Fire Safety Log Book

Premises Name:	
Premises Address:	
Location of Log Book:	
Responsible Person/s:	

THIS LOG BOOK MUST BE READILY AVAILABLE FOR INSPECTION

CromwellFire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Introduction

This fire safety log book has been prepared to assist duty holders, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

This log book may not cover all facilities or installations found within your premises however it provides a simple recording system applicable to most small or medium sized enterprises. Whilst you are not required to maintain a log book by law, to do so helps demonstrate compliance with current fire safety legislation.

The log book should be kept up to date and readily accessible for inspection by the enforcing authority when required. All relevant maintenance or testing should be recorded, including incidents of failure, damage, malfunction or false alarm.

It should be noted that it is an offence for a person to knowingly make a false entry.

This Log Book can be downloaded from Cromwell Fire Ltd web site:

www.cromwellfire.co.uk

Disclaimer.

This log book may not be suitable for all premises or cover all fire safety record keeping requirements. Where manufacturers or suppliers have provided specific instructions for maintenance, testing or record keeping, these should always take precedence.

You may adapt this book by adding, removing or modifying record sheets to suit your own requirements. Cromwell Fire Ltd take no responsibility for user added content and cannot guarantee that the resultant records will provide suitable and sufficient evidence of legal compliance.

It is recommended that this log book should be kept in a loose-leaf format with additional record keeping pages photocopied or downloaded when required.

Contents

- Useful contact information
- The Regulatory Reform (Fire Safety) Order 2005
- General Fire Safety Requirements
- Fire Alarm
- Emergency Lighting Systems
- Fire Equipment
- Hose Reels
- Sprinkler System
- Fire Doors
- Fire Exit Inspection
- Fire Drills

Useful Contacts

Name	Telephone Number	Contact
Emergency Services	999	
Local Fire and Rescue Service		
Cromwell Fire Ltd	01487 823022	

The Regulatory Reform (Fire Safety) Order 2005

The vast majority of sites and premises throughout England and Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order 2005, 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.

A digital copy is available at the following link:

Full version: www.legislation.gov.uk/uksi/2005/1541/contents/made
Short guide: www.gov.uk/government/publications/making-your-premises-safe-from-fire

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.

This fire safety log book has been prepared to assist building owners, managers and other responsible persons to coordinate and maintain a fire safety record keeping system.

This log book also seeks to cover the main requirements for demonstrating compliance with current fire safety legislation. It is recommended that it be kept in a loose-leaf format with new record keeping pages photocopied or downloaded when required. The log book should be kept up to date and readily accessible for inspection by the enforcing authority when required.

Your Legal Fire Safety Requirements

You must:

- Carry out a Fire Risk Assessment identifying any possible dangers and risks considering who may be especially at risk –
- www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist
- Remove 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

Specific guides to suit your premises have been produced to assist you in complying with the law. These are available to download via the link below, or are available in paper format if required.

www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

In terms of maintaining records, it is important to take note of the following legal requirements:

Competent Person

A competent person is defined as: A person who is regarded as competent for the purposes of the Fire Safety Order, where they have sufficient training and experience or knowledge and other qualities to enable themselves properly to assist in the undertaking of preventative and protective measures.

Relevant Persons

A relevant person is defined as:

- Any person who is or may be lawfully on the premises
- Any person in the immediate vicinity of the premises who is at risk from a fire on the premises

- **The Responsible Person**

- The Responsible person is defined as any or all of the following:

- The employer, if the workplace is to any extent under his control
- The person who has control of the premises
- The owner

Article 8.1 Regulatory Reform (Fire Safety) Order 2005

The responsible person must:

Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

Article 17.1 Regulatory Reform (Fire Safety) Order 2005

'Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided…., are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair'

Article 32 (2) (b) Regulatory Reform (Fire Safety) Order 2005

'It is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular.'

General Fire Safety Requirements

Means of Escape

- Exits should be clearly indicated, with the exit signs visible from the furthermost part of a room.
- Corridors and stairways to be clear of storage and waste material at all times.
- Fire doors are provided to prevent the spread of heat and smoke. They should be:
  - Kept shut and not propped or wedged open
  - Self-closing devices are not to be removed as these are key in closing the fire door which will prevent the spread of Fire, heat and smoke.
  - Doors using hold open devices may result in the door becoming warped therefore, doors should not be kept open more than necessary, preferable you should close these at night or when the premises is unoccupied.
- Final exit doors should:
  - Open in the direction of escape, unless the occupancy has been risk assesses and evidenced in the risk assessment.
  - Opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
  - Available for access by the emergency services.
  - Area around the outside is to be kept clear at all times.
  - Clearly indicated internally and externally.

Signage

- Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency.

Fire Alarm System

- Always ensure that the fire alarm system is in working order and that staff know how to use it, including what action to take on hearing the alarm.
- Ensure that any activations / tests or unwanted fire alarm activations are recorded within your logbook.

Firefighting Equipment

- 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 and tests recorded within the log book.
- The Fire service may need additional water on arrival so ensure vehicles are not parked on fire hydrants.

Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly
- Replace any defective bulbs/components immediately
- Record your tests/maintenance in this log book

Instructions to Staff and Visitors/Guests

Staff will need to be aware of their responsibilities in the event of an emergency. They should know how to:

- Raise the alarm
- Call the fire and rescue service
- Know when not to tackle a fire
- Know the correct evacuation procedures for the premises
- Record your staff training in this log book

Guests and Visitors

- Ensure that all visitors/guests to the premises are aware of the actions to take in the event of an emergency
- Premises which take in foreign workers/guests should have their fire instruction notices in a form which is understandable to them (Pictorial for example) or printed in the appropriate language

Electrical Equipment and Installations

- Fires occurring in electrical equipment are increasing due to the improper use, application or lack of maintenance of the equipment. To reduce the risk of fire all electrical appliances should be maintained under the provisions of the Electricity at Work Regulations 1989
- Wiring should be regularly checked and renewed if necessary
- Ensure that correct fuses are fitted to all electrical appliances and fuse boxes
- Disconnect plugs of all appliances from the mains electricity when 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

Smoking Materials

- Smoking is no longer allowed on any premises - www.gov.uk/smoking-at-work-the-law
- Ensure that the law is enforced in your policies to staff and guests
- If outside smoking is permitted be vigilant in these designated areas and provide adequate ashtrays as well as ventilation

Arson

Many arson attacks are preceded by petty vandalism and theft, moving onto small fires, which get bigger and more ambitious over a period of time. The proper management of waste materials can remove an easy opportunity target of the arsonist, deliberate fires set in combustible materials next to buildings can quickly spread to the premises themselves which can lead to a complete loss of the building and even the business itself. 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
- Outside lighting to aid security
- Closed-circuit television (CCTV), also known as video surveillance
- Liaise with the Police for further advice on security and arson protection

British Standards

The standards referred to in this fire safety log book were current at the time it was printed. Further information on British Standards can be found by visiting the British Standards https://www.bsigroup.com

Fire Safety Advice

This is not a comprehensive guide and therefore it is recommended you purchase the appropriate guidance book for your premises.

Guides in the series:

Office and Shops	ISBN-13:978 1 85112 815 0
Factories and Warehouses	ISBN-13:978 1 85112 816 7
Sleeping Accommodation	ISBN-13:978 1 85112 817 4
Residential Care Premises	ISBN-13:978 1 85112 818 1
Educational Premises	ISBN-13:978 1 85112 819 8
Small and Medium Places of Assembly	ISBN-13:978 1 85112 820 4
Large Places of Assembly	ISBN-13:978 1 85112 821 1
Theatres, Cinemas and similar Premises	ISBN-13:978 1 85112 822 8
Open air Events and Venues	ISBN-13:978 1 85112 823 5
Healthcare Premises	ISBN-13:978 1 85112 824 2
Transport Premises	ISBN-13:978 1 85112 825 9
Animal premises and stables	ISBN-13:978 1 85112 884 6
Means of Escape for Disabled People	ISBN-13:978 1 85112 873 7

download on the Gov.uk website:
https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents

The fire safety records included in this book, a suitable and sufficient fire risk assessment and well thought out emergency plans will lead to a good fire safety culture and a quality safety management structure. Record keeping will provide valuable resources to assist you in two areas:

- Effectively managing the fire strategy for your premises.
- Providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.

Fire Alarm (BS5839)

The fire alarm system is required to be monitored and tested by a nominated competent person. These persons should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.

A fire alarm system, which incorporates detectors, call points, wiring, sounders and main panel(s) must be tested in line with the British Standard.

Regular tests are vital to ensure that there has not been any major failure of the entire or a significant part of the system.

Where the alarm system is linked to an **alarm receiving centre**, it is contacted immediately before, and immediately after, any tests to ensure that unnecessary attendance of the fire and rescue service is avoided and that an assessment of whether fire alarm signals are correctly received at the alarm receiving centre.

Unwanted fire alarm signals not only disrupt your business but may also contribute to the death or injury at other incidents whilst the fire and rescue service are attending your fire alarm. These unwanted fire alarms (false alarms) should be recorded within this log book and investigated to identify any learning that could reduce further calls.

The name and telephone number of the fire alarm service company responsible for maintenance should be displayed at the main control panel. You may also want to keep these contact details within this log book.

Daily: (not normally recorded)

- Inspect the alarm panel for normal operation of the system
- Where provided check that the connection of the remote manned centre is functioning correctly
- Inspections of detectors should take place to check for damage, accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector
- For any premises that do not have an alarm system, are air horns/gongs or whistles in place?

Weekly:

- The contact details of the responsible person are correct with your alarm company/available to the fire and rescue service on arrival
- A zone map of the alarm system should be displayed next to the main control panel
- Identify a manual call point or detector to sound the alarm Fire Safety Log Book 9
- It may be beneficial to identify and number all of the manual call points within the building so when carrying out your weekly test you can rotate which manual call point you have used on the basis that you can identify which manual call point will be testing next on your weekly tests
- Make a note of the device used and record in the log book. If accessible inspect batteries, generator and printer and carry out any necessary maintenance
- Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates.

Monthly:

- Fire alarm system
  - If a generator is used, start it up by simulation of a failure of the normal supply and allow it to run for at least one hour ensuring that fuel, oil and coolant levels are left topped up after the test
- Voice Communication systems
  - Batteries within the fire/disabled refuge points will need to receive a visual check for signs of damage

Quarterly:

- Voice Communication systems
  - Batteries within the fire/disabled refuge points will need to be tested by a competent person

Six Monthly

- Fire alarm system
  - The period between successive inspection and servicing visits should not exceed six months
- Voice Communication systems
  - Fire/disabled refuge points will need to be tested by a competent person whilst alarm is activated to ensure that:
  - Clear speech
  - Locations are unobstructed
  - Batteries to receive a load test
  - System to be tested in all functions
  - For wireless systems then a signal strength test should be carried out

Annual

- Fire alarm system
  - The system should be inspected and tested by a competent person (usually an employee of the manufacturer or installer) in accordance with the British Standard
- Fire doors
  - Batteries within devices that hold open a door should be replaced or to manufactures instructions, whichever is most frequent

False alarms

Should be recorded, and positive action taken to manage the problem.
Categories of False Alarms
- Unwanted alarms
- Equipment False Alarms
- False Alarms with good intent
- Malicious False Alarms

Weekly & 6 Monthly – Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detector		Action Taken	Signature
	Call point Number/Location	Satisfactory Yes/No	Satisfactory Yes/No	Number/ Location	Satisfactory Yes/No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly & 6 Monthly – Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detector		Action Taken	Signature
	Call point Number/Location	Satisfactory Yes/No	Satisfactory Yes/No	Number/ Location	Satisfactory Yes/No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly & 6 Monthly – Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detector		Action Taken	Signature
	Call point Number/Location	Satisfactory Yes/No	Satisfactory Yes/No	Number/ Location	Satisfactory Yes/No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly & 6 Monthly – Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detector		Action Taken	Signature
	Call point Number/Location	Satisfactory Yes/No	Satisfactory Yes/No	Number/ Location	Satisfactory Yes/No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly & 6 Monthly – Test of Fire Alarm System and Associated Equipment

Date	Fire Alarm		Automatic Door Releases	Automatic Detector		Action Taken	Signature
	Call point Number/Location	Satisfactory Yes/No	Satisfactory Yes/No	Number/ Location	Satisfactory Yes/No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Record of False Alarm

Date	Time	Fire Alarm Call Point /Detector			Action Taken Afterwards	Name	Signature
		Location or Number	Type				
			Fire	False			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Emergency Lighting (BS6266:1)

The emergency escape lighting system is required to be monitored and tested by a nominated competent person. This person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system. Because of the possibility of a failure of the normal lighting shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests should be undertaken at times of minimum risk.

Daily

- Daily visual inspections should be made to establish that the system is in a ready state. This includes an inspection of the indicators of a central power supply system for correct operation and the indicators of combined luminaires.

Monthly

- If automatic testing is incorporated, results of the tests must be recorded monthly.
- For manual systems, a functional test and various checks must be carried out to ensure that emergency lighting is present, clean and working competently in the event of failure to the normal lighting supply. For centrally supplied systems, the correct operation of system monitors and control relays are also checked and generator sets are tested to their manufacturer's instructions.

Annual

- Test for full duration of self-contained and central battery systems. During the test check all luminaires and at the end when the supply is restored ensure that any indicator lamp or device is showing normal supply.

Monthly & Annual – Emergency Lighting Test Record

Date	Test all Luminaries Operating Correct?		Test Central Battery System Correct?		Test Generator Operating Correct?		Test Generator Engine Operation Correct?		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly & Annual – Emergency Lighting Test Record

Date	Test all Luminaries Operating Correct?		Test Central Battery System Correct?		Test Generator Operating Correct?		Test Generator Engine Operation Correct?		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly & Annual – Emergency Lighting Test Record

Date	Test all Luminaries Operating Correct?		Test Central Battery System Correct?		Test Generator Operating Correct?		Test Generator Engine Operation Correct?		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Firefighting Equipment (BS5306)

All testing of equipment should be in accordance with the manufacturer's instructions. It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated competent person not less than monthly, and defects should be actioned and your findings recorded within this log book.

Daily (not normally recorded)

- Check that your extinguishers are in place and they are clearly visible with the label facing outwards

Weekly

- Check that your extinguishers are in place and they are clearly visible with the label facing outwards
- A visual inspection to ensure that they are in good condition

Monthly

- Are extinguishers located in the designated place Are extinguishers visible and unobstructed Are operating instructions legible and do they face outwards
- That extinguishers have not been used and have no obvious damage
- That pressure gauges/indicators are reading within operational and safety limits
- That the seals and tamper indicators are not broken or missing

Annually

- The user should ensure that extinguishers, gas cartridges and replacements charges are inspected, serviced and maintained as recommended in current British Standards. 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 recommended tools, equipment and materials at least annually.

Equipment on site:

Type	QTY	Type	QTY
Water		Wet Chemical	
Foam		Fire Blanket	
Dry Powder			
Co2			

Monthly & Annual – Fire Extinguisher Test Record

Date	Type of inspection		Details, faults and/or action taken	Name	Signature
	Monthly	Annual			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly & Annual – Fire Extinguisher Test Record

Date	Type of inspection		Details, faults and/or action taken	Name	Signature
	Monthly	Annual			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly & Annual – Fire Extinguisher Test Record

Date	Type of inspection		Details, faults and/or action taken	Name	Signature
	Monthly	Annual			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Hose Reels (EN671:3:2019)

Should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

Annual Service

- Inspected and tested by a competent person
- The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition, that all couplings are water tight and the nozzle is easy to operate
- A flow test should be carried out to ensure a steady and sufficient flow (use of a flow indicator and pressure gauge is recommended)

Inhouse & Annual – Hose Reel Test Record

Date	Type of inspection		Details, faults and/or action taken	Name	Signature
	Inspected	Service			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Inhouse & Annual – Hose Reel Test Record

Date	Type of inspection		Details, faults and/or action taken	Name	Signature
	Inspected	Service			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Sprinkler systems (Automatic) (BS EN 12845:2015+A1:2019)

Weekly Test

- **The following checks should be recorded:**
  - Water and air pressure gauge reading on installations, trunk mains and pressure tanks and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and all gauge readings and levels recorded.
  - That each water motor alarm has been sounded for at least 30 seconds.
  - Fuel and oil levels of diesel engines used to power automatic pumps.
  - That automatic pumps start when the water pressure is reduced to the specified level and, if powered by diesel engines, the oil pressure, the flow of cooling water through open-circuit cooling systems or the water level in the primary circuit of
  - closed-circuit cooling systems, and whether the engines will restart, using the manual start test button.
  - The electrolyte level and density of all acid battery cells and if the density is low that the battery charger is working correctly, ensure that the affected cells have been replaced.
  - The operation of the mode monitoring system for stop valves in life safety installations
  - The continuity of connection between the alarm switch and the control unit and between the control unit and the fire service (usually via a remote manned centre) for automatically monitored connections.
  - The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system.

Quarterly, half yearly, yearly and three yearly

Arrange for inspections and tests of the sprinkler system to be carried out by a competent person, for any defects found to be logged and any necessary action is taken and ensure that certificates of satisfactory testing are received.

Weekly – Sprinkler System Test Record

Date	Water & Air Pressure Gauges Correct		Water Levels in System Correct		Water Motor Alarm Correct		Automatic Pump Start Correct		Diesel Engine Restart Correct		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly – Sprinkler System Test Record

Date	Water & Air Pressure Gauges Correct		Water Levels in System Correct		Water Motor Alarm Correct		Automatic Pump Start Correct		Diesel Engine Restart Correct		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Weekly – Sprinkler System Test Record

Date	Water & Air Pressure Gauges Correct		Water Levels in System Correct		Water Motor Alarm Correct		Automatic Pump Start Correct		Diesel Engine Restart Correct		Fault and Action Taken	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Fire Doors (BS476)

Buildings over 11 meters in height:

The Fire Safety (England) Regulations 2022 made it a legal requirement from 23 January 2023 for responsible persons for all multi-occupied residential buildings in England with storeys over 11 metres in height to:

- undertake quarterly checks of all fire doors (including self-closing devices) in the common parts

- undertake – on a best endeavour basis – annual checks of all flat entrance doors (including self-closing devices) that lead onto a building's common parts

The regulations also require responsible persons to provide to residents of all multi-occupied residential buildings with two or more sets of domestic premises (that have common parts) information on the importance of fire doors to a building's fire safety.

Minimum requirements for inspections of fire doors

Fire doors are crucial in preventing the spread of fire and smoke in buildings.

The Fire Safety Act 2021 clarified that flat entrance doors must be considered in the Fire Risk Assessment mandated by the Fire Safety Order. The Fire Safety (England) Regulations 2022 require regular checks to ensure that self-closing devices are working and the fire doors, including flat entrance doors, are in efficient working order and in good repair. These checks are to ensure that the existing door standard is maintained.

The minimum requirement is for the responsible person to undertake an inspection of the doors to identify any obvious damage or issues. Furthermore, it is not envisaged that those checking the doors carry out a detailed technical examination on the fire resistance of the door (which is a matter for the fire risk assessment), unless it appears that an original fire resisting flat entrance door has been replaced with a non-fire resisting door or it's visibly damaged in a way that would impact on its performance as fire door. It should not be necessary to engage a specialist for these checks as the responsible person should be able to carry out these checks themselves.

Buildings below 11 meters in height:

The Fire Safety Act 2021 has clarified that in any residential building which contains two or more sets of domestic premises are within the scope of the Fire Safety Order.

Responsible persons for residential buildings below 11 metres in height have a duty to put in place general fire precautions in these buildings, this duty includes making sure that all fire doors – including flat entrance doors – are capable of providing adequate protection.

Responsible persons are also required to provide residents in all residential buildings with two or more sets of domestic premises with information on fire doors.

Information responsible persons should give to residents

The information given to residents should cover the importance of keeping doors closed, that doors and self-closing devices are not tampered with and that any faults or damage to doors should be raised immediately.

Residents will receive this information when they move into a multi-occupied residential building and then on an annual basis.

Monthly

Fire door checks, these should be recorded:

- Any signs of damage or misuse to door frame, door furniture, glazing apertures or air transfer grille
- Intumescent material on inner edge of door or frame intact and free from damage
- Gap between door and frame are not excessive, between 2mm – 4mm
- Door opens and closes correctly into frame, wedges not used.

If any issues are identified from these checks, it might be appropriate to undertake more detailed checks of doors (or the self-closing device) if any damage is identified from the initial inspection. This could include engaging a specialist.

Monthly Fire Door Check

Date	Location/s or Number/s	Door, frame, hinges and closer in good repair		Strips and seals in good repair		Door closes fully into frame		Gaps between door and frame acceptable		Letter box, grills or glazing in good repair			Further action and/or inspection required		Name	Signature
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A	Yes	No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly Fire Door Check

Date	Location/s or Number/s	Door, frame, hinges and closer in good repair		Strips and seals in good repair		Door closes fully into frame		Gaps between door and frame acceptable		Letter box, grills or glazing in good repair			Further action and/or inspection required		Name	Signature
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A	Yes	No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Monthly Fire Door Check

Date	Location/s or Number/s	Door, frame, hinges and closer in good repair		Strips and seals in good repair		Door closes fully into frame		Gaps between door and frame acceptable		Letter box, grills or glazing in good repair			Further action and/or inspection required		Name	Signature
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A	Yes	No		

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Inspection of Fire Exits & Escape Routes Record

Date	Location/s or Number/s	Exit Door opens correctly?		Exit Door and Exit Route clear of obstructions?		Fault and Action Taken	Name	Signature
		Yes	No	Yes	No			

Inspection of Fire Exits & Escape Routes Record

Date	Location/s or Number/s	Exit Door opens correctly?		Exit Door and Exit Route clear of obstructions?		Fault and Action Taken	Name	Signature
		Yes	No	Yes	No			

Inspection of Fire Exits & Escape Routes Record

Date	Location/s or Number/s	Exit Door opens correctly?		Exit Door and Exit Route clear of obstructions?		Fault and Action Taken	Name	Signature
		Yes	No	Yes	No			

Fire Drill Record

Date	Nature of drill	Persons taking part	Evacuati on time	Details of deficiencies and/or actions	Name	Signature

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Fire Drill Record

Date	Nature of drill	Persons taking part	Evacuation time	Details of deficiencies and/or actions	Name	Signature

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Fire Drill Record

Date	Nature of drill	Persons taking part	Evacuation time	Details of deficiencies and/or actions	Name	Signature

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk

Fire Drill Record

Date	Nature of drill	Persons taking part	Evacuation time	Details of deficiencies and/or actions	Name	Signature

Cromwell Fire Ltd
Supply and Service of Fire Protection Equipment
Cromwell House, Heath Road, Warboys, Cambs PE28 2UW. Telephone: (01487) 823022
Web:www.cromwellfire.co.uk e-mail: enquiries@cromwellfire.co.uk