief Description of Cause, Steam, Broken Glass Etc	Action Taken To Rectify/ Prevent Re-occurrence	Initials



## **EMERGENCY LIGHTING SYSTEM**

*Articles 14 (2) (g) & (h) & 17 of the Regulatory Reform (Fire Safety) Order 2005*

One method of demonstrating compliance with articles 14 & 17 of the RR(FS)O is to fit an appropriate system of emergency lighting and illuminated exit signs throughout the premises and means of escape and ensure it is maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards. The Emergency Lighting system, which incorporates; luminaires, wiring, batteries and or generators, must be tested.

In summary, BS EN 50172:2004, requires the following testing;

### **Monthly Test**

Central battery systems, self contained luminaires and internally illuminated signs: these systems should be energised by simulated failure of the supply to the normal lighting system for a period sufficient only to ensure that each lamp is illuminated. The period of simulated failure should not exceed one quarter of the rated duration of the system.

During this period all luminaires and/or signs should be checked for proper function.

At the end of the test period the system should be restored to normal operation and the charging arrangements checked for proper function.

### **6 Monthly Test**

The monthly test as detailed above should be carried out with the system being energised for the following durations;

- 3 hour rated system - test duration = 1 hour
- 1 hour rated system - test duration = 15 mins

### **3 Yearly Test**

The test as detailed above with the system being energised for its FULL rated duration. For further details, refer to the relevant industry or British Standard.

### **Emergency Lighting System - Record of Tests**

<b>Date</b>	<b>Duration of test</b>	<b>Result of test</b>	<b>Fault (specify)</b>	<b>Fault cleared</b>	<b>Signature</b>



## **FIRE FIGHTING EQUIPMENT**

*Articles 13 & 17 of the Regulatory Reform (Fire Safety) Order 2005*

One method of demonstrating compliance with articles 13 & 17 of the RR(FS)O is to provide suitable and appropriate portable fire extinguishers, fire blankets and/or hose reels within your premises and ensure they are manufactured, sited and maintained in accordance with the appropriate industry standard, or other accepted British or European equivalent standards, such as BS 5306.

### **Routine inspection by the user:**

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the users representative, to make sure that appliances are in their proper position and have not been discharged, or 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 at least monthly.

The user should replace extinguishers not available for use with serviceable extinguishers.

### **Annual inspection, service and maintenance by a competent person:**

#### **General**

The user should ensure that extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in BS 5306 part 3.

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 the recommended tools, equipment and materials, on an annual basis.

#### **Intervals of discharge:**

The recommended times, in each case since the date of manufacture or the last actual discharge (test or otherwise) of the particular extinguisher body (see note 2) are as follows:

<b>Extinguisher Type</b>	<b>Intervals of Discharge</b>
Water - stored pressure	Every 4 years
Foam - all types	Every 4 years
Water - gas cartridge	Every 5 years
Powder - gas cartridge	Every 5 years
Powder - stored pressure valve operated	Every 5 years
Carbon Dioxide (all types)	Every 10 years (20 years where the annual inspection given in clause 8 has been followed and subsequently after a further 10 years. And thereafter at intervals not exceeding 5 years.)
Powder (stored pressure primary-sealed)	





## **SPRINKLER SYSTEMS**

### *Article 17 of the Regulatory Reform (Fire Safety) Order 2005*

#### **General**

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards, precautions or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the Fire Safety Risk assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice, under article 29 of the RR(FS)O, and the maintenance requirements of article 17 of the RR(FS)O

The installer of the Automatic Fire Sprinkler System should provide to the occupier an inspection and programme of checks for the system. The programme should include; instruction on the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines.

#### **Daily Routine**

Fire Service Monitoring Station Alarm Connection – if the circuits are not continuously monitored, the equipment for automatic transmission of alarm signals from sprinkler installation to monitoring centre shall be checked for;

- Continuity of connection
- Continuity of connection between the alarm switch and the control unit.

#### **Pressure Tank**

If not automatically controlled, the water level and air pressure in a pressure tank providing a duplicate supply shall be checked and immediately corrected if necessary.

#### **Weekly**

The following checks shall be made and recorded;

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks
- All water levels in elevated private reservoirs, rivers, lakes and water storage tanks.

#### **Water Motor Alarm Test**

Each water motor alarm shall be sounded for not less than 30 seconds

#### **Automatic Pump Starting Test**

Test on automatic pumps shall include;

- Check fuel and engine lubricating levels
- Reduce water pressure on starting device to simulate condition of auto-start
- Record the starting (cut-in) pressure and check it is correct.

*Continued....*

### **Diesel Engine Re-Starting Test**

Immediately after the pump automatic start test, diesel engines shall be additionally tested;

- Run the engine for 30 minutes as per manufacturer's instructions
- Shut down the engine and immediately use the manual start test button to check for operation
- Check the water level in the primary circuit of closed circuit cooling system.

### **Lead Acid Plant Batteries**

The electrolyte and density of all lead acid plant cells(including diesel engine starter batteries and those for control panel power supplies) shall be checked. If the density is low the battery charger shall be checked and if this is working normally, the battery(s) affected should be replaced

### **Life Safety Systems**

The mode (fully open or fully closed, as the case may be) monitoring for stop valves (including zone valves) on life safety installations shall be tested for satisfactory operation

### **Quarterly / Six Monthly / Annual Routines**

The service and maintenance schedules detailed in the current British Standard should be carried by a competent person who will supply the user with a signed and dated report of the inspection.

### **Records**

- All tests shall be recorded in the appropriate space on the Record of Test Sheets
- Defects and remedial work required / carried out should be recorded on the Faults Record Sheet
- Copies of the service and maintenance schedule report should be attached to the Log Book





## MISCELLANEOUS PROVISIONS

### General

There are many features that may be provided within premises that relate to Fire Safety, or provided to assist the Fire Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons;

- Condition of insurance
- Part of an engineered solution
- Requirement at time of building, or major refurbishment
- Compensation for departures from normal building regulations
- Deemed necessary as part of the Fire Safety Risk Assessment.

As such, the facilities provided may be subject to one, or more, of the articles of the Regulatory Reform (Fire Safety) Order and, if provided, should be maintained to the relevant industry standard, which will usually be the British Standard, or European equivalent.

### Facilities provided may include one or more of the following;

- Foam inlets
- Wet / Dry Risers
- Drencher systems
- Inert gas Flooding systems
- Pressurised stairways and corridors
- Fire fighting shafts, with dedicated lifts

The following check list is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

The Fire Service or local authority building control may be able to assist if the premises have only recently been constructed or undergone building works that were subject to local authority approval.



## **FIRE INSTRUCTION**

*Article 21 of the Regulatory Reform (Fire Safety) Order 2005*

One method of demonstrating compliance with article 21 of the RR(FS)O is to provide staff training/instruction at the intervals shown below.

- All staff in first month of employment - two instruction periods
- Staff on night duties, lone workers and other vulnerable groups, as determined by your risk assessment, should receive three monthly refresher training/instruction
- Other staff should receive six monthly refresher training/instruction

Staff training/instruction should include the following;

- What to do on discovering a fire
- What to do on hearing the fire alarm
- Location of assembly points
- How to call the Fire Service
- Safe use of fire extinguishers
- Location of fire alarm call points and escape routes.
- Other specific duties, such as;
  - Making power supplies/plant safe
  - Evacuating members of the public
  - Liaising with Fire Safety Manager/Fire Service

**BPW Fire Safety is able to organise fire safety training for staff and for fire wardens.  
For further details please contact us on 016977 3698 or email to [enquiries@bpw-firesafety.co.uk](mailto:enquiries@bpw-firesafety.co.uk)**

### **Record of Staff Training / Instruction**

<b>Date</b>	<b>Instruction Duration</b>	<b>Person/Department Receiving Instruction</b>	<b>Nature of Instruction</b>	<b>Signature of Instructor</b>



## **FIRE DRILL / EVACUATION**

*Article 21 of the Regulatory Reform (Fire Safety) Order 2005*

In order to satisfy the requirements of article 21 of the RR(FS)O it will usually be necessary to demonstrate that staff, and other regular users of the premises, are familiar with escape routes and exits, in order to exit the premises quickly and safely. Fire drills and practice evacuations are the most simple and accepted method of demonstrating this requirement.

Fire Drills and practice evacuations should not be used to embarrass staff, or unduly inconvenience people. However, they are crucial in testing local procedures for evacuating the premises and highlighting problem areas which may need addressing.

Ideally, most people should be aware that a fire drill is due to take place, in order to minimise any adverse effects and provide staff with time to ensure they are familiar with alternative exit routes. It may not always be possible to alert everyone, especially if the premises have relatively open access or are used by the public.

It is good practice to deliberately prevent evacuation through one of the preferred routes, as might be the case in a real fire. The fire alarm should be operated on the instruction of the manager responsible for the evacuation, who should also ensure the Fire Service are not called out as result of the fire drill/evacuation.

- Fire Drills/Evacuations should take place six monthly for residential premises, places of public entertainment, large shops and department stores.
- Fire Drills/Evacuations should take place annually for industrial and commercial premises.

### **Record of Fire Drills / Evacuations**

Date	Nature of Drill	Persons/Sections Taking Part	Evacuation Time	Person in Charge	Signature
<i>www.bpw-firesafety.co.uk</i>					

## BUSINESS CONTINUITY / CONTINGENCY PLANNING

It is a sad fact that whilst the majority of premises that suffer a fire may re-open within a relatively short space of time, the reality is that due to inadequate insurance cover and pre-planning a significant number of businesses cease to trade within 12 months of suffering a fire.

By taking a short moment to consider the impact that a fire might have on your business, you may be able to minimize the impact and ensure survival of your business in the longer term, as well as the survival of people and property in the short term.

The following is intended as prompt rather than a full record of contacts and record of documentations.

### List of Considerations and Actions for Business Continuity Following Disruption

Consideration	Satisfactory Yes / No	Further Action Required
Salvage plan prepared and held in secure location away from main premises		
Contract agreements in place and up to date for fire / flood restoration		
Computer files backed up daily to separate server / location away from main building		
Temporary accommodation ear-marked and available		
Alternate service provider(s) listed to maintain customer continuity		
Insurance policy checked for cover against loss of revenue and relocation		
List of emergency contacts up to date and available		
Other Considerations		
Other Considerations		
Other Considerations		
Other Considerations		

**Remember....** Most customers will be understanding of short term disruption to the provision of a product or service, if an alternative solution is provided and the disruption is kept to a minimum. However, it is extremely rare for any business to be in the privileged position of providing a truly unique service and if customers are forced to make their own alternative arrangements they very often do not return, making the impact of a fire even more damaging.

## **FIRE SAFETY RISK ASSESSMENT**

*Article 9 of the Regulatory Reform (Fire Safety) Order 2005*

In order to satisfy the requirements of article 9 of the RR(FS)O it is necessary for the responsible person to ensure that a suitable and sufficient risk assessment of the risk of fire is carried out and that significant findings are recorded in the following circumstances;

- If you have five, or more, employees
- The premises are licensed
- An Alterations Notice is in force

You can find further advice on Fire Safety Risk Assessment on the BPW Fire Safety website at [www.bpw-firesafety.co.uk](http://www.bpw-firesafety.co.uk) .

The following table can be used as a record of when a Fire Safety Risk assessment is carried out and when the next risk assessment is due.

**Record of Carrying out of Fire Safety Risk Assessment**

<b>Date Risk Assessment Carried Out</b>	<b>Name of Person Conducting Risk Assessment</b>	<b>Brief Comments</b>	<b>Date Next Due</b>
<i>www.bpw-firesafety.co.uk</i>			



## **FURTHER HELP AND ADVICE**

We hope that you have found this log book of use to you in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

If you need assistance in reviewing your current risk assessment, in complying with an alterations or enforcement notice, or you intend to extend your premises and require a preliminary risk assessment for Building Control purposes please contact us by telephone on 016977 3698 or Mobile: 07824 552741, alternatively by email at [enquiries@bpw-firesafety.co.uk](mailto:enquiries@bpw-firesafety.co.uk).