



Quality through Service...

Fire Risk Management

Fire Rhythms & Routines Log Book

Maintenance and Testing of Fire Precautions

Equipment	Interval	Action Required
Fire Detection and Alarm Installations including self-contained alarms and manually operated devices. Including dorguard and deaf guard units.	Weekly	<ul style="list-style-type: none"> • Check state of repair and operations. • Repair or replace defective Components. Complete fire action plan. • Test operations by selecting a numbered call point and record results.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer. • Clean self-contained smoke alarms and replace batteries. • Ensure certificates are available for Inspection.
Emergency Lighting, self-contained units and torches (Caravan Parks). Means of Escape	Weekly	<ul style="list-style-type: none"> • Check torches and replace batteries as necessary. Complete fire action plan. • Repair or replace defective units. Complete the fire action plan. • Test operations by selecting a numbered circuits and record results. • Ensure all escape routes are free and Clear of any dangers, i.e., slips, trips, falls, obstacles than can impede and evacuation.
	Monthly	<ul style="list-style-type: none"> • Ensure that a 100% Check of all luminaries and torches for state of repair and function. • Repair or replace defective units • Complete the fire action plan.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer. • Replace batteries in torches. • Ensure certificates are available for inspection
Fire-fighting Equipment, i.e., Fire Extinguishers and Fire Blankets etc.	Weekly	<ul style="list-style-type: none"> • Check all equipment for correct installation and apparent function. • No signs of use or defacement.
	Annually	<ul style="list-style-type: none"> • Serviced and tested by a competent engineer. • Ensure certificates are available for Inspection.

Means of Escape / Fire Doors	Weekly	<ul style="list-style-type: none"> • Check all escape routes for defects or Issues that would impede an evac. • Check for issues like slips, trips and Falls. • Check for obstructions and remove. • Ensure all doors open freely. • Ensure all doors close completely to The frame • Ensure all doors are NOT propped Open with wedges or fire equipment. • Ensure all internal fire doors close Fully to the frame. Remedial action, must be recorded in the fire action plan.
	Annually	<ul style="list-style-type: none"> • Review your fire door audit. (Update Fire Action Plan with actions taken as They occur)

Visits by Inspecting Officials i.e. Fire Officer

Date	Inspecting Officer	Officers Signature	Comments

Record of Tests

Notes on the completion of these records.

When completing records ensure that correct procedures as per the manufacturer's instructions and frequency of tests are observed at all times.

Where a test is carried out, indicate whether a visual or full test was completed. Indicate who completed the test and their qualification for testing.

Where faults are found indicate the date the fault was identified and the remedial action taken. Ensure you record all remedial action in the fire action plan for proving due-diligence.

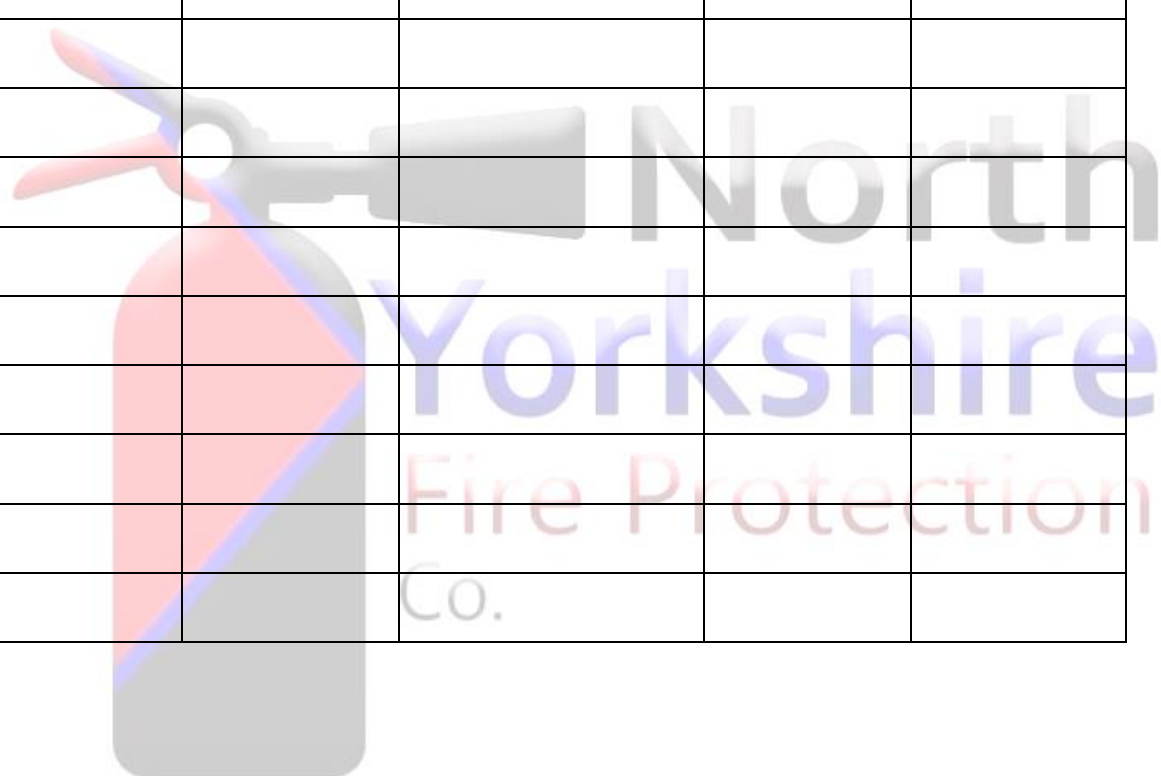
Ensure all logs are completed in full, stating all action taken and date of completion.

Basic Fire Safety Principles – Record of Training (records available)

Date	Instruction Duration	Person/Department Receiving Training	Nature of Training	Signature of Instructor

Fire Marshals – Record of Training (records available)

Date	Instruction Duration	Person/Department Receiving Training	Nature of Training	Signature of Instructor



Fire Extinguishers – Record of Test and Inspection (record remedial action in the fire action plan)

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Fault Rectified	Signature

Fire Alarm System – Record of Test (record remedial action in the fire action plan)

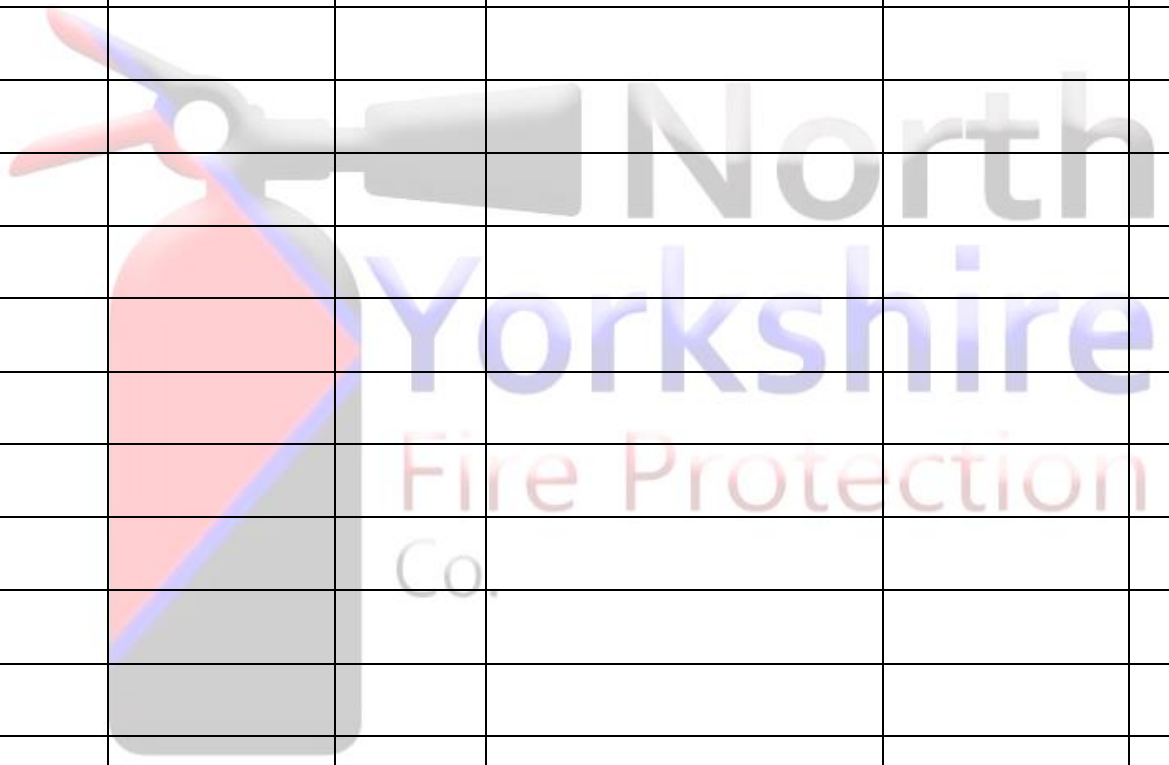
Date	Call Point Location or Number	Satisfactory Yes/No	Auto Door Releases	Fault	Remedial Action Taken	Fault Cleared	Signature

Emergency Lighting System – Record of Test (record remedial action in the fire action plan)

Date	Circuit number	Result of Test	Fault (Specify)	Fault Cleared	Signature

Mean of Escape / Fire Doors – Record of Check (record remedial action in the fire action plan)

Date	Internal Escape Route	Internal Fire Doors	External Escape Routes	External Fire Doors	Check that all safety devices operation correctly	Door Security - Magnetic Locks	Print Name	Signature Name



Hose Reels – Record of Test (record remedial action in the fire action plan)

Date	Location or Number	Satisfactory Yes/No	Remedial Action Taken	Fault Cleared	Signature

Useful Telephone Contacts

Contact	Tel	Fax	Other
Fire station			
Fire Protection Engineer	01609 779746		
NYFPC - Ronnie	07706371866		
Fire Extinguisher Servicing	01609 779746		
NYFPC - Ronnie	07706371866		
Emergency lighting repairs			
Fire alarm repairs			
Building maintenance contractor			