



Fire Safety Log Book

Introduction

This Fire Safety Logbook has been prepared to assist NCASS members operating independent hospitality businesses, to assist with maintaining a fire safety record keeping system.

There is no statutory requirement to maintain a Fire Safety Logbook, but Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the 'Responsible Person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

To evidence compliance with fire safety requirements and the implementation of the fire risk assessment it is best practice to record fire safety checks, maintenance, inspections, training and evacuation drills. The most effective way of doing this is a with fire logbook.

This logbook will allow for the coordination and maintenance of the following fire safety information:

- Useful telephone numbers.
- List of fire marshals.
- Record of fire safety training and evacuation drills
- Testing records for fire alarms/automatic door releases and emergency lighting.
- Periodic inspection and maintenance records for firefighting equipment and miscellaneous fire safety measures.

This logbook should be kept up to date and be readily available along with the fire risk assessment for inspection by the Fire and Rescue Service or the Local H&S authority (Local Authority Environmental Health Officers) when required.

Consider also adding a plan of the premises with the fire evacuation routes, fire exits and evacuation assembly points clearly highlighted.

Note: Completion of this Logbook does not replace the need for a site-specific fire risk assessment. It is intended to be used to support with evidencing key fire safety controls.

It is recommended that this logbook is kept in a loose-leaf format, with new record keeping pages being photocopied or downloaded when required.

For more information on fire safety requirements to support with the use of this Logbook refer to the NCASS Fire Safety Essentials training course, available to members and non-members at <https://www.ncasstraining.co.uk>

Information correct as of April 2026.

Useful telephones numbers

It can be useful to keep a list of useful contacts/contractors and their relevant qualifications, who help to facilitate the maintenance of fire safety precautions e.g. Fire extinguisher engineer, electrician etc.

In an emergency always dial 999

Fire fighting equipment maintenance and repairs.	
Fire alarm maintenance and repairs.	
Emergency lighting maintenance and repairs.	
Building maintenance	
Local Authority Environmental Health Department	
Local Fire and Rescue Authority	
Local Authority Building Control.	

Fire Marshals

Fire marshals must be given suitable training.

This can be practical in-house training on the fire safety risk assessment, the types of firefighting equipment in use, the fire safety checking regimes and evacuation procedures. In addition, it can include online or classroom-based fire safety courses which provide further theoretical training in fire safety legal requirements etc.

A list of designated fire marshal should be maintained and shared with the business.

List of Fire Marshals

Name	Job Title /Department

Safety training and drills

Safety training should be given to employees so that they are aware of the following:

- What to do if they discover a fire.
- How to raise an alarm of fire.
- What to do if they hear the fire alarm.
- Where fire extinguishers are located and how to use them (if it safe to do so).
- Escape routes from the building.
- The whereabouts of the evacuation assembly point(s).
- How to call the Fire and Rescue Service.
- Arrangements for the evacuation of people with special needs.
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors.

Safety training should be given:

- At the time they are first employed,
- On their being exposed to new or increased risks, and,
- At periodic intervals as appropriate (at least annually, depending upon the nature of the risk).

Safety drills should be carried out:

- At periodic intervals appropriate to the nature of the risk. (at least twice a year is recommended).
- All employees **MUST** evacuate the premises regardless of seniority or commitments.

Fire alarm system

The fire alarm system should be checked, tested and inspected in accordance with the manufacturer's instructions and the current British Standard (BS 5839).

- **Daily checks by user:** Check that the system is powered and in working order as part of the businesses opening checks each day.
- **Weekly tests by user:** Carry out an audible test of the alarm to check for faults and to enable everyone to be familiar with the sound.
- **Note:** False alarms should be properly investigated with measures taken to prevent recurrence.
- **Periodic inspection and testing by a fire alarm engineer:** Professional servicing of the alarm system (e.g. cleaning of sensors, replacement of batteries), carried out 6 monthly, in line with manufacturer's instructions, by a competent person e.g. BAFE registered fire safety engineer.
- **Note:** Record weekly tests and periodic inspection/ testing in the following Record of Tests, as well as any faults and remedial action taken.



Automatic door release mechanism activated by the fire alarm system

Automatic door releases keep fire doors open for convenience but automatically close them during a fire to contain smoke and flames.

The automatic door release (hold open device) should release the fire-resisting door, allowing it to close effectively within its frame when the fire alarm is activated.

Any automatic door release mechanisms fitted to doors along fire escape routes should be checked and tested as part of the routine testing of the fire alarm system.

- **Weekly tests by user:** As part of the weekly fire alarm testing, check that doors held open by door release mechanisms are activated by the fire alarm system, releasing/closing the doors. Check these doors are kept free from obstruction and are equipped with appropriate safety signs.
- **Periodic testing and maintenance by a competent person:** Maintenance carried out in line with manufacturers instructions, including replacing the batteries of devices with integral power supply, at least every 12 months.
- **Note:** Record weekly tests and periodic maintenance in the following Record of Tests, as well as any faults and remedial action taken.

Emergency lighting

Emergency escape lighting provides illumination on escape routes. It has back up power from batteries, activated automatically if normal mains powered lighting fails.

Emergency lighting tests should be carried out in accordance with the manufacturer's instructions and the current British Standards.

- **Daily checks by user:** Check that the central power supply indicators are activated and the system is operational as part of the businesses opening checks each day.
- **Monthly tests by user:** Check that emergency lights and illuminated signs work and test the battery back-up system by carrying out a quick "flick" test (where mains power to the lighting is briefly turned off) to ensure that the emergency lighting automatically switches on.
- **Annual testing by a competent engineer** - to check the backup battery requirements, the correct level of illumination is in place and that the lighting remains on for the required evacuation periods etc.
- **Note:** Record monthly and annual tests, maintenance, faults and remedial action in the in the following Record of Tests.



Fire Fighting Equipment

Fire extinguishers must be properly maintained and be fully operational in case they are ever needed. They should be tested in accordance with the manufacturer's instructions and the current British Standard.

- **Monthly visual checks by user:** Checks to ensure the extinguisher is accessible/where it should be, checking the pressure gauge, looking for damage e.g. dents and gauges, checking for missing parts like the pin and tamper seal and checking that the hose and nozzle are clear.
- **Annual servicing and maintenance by a competent technician** - a thorough maintenance check and to carry out any repairs as necessary e.g. refilling. Servicing includes visual checks for damage, checking the pressure and weight, and a check of the pin and hose. It will be given a service label indicating the date of the service and/or a service certificate.
- **Note:** Record monthly and annual tests, maintenance, faults and remedial action in the in the following Record of Tests.



Extra Checks and Miscellaneous Tests

Firefighting equipment encompasses a diverse range of tools, devices, and protective gear specifically designed to combat and manage fires effectively. It may be necessary to routinely check as applicable other firefighting equipment such as hose reels and fire blankets etc.

Fire escape routes and fire exits should be routinely checked to ensure they are free from obstructions, kept clear and not locked from the inside. Fire escape signage and emergency lighting mechanisms should also be routinely checked.

All additional checks and testing should be recorded to evidence implementation of the fire risk assessment.

Note: Record all relevant routine checks, tests and maintenance in the following Record of Tests, as well as any faults and remedial action taken.





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