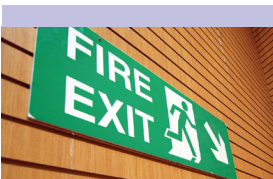


# Fire Safety Logbook

[www.landlords.org.uk](http://www.landlords.org.uk)



**FOLLOW**  
the regulations



**RECORD**  
relevant checks



**MANAGE**  
fire risks

# Property Details

Property Address:

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Post Code:

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Licence Holder/Manager:

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# Contact Details

## Fire Detection

Company:

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Address:

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Post Code:

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Telephone:

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Contact Name:

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## Emergency Lighting

Company:

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Address:

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Post Code:

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Telephone:

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Contact Name:

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## Fire Fighting Equipment

Company:

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Address:

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Post Code:

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Telephone:

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Contact Name:

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# ■ Introduction

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This NLA Fire Safety 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 guides (see the NLA Online 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 medium risk properties (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 Safety Logbook contains a number of templates and forms that can be used together 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
- 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 properties.

In 2015 the Government introduced legislation which effectively required the provision of smoke alarms in private rented houses and where solid fuel appliances are present carbon monoxide alarms. (England only)

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

*NLA acknowledge the assistance of Richard Frake - Private Sector Housing Team, Bournemouth Borough Council, in the drafting of this logbook.*

*This logbook has been reviewed by The Chief Fire Officers Association (CFOA) for use in carrying out fire risk assessments in private rented accommodation.*



**CFOA**  
Chief Fire Officers  
Association

# ■ Legislation and Guidance

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There are five main sources of fire safety legislation for landlords with properties in England and Wales: principally the Housing Health and Safety Rating System contained within the Housing Act 2004, but also HMO licensing conditions, HMO management regulations, the Regulatory Reform (Fire Safety) Order 2005, and The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.

Guidance is available both locally and nationally for this legislation. However, landlords are advised 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.

## Key Points to Remember

- The Housing Health and Safety Rating System (HHSRS) applies to all residential housing and is enforced by local authorities
- The Management of Houses in Multiple Occupation Regulations 2006 applies to all HMOs in England, 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. The fire authority will frequently consult with the Local Authority before taking enforcement action. (See Section A.51 of the LACORS guide for more information)
- The Smoke and Carbon Monoxide (England) Regulations 2015, which require the provision of smoke alarms and where solid fuel appliances are present carbon monoxide alarms. These only apply to non-licensable PRS properties in England. Local authorities are empowered to issue fixed penalty fines for non-compliance. Houses licenced as HMOs or those covered by Selective Licensing Schemes will be issued with a licence condition seeking to achieve the same outcomes. These legal provisions do not specify the technical standards of smoke and carbon monoxide alarms or how they should be fitted but the NLA recommends, where appropriate, they should be in accordance with the relevant British Standards.

# ■ Fire Risk Assessments

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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.<sup>1</sup>

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 take an organised and methodical look at their premises, identifying what fire hazards exist, who could be at risk and what can be done to mitigate and control those potential hazards.

For most rental properties the risk assessment will be relatively simple and straightforward with little fire safety expertise required to complete the risk assessment. The LACORS guidance should provide enough information to do this, however, you should contact your local authority or 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.

<sup>1</sup>For a copy of the LACORS guidance visit the [NLA Landlord Library](#)

# ■ Fire Risk - Record of Significant Findings

RISK ASSESSMENT FOR	ASSESSMENT UNDERTAKEN
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

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*If necessary please use additional sheets*

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

(3.1) Evaluate the risk of a fire occurring

(3.2) Evaluate the risk to people caused by a fire starting in the premises

(3.3) Remove and reduce the hazards that may cause a fire

(3.4) Remove and reduce the risk to people caused by 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 should refer to other plans, records or documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan, coordinating measures with other 'responsible persons' in the building to inform and train staff and inform other relevant persons.



## ■ Frequency of Tests

This frequency of testing guidance 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)	Engineer
Annually	A	Fire fighting equipment Emergency lighting	Engineer 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 if requested by the local authority or Fire and Rescue Service.

The Smoke and Carbon Monoxide (England) Regulations 2015 require alarms to be tested at the beginning of each new tenancy. A record of this may be kept elsewhere, such as in the letting inventory.

# 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, GrA6M = 6 Monthly for Grade A detection system, GrDW = Weekly for Grade D detection system, CO = Carbon Monoxide Alarm

Note: 6M and A example entries can be substituted into any week based on previous inspections.

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		A	W	W	
26		W			W	W	

= Satisfactory     = 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,  
 CO = Carbon Monoxide Alarm

Note: 6M and A example entries can be substituted into any week based on previous inspections.

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		M	W	W	
50		W			W	W	
51		GrA 6M GrD W			W	W	
52		W			W	W	

# Defect Record

Year: \_\_\_\_\_

DATE	TIME	LOCATION	DEFECT	CAUSE (if known)	ACTION TAKEN	SIGN
Eg 01/12/16	11.00	1st floor bedroom	Smoke alarm not sounding	Broken smoke alarm	alarm replaced	Signature

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 OF FIRE ALARM FAULT CATEGORY	CAUSE OR ACTIVITY	ACTION TAKEN	SIGN
Eg 01/12/16	12.35	Area 1	U	Cooking	Advised to keep door shut	Signature



# ■ Fire Alarm and Detection System Testing

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## 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 tested each week (in rotation), so that all call points are tested over a prolonged period of time.
- 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
- Where fire doors have been fitted with an approved automatic hold open device, their operation should be checked 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.

### Periodic Inspection and Servicing 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 body may carry out the inspection and servicing of fire alarm systems.

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 provided by the equipment supplier. However, the automatic monitoring must achieve the same objective as a manual inspection.

**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 to the appropriate schedule.**



## 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
- Inspection and test following a fire

## BS5839 Grade D

### Testing by the Manager

Testing of the heat/smoke alarms in the common areas should ideally be carried out weekly (wherever practicable), but no less than monthly. The heat/smoke alarms should be serviced or cleaned 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 provide early warning of fire to the occupant of the flat concerned and prevent false alarms for neighbouring flats.

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

The flat may also be 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 activate 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 ON PAGE 15.** For further advice please refer to LACORS guidance, section 32.

# ■ False Alarm Record

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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 should be taken where the level of false alarms is excessive. This may require liaison with the service engineer and the enforcing authority.

## Categories of False Alarms

False alarms can be divided into four categories:

### 1. Unwanted Alarm

Where the system has responded to a fire-like circumstance but there is no fire.

The most common circumstances will be:

- Cooking fumes
- Steam
- Aerosols
- Water ingress
- Insects
- Accidental damage
- Inappropriate human action where testing or maintenance is carried out without informing the occupants or monitoring centre

(Where doubt exists as to the cause of a false alarm, it should be recorded as “Unknown”).

### 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 believing that there is a fire when in fact no fire exists.

‘Unknown’ is used if none of the above apply.

## Levels of False Alarms

At every service visit, the engineer will check the following:

- The rate of false alarms during the previous 12 months is calculated as a number of false alarms per 100 detectors per annum. The engineer will record this in the logbook.
- Whether since the previous service, two or more false alarms (other than false alarms with good intent) have originated 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 is more than 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 alarms 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 aims to establish whether 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 fire alarm activations, regardless of whether the signal is a result of a false alarm, test, drill or genuine fire
- Where the alarm is a result of detector or call point activation, 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
- Dates and times of all maintenance and where work is carried out by a third party, a certificate of the works carried out should be obtained

# ■ Fire Fighting Equipment Testing

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Fire fighting equipment is provided to enable occupants to carry out an initial attack in the event of a minor fire occurring. Occupants should not be required to tackle fires; basic advice should be given at the start of the tenancy. In the event of a fire, tenants should close the door on the area involved, raise the alarm, using the fire alarm at the call point, leave the building and call the Fire Service.

In all instances of a fire occurring, the Fire Service must be called using the nearest telephone.

Any equipment provided must conform to British Standard EN3. This includes:

## Extinguishers

- These are generally located in the hallways of each floor, usually adjacent to any fire alarm call point
- They are 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

## Periodic Checking by the Manager

The period will depend on any risk assessment, however, weekly checks are recommended.

Checks will confirm:

- The extinguishers are in the correct position in the building
- The security clip and its seals are intact and any pressure gauge if fitted indicates a satisfactory pressure

## Fire Blankets

- These are dedicated fire blankets for domestic use. They are usually located in cooking areas and stored in a designated container

## 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, usually a contractor. The contractor should be certified for compliance with a suitable, UKAS accredited, certification scheme (for example BAFE SP101). A certificate should be provided by the contractor, detailing the work carried out. Details of the service should be recorded on the Service History attached to each 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 regulations

# ■ Escape Route Check

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The escape route is provided to ensure that in the event of a fire, the occupants are able to leave the building safely. The route will normally include stairways, landings and the doors 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, weekly checks are recommended.

### Stairways and Landings

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

### Walls

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

### Doors

- Fire doors should not be propped or wedged open. They should be checked for any external damage with particular attention paid to frames 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 should not be accessible

### Lighting

- The ordinary (primary) lighting should be checked to ensure that it operates correctly through the length of the escape route
- The emergency lighting checks and testing is recorded on the safety test record sheet with any defects and actions being recorded on the defect sheet.

*continued overleaf*

## 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
- Any extinguisher signs 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 alternative escape routes “Exit route” signs will show the alternative exit route. This will also assist where 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 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 the alarm sounds 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 fire fighting equipment provided if you are competent and it is safe to do so
- Assemble outside the building and account for other residents if possible
- Never go back into a building that is on fire
- Unless confirmed by others that 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.**



## ■ Be amongst experts

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- Make yourself heard at a local, national and European level by participating in our campaigns and surveys
- Choose from Individual, Family or Business Membership. A low cost Basic Membership option is also available.

For more information go to: [www.landlords.org.uk/membership](http://www.landlords.org.uk/membership)

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