

FIRE SAFETY LOGBOOK

Premise/Site Name
Address
Telephone No
Nominated Responsible Person(s)
Date of first use:
Archived Date:



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Version control			
Fire Safety Logbook	Version	Released	Owner
	1	01-01-2024	CM/DCC
	2	12-03-2024	CM/DCC



1 INTRODUCTION

This fire safety logbook has been prepared to assist building managers and other responsible persons (the Duty Holder) to co-ordinate and maintain a fire safety record keeping system.

Whilst this book is not exhaustive it does seek to cover the main requirements to help the Responsible Person to demonstrate compliance with the Council's Fire Policy which supports the current fire safety legislation.

It is recommended that this logbook be kept in a "loose leaf" format with new / additional record keeping pages photocopied or downloaded when required.

This logbook should be kept up to date and readily accessible (in the red box), along with the current fire risk assessment, for inspection by the enforcing authority for fire matters, other regulators such as CQC and Ofsted and other authorised persons when required.

Please note that records for the last two complete years plus the current year must be kept in the fire logbook. Historical Records should be archived and kept in a lockable cupboard for at least fifteen years after the establishment has closed.

There are some circumstances where evacuation drills are required more frequently than six-monthly. For example:

- If it's a new building
- If there has been a change to the building
- If there has been a significant move around of staff
- If there have been changes to the fire escape routes
- Residential care settings and schools

PLEASE NOTE:

That it is a criminal offence for a person to knowingly make a false entry. Negligence, where it may lead to injury or death is also a criminal offence.

Where records are held electronically, the location must be given in the folder to allow for the full audit trail to be maintained.



2 USEFUL TELEPHONE NUMBERS

In an Emergency	Dial 999
Responsible Person	Site Responsible Person / Duty Manager
Fire Alarm Service & Maintenance	Maintenance Helpdesk (01332) 640212
Emergency Lighting Faults	Maintenance Helpdesk (01332) 640212
Fire Extinguishers Service & Repairs	Maintenance Helpdesk (01332) 640212
Fire Safety Advice or Guidance	P&CS Fire Safety Team FiresafetyTeam@derby.gov.uk Corporate Health and Safety team (01332) 640748 Facilities Management Helpdesk (01332) 640769
Derbyshire Fire & Rescue	(01332) 676220
Site Alarm Receiving Centre	

SITE SPECIFIC INFORMATION

Please refer to the building's Fire Risk Assessment and the Operational Fire Risk Assessment checklist in Section 10.



3 STAFF FIRE SAFETY TRAINING RECORDS

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.

Training should include as applicable: -

- 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. If live cooking stations are used ie deep fat friers kitchen staff should be trained in the procedure and use of wet chemical extinguishers.
- Knowledge of escape routes including escape routes and stairways not in regular use.
- Knowledge of the method of special emergency exit fastenings.
- Knowledge of any special arrangements with key-operated fire alarm call points.
- Appreciation of the importance of fire doors and the need for them to be shut at all times (unless on automatic closers).
- Any training required within the buildings Generic Emergency Evacuation Plans or people's Personal Emergency Evacuation Plan.

Responsible Person to review that all staff are confident in the fire evacuation process.



3.1 Fire Safety Training – Staff Records

Year: _____

Date	Type of training/instruction (E-learning, Face to face)	Signature of Person Receiving Instruction
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:
		Name: Signature:



4 ROUTINE CHECKS, TESTS, OR INSPECTIONS

The following checks, tests or inspections should be carried out as a minimum per the programme below:

4.1 Daily/(Night-time checks where appropriate)

Check, Test, or Inspection	Responsibility of
Fire alarm panel in normal condition	Responsible Person
Fire exit doors & escape routes	Responsible Person
Emergency lighting - visual check	Responsible Person
Housekeeping checks	Responsible Person

4.2 Weekly

Check, Test, or Inspection	Responsibility of
Fire alarm test	Responsible Person
Emergency lighting – centralised battery systems only	Responsible Person
Sprinklers where installed	Responsible Person

4.3 Monthly

Check, Test, or Inspection	Responsibility of
Fire doors check	Responsible Person
Emergency lighting - fail-safe test	Responsible Person
Portable Firefighting Equipment	Responsible Person

4.4 Six-Monthly

Test or Inspection	Responsibility of
Emergency evacuation drill	Responsible Person
Audit Fire logbook & records	Responsible Person



4.6 Annual

Check, Test, or Inspection	Responsibility of
Review Fire Risk Assessment management actions – In Package Schools Only	Responsible Person
Review Generic Emergency Evacuation Plan	Responsible Person
Review Personal Emergency Evacuation Plans	Responsible Person
Audit Fire Safety Training Records	Responsible Person
Emergency Procedures Review	Responsible Person
Fire logbook compliance audit	Compliance Engineer/Manager
Undertake Operational FRA Review	Responsible Person



5 DAILY CHECKS, TESTS, OR INSPECTIONS

- Fire Alarm Panel – indicator panel showing normal with no faults indicated.
- Fire Exit Doors & Escape Routes – easily openable and clear of obstruction.
- Emergency Lighting – Where fitted, indicator lights showing in lamp units.
- Where necessary, building is secure from unauthorised access.

NB Checks are to be made during night-time hours in occupied buildings, e.g., fire doors are shut (including those fitted with approved hold-open devices) and where necessary, locked, electrical appliances are un-plugged when not in use, any / all extraneous combustible materials are tidied away to an approved storage area.

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk (where applicable) on (01332) 640212.

ESCAPE ROUTES – DAILY INSPECTION / TEST

All escape routes must be properly maintained and kept free from obstructions or slip/trip hazards.

A regular inspection should be carried out to ensure that: -

- All routes to be checked internally and externally.
- All doors that are on escape routes must open easily without the use of a key or special procedure.
- All escape routes: including staircases, corridors, and doorways are free from obstruction and combustible materials.
- Escape routes to be walked to a place of ultimate safety, e.g., the street
- All self-closing devices fitted to doors should be effective in operation.
- Access is always available for the emergency services vehicles.

EMERGENCY LIGHTING

Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition. A visual check of the emergency lights should be made to confirm: -

- That the green or red light is continuously lit
- That there is no damage to the luminaire

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.



5.3 Fault Reporting Sheet – Daily Tasks

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



5.4 Fault Reporting Sheet – Daily Tasks

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



6 WEEKLY CHECKS, TESTS, OR INSPECTIONS

- Fire Alarm Test (Including Gas Safety Shut-off Valve, Beacons, and Pagers)
- Emergency Lighting (Centralised Battery Systems Only)

6.1 Fire Alarm and Automatic Detection System

Test fire-detection and warning systems and manually operated warning devices on a weekly basis.

- Where appropriate inform the alarm receiving centre (ARC) prior to test.
- Ensure occupants are aware of the impending test.
- Special arrangements or procedure may need to be adopted where vulnerable occupants are in the building e.g., OAP.
- Operate a manual call point at the same time every week using a different call point for each successive test. This is to be recorded in the logbook.
- Check that all doors, fitted with automatic door release mechanisms, are being released when the alarm sounds.
- Check that locks to doors, gates or barriers that should 'fail open', open and stay open when the fire alarm is sounding.
- Check that passenger lifts return to ground floor or fire escape level.
- Check that the fire alarm is audible in all areas.
- Where appropriate inform the alarm receiving centre after test.

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.

Note Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be noted together with any action taken to avoid a repeat occurrence.

Also Check:

6.2 Gas Safety Shut-off Valve

Whilst the fire alarm is being tested, ask someone to check that the gas safety shut-off valve is functioning correctly and record in the logbook.

6.3 Pagers

Whilst the fire alarm is being tested, check that pagers have registered an activation and record in the logbook.

Ensure that all the pagers are reset after each activation.

6.4 Beacons & Strobes

Check there is no obvious damage to the strobe(s) & beacon(s), they are clean and not obstructed. Ensure beacons operate when the fire alarm is activated.



6.5 Fire Alarm and Automatic Detection System – Weekly Test

Fire System Test Details					Connected Interfaces					Signed
Date	MCP Tested Number Or Location	Are Faults Indicated On The Panel	Did Sounders & Strobes Activate	System Test Outcome	Did Hold Back Devices Disengage	Did Maglocks Disengage / Shutters Close	Did Connected Lifts Ground	Did ARC Connections & Pages Work	Did Gas Shut Off Activate & Reset	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	

If the answer to any of the above questions is “No or Failed” then please state your reasons on the “Fault Reporting Sheet”



6.6 Fire Alarm & Automatic Detection System – Weekly Test

Fire System Test Details					Connected Interfaces					Signed
Date	MCP Tested Number Or Location	Are Faults Indicated On The Panel	Did Sounders & Strobes Activate	System Test Outcome	Did Hold Back Devices Disengage	Did Maglocks Disengage / Shutters Close	Did Connected Lifts Ground	Did ARC Connections & Pages Work	Did Gas Shut Off Activate & Reset	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Ok / Failed	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	

If the answer to any of the above questions is “No or Failed” then please state your reasons on the “Fault Reporting Sheet”



6.7 Emergency Lighting (Centralised Battery System Only) – Weekly Check

Please Disregard This Form If The Site Has Manual Test Points

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.

Normal Volts reading =
Normal Amps reading =

Emergency Light location	Centralised EL battery system – record volts/amps	Date	Signed
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		



6.8 Emergency Lighting (Centralised Battery System Only) – Weekly Check

Please Disregard This Form If The Site Has Manual Test Points

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.

Normal Volts reading =
Normal Amps reading =

Emergency Light location	Centralised EL battery system – record volts/amps	Date	Signed
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		
	Volts		
	Amps		



6.9 Fault Reporting Sheet – Weekly Tasks

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



6.10 Fault Reporting Sheet – Weekly Tasks

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7 MONTHLY CHECKS, TESTS, OR INSPECTIONS

- Portable Firefighting equipment.
- Fire Doors Check
- Emergency Lighting – Full Test

7.1 Portable Fire Fighting Equipment – Monthly Check

A monthly check should be undertaken of any portable fire-fighting equipment in the building. This visual inspection will ensure that the equipment is serviceable, available for use and unobstructed. Report promptly any suspected defects or malicious discharges to the Maintenance Helpdesk, so that a service engineer can attend site to rectify as soon as reasonably practical.

A visual inspection should look at the following: -

1.	Are all the extinguishers located on the Fire Point / Wall Bracket?
2.	Are any of the units missing or been moved?
3.	Are there signs of accidental or malicious discharge, or the equipment having been used, i.e., missing tags or pins?
4.	Are there any visual defects (i.e., dents, corroded body, leaking, ripped case?)
5.	Are they unobstructed and visible, with their operating instructions facing outwards?
6.	Are the indicator gauges (where fitted) in the green segment (if in red, call the engineer)?

Record the type and number of extinguishers within the building below:

Type of firefighting equipment	Water	Foam	Carbon Dioxide CO ²	Dry Powder	Fire Blanket	Wet Chemical	Other (Please state)
Number of							

Carry out weekly inspection and sign and date the form below, note any remedial action required / taken.

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.



7.2 Portable Fire Fighting Equipment – Monthly Check

Month				
Date	Is all equipment located in the correct position, visible and facing outwards	Are all safety tags or pins intact and pressure gauges in the green	Any visible damage or defect?	Signed
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	

If the answer to any of the above questions is “No” then please state your reasons on the “Fault Reporting Sheet”



7.4 Fault Reporting Sheet – Portable Fire Fighting Equipment

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7.5 Fault Reporting Sheet – Portable Fire Fighting Equipment

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7.6 Fire Doors – Monthly Inspection

Fire resisting doors are an important part of a buildings fire strategy in prevention the spread of fire or smoke throughout a building. They will be identified by a small notice (a blue circle usually with white lettering) indicating “Fire Door Keep Shut” or “Keep Locked”. It is essential that they are thoroughly inspected to ensure that they remain in good working order.

Fire doors will be inspected monthly, with the visual inspection covering all aspects in 1 - 4 below:

1.	Are all Fire Resisting Doors in good visual condition (Fastenings , release Mechanisms , Glass , Hinges , Surface)?
2.	Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?
3.	Are fire door seals and self-closing devices in good condition?
4.	Do all internal self-closing fire doors close from open without assistance ?

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.

If you are responsible for undertaking these checks, but are unsure of what you need to check or how to check fire doors please call Facilities Management on (01332) 640769



7.9 Fault Reporting Sheet – Fire Doors

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7.10 Fault Reporting Sheet – Fire Doors

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7.11 Emergency Lighting – Monthly Check

Emergency lighting is lighting for an emergency when the power supply to the lighting circuit is cut, and any normal illumination fails. The loss of mains electricity could be the result of a fire, or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a danger to the occupants, either through physical danger or panic.

7.12 Manual testing procedures

A simulated mains failure can be achieved by activating the switch to isolate all lighting circuits / individual circuits / individual luminaires. If manual testing is utilised, the following points should be inspected and recorded:

1.	Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires/directional signs (where relevant) to be checked for correct operation.	Pass / Fail
2.	Check luminaires for signs of damage and cleanliness.	Okay/ Damaged/ Unclean

The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g., lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean, and functioning correctly.

Any defects should be recorded in the fault reporting sheet, at the back of this section, and then **immediately** reported to the Maintenance Helpdesk on (01332) 640212.

If you are responsible for undertaking these checks, but are unsure of what you need to check or how to check the emergency lighting system call Facilities Management on (01332) 640769



7.13 Emergency Lighting Check Sheet

MONTH:				
Emergency Light location	Luminaires / directional signs (where relevant) to be checked for correct operation	Visually check luminaires for signs of damage and cleanliness	Date	Signed
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		

If the answer to any of the above questions is “Fail, Damaged or Unclean” then please state your reasons on the “Fault Reporting Sheet”



7.14 Emergency Lighting Check Sheet

MONTH:				
Emergency Light location	Luminaires / directional signs (where relevant) to be checked for correct operation	Visually check luminaires for signs of damage and cleanliness	Date	Signed
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		
	Pass / Fail	Okay / Damaged / Unclean		

If the answer to any of the above questions is “Fail, Damaged or Unclean” then please state your reasons on the “Fault Reporting Sheet”.



7.15 Fault Reporting Sheet – Emergency Lights

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



7.16 Fault Reporting Sheet – Emergency Lights

Caretakers – Site Staff				Responsible Person Only
Door Location or Number	Brief Description Of Fault & Location	Fault Reported To	Date Of Report	Confirmed Resolved By Site Responsible Person
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date
	Operative Initials : Fault :			Date



8 SIX-MONTHLY CHECKS

- Emergency Evacuation Drills
- Fire Logbook & Records
- General building compliance inspection

8.1 Emergency Evacuation Drill – Minimum Six-Monthly Test

Fire drills must be a planned , coordinated and monitored event with debrief and learning outcomes discussed , recorded, and communicated.

There are some circumstances where evacuation drills are required more frequently than six-monthly.

For example:

- If it's a new building, or if there has been a change to the building.
- If there has been a significant move around of staff
- If there have been changes to the fire escape routes

Fire drills are important for several reasons, such as:

- **It is the law** – Under the Regulatory Reform (Fire Safety) Order 2005, the responsible person has a legal duty to provide procedures for serious and imminent danger (Article 15).

Carrying out regular fire drills will ensure compliance with fire safety laws.

- **It can save lives** – Not knowing what to do or where to go in the event of a fire can cost lives through indecision and delays. Having regular fire drills allows new and existing staff to become familiar with the organisation's emergency procedures. Knowing what to do in an emergency means that people are less likely to panic and will be able to evacuate more quickly and safely.
- **It highlights how effective emergency procedures are** – If emergency procedures are ineffective, it can have serious consequences in a real fire.

Having regular fire drills allows for emergency procedures to be tested to see if they work and to see if escape routes are effective.

- **It tests warning systems** – Weekly Tests must be conducted - However, a fire drill provides an opportunity to verify the alarm is working , that all areas of the building can hear this and that all available escape routes are being utilised.:



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- **It tests PEEPs** – Anyone who cannot evacuate the building by themselves must have a Personal Emergency Evacuation Plan (PEEP), e.g., those with disability or mobility issues.

It can be more difficult to evacuate others, especially where specialist equipment is required.

A fire drill gives those responsible for helping others evacuate the premises an opportunity to put the PEEP into practice.



8.2 Fire Evacuation Drill Record

Name / Department				
Address:				
Date Of Fire Drill				
Location Of Activation				
Weather Conditions				
Time – Alarm Activated				
Time – All Staff Accounted For				
Person In Control Of Exercise				
Overall Standard Of Fire Drill	Unsatisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Good <input type="checkbox"/>	Very Good <input type="checkbox"/>
Comments	Actions Required / Responsibility	Date of Action Cleared & by Whom		
Persons Involved In The Drill	No. Of Persons Evacuated	<p style="color: red;">It is important to record the numbers of persons evacuating the premise , as this data is invaluable during the post event review.</p>		
Staff				
Tenants				
Visitors				
Contractors				
Children (Under 18)				
Persons With Additional Needs				



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The Fire Drill Supervisors Name and Position	
Name:	Signature:
Position:	Date:



9 PREVENTION OF UNWANTED FIRE SIGNALS AND FALSE ALARMS

False alarms cause disruption to the normal operation of properties and create a drain on fire service resources.

False alarms can even seriously prejudice the safety of occupants, who might not react correctly when the system responds to a real fire if they have recently experienced a number of false alarms.

It is a common misconception that most false alarms arise from faults in equipment.

In fact, most false alarms arise from a combination of environmental influences, fire-like phenomena, inappropriate action by people in the building and accidental damage.

Most false alarms arise from a combination of environmental conditions and influences and fire-like conditions.

'Accidental Damage / Operation' is an unplanned event where a person has inadvertently activated the system or damaged a MCP , resulting in a recorded event.

'Malicious False Alarm' is used to describe a situation where a person has deliberately actuated the fire alarm knowing that there was not a fire in a particular premises.

'False Alarm with Unknown / Good Intent' describes a situation where a person has actuated the fire alarm thinking genuinely that there was a fire situation.

It is recommended that you keep a log of all fire alarm false alarms and pay particular attention to the cause and location of the actuation.

Please use the log sheet opposite to log all incidents of all false alarms fire alarm actuations and enter one of the following category Codes.

Category Code 1 : Accidental Damage / Operation

Category Code 2 : Malicious Alarm

Category Code 3 : Good Intent

Category Code 4 : Unknown / Investigation Required



9.1 Unwanted Fire Activation Record

Name / Department	
Address	
Date Of False Alarm	
Location Of Activation / Zone / Device	
False Alarm Type	
<ul style="list-style-type: none">• Accidental Damage / Operation• Malicious Alarm• Good Intent• Unknown / Investigation Required	
Weather Conditions	
Time – Alarm Activated	
Date / Time – Alarm Silenced	
Person In Control Of Site On Activation	
Did The Fire Service Attend	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was An Evacuation Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number Of People Evacuated	
Cause Of Incident	Give Details
Measures To Prevent Reoccurrence	Give Details
DCC Fire Team Advised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Person Signing Off Report	
Date	



9.2 Fire Logbook And Records – Six Monthly Check

Date	Satisfactory visual inspection	Action (Note any unsatisfactory results and location)	Signature



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10 ANNUAL CHECKS , TESTS OR INSPECTIONS.

- Review Fire Risk Assessment – Management Actions
- Review Generic Emergency Evacuation Plan
- Review Personal Emergency Evacuation Plans
- Audit Fire Safety Training Records
- Emergency Procedures Review
- Fire Logbook Compliance Audit
- Undertake Operational FRA Review



10.1 Fire Action Plan – Annual Review

Where records are held electronically, please identify the location to allow for an accurate review of your site data.

This review of completed actions should be conducted prior to the annual compliance review by the DCC Team. Where actions remain open , reasons should be given to ensure site safety has not been compromised.

Date	Have All Outstanding Actions Been Addressed	Name of Responsible Person	Details Of Outstanding Actions Awaiting Closure
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		

Where concerns have been noted please contact the Fire Service Manager for review.



10.2 Emergency Evacuation Plan – Annual Review

The following points should be considered:

- Is the evacuation plan still relevant to how the building is being utilised?
- Is the plan available for staff to read?
- Are staff aware of what to do if the fire alarm sounds?

Insert Emergency Evacuation Plan Document.

Where records are held electronically, please identify the location to allow for an accurate review of your site data.

EEP Reviewed By	Is The EEP Still Suitable & Sufficient	Date Of Inspection	Outcome Of Assessment

Where concerns have been noted please contact the Fire Safety Service Manager for review.



10.3 Personal Emergency Evacuation Plans – Annual Review

The following points should be considered:

- Is the evacuation plan still relevant to the individual?
- Do all relevant PEEP's exist in the PIB, and all old ones removed.

Insert Personal Emergency Evacuation Plans.

Where records are held electronically, please identify the location to allow for an accurate review of your site data.

PEEP's Reviewed	Are All PEEP's In Date & Relevant	Date Of Inspection	Outcome Of Assessment

Where concerns have been noted please contact the Fire Safety Service Manager for review.



10.4 Fire Training Records – Annual Review

Insert Fire Warden and Fire Training Records Here.

Where records are held electronically, please identify the location to allow for an accurate review of your site data.

Training Records Reviewed	Are All Records In Date & Relevant	Date Of Inspection	Outcome Of Assessment

Where concerns have been noted please contact the Fire Safety Service Manager for review.



10.5 Fire Logbook – Annual Compliance Audit

Logbook Condition	Are All Records In Date & Relevant	Date Of Inspection	Outcome Of Assessment

Where concerns have been noted please contact the Fire Safety Service Manager for review.



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11 FIRE RISK ASSESSMENTS

Please Insert A Copy Of Your Latest Fire Risk Assessment Document.



12 MAINTENANCE & SERVICE CERTIFICATES

Where records are held electronically, please identify the location to allow for an accurate review of your site data.

- Fire Panel Checks
- Emergency Lighting – annual certificate (copy)
- Portable Fire Fighting Equipment – annual certificate (copy)
- Gas Safety – test certificate (copy)
- Electrical Installation Certificate [IEE reg's BS7671 – 5 years] (copy of)
- PAT testing records (copy)
- Essential Site Information, i.e., 'shut-off' points for
- Electricity
- Gas
- Water
- Maintenance certs for any sprinkler systems
- Fire alarm certs
- COSHH details
- Asbestos report
- Legionella report
- Details of any other hazardous substances held.



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13 FIRE PLAN LAYOUTS



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14 DERBYSHIRE FIRE & RESCUE REPORTS