



SCOTTISH

FIRE AND RESCUE SERVICE

Working together for a safer Scotland

# FIRE PRECAUTIONS LOG BOOK

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- 4.0 OTHER ITEMS FOR CONSIDERATION
- 5.0 EQUIPMENT MANUAL AND SITE LOCATION PLANS WHERE APPROPRIATE.

## **USEFUL TELEPHONE CONTACTS**

|                                 |  |                                  |  |
|---------------------------------|--|----------------------------------|--|
| Fire Alarms – repair, etc       |  | Emergency Lighting – repairs etc |  |
| Fire Extinguisher – repairs etc |  | Building Maintenance             |  |
|                                 |  | Fire Safety Enforcement Offices  |  |
|                                 |  |                                  |  |

## 1.0 PREMISES SPECIFIC INFORMATION

ADDRESS OF THE PREMISES

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RESPONSIBLE PERSON(S)

COMPETENT PERSON(S)

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|  |

NAME AND ADDRESS OF THE OWNER(S) OF THE PREMISES

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This fire safety logbook and maintenance record should remain on the premises at all times. The register will assist you in proving compliance with your legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

The logbook should be available for inspection by any Fire Officer who inspects your premises under the Fire (Scotland) Act 2005.

Detailed information in relation to the testing and maintenance of specific items can be obtained by referring to the relevant standard and/or the manufacturers' instructions.

**IMPORTANT:**

Your legal responsibilities in relation to the fire precautions in your premises are outlined in the relevant Scottish Government website and can be downloaded free at <http://www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw>

Where Reference is made to British Standards or standards provided by other bodies the reference is intended as guidance only and compliance with any standard is not intended to confer a presumption of conformity with the requirements of the Fire (Scotland) Act 2005.

The level of necessary safety (or service) must be dictated by the findings of your Fire Risk Assessment, so you may need to do more or less than that specified in any particular standard referred to. You must be prepared to show that what you have done complies with the requirements of the ACT irrespective of whether you have relied on any particular standard.

## **2.1 Escape Routes**

All escape routes from your premises must be properly maintained and kept free from obstruction at all times.

A regular inspection should be carried out to ensure that:

- a) All doors that are on escape routes must be easily opened and not require a key or any special procedure to open.
- b) All escape routes, including staircases, corridors, doorways, etc. are free from obstruction.
- c) All self-closing devices fitted to doors should be effective in operation.
- d) All doors fitted with automatic door release mechanisms specified in your fire risk assessment should be tested in conjunction with tests for the fire warning system (see section 2).
- e) All walls, doors, floors and glazing, which are required to stop the passage of fire and smoke should be inspected to ensure that the fire and smoke resistance is being maintained i.e. No holes in walls, floors and ceilings. No glazing is broken, doors are not damaged and smoke seals touch the door and frame continuously, etc.

### **NOTE:**

**Before any alteration to the internal layout of the premises, the fire risk assessment must be reviewed as if the changes to the premises had taken place.**

**Any alterations that affect escape from the premises must be addressed.**

## Periodic Inspection of Escape Routes

[illegible]

## **2.2. Fire Warning (Alarm) and Automatic Fire Detection Systems**

The owner or any other “Responsible Person” having control of the building should appoint a competent person to carry out any necessary work to maintain the system in correct working order this should including the keeping of records. Such a person should be suitably qualified and 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. Please refer to the Maintenance Schedule for recorded servicing frequency.

### **a) Daily inspection of alarm system panel**

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

### **b) Weekly Test**

The system should be tested at the same time every week using a different CALL POINT each week. This ensures sequential testing of all CALL POINTS’. It is recommended that each call point is identified and the identification recorded in this register following the test.

Visual inspections of all call points and any smoke or heat detectors should be carried out to ensure they are not covered or obstructed and have adequate airflow over them.

### **c) Periodic Inspection and Test**

The responsible person should ensure that the time between inspections shall be based on a risk assessment but should not exceed one year. A comprehensive check and test sequence should be carried out by a competent person, in accordance with the current standard such as the British Standard for Fire detection and fire alarm systems for buildings BS5839 Pt1.

**d) Electrically Controlled Door Release Mechanisms**

In premises where electrically controlled door release mechanisms are used and linked into the fire alarm system, they should be tested weekly in conjunction with the fire alarm test to ensure their correct operation on actuation of the alarm. These devices should also be tested by operating the manual release mechanism to ensure the release mechanism works satisfactorily.

**e) False Alarms**

Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. This will enable the alarm system to be managed in accordance with BS5839 Pt1, these records will also assist a service engineer to maintain the system.

**NOTE:**

**Any maintenance of the fire alarm and automatic fire detection system, which necessitates the system being inoperative for any period, must be carried out at a time when the building is unoccupied, unless suitable temporary arrangements are installed.**



## Records of Tests of Fire Warning (Alarm) System

[illegible]

**THE FIRE ALARM SYSTEM SHOULD BE TESTED EVERY WEEK FROM A DIFFERENT CALL POINT THAT IS INDIVIDUALLY IDENTIFIED. IN ADDITION, THE SYSTEM SHOULD BE MAINTAINED BY A COMPETENT PERSON AT A PERIOD BASED ON A RISK ASSESSMENT BUT SHOULD NOT EXCEED 6 MONTHS.**

## 2.3 Fire Fighting Equipment

### a) Fire Extinguishers

#### Routine Inspection by User:

A regular inspection of all extinguishers should be carried out to ensure that they are in their appropriate position, (e.g. not on the floor) they are unobstructed and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and that any pins or clips are in place. The FREQUENCY OF INSPECTION should be not less than *quarterly and preferably monthly*. The inspection should be recorded in this register.

#### 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 standard for “Fire Extinguishing Installations and Equipment in Premises”, BS5306, Part 3, and in accordance with the manufacturers’ instructions.

Satisfactory annual tests should be recorded on a label on each extinguisher or alternatively in a register used solely for this purpose with each extinguisher being identified by number.

#### Periodic Testing and Discharge:

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

b) Hosereels

Routine Inspection by User:

Hose reels should be subject to regular inspection to ensure that the system is free from leaks and that nozzles operate correctly. Hose reels must remain easily accessible and unobstructed, at all times.

If booster pumps are installed these should also be checked. A routine inspection should be carried out not less than *quarterly and preferably monthly* with the inspections recorded in this register.

Annual Inspection and Test:

Once a year each hose reel should be completely run out and subjected to operational water pressure to ensure that hose is in good condition and that all joints and couplings are watertight. A flow test should be carried out to ensure that a discharge of at least 30 litres per minute is achieved.

The annual test should be carried out by a competent person, in accordance with the relevant standard, BS5306, Part 1, and recorded on a label fixed to each hose reel or alternatively in the same register as tests for portable fire extinguishers, with each hose reel being identified by number.

**Record of Inspection of Fire Fighting Equipment  
(Extinguishers and Hose Reels)**

| <b>DATE</b>     | <b>EXTINGUISHERS /<br/>HOSE REELS<br/>INSPECTED</b> | <b>INSPECTED BY</b> | <b>REMARKS</b>             |
|-----------------|-----------------------------------------------------|---------------------|----------------------------|
| <i>20/11/06</i> | <i>All on 1st floor</i>                             | <i>Mr Example</i>   | <i>all brackets secure</i> |
|                 |                                                     |                     |                            |
|                 |                                                     |                     |                            |
|                 |                                                     |                     |                            |
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|                 |                                                     |                     |                            |

**SEE THE GUIDANCE NOTES ABOVE FOR FREQUENCY OF CHECKS AND  
MAINTENANCE**

## **2.4. Emergency Lighting**

Regular servicing of emergency lighting systems is essential. The responsible person for the premises should carry out or 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) where necessary 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.

Routine Inspection and Tests;

The monthly function test can be carried out by a trained person. This simply involves switching on the lights for a short period to ensure they illuminate and switching back off.

The three yearly (new system) and subsequent annual discharge tests should be carried out by a competent and suitably qualified electrical engineer in accordance with the current standard for Emergency Lighting, BS5266.

### **NOTE:**

**Change of the internal decor of a premises can substantially alter the effective light output level of emergency lighting systems.**

## Record of Emergency Lighting Tests and Maintenance

[illegible]

**THE EMERGENCY LIGHTING SYSTEM SHOULD BE TESTED AT LEAST MONTHLY. THIS SHOULD INCLUDE A SIMULATED FAILURE OF POWER SUPPLY TO THE LIGHTING CIRCUITS (OPERATE SWITCH) TO CHECK THAT ALL LAMPS AND CHANGEOVER EQUIPMENT ARE IN WORKING ORDER**

## 2.5 Fixed Firefighting Installations and Smoke Control Equipment

This section should be used to record tests and maintenance carried out on any fixed firefighting installations such as WATER SPRINKLERS, INERT GAS INSTALLATIONS, DRY POWDER INSTALLATIONS etc. as well as any SMOKE CONTROL EQUIPMENT that may be installed in the premises.

Such installations vary greatly in their design and application therefore any servicing, tests and maintenance must be carried out in accordance with the manufacturer's instructions as well as the relevant Standards by competent engineers who are familiar with the design, operation and requirements of such equipment.

RECORD OF SERVICE OF FIXED FIREFIGHTING INSTALLATIONS AND SMOKE CONTROL EQUIPMENT

| DATE | BRIEF DESCRIPTION OF WORK CARRIED OUT | SIGNATURE &<br>CAPACITY IN WHICH<br>SIGNED |
|------|---------------------------------------|--------------------------------------------|
|      |                                       |                                            |
|      |                                       |                                            |
|      |                                       |                                            |
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|      |                                       |                                            |
|      |                                       |                                            |

### 3.0 RECORDS OF FIRE DRILLS AND TRAINING

**FIRE DRILLS** should be conducted on *at least* an annual basis. A debrief should be conducted with all staff as soon as possible after the event. To test site procedures, the responsible person should consider blocking exits or holding persons back from evacuating.

#### Training

All employees must receive instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of fire.

**Any special needs for those less able must be taken into account.**

Training should be based on *written instructions* but it is important that they are specific to individual needs. Reliance on Standard instructions used by many large organisations may not be satisfactory without modification to suit individual needs.

It is recommended that external instruction (e.g. fire extinguisher/ Marshall/ risk assessment training) should be given by a competent person at such intervals to ensure that all staff receive training that is suitable and sufficient to fulfill their role and safeguard themselves and other persons on the premise. It is recommended that this instruction takes place every twelve months but at periods of no longer than 3 years.

Internal refresher training should take place at least annually, preferably every 6 months.

This should include:

- Action to be taken upon discovering a fire
- Action to be taken upon hearing the fire alarm
- Raising the alarm including location of call points
- Correct method of calling the fire service
- The location and use of fire fighting equipment
- Knowledge of escape routes including stairways not in regular use
- Knowledge of the method of special emergency exit fastenings
- Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers)

Newly appointed staff must receive suitable training and be made aware of the means of escape and fire procedures at the commencement of their employment.



## RECORD OF FIRE DRILLS

[illegible]

# FIRE DRILLS

| Date And Time                                        | Person Responsible for Drill | Number Of Staff Involved | Time Taken To Evacuate | Optimum Time To Evacuate |
|------------------------------------------------------|------------------------------|--------------------------|------------------------|--------------------------|
|                                                      |                              |                          |                        |                          |
| Simulation (i.e. Normal Route blocked/fire in foyer) |                              |                          |                        |                          |
| Assessment of Drill                                  |                              |                          |                        |                          |
| Recommendations or further actions required.         |                              |                          |                        |                          |

| Date And Time                                        | Person Responsible for Drill | Number Of Staff Involved | Time Taken To Evacuate | Optimum Time To Evacuate |
|------------------------------------------------------|------------------------------|--------------------------|------------------------|--------------------------|
|                                                      |                              |                          |                        |                          |
| Simulation (i.e. Normal Route blocked/fire in foyer) |                              |                          |                        |                          |
| Assessment of Drill                                  |                              |                          |                        |                          |
| Recommendations or further actions required.         |                              |                          |                        |                          |

## RECORD OF TRAINING

[illegible]

## INDIVIDUAL STAFF TRAINING RECORD

|       |  |       |  |       |  |
|-------|--|-------|--|-------|--|
| Date: |  | Name: |  | Dept: |  |
|-------|--|-------|--|-------|--|

|                                                                 |  |
|-----------------------------------------------------------------|--|
| <b>Staff Fire Procedures</b>                                    |  |
| • Raising the alarm                                             |  |
| • Calling Fire & Rescue Service                                 |  |
| • Actions to Take                                               |  |
| Escape routes & emergency exits                                 |  |
| Types of fire extinguishers & their uses;                       |  |
| Safety Signs;                                                   |  |
| Active Fire Safety Measures;                                    |  |
| Passive Fire Safety Measures;                                   |  |
| Importance of fire doors;                                       |  |
| Security Measures;                                              |  |
| Reporting of hazards;                                           |  |
| Identity of Fire Wardens;                                       |  |
| Dangerous Substances, name, data sheet, legislation provisions; |  |
| Premises fire risk assessment & significant findings            |  |
| Equipment & plant shutdown procedure;                           |  |
|                                                                 |  |
|                                                                 |  |
|                                                                 |  |
|                                                                 |  |
| Specific Duties / instruction;                                  |  |

**Instruction given by.....**

**I hereby confirm that I have received Fire Safety Instructions & understand all of the above.**

**Signed .....**

**Date .....**

## **FIRE WARDEN TRAINING RECORD**

Persons nominated as fire wardens will require additional training to that given to staff.

|       |  |       |  |       |  |
|-------|--|-------|--|-------|--|
| Date: |  | Name: |  | Dept: |  |
|-------|--|-------|--|-------|--|

|                                                                 |  |
|-----------------------------------------------------------------|--|
| <b>Fire Procedures</b>                                          |  |
| • Raising the alarm                                             |  |
| • Calling Fire & Rescue Service                                 |  |
| • Actions to Take                                               |  |
| Checking premises                                               |  |
| Assisting evacuation                                            |  |
| Refuges and assisting disabled persons (paraid/evac chair etc)  |  |
| Escape routes & emergency exits                                 |  |
| Location of fire extinguishers & their uses;                    |  |
| Fire extinguisher training;                                     |  |
| Safety Signs;                                                   |  |
| Active Fire Safety Measures;                                    |  |
| Passive Fire Safety Measures;                                   |  |
| Importance of fire doors;                                       |  |
| Security Measures;                                              |  |
| Reporting of hazards;                                           |  |
| Identity of Fire Wardens;                                       |  |
| Dangerous Substances, name, data sheet, legislation provisions; |  |
| Premises fire risk assessment & significant findings            |  |
| Equipment & plant shutdown procedure/Isolating valves;          |  |
| Liaising with the Fire Service                                  |  |
| Specific Duties / instructions/area(s) responsible for          |  |

**Instruction given by.....**

**I hereby confirm that I have received Fire Safety Instructions & understand all of the above.**

**Signed .....**

**Date .....**

#### **4.0 OTHER ITEMS FOR CONSIDERATION**

- **Electrical circuit 5-yearly fixed installation inspection and test**
- **Routine Portable Appliance Testing (PAT)**
- **Heating system routine maintenance**
- **Kitchen equipment routine maintenance**
- **Lightning protection system maintenance (if one installed)**
- **Security of the site against arson and proximity of combustibles to the premise e.g. bins.**
- **Control of contractors that includes a safety brief with instruction for action in the event of fire.**
- **Good housekeeping and the correct storage of combustible and hazardous materials.**

## **5.0EQUIPMENT MANUALS AND SITE LOCATION PLAN**

## PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

### DAILY TESTS AND INSPECTIONS -

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### WEEKLY TESTS AND INSPECTIONS

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### OTHER TESTS AND INSPECTIONS AS INDICATED BELOW

| DATE | TESTS/INSPECTIONS<br>REQUIRED | DATE | TEST/INSPECTION<br>REQUIRED | DATE | TEST/INSPECTION<br>REQUIRED |
|------|-------------------------------|------|-----------------------------|------|-----------------------------|
| JAN  |                               | SEPT |                             | MAY  |                             |
| FEB  |                               | OCT  |                             | JUNE |                             |
| MAR  |                               | NOV  |                             | JULY |                             |
| APR  |                               | DEC  |                             | AUG  |                             |
| MAY  |                               | JAN  |                             | SEPT |                             |
| JUNE |                               | FEB  |                             | OCT  |                             |
| JULY |                               | MAR  |                             | NOV  |                             |
| AUG  |                               | APR  |                             | DEC  |                             |
| SEPT |                               | MAY  |                             | JAN  |                             |
| OCT  |                               | JUNE |                             | FEB  |                             |
| NOV  |                               | JUL  |                             | MAR  |                             |
| DEC  |                               | AUG  |                             | APR  |                             |
| JAN  |                               | SEPT |                             | MAY  |                             |
| FEB  |                               | OCT  |                             | JUNE |                             |
| MAR  |                               | NOV  |                             | JULY |                             |
| APR  |                               | DEC  |                             | AUG  |                             |
| MAY  |                               | JAN  |                             | SEPT |                             |
| JUNE |                               | FEB  |                             | OCT  |                             |
| JULY |                               | MAR  |                             | NOV  |                             |
| AUG  |                               | APR  |                             | DEC  |                             |