



Safer
Landlord
Services

FIRE SAFETY LOGBOOK

PROPERTY ADDRESS:

POSTCODE:

TELEPHONE:

RESPONSIBLE PERSON:



IN AN EMERGENCY CALL 999

FIRE SAFETY ADVICE: The advice given is intended to assist you and your tenants in preventing an outbreak of fire, or if a fire does occur, assist you in preventing injury and unnecessary damage to your premises.



A COPY OF THE FIRE RISK ASSESSMENT SHOULD BE ATTACHED TO THE FIRE SAFETY LOGBOOK.

[illegible]

- Ensure that any gas appliance or pipework in houses let by him/her are maintained in a safe condition
- Ensure each appliance (ie gas boiler, fire, cooker, water heater and flues) is checked for safety at intervals of not more than 12 months by a GasSafe (Council of Registered Gas Installers) registered gas installer
- Keep a record of such safety checks, which must be retained for at least 2 years
- Provide evidence to their tenants that annual safety checks of gas appliances and flues have been carried out

[illegible]

- NICEIC
- NAPIT
- ELECSA
- British Standards Institute
- Benchmark Certification Ltd.

[illegible]



- Class 1 appliances require a full PAT Test.
- Class 2 appliances require a PAT insulation Test.
- Class 3 appliances dont need to be tested at all.

Evidence of a PAT Test is a label attached to the cable close to the plug.

Examples of Class 1 appliances are, Refrigerators, Microwave Ovens, Kettles, Irons and Toasters.

Examples of Class 2 appliances are, Hair Dryers, DVD Players, Televisions, Computers and Photocopiers.

Examples of Class 3 appliances are, Laptops, Mobile Phones and Low Energy Lightbulbs.

[illegible]



A system of mains powered automatic detectors with battery backup, to achieve a Grade D system in accordance with the current BS5839 Part 6 (or equivalent), must be installed. In kitchens a heat detector, rather than a smoke detector must be installed. All detectors must be interlinked, so that if one detector is triggered the alarm sounds in each and every alarm location. There are two types of smoke detector, "ionisation" and "optical". Optical detectors are better in most situations because they are less likely to give false alarms. Conduct weekly testing for both Heat & Smoke detection systems and ensure that they are serviced annually by a qualified engineer.

[illegible]



FIRE ALARM

Fire alarm testing should comply with BS5839, which is a legal requirement. It is advised to get the systems tested by skilled electricians and fire alarm engineers. It is recommended you undertake your own daily and weekly tests in conjunction with any other maintenance program you may have.

[illegible]

[illegible]



- Sofas
- Garden furniture which is suitable for use in a dwelling
- Scatter cushions, bean bags, window seats and seat pads / pillows
- Padded stools and padded chests
- Loose and stretch covers for furniture

- Bed-clothes, duvets and pillowcases
- Loose covers for mattresses
- Curtains and carpets
- Furniture and furnishings manufactured before 1 January 1950
- Properties let continuously to the same tenant since prior to December 1996 until there is change of tenancy.

[illegible]

[illegible]

[illegible]

Three Ways to ensure Fire Extinguishers are maintained & remain compliant:

- It is also a legal requirement to keep a permanent record of all servicing

[illegible]



Annual Test: The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

Dry/Wet Risers: Dry Risers are a vital piece of fire protection equipment for buildings above 18 metres. They play a critical role in delivering considerable quantities of water in a high rise building. They can however be prone to serious neglect and vandalism so it is important to have them regularly maintained and serviced.

[illegible]



- How to raise the alarm
- How to call the Fire and Rescue Service
- When not to tackle a fire
- How to use a fire extinguisher correctly and safely
- Understand the correct evacuation procedures for the premises
- Aware of the Annual Fire Risk Assessment results

All Tenants should identify their living location in the property and provide their Name and Signature, confirming that they have been made aware of the properties Fire Emergency Advice.

[illegible]