

FIRE SAFETY **LOG BOOK**

PREMISES SPECIFIC INFORMATION

Hotel/Guesthouse	
Address	
Name of owner	

RESPONSIBLE PERSON FOR FIRE SAFETY/FIRE WARDEN

Name	
Position	
Phone number	

Name	
Position	
Phone number	

- This fire safety logbook and maintenance record should remain on the premises at all times.
- The register assists 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.
- The fire safety logbook should be available for inspection by anybody who inspects your premises. It should also be available to relevant employees or any service engineer as required.

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1. FIRE SAFETY EQUIPMENT TESTING

1.1 *Evacuation Routes*

All evacuation 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 evacuation routes must be easily openable without the use of a key or special procedure.
- b) All evacuation 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 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 and floors, no broken glazing, doors are not damaged and smoke seals touch the door and frame continuously, etc.

1.2. 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 which 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) Weekly Test

The system should be tested at the same time every week using a different call point each time. 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.

b) 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 6 months. A comprehensive check and test sequence should be carried out by a competent person, in accordance with current standard and national legislation

c) 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 it works satisfactorily.

d) 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.

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 instigated.

Records of Tests of Fire Warning (Alarm) System

DATE	SYSTEM CHECKED BY	FREQUENCY OF TEST I.E. WEEKLY, MONTHLY ETC.	REMARKS AND ACTION (incl. responsibilities)

1.3 Fire Fighting Equipment – Portable fire extinguisher

Routine Inspection by User

A regular inspection of all extinguishers should be carried out to ensure that they are in their appropriate position.

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 current standards and national legislation (please specify)

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.

Record of Inspection of Fire Extinguisher

DATE	EXTINGUISHERS / INSPECTED	INSPECTED BY	REMARKS/ACTION (incl. responsibilities)
	<i>All on 1st floor</i>		

1.4. 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.

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.

Further inspection and tests may be necessary in accordance with current standard and national legislation

Record of Emergency Lighting Tests and Maintenance

DATE	TYPE AND FREQUENCY OF TEST	INSPECTED BY	REMARKS/ACTION (incl. responsibilities)

2 RECORDS OF FIRE DRILLS AND FIRE SAFETY TRAININGS

Fire Evacuation Drills: it is recommended that fire evacuation drills are conducted *at least once a year*.

Fire safety 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.

Staff Training 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

DATE	TIME OF ALARM	TIME TAKEN TO EVACUATE	OBSERVATIONS	REMARKS/ACTION (incl. responsibilities)

RECORD OF STAFF TRAINING

DATE	PERSON RECEIVING TRAINING	DEPARTMENT/ POSITION	INSTRUCTOR	TYPE OF INSTRUCTION	FIRE DRILL ATTENDED (DATE)

3. OTHER ITEMS FOR CONSIDERATION

- **Heating system routine maintenance**
- **Kitchen equipment routine maintenance**
- **Lightning protection system maintenance**
- **Security of the site against arson and proximity of combustibles to the premise e.g. bins.**
- **Good housekeeping and the correct storage of combustible and hazardous materials.**

4. OTHER SITE-SPECIFIC PLANS WHERE APPROPRIATE (e.g. Evacuation Plan, Guest instruction a.o.)