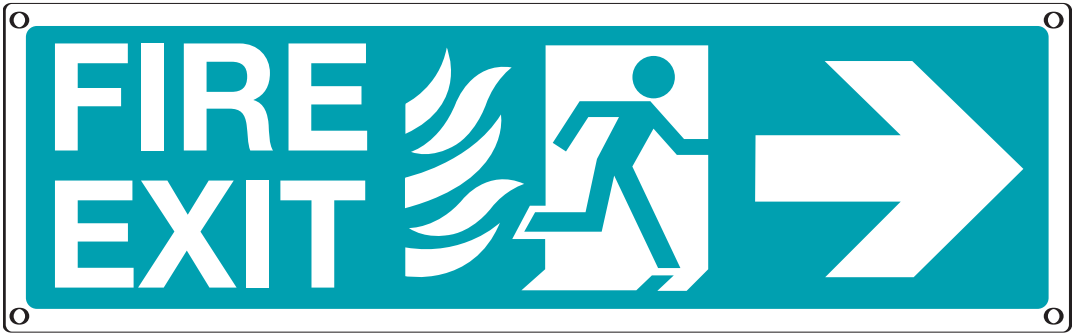
NLA
NATIONAL LANDLORDS ASSOCIATION

To promote and protect the private residential landlord



Fire Safety Logbook

Information

Advice

Support

Services

START DATE: _____

PROPERTY DETAILS

Property Address:

Post Code:

Licence Holder/Manager:

CONTACT DETAILS

Fire Detection

Company:

Address:

Post Code:

Telephone:

Contact Name:

Emergency Lighting

Company:

Address:

Post Code:

Telephone:

Contact Name:

Fire Fighting Equipment

Company:

Address:

Post Code:

Telephone:

Contact Name:

Contents

Introduction

This NLA Fire Logbook has been developed to enable landlords to keep a record of their fire safety precautions in one document. It is intended to be used in conjunction with the LACORS Housing Fire Safety guide (see the NLA Landlord Library for more details).

The LACORS guidance provides a wealth of information and advice for landlords on what measures are necessary to identify, mitigate, and control fire risks in a medium risk property(ies) (for higher risk properties further requirements might be necessary and landlords should contact their local authority or fire authority for further guidance).

The NLA Fire Logbook contains a number of templates and forms that can be used together as a whole for each of your properties, or individually as required. They include:

- a fire safety risk assessment template,
- a year long planner for mandatory checks,
- a fire equipment defects record, and,
- a fire and false alarm record.

These records will allow landlords to demonstrate to regulators and enforcers the measures taken to mitigate and control fire risks within their property(ies).

The guidance referred to in this document relates to fire safety legislation which applies only to England and Wales.

Legislation and Guidance

There are four main sources of fire safety legislation for landlords with properties in England & Wales: principally the Housing Health and Safety Rating System contained within the Housing Act 2004, but also HMO licensing conditions, HMO management regulations, and the Regulatory Reform (Fire Safety) Order 2005.

Guidance is available both locally and nationally for this legislation, however landlords are recommended to use the guidance for housing produced by LACORS (which was produced in consultation with the National Landlords Association), and to contact the Environmental Health department of their local authority for any additional local guidance that might be pertinent.

Appendix 1 of the LACORS guide provides a general overview of existing fire safety legislation.

Key Points to Remember

- The Housing Health and Safety Rating System (HHSRS) applies to all residential housing.
- The Management of Houses in Multiple Occupation (England) Regulations 2006 applies to all HMOs, whether licensable or not. (See Section A.45 of the LACORS guide for more information).
- The Regulatory Reform (Fire Safety) Order 2005 applies only to the common parts of domestic premises. The Order is enforced by the local fire authority but it will frequently consult the Local Authority before taking enforcement action. (See Section A.51 of the LACORS guide for more information).

Fire Risk Assessments

A fire risk assessment is required for premises where the Regulatory Reform (Fire Safety) Order 2005 applies. This does not include every possible type of premises. More information can be found in the LACORS guidance to fire safety in homes.[1]

Technically landlords are not required to keep a written risk assessment (unless they employ five or more employees), however, it is best practice to do so in order to be able to provide proof to regulators that one has been completed.

A fire risk assessment enables a landlord to have an organised and methodical look at their premises: to identify what fire risks exist, who could be at risk, and what can be done to mitigate and control those risks.

For most rental properties the risk assessment will be relatively simple and straight-forward, with little fire safety expertise likely to be required by the landlord to complete the risk assessment. The LACORS guidance should provide enough information to do this, however, you should contact your local fire authority for any further fire safety advice you might require.

Section 6 of the LACORS guidance sets out in detail how landlords should approach their risk assessments.

Once completed, landlords should keep their risk assessments and make amends to them as, and when, circumstances change.

[1]For a copy of the LACORS guidance visit the NLA Landlord Library

Fire Risk - Record of Significant Findings

RISK ASSESSMENT FOR	ASSESSMENT UNDERTAKEN FOR
Building:	Date:
	Completed by:
Location:	Signature:
Sheet number Floor/area:	Use:

Step 1 - Identify Fire Hazards

SOURCES OF IGNITION	SOURCES OF FUEL	SOURCES OF OXYGEN

Step 2 - People at Risk

If necessary please use additional sheets

Step 3 - Evaluate, Remove, Reduce and Protect from Risk

(3.1) Evaluate the risk of the fire occurring	
(3.2) Evaluate the risk to people from a fire starting in the premises	
(3.3) Remove and reduce the hazards that may cause a fire	
(3.4) Remove and reduce the risks to people from a fire	

Assessment Review

Assessment/review date:	Completed by:	Signature:

Review outcome (where substantial changes have occurred a new record sheet should be used).

Notes:

(1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.

(2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.

Frequency of Tests

The frequency of testing has been taken from relevant British Standards for the equipment concerned. Some products are available with prescribed life durations and the frequency of testing the item can be adjusted accordingly.

FREQUENCY	FREQUENCY ABBREVIATION	ITEMS TO BE INSPECTED/ TESTED	TEST CARRIED OUT BY
Weekly	W	Fire Detection Extinguishers Means of Escape	Manager Manager Manager
Monthly	M	Emergency Lighting Fire Detection (Grade D if applicable only)	Manager Manager
Six-monthly	6M	Fire Detection (Grade A only) Emergency Lighting	Engineer Engineer
Annually	A	Fire Fighting Equipment Emergency Lighting	Engineer Engineer
Three Years after installation (and then annually)	3YA	Emergency Lighting	Engineer

Note
Test carried out by:
Manager: manager (or representative).
Engineer: a competent person who has received adequate training to carry out the test.

Certificates provided by engineers will need to be kept for inspection by the local authority and Fire and Rescue Service as necessary.

Fire Safety Test Record

Year:

FDS = Fire Detection System, EL = Emergency Lighting, FFE = Fire Fighting Equipment, ER = Exit Route, W = Weekly, M = Monthly, 6M = 6 Monthly, A = Annual, 3YA = Annual from year 3 onwards, GrA6M = 6 Monthly for Grade A detection system, GrDW = Weekly for Grade D detection system

Wk	Date	FDS			EL		FF E		ER		Initial
		✓/X		Which detector? /Alarm point	✓/X		✓/X		✓/X		
1		W			M		W		W		
2		W					W		W		
3		W					W		W		
4		W					W		W		
5		W			M		W		W		
6		W					W		W		
7		W					W		W		
8		W					W		W		
9		W			M		W		W		
10		W					W		W		
11		W					W		W		
12		W					W		W		
13		W			M		W		W		
14		W					W		W		
15		W					W		W		
16		W					W		W		
17		W			M		W		W		
18		W					W		W		
19		W					W		W		
20		W					W		W		
21		W			M		W		W		
22		W					W		W		
23		W					W		W		
24		W					W		W		
25		GrA 6M GrD W			6M		W		W		
26		W					W		W		

✓ = Satisfactory X = Defect (to be detailed on accompanying Defect Sheet)

Year:

FDS = Fire Detection System, EL = Emergency Lighting, FFE = Fire Fighting Equipment, ER = Exit Route, W = Weekly, M = Monthly, 6M = 6 Monthly, A = Annual, 3YA = Annual from year 3 onwards, GrA6M = 6 Monthly for Grade A detection system, GrDW = Weekly for Grade D detection system

Wk	Date	FDS			EL		FF E		ER		Initial
		✓/X		Which detector? /Alarm point	✓/X		✓/X		✓/X		
27		W					W		W		
28		W					W		W		
29		W			M		W		W		
30		W					W		W		
31		W					W		W		
32		W					W		W		
33		W			M		W		W		
34		W					W		W		
35		W					W		W		
36		W					W		W		
37		W			M		W		W		
38		W					W		W		
39		W					W		W		
40		W					W		W		
41		W			M		W		W		
42		W					W		W		
43		W					W		W		
44		W					W		W		
45		W			M		W		W		
46		W					W		W		
47		W					W		W		
48		W					W		W		
49		W			6M		W		W		
50		W					W		W		
51		GrA 6M GrD W					W		W		
52		W					W		W		

✓ = Satisfactory X = Defect (to be detailed on accompanying Defect Sheet)

Fire Safety Defect Record

Year: _____

DATE	TIME	LOCATION	DEFECT	CAUSE (if known)	ACTION TAKEN	SIGN
Eg 12/01/09	*11.00*	*1st floor bedroom*	*Smoke detector not sounding*	*Broken smoke detector*	*Detector replaced*	*Signature*

Fire Safety Defect Record

DATE	TIME	LOCATION	DEFECT	CAUSE (if known)	ACTION TAKEN	SIGN

If necessary please use additional sheets

Fire and False Alarm Record

Year: _____

DATE	TIME	LOCATION	FIRE or FIRE ALARM FAULT CATEGORY	CAUSE OR ACTIVITY	ACTION TAKEN	SIGN
Eg 12/01/09	*12.35*	*Area 1*	*U*	*Cooking*	*Advised to keep door shut*	*Signature*

Fire and False Alarm Record

DATE	TIME	LOCATION	FIRE or FIRE ALARM FAULT CATEGORY	CAUSE OR ACTIVITY	ACTION TAKEN	SIGN

FAULT TYPE ABBREVIATION	UW=UNWANTED	E=EQUIPMENT FAULT	M=MALICIOUS	F=FALSE ALARM GOOD INTENT	UKN=UNKNOWN

Rate of False Alarms (Engineer) _____ (number of false alarms per 100 detectors per annum)

If necessary please use additional sheets

Fire Alarm and Detection System Testing

BS5839 Grade A

Weekly test by the manager

The following recommendations apply:

- Ensure the panel indicates normal and any faults previously recorded have been rectified;
- A different call point should be used (and rotated weekly) so that all call points are tested over a prolonged period of time. For ease of identification each call point should be numbered;
- Tests should be carried out at the same time each week;
- The sounding of the alarm should last no longer than a minute so that in the event of a fire at the time of the weekly test the occupants will not be confused by the prolonged operation of the fire alarm sounders; and
- Where fire doors have been fitted with an approved automatic hold open device, it should be checked that it operates correctly during the test.

Note: There may be a need to isolate ancillary outputs prior to carrying out a test. This would apply where the alarm is connected to a monitoring centre for example.

Periodic inspection and servicing - six months test by the engineer

It is essential that the system is subject to periodic inspection by a competent person so that any faults not revealed are identified and addressed and the user is made aware of any changes in the building that may affect the protection afforded by the system.

A fire alarm servicing organisation certificated by a UKAS certificated body to carry out inspection and servicing of fire alarm systems would demonstrate competence.

Some fire alarm systems include automatic monitoring of the system for faults and warnings. In such cases it may be that the routine testing can be amended by the equipment supplier providing it can be proved that the automatic monitoring achieves the same objective.

The recommended period between successive inspections and servicing by a competent person should not exceed six months. If a risk assessment indicates more frequent visits are required, all interested parties should agree the appropriate schedule.

Fire Alarm and Detection System Testing

Non-routine attention by the engineer

There may be occasions where the system is likely to require non-routine attention or maintenance, which may include:

- A special inspection by a new servicing organisation taking over the servicing;
- Repair of faults or damage;
- Modification to take into account extensions, alterations, changes in occupancy or false alarms;
- Action to address an unacceptable level of false alarms; and
- Inspection and test following a fire.

BS5839 Grade D

Testing by the manager

Testing of the detectors in the common areas is to be carried out weekly (wherever practicable), but not less than monthly. The detectors should be cleaned with a vacuum cleaner regularly and serviced according to manufacturer's recommendations.

Mixed systems

A mixed system is usually installed in self-contained flats. Each flat is provided with **BS5839 Grade D single point detectors**, which are linked together within each individual letting. This is to give an early warning of fire to the occupant of the flat concerned and will also prevent false alarms within the flat affecting the flats in the remainder of the building.

FOR PRACTICALITY, THE TESTING OF THESE DETECTORS CAN INVOLVE THE TENANT TO ENSURE THAT IT CAN BE CARRIED OUT WEEKLY *(This could be detailed in a tenancy agreement but the legal duty remains with the landlord)*. SMOKE DETECTORS SHOULD BE CLEANED PERIODICALLY IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

The flat is also provided with a heat detector located adjacent to the front door which is part of the main **BS5839 Grade A** system which covers the common parts of the building. This will actuate when a fire threatens the door and raise the alarm to all tenants.

THE TESTING OF THIS WILL BE THE RESPONSIBILITY OF THE LANDLORD/MANAGER AS SPECIFIED ABOVE.

For further advice please refer to LACORS guidance, section 32.

False Alarm Record

The Manager is responsible for ensuring that false alarms are kept to a minimum. The user should arrange for investigation and appropriate action of all false alarms and action taken where the level of false alarms is excessive. This may also involve liaison with the service engineer and the enforcing authority.

Categories of False Alarms

These are divided into four categories:
(Where any doubt exists as to the cause of a false alarm, it should be recorded as "Unknown").

1. Unwanted Alarm

Where the system has responded to a fire-like circumstance but there is no fire.
The most common circumstances will be:

1. Cooking fumes
2. Steam
3. Aerosols
4. Water ingress
5. Insects
6. Accidental damage
7. Inappropriate human action where testing or maintenance is carried out without informing the occupants or monitoring centre

2. Equipment False Alarms

Where the false alarm is the result of a fault in the system.

3. Malicious False Alarms

Where a person operates a call point or causes a detector to operate knowing there is no fire.

4. False Alarm with Good Intent

This is where a person operates a call point or initiates a fire signal in belief of there being a fire but no fire actually exists.

'Unknown' is used if none of the above apply.

False Alarm Record

Levels of False Alarms

At every service visit, the engineer will check if any of the following apply:

- The rate of false alarms during the previous 12 months is calculated as a number of false alarms per 100 detectors per annum and the engineer will record it in the logbook.
- Whether since the previous service, two or more false alarms other than false alarms with good intent have been from a specific call point or detector.

A preliminary investigation should be carried out if any of the following apply:

- The rate of false alarms over the previous 12 months exceeded one false alarm per 25 detectors (4 in 100).
- More than 10 false alarms have occurred since the last service.
- Two or more false alarms other than "with good intent" have occurred from a specific call point or detector since the last service.
- Any persistent cause of false alarms is identified.

This investigation is to see if there are any actions that can be taken to reduce the potential for future false alarms. The engineer will advise the manager of the outcome which may include further investigation.

Test Record

The following items should be recorded in the test record:

- Dates and times of all actuations of the fire alarm regardless of whether the signal is a result of a false alarm, test, drill or genuine fire;
- Where the alarm is as a result of operation of a detector or call point, its location should be recorded;
- Causes or circumstances surrounding all false alarms;
- Dates, times and types of all tests;
- Dates, times and types of all defects; and
- Dates and times of all maintenance, where work is carried out by a third party a certificate of the works carried out should be obtained.

Fire Fighting Equipment Testing

Fire fighting equipment is provided to enable occupants to carry out an initial attack in event of a minor fire occurring. **In all instances of a fire occurring, the Fire Service must be called by the nearest telephone.**

Occupants should not be required to tackle fires. They should close the door on the area involved, raise the alarm, operate the fire alarm at the call point, leave the building and call the Fire Service and Rescue Service.

Any equipment provided is to conform to British Standard EN3 and comprises the following:

Extinguishers

- These are generally located in the hallways on each floor level, usually adjacent to any fire alarm call point.
- They will be rated as 13A Performance Capability which is a 9 litre capacity water extinguisher or can be an alternative with the same Performance Capability and mounted on brackets to ensure they remain in the specific location with the handle or carrying device approximately 1100mm above the floor.

Fire Blankets

- These are a domestic fire blanket located in each cooking area and stored in a container.

Periodic Testing by the Manager

The period will depend on any risk assessment however a suggested period of good management is weekly.

- Check the extinguishers are in the correct position in the building.
- Inspect either partly or full discharge. This can be done by checking the security clip and its seals are intact and any pressure gauge if fitted indicates a satisfactory pressure.

Annual Testing by the Engineer

- All extinguishers are to be subject to internal inspection and refilled if previously discharged.

- Testing should be carried out by a competent person and is usually a contractor. The person will be trained to an approved standard (for example BAFE), a certificate will be issued and the record completed which is attached to the extinguisher.
- Fire blankets will be inspected visually for damage and should be discarded once used.

After Use or Testing

- Any extinguisher which has been either partly or fully discharged is to be refilled and serviced in accordance with the Annual Testing.

Escape Route Check

The escape route is provided to ensure that in the event of a fire occurring, the occupants are able to leave the building safely. Normally this will be the stairways, landings and front door of the building. In larger premises this may be by means of a protected route. Following the risk assessment, for these measures to remain effective it will be necessary to inspect and maintain certain items in this area of the building.

Periodic Inspection by the Management

The period will depend on any risk assessment, however a suggested period of good management is weekly.

Floors and Stairs

- These should be free from any obstruction; no items are to be kept in the escape route.
- Check the floors, stairs and associated hand rails are in sound condition. Any floor covering is secure, not worn, holed or damaged which would cause a trip hazard.

Walls

- The walls provide fire separation and they should be checked for any damage to the surface and integrity.
- Attention will need to be given to where the walls meet door frames to ensure there are no gaps which would allow fire to spread.

continued overleaf

Doors

- Fire doors should not be propped or wedged open and be checked for any external damage to it or its frame and fittings. They should close to latch and smoke seals should not be painted. The tenant is required to ensure the self closing device remains fitted to the door.
- The exit door to the building is to be kept free from fixed fastening so that it can be opened without the use of a key or bolt from inside the building at all times.

Cupboards

- Ensure that all fire resisting storage cupboards are secured at all times. Cupboards which are not fire resisting are to be free from any storage or combustible risk and not able to be accessed.

Lighting

- The ordinary (primary) lighting should be checked to ensure that it operates correctly through the length of the escape route.
- The emergency lighting is covered in its own testing section.

Signs

- Where these are provided they are to be of the Pictogram type.
- Signs indicating action to be taken by the occupants on discovering a fire or the fire alarm sounding will be sited adjacent to the call points in larger premises.
- Extinguishers will indicate the type of extinguisher and the type of fire it is suitable to extinguish.
- Any fire doors on cupboards are to have signs indicating “Fire Door - Keep Locked Shut.”
- In buildings which have an alternative escape route Exit route signs will show the alternative exit route, this will also assist where an alternative exit by way of an escape window has been accepted by the authority in situations where a layout concern existed at the time of inspection.
- A copy of any Licence and the name address and telephone contact number of the landlord/manager is to be displayed in a prominent position within the property.

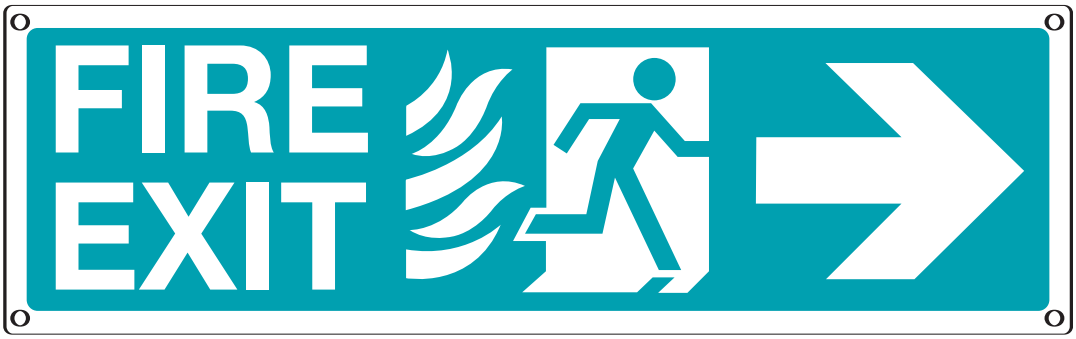
Tenant Actions Regarding Fire

A fire detection and alarm system is fitted to this building to help ensure the safe evacuation of people in the event of a fire. It is important that tenants understand their role in the event of an alarm sounding.

- If you discover a fire, sound the alarm and call 999 for the Fire & Rescue Service.
- Unless sounded briefly at the pre-arranged test time,

  TREAT ALL ALARMS AS AN INDICATION OF FIRE IN THE BUILDING.
- If you suspect you may have activated the alarm, for example by burning toast, check the sensor to see if the red light is on.
- Leave your accommodation promptly along with any guests.
- Close the door to your accommodation but do not lock it.
- Only use any fire fighting equipment provided if needed to ensure your safe evacuation.
- Assemble outside the building and account for other residents if possible.
- Unless confirmed by others it has been done, dial 999 for the Fire & Rescue Service
- Do not silence or reset the alarm unless you are absolutely certain it was activated from a sensor in your own accommodation, and that there is no fire.
- Report all alarm activations to the Manager.

Note It is a criminal offence to tamper with or otherwise disable any part of the fire alarm system.



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