

Fire Safety Management



Aims

- Fire Safety Legislation
- Nottingham City Council's Safety Policies and Arrangements
- Principles of Risk Assessment
- Carrying out a Fire Risk Assessment
- Fire Log Book



Fire Management

A Building Responsible Manager **must** be appointed for each Premise and a fire risk assessment carried out.

All Fire Risk Assessments must identify:

- Fire hazards
- Individuals at risk
- Fire management systems
- Training
- Deficiencies
- Significant findings

The Fire Risk Assessment should be reviewed annually.



The Regulatory Reform (Fire Safety) Order

- Emphasise preventing fires and reducing risk.
- **“The responsible person”** must ensure the safety of everyone who uses the premises and in the immediate vicinity.
- Stronger emphasis on **Fire Risk Assessment**.



The Regulatory Reform (Fire Safety) Order

- Notts Fire and Rescue given stronger enforcement role.
- Formal inspections according to risk.
- Corporate Safety Advice / Corporate Maintenance should be first contact for Fire Safety Issues.





Rosepark Care Home, Scotland

14 dead



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What Actions?

- Care Homes and Day Centres are different
- Vulnerable people
- Mobility problems
- Know your procedures



Further Information

Fire Management & Precautions

This section of the safety manual gives information for managers on what is needed to comply with City Council requirements. More detailed information on this subject can be found within the Downloads section.

Fire management relies on ensuring suitable arrangements are in place to enable the safe evacuation of people from any site. To achieve this, managers need to undertake a fire risk assessment and ensure that their fire alarm system and other fire management systems is tested and those tests are recorded.

Fire Log Book

Fire management is achieved by ensuring that the fire log book is kept up to date. This document includes the 'Fire Risk Assessment' which **must** be completed with your information. It is supported by a set of log sheets that need to be maintained and completed as various checks and tests are completed.

Manager Information

- You must complete the Fire Risk Assessment
- Ensure the various checks and tests are undertaken and recorded in the 'Fire Log Book' (this is a duty you can delegate to properly trained employees)
- Ensure that all persons on your site are able to evacuate or be moved to a place of safety. If required, complete a 'Personal Emergency Evacuation Plan' (PEEP) for staff requiring additional support









Employee Information

Maintain good housekeeping and keep rubbish build up to a minimum
Report any fire issues or potential concerns to your manager
Evacuate the building upon the fire alarm being activated and know the safe routes, emergency exits and evacuation point for your workplace

Please note, if the fire alarm activates and a fire is suspected, you **must** contact the Fire Brigade to ensure that they attend. The assumption that the monitoring

Downloads

-  [Guidance & Information: Fire Precautions \[141kb\]](#) →
-  [Fire Log Book \(Full Document\) \[358kb\]](#) →
-  [Emergency Evacuation procedures for Loxley House \[150kb\]](#) →
-  [Eastcroft Depot - Fire Procedure \[91kb\]](#) →
-  [NCC Training - Fire Warden \[2Mb\]](#) →
-  [Hot Work: Permit to Work Form \[69kb\]](#) →

Related Pages

- [Fire Log Book Forms](#) →
- [Fire Risk Assessment Form](#) →
- [Fire Safety Guides](#) →



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Fire Safety Guides

These guides were produced by the Fire Service to assist employers to understand the requirements of the Regulatory Reform (Fire Safety). Fire Reference Guides These guides were produced by the Fire Service to assist organisations to understand the technical requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Reference Guides

- [Entry Level Guide - A Short Guide to Making Your Premises Safe \[329kb\]](#)
- [Guide 1 - Offices & Shops \[2Mb\]](#)
- [Guide 2 - Factories & Warehouses \[2Mb\]](#)
- [Guide 3 - Sleeping Accommodation \[2Mb\]](#)
- [Guide 4 - Residential Care Premises \[2Mb\]](#)
- [Guide 5 - Educational Premises \[1Mb\]](#)
- [Guide 6 - Small and Medium Places of Assembly \[2Mb\]](#)
- [Guide 7 - Large Place of Assembly \[1Mb\]](#)
- [Guide 8 - Theatres & Cinemas \[2Mb\]](#)
- [Guide 9 - Open Air Events & Venues \[1Mb\]](#)
- [Guide 10 - Healthcare Premises \[3Mb\]](#)
- [Guide 11 - Transport Premises & Facilities \[2Mb\]](#)
- [Guide 12 - Animal Premises \[2Mb\]](#)
- [Supplemental Guide - Means of Escape for Disabled Persons \[1Mb\]](#)



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A safe, clean, ambitious Nottingham
A city we're all proud of

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Fire Log Book Forms

This section contains the various forms that are located within the 'Fire Log Book' and need to be completed as testing and training takes place. Your fire management system needs to be supported by a completed 'Fire Risk Assessment'

The Fire Log Book

The fire log book not only includes the forms that are identified within this section but will also need to include the 'Guidance and Information Sheet on Fire Management' and the completed 'Fire Risk Assessment'.

- [Fire Log Book \(Full\) \[2Mb\]](#) [494kb]



Forms for Locally Responsible Persons (managers and staff with delegated duties)

- [Fire Alarm System - Record of Tests \[176kb\]](#) [95kb]
- [Unplanned Activation of the Fire Alarm System \[145kb\]](#) [91kb]
- [Monthly check of the Final Exit Doors \[149kb\]](#) [91kb]
- [Monthly Emergency Lighting Test by the Occupier \[148kb\]](#) [91kb]
- [Fire Instructions: Record of when Given \[150kb\]](#) [93kb]
- [Evac Chair Training and 3 Monthly Practice \[141kb\]](#) [94kb]
- [Emergency Evacuation and Drills \[164kb\]](#) [94kb]
- [Staff Attendance at Emergency Evacuation Drill \[140kb\]](#) [92kb]

Forms for Competent Persons e.g. (Service Engineer & Fire Safety Officers etc)

- [Fire Alarm System: Test, Repair and Servicing \[152kb\]](#) [92kb]
- [Hose Reel Test and Repair \[153kb\]](#) [92kb]
- [Fire Extinguisher - Record of Test, Inspection, Refill & Repair \[156kb\]](#) [94kb]
- [Emergency Lighting Tests & Repairs: Luminaires, Standby Batteries and Inverters \[160kb\]](#) [93kb]
- [Miscellaneous Equipment - Record of Tests and Repairs \[150kb\]](#) [92kb]
- [Sprinkler System: Record of Test \[157kb\]](#) [90kb]



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Training

Who should receive training?

- Management
- Employees

What training should they receive?

According to your risk assessment...



Management of Health and Safety at Work Regulations 1999

Regulation 13 – Capabilities & Training

- ‘Managers **shall** be aware of relevant legislation and be competent to manage health and safety effectively’
- ‘All employees, including senior management, **shall** receive relevant training’



Fire Log Book

Fire Log Book:

- Weekly test fire alarm
- Monthly test emergency lighting
- Servicing alarm / emergency lighting
- Fire evacuation drills
- Staff training records – Fire wardens / fire awareness training
- Unplanned activations of fire alarm
- Evac chair operators
- Copy of Fire RA



(To be completed by occupier / local responsible person)



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(If a direct link to the fire service is installed, inform Central Control beforehand so that appropriate action can be taken to prevent the fire service turning out unnecessarily.)

[illegible]

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Unplanned Activation of the Fire Alarm System e.g. fire or false alarm

(To be completed by occupier / local responsible person)



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Date	Cause of Activation	Remedial Action Taken	Signature



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Monthly Check of Final Fire Exit Doors

(To be completed by occupier / local responsible person)



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Check to ensure they can be easily opened and are not obstructed or stuck in their frames

Date	Location/s	Satisfactory Yes / No	Remedial Action Taken	Signature



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(To be completed by occupier / local responsible person)



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[illegible]

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(To be completed by occupier / local responsible person)



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When employees sign this, they are acknowledging that they have received and understood the training given.

[illegible]

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Evac-Chair Training - Trained Personnel

(To be completed by competent person)



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When person receiving instruction signs this document, they are acknowledging that they have received and understood the training given.

Date	Instruction Duration	Person & Department Receiving Training	Signature Of Trained Person

Evac-Chair 3 Monthly Practice

(To be completed by occupier / local trained responsible person)

When person receiving instruction signs this document, they are acknowledging that they have received and understood the training given.

Date	Instruction Duration	Person Undertaking Refresher	Problems Identified And Remedial Action	Signature



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Emergency Evacuations & Drills

(To be completed by occupier / local responsible person)



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(if a direct link to the fire service is installed, inform Central Control beforehand so that appropriate action can be taken to prevent the fire service turning out unnecessarily)

Date	Evac. Time	Evac. or Drill	Location	Evacuation Observed By		
				NAME	COMMENTS / Incident Report No. (Where Applicable)	SIGNATURE



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Staff Attendance - Emergency Evacuation Drill

(To be completed by occupier / local responsible person)



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(If a direct link to the fire brigade is installed, inform Central Control beforehand so that appropriate action can be taken to prevent the fire brigade turning out unnecessarily)

Date of drill		
Evacuation time		
Location/s		
Evacuation observed by	Name	
	Signature	

Comments on evacuation drill / items raised at debrief:

Full list of **staff** attending fire evacuation drill



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(To be completed by competent person e.g. service engineer)



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[illegible]

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Hose Reel Tests & Repairs

(To be completed by competent person e.g. service engineer)



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Date	Hose Reel		Problems Identified And Remedial Actions Taken	Signature
	Location Or Number	Working Y/N		



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(To be completed by competent person e.g. service engineer)

(To be completed by competent person e.g. service engineer)



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[illegible]

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(To be completed by competent person e.g. service engineer)

(To be completed by competent person e.g. service engineer)



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[illegible]

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Miscellaneous Equipment – Record of Tests and Repairs

(To be completed by competent person e.g. service engineer)



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Date	Items Tested	Satisfactory Yes / No	Remedial Action Taken	Signature



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Sprinkler System – Record of Test

(To be completed by competent person e.g. service engineer)



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[illegible]

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Procedures by The Occupier (Local Responsible Person)

Equipment / Actions	Interval between test	Actions to be taken	To be Recorded in this book
Fire Alarm System			
Panel Check	Daily	Visual inspection of panel to ensure correct operation and no faults are indicated	No
Alarm Test	Weekly	Operation of test switch and activation of system in accordance with manufacturers recommendations / instructions. Where call points (break glass) are installed, the alarm system should be tested each week by using a different call point in rotation.	Yes
Automatic Fire Doors	Weekly	Ensure that they close correctly when the fire alarm system is tested.	Yes
	Daily	Residential premises must check fire doors are shut overnight	No
Emergency Lighting			
Luminaires	Daily	Visual check of neon indicator or the light itself where the emergency light is on permanently	No
	Monthly	Test the operation of the emergency light to ensure correct operation in accordance with manufacturers recommendations / guidance using the test key	Yes
Fire Doors / Fire Emergency Exit Routes			
Internal	Daily	Check to ensure that the doors are not obstructed and close correctly onto the rebate or have sustained damage. Vision panels must not be obscured.	No
Final Fire Exit Doors (to outside)	Monthly	Check to ensure they can be easily opened and are not obstructed or stuck in their frames	Yes
Exit routes	Daily	Ensure all emergency routes are not obstructed	No
Fire Fighting Equipment			
Fire Extinguishers	Daily	Ensure in the correct location and that they have not been damaged or discharged	No
Extinguisher Check	Annual	Check that all extinguishers have been checked and dated	No
Fire Hose Reel	Daily	Ensure that no leaks are present and that damage has not occurred	No
Dry Risers	Daily	Ensure that they are accessible and signed correctly	No
Fire Drills			
Fire Drills	At least annually	Full evacuation of the property in accordance with the building's evacuation procedure or as risk assessed. In certain locations it is recommended that fire drills are undertaken at more regular intervals e.g. 1 per school term.	Yes
Fire Signs			
Signage	Daily	Visual check to ensure all signs are in place	No
Evac Chairs			
Equipment	Daily	Visual check to ensure the evac-chair is correctly located	No
Training	3 Monthly	Trained persons to carry out practice session with the evac chair	Yes
Maintenance / Fault Reporting / Competent Engineers			
Damage etc	When Identified	Any faults or defects must be reported and recorded in the log book	Yes
Fire and Other Alarm Activations			
Fire	When Identified	Must be recorded in the log-book and appropriate persons informed i.e. Line Manager, Safety Advisers" Unit (see G&I no. 18)	Yes
False Alarms	When Identified	Record in the log book and arrange investigation	Yes



Record of Actions by a Competent Person e.g. Service Engineers

Equipment / Actions	Interval between test	Actions to be taken	To be Recorded in this book
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Fire Alarm System

Alarm System	Quarterly	Routine Service	Yes
Automatic Fire Doors	Quarterly	Check doors for correct operation	Yes
Call Points (Break Glass)	Quarterly	25% per visit	Yes

Fire Detection Systems

Heat Detectors	Quarterly	Routine Service	Yes
Smoke Detectors	Quarterly	Routine Service	Yes

Emergency Lighting

Luminaires	6 Monthly	Routine Service alternating 1hr and 3 hr test	Yes
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Batteries / Back up Generators

Self contained / central battery systems	6 Monthly	Routine Service	Yes
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Fire Fighting Equipment

Fire Extinguishers	Annual	Routine Service	Yes
Fire Hose Reel	Annual	Full service and test	Yes



Fire Log Sheets

Contents

The following log sheets must be completed by the occupier / responsible person where applicable:

- Fire and false alarm report form
- Fire alarm system - record of tests
- Unplanned activation of the fire alarm system
- Monthly check of final fire exit doors
- Fire instructions - record when given
- Evac chair training - trained personnel and 3 monthly practice
- Emergency evacuation and drills
- Staff attendance - emergency evacuation drill

The following sheets must be completed by service engineer:

- Fire alarm system - test, repairs and servicing
- Hose reel tests and repairs
- Fire extinguishers - record of tests, inspections and repairs
- Emergency lighting tests & repairs: luminaires, standby batteries and inverters
- Miscellaneous equipment - record of tests and repairs

When any work on site that is going to produce heat / flame, a hot work permit needs to be completed by the contractor and the occupier / responsible person.

- Hot Work Permit



Any Questions?

