



Fire Safety Log book

What is a Fire Safety Log book?

A Fire Safety Log book enables premises owners to keep records of all the important fire safety checks, tests, and training carried out on their premises as required by legislation.

Who is Responsible?

The “Responsible Person” is the person in charge of the premises — often the owner, licensee, or manager.

Why do you need a Fire Safety Log book?

Under the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010, you have a legal duty to make sure your premises is safe from fire.

The law says you must keep records of your fire safety activities. A log book is the easiest way to do this.

Fire safety log books should be available to Licensing Officers inspecting the premises. The Northern Ireland Fire and Rescue Services may also ask to view them. Updating the log book falls under the duties of the **‘responsible person’**.

What should a Fire Safety Log book include?

- Fire alarms and warning systems
- Emergency Lighting
- Firefighting equipment
- Fire Drills
- Staff training

Fire alarms and warning systems

Fire alarm tests should be recorded in the fire safety log book including any faults or actions needed following the test. Fire alarms should be tested every week using alternating fire alarm call points to ensure all are fully operational.

It is helpful if each call point is numbered and the number recorded in the log book following the test.

A visual inspection of all call points and any smoke or heat detectors should also be carried out to ensure they are not covered or obstructed and have adequate air flow over them.

You should also keep a record of any false fire alarms in the fire safety log book.

Emergency Lighting

Monthly inspections of the emergency lighting system should include:

- Checking that all emergency lights are illuminated when the normal power supply is switched off, either by simulating a power failure or using test switches.
- Checking for cleanliness of the luminaires (light fittings) and ensure they are free from obstructions.
- Ensuring the lights are securely fixed and not damaged.
- Checking the indicator lights on the emergency lighting system, typically a green or red LED, to ensure they show a healthy charge condition.
- Ensuring the emergency lights stay on for the required duration (usually the duration of the monthly test) without significant dimming.

You should familiarise yourself with the location and operation of any test switches or procedures for simulating a power failure.

On the fire safety log book record the date, unit number or location, test results (e.g., pass/fail), any faults or defects found, and the action taken to rectify them.

Firefighting equipment

Fire safety log books should also be used to record the inspection of firefighting equipment such as fire extinguisher services.

Regular inspection of all extinguishers should be carried out to ensure that:

- They are in their appropriate position and not obstructed
- They have not been operated or lost pressure (where fitted with pressure indicator)
- Tamper indicators in place

Details to record in the log book should include the date and time of inspection, action required as a result of the inspection, and the name of the person who carried out the inspection.

Fire evacuation drills

It is recommended that a fire evacuation drill is carried out at least once a year. Staff should also record in the fire safety log book, the date the fire drill was carried out and any actions to be taken as a result.

Fire drills are not only important in identifying any weaknesses in the emergency action plan they can be used in the training function. Putting the theory into practice helps the participants to visualise and experience emergency episodes, especially when various scenarios are used.

Well planned and executed fire drills can also confirm the understanding of any training received and provide helpful information for future training (refer to the Fire Safety Training leaflet for further information)

Checks to be carried out when the premises is in use

When the premises is in use, fire safety checks should be carried out to ensure the safety of staff and customers on the premises. It is not a requirement to record these checks on the fire safety log books, although it is good practice to keep a record for your own purposes and to ensure the safety of all persons on the premises.

A list of some of the checks to be carried out include:

- Fire warning systems – is the indicator panel showing any faults?
- Are emergency lights and exit signs in good working order?
- Are all fire extinguishers sited correctly and visible?
- Are doors on escape routes easily openable without the use of a key or special procedure?
- Are all escape routes, including staircases, corridors etc are free from obstruction?
- Are all self-closing devices should be effective in operation?

Fire safety is everyone's responsibility! Regular Fire safety checks help reduce risk and ensures everyone stays safe during emergencies.