



Sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

FIRE PRECAUTIONS LOG BOOK



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1.0 - PREMISES SPECIFIC INFORMATION

PREMISES ADDRESS:

DUTY HOLDER OR RESPONSIBLE PERSON –

NAME AND ADDRESS OF THE OWNERS OF THE PREMISES –

East Dunbartonshire Council

12 Strathkelvin Place

Kirkintilloch

G66 1TJ

Tel: 0300 123 4510

This Fire Safety Logbook and Maintenance Record should always remain on the premises.

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 legislation.

The Log Book 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 manufacturers' instructions.



2.0 – FIRE SAFETY EQUIPMENT TESTING

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:

- All doors on escape routes must be easily opened and not require a key or any special procedure to open.
- All escape routes, including staircases, corridors, doorways, etc are free from obstruction
- All self-closing devices fitted to doors should be effective in operation
- 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)
- 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.

NOTE:

Before any alteration to the internal layout of the premises are carried out, 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

DATE	INSPECTED BY	FAULTS FOUND	ACTION



Periodic Inspection of Escape Routes

DATE	INSPECTED BY	FAULTS FOUND	ACTION



Periodic Inspection of Escape Routes

DATE	INSPECTED BY	FAULTS FOUND	ACTION



Periodic Inspection of Escape Routes

DATE	INSPECTED BY	FAULTS FOUND	ACTION



2.2 – FIRE WARNING ALARMS AND AUTOMATIC 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 and should include 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 test/inspections should be carried out in addition to any other tests recommended by the manufacturer, supplier or installer of the system.

Refer to the Maintenance Schedule for recorded servicing frequency.

- **Daily visual inspection of Fire Alarm Panel/Panels**

Ensure the panel indicates “Normal” and that any faults indicated are recorded along with the action taken to remedy the fault.

Satisfactory daily inspections need not be recorded in the log book

- **Weekly Test**

The system should be tested at the same time every week using a different manual call point each week. This ensures sequential testing of all manual call points. It is recommended that each manual call point is identified and the identification recorded in the log book following the test.

Visual inspections of all manual 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.

- **Periodic Inspection and Test**

The responsible person should ensure that the a comprehensive servicing and test sequence is carried out by a competent person in accordance with the current British Standard 5839-1 for Fire Alarm and Detection Systems.

- **Electrically Controlled Door Release Mechanisms**

In premises where electronically 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 mechanisms work satisfactorily.



- **False Alarms (UFAS)**

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 BS 5839-1.

These records will also assist a service engineer to trace faults and maintain the system.

Please feedback to Health.safety@eastdunbarton.gov.uk to enable continuous evaluation of UFAS incidents and procedures.

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 implemented.



Record of Tests of Fire Alarm System

DATE	CHECKED BY	TEST FREQUENCY i.e. Weekly, 6 Monthly etc	REMARKS (Call Point ID etc)



Record of Tests of Fire Alarm System

DATE	CHECKED BY	TEST FREQUENCY i.e. Weekly, 6 Monthly etc	REMARKS (Call Point ID etc)



Record of Fire Alarm Actuations

DATE	FIRE ALARM		AUTO DETECTOR		SIGNATURE
	CALL POINT LOCATION OR NUMBER	SATISFACTORY YES/NO	LOCATION OR NUMBER	SATISFACTORY YES/NO	
<u>Circumstances of actuation, remedial action taken and date of completion</u>					

DATE	FIRE ALARM		AUTO DETECTOR		SIGNATURE
	CALL POINT LOCATION OR NUMBER	SATISFACTORY YES/NO	LOCATION OR NUMBER	SATISFACTORY YES/NO	
<u>Circumstances of actuation, remedial action taken and date of completion</u>					

DATE	FIRE ALARM		AUTO DETECTOR		SIGNATURE
	CALL POINT LOCATION OR NUMBER	SATISFACTORY YES/NO	LOCATION OR NUMBER	SATISFACTORY YES/NO	
<u>Circumstances of actuation, remedial action taken and date of completion</u>					



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<u>Circumstances of actuation, remedial action taken and date of completion</u>					



2.3 FIRE FIGHTING EQUIPMENT

- **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, they are unobstructed, 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 monthly and should be recorded in the log book.

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 British Standard for “Fire Fighting Installations and Equipment in Premises”, BS 5306 Part 3, and in accordance with the manufacturers’ instructions.

Satisfactory annual maintenance should be recorded on a label, on each extinguisher or alternatively in a logbook 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 British Standard for “Fire Fighting Installations and Equipment in Premises



- **Hose Reels**

Routine Inspection by User:

Hose reels should be subject to a 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 monthly and should be recorded in the log book.

Annual Inspection and Test:

Once a year each hose reel should be completely run out and subjected to operational water pressure to ensure that the 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 ltr/min is achieved.

The annual test should be carried out by a competent person, in accordance with the current British Standard BS 5306, and recorded on a label fixed to each hose reel or alternatively in the same log book as tests for portable fire extinguishers, with each hose reel being identified by a number.

- **Fire Blankets**

Routine Inspection by User:

Fire blankets are normally located at the kitchen and should be subject to a regular inspection to ensure that the item is free from dust, covered by other items and is available to operate correctly. Fire blankets must remain easily accessible and unobstructed at all times.

A routine inspection should be carried out monthly and should be recorded in the log book.

Annual Inspection and Test:

Not applicable. Once a Fire blanket has been used, it must be replaced by a new one.



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

DATE	EXTINGUISHER/HOSE REEL, FB INSPECTED	INSPECTED BY	REMARKS



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

DATE	EXTINGUISHER/HOSE REEL, FB INSPECTED	INSPECTED BY	REMARKS



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

DATE	EXTINGUISHER/HOSEREEL INSPECTED	INSPECTED BY	REMARKS



2.4 Emergency Lighting

Regular servicing of emergency lighting 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:

- Check to ensure that every lamp in a maintained system is lit
- 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.
- 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 emergency lights for a short period to ensure they illuminate and switching them back off.

The annual tests should be carried out by a competent, and suitably qualified electrical engineer in accordance with the current British Standard for Emergency Lighting, BS 5266.



Record of Emergency Lighting Tests and Maintenance

DATE	TYPE/FREQUENCY OF TEST (V/M/A)	INSPECTED BY	REMARKS



Record of Emergency Lighting Tests and Maintenance

DATE	TYPE/FREQUENCY OF TEST (V/M/A)	INSPECTED BY	REMARKS



Record of Emergency Lighting Tests and Maintenance

DATE	TYPE/FREQUENCY OF TEST (V/M/A)	INSPECTED BY	REMARKS



2.5 Fixed Fire Fighting Installations and Smoke Control Equipment

This section should be used to record tests and maintenance carried out on any fixed fire-fighting 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 manufacturers' instructions as well as the relevant Standards by competent engineers who are familiar with the design, operation and requirements of such equipment.



Records of service of Fixed Fire-Fighting Installations

DATE	BRIEF DESCRIPTION OF WORK CARRIED OUT	SIGNATURE AND CAPACITY IN WHICH SIGNED



Records of service of Fixed Fire-Fighting Installations

DATE	BRIEF DESCRIPTION OF WORK CARRIED OUT	SIGNATURE AND CAPACITY IN WHICH SIGNED



Records of service of Fixed Fire-Fighting Installations

DATE	BRIEF DESCRIPTION OF WORK CARRIED OUT	SIGNATURE AND CAPACITY IN WHICH SIGNED



3.0 RECORDS OF FIRE DRILLS, UFAS AND TRAINING

Drills

East Dunbartonshire Council require Fire Drills to be conducted at least twice per year, one scheduled and one unscheduled. Each member of staff should experience at least one fire drill per year. This includes shift workers.

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.

An unwanted fire alarm signal activation (UFAS) can be recorded as a fire drill.

UFAS

If there has been a case of unwanted fire alarm signal activation, a record should be kept on site in this book. Please feedback to Health.safety@eastdunbarton.gov.uk to enable continuous evaluation of UFAS incidents and procedures.

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 may not be satisfactory without modification to suit individual needs.

It is recommended that external instruction (e.g. Fire Extinguisher/Fire Marshall training) should be given by a competent person at such intervals to ensure that all staff receive training that is suitable and sufficient to fulfil their role and safeguard themselves and other persons on the premises. Please follow EDC Fire Safety Policy.

It is also recommended that this instruction takes place every 12 months.

Internal Refresher training should take place at least annually and should include the following:

- Action to be taken upon discovering a fire
- Action to be taken upon hearing the fire alarm
- UFAS investigation
- Raising the alarm including the location of Manual Call Points
- Correct method of calling the fire service
- The location and use of firefighting equipment
- Knowledge of escape routes including stairways not in regular use
- Knowledge of the method of special emergency exit fastenings

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/UFAS Drills

DATE	TIME OF DRILL	TIME TO EVACUATE	SATISFACTORY Y/N	SIGNATURE



Record of Fire/ UFAS Drills

DATE	TIME OF DRILL	TIME TO EVACUATE	SATISFACTORY Y/N	SIGNATURE



Record of Fire/UFAS Drills

DATE	TIME OF DRILL	TIME TO EVACUATE	SATISFACTORY Y/N	SIGNATURE



Fire/UFAS Drills De-Brief

DATE & TIME	PERSON RESPONSIBLE FOR DRILL	No OF STAFF INVOLVED	TIME TAKEN TO EVACUATE
Simulation (i.e. Normal Route Blocked/Fire in Foyer)			
Assessment of Drill / UFAS			
Recommendations or further actions required			



Fire/UFAS Drills De-Brief

DATE & TIME	PERSON RESPONSIBLE FOR DRILL	No OF STAFF INVOLVED	TIME TAKEN TO EVACUATE
Simulation (i.e. Normal Route Blocked/Fire in Foyer)			
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Fire/UFAS Drills De-Brief

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Simulation (i.e. Normal Route Blocked/Fire in Foyer)			
Assessment of Drill/UFAS			
Recommendations or further actions required			



Record of Fire Training

DATE	PERSON RECEIVING INSTRUCTION	INSTRUCTOR	TYPE OF INSTRUCTION



Record of Fire Training

DATE	PERSON RECEIVING INSTRUCTION	INSTRUCTOR	TYPE OF INSTRUCTION



Record of Fire Training

DATE	PERSON RECEIVING INSTRUCTION	INSTRUCTOR	TYPE OF INSTRUCTION



Record of Fire Training

DATE	PERSON RECEIVING INSTRUCTION	INSTRUCTOR	TYPE OF INSTRUCTION



Individual Staff Training Record

**ONE PER EMPLOYEE – PLEASE
MAKE COPIES FOR EACH**

DATE		NAME		DEPT	
------	--	------	--	------	--

Staff Fire Procedures	✓
Raising the alarm	
Calling Fire and Rescue Service	
Actions to take	
Escape Routes and Emergency Exits	
Types of Fire Extinguishers and 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 and Significant Findings	
Equipment and Plant Shut Down Procedures	
Specific Duties/Instruction	

Instructor

I hereby confirm that I have received Fire Safety Instructions

DATE		NAME		SIGN	
------	--	------	--	------	--



Fire Warden Training Record – Persons Nominated as Fire Wardens will require additional training to that given to staff

**ONE PER EMPLOYEE – PLEASE
MAKE COPIES FOR EACH**

DATE		NAME		DEPT	
------	--	------	--	------	--

Fire Procedures	✓
Raising the alarm	
Calling Fire and Rescue Service	
Actions to take	
Checking Premises	
Assisting Evacuation	
Temporary Waiting Spaces and assisting disabled persons (evac chair etc.)	
Escape Routes and emergency exits	
Location of Fire Extinguishers and 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 and Significant Findings	
Equipment and Plant Shut Down Procedure/Isolating Valves	
Liaising with Fire Service	
Specific Duties/Instructions/area(s) responsible for	

Instructor

I hereby confirm that I have received Fire Safety Instructions

DATE		NAME		SIGN	
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4.0 OTHER ITEMS FOR CONSIDERATION

- Mains Electric circuit five yearly fixed installation (EICR) inspection and test
- Routine Portable Appliance Testing (PAT)
- Heating system routine maintenance
- Kitchen equipment routine maintenance
- Lightning Protection system maintenance (if installed)
- Security of site against arson and proximity of combustibles to the premises
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 combustibles and hazardous
material



5.0 EQUIPMENT MANUAL AND SITE LOCATION PLANS



6.0 PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

This is carried out by Estates – Please refer to Six Pack or available online in Shared drive.