



7. Fire - Risk Assessments & Planning - Fire Logbook Review & Update

Category:	Fire
Subcategory:	Risk Assessments & Planning
Frequency:	Monthly
Status:	Statutory
Type:	Competent Person
Priority:	Core
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your diligent maintenance of the fire logbook creates the essential audit trail that demonstrates the school's commitment to fire safety compliance. By ensuring this record remains complete and up-to-date, you protect the accountability of all staff and provide the evidence needed for inspections. Your systematic approach to this critical documentation builds confidence in the school's safety systems and supports effective emergency preparedness.

Task Summary

Statutory: The fire logbook must be reviewed and updated monthly to record checks, tests, drills, and servicing. This comprehensive review involves examining all fire safety records for the previous month, ensuring completeness and accuracy of entries, and updating any outstanding actions. In education, this logbook provides the auditable trail of compliance across alarms, extinguishers, emergency lighting, and evacuation drills. The review includes checking that all required weekly, monthly, and quarterly tests have been completed, verifying contractor service reports are filed, and ensuring any defects or incidents are properly documented with follow-up actions. The process includes updating the logbook with current information, filing supporting documentation, and preparing extracts for management review. Evidence produced includes scanned extracts or electronic

logbook reports showing up-to-date entries, completed checklists for monthly reviews, and any corrective action records.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires maintenance of fire safety records and systems
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on fire safety record-keeping
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes guidance on fire safety management and record-keeping
- **Management of Health and Safety at Work Regulations 1999:** Requires record-keeping for health and safety compliance
- **The Education (Independent School Standards) Regulations 2014** (for independent schools): Requires maintenance of safety records

Typical Frequency

The fire logbook must be reviewed and updated monthly, with this review typically occurring at the end of each month. In educational settings, this monthly review is usually scheduled during term time to ensure continuous compliance monitoring. The frequency cannot be reduced as it provides essential oversight of weekly and quarterly fire safety activities. However, in very small premises with minimal fire safety systems, some elements might be reviewed less frequently if justified by risk assessment.

Applicability

This task applies to all educational establishments required to maintain fire safety records, which is common in virtually all schools and colleges. It is a core statutory task essential for demonstrating compliance during inspections and audits. The task applies to all premises with fire safety systems including alarms, extinguishers, emergency lighting, and evacuation procedures. While applicable to all sites, the complexity of the logbook will vary based on the size and type of fire safety systems installed.

Responsible Persons

- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by facilities staff or fire safety officers who have received appropriate training in fire safety record-keeping and compliance. Staff should be familiar with the site's fire safety systems and documentation requirements.

- **Permit to Work:** No permit to work is typically required for this review task.
- **Delivery Model:** Normally completed in-house by trained facilities staff, with support from fire safety coordinators.

Key Considerations

- **Timing considerations:** Schedule at month-end to review complete monthly records
- **Cost implications:** Minimal cost if completed in-house, though may require occasional training
- **Resource requirements:** Access to all fire safety records and documentation
- **Potential disruption:** Minimal disruption as this is primarily a documentation task
- **Risk assessment requirements:** Logbook review should inform the overall fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure access to current fire logbook and all supporting documentation
- Confirm availability of records from weekly and quarterly checks
- Gather contractor service reports and incident records
- Ensure familiarity with fire safety record-keeping requirements

Tools & Materials

- Current fire logbook (paper or electronic)
- Records of weekly alarm tests and equipment checks
- Contractor service reports and certificates
- Incident reports and drill records
- Monthly review checklist and templates

Method (Step-by-Step)

Phase A: Record Gathering and Preparation

1. Collect all fire safety records for the previous month
2. Review weekly alarm test logs and call point testing records
3. Gather monthly equipment check records and visual inspections
4. Collect quarterly test results and contractor service reports
5. Review any incident reports or emergency drill records

Phase B: Systematic Review

1. Check that all required weekly tests have been completed
2. Verify monthly checks have been conducted and recorded
3. Confirm quarterly servicing and testing is up-to-date
4. Review incident reports for completeness and follow-up actions
5. Check drill records for compliance with requirements
6. Identify any gaps or outstanding actions

Phase C: Documentation and Updates

1. Update logbook with any missing entries or corrections
2. File all supporting documentation in chronological order
3. Prepare monthly summary of fire safety activities
4. Note any trends or recurring issues for management attention
5. Create extract for Compliance Pod upload

Measurements & Acceptance Criteria

- All required weekly tests must be recorded with dates and staff signatures
- Monthly checks must be completed and documented
- Quarterly servicing must be current with valid certificates
- Incident reports must include investigation and corrective actions

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately investigate any missing records or incomplete checks. Escalate significant gaps to facilities management. Arrange urgent completion of outstanding tests or servicing.

Reinstatement & Housekeeping

No reinstatement required as this is a documentation task. Ensure all records are securely filed and logbook is stored appropriately.

Completion Checks

Verify that all required monthly records are complete and up-to-date. Confirm that any gaps have been addressed. Ensure logbook extract is prepared for upload.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** Monthly logbook extracts showing complete fire safety records must be retained for at least 3 years.
- **Supporting/Good Practice Evidence:** Monthly review checklists and trend analysis reports support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Missing records from busy periods, incomplete incident investigations, or failing to follow up on identified issues
- **Best practices for efficient completion:** Maintain electronic logbooks for easier review, conduct reviews immediately after month-end, and involve multiple staff in checks
- **Pro tips for educational settings:** Link logbook reviews to staff training sessions, use digital signatures for efficiency, and create automated reminders for upcoming tests
- **Warning signs that indicate problems:** Frequent missing entries, recurring equipment faults, or incomplete incident reports

Quick Reference Checklist

- All monthly records collected and reviewed
- Weekly test logs verified complete
- Monthly check records confirmed
- Quarterly servicing certificates filed
- Incident reports reviewed and complete
- Logbook updated with any corrections
- Monthly extract prepared for upload
- Evidence uploaded to Compliance Pod

Grouped Tasks

This task is not normally grouped with other tasks.

Related Tasks

- Fire - Risk Assessments & Planning - Risk Assessment Review & Renew
- Fire - Risk Assessments & Planning - Compartmentation Survey

- Fire - Risk Assessments & Planning - Stopping & Service Penetration Inspection
- Fire - Risk Assessments & Planning - Fire Alarm Zone Plan Update & Verification
- Fire - Risk Assessments & Planning - Personal Emergency Evacuation Plan (PEEP) Review
- Fire - Risk Assessments & Planning - Generic Emergency Evacuation Plan (GEEP) Review
- Fire - Risk Assessments & Planning - Arson Risk Assessment & Perimeter Security Review
- Fire - Risk Assessments & Planning - Fire Safety Management Policy Review

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Users must ensure that all tasks are carried out in line with current legislation, manufacturer instructions, site-specific risk assessment, and organisational policies. Where necessary, professional advice should be sought from competent and accredited specialists — for example, fire risk assessors, water hygiene consultants, electrical engineers, gas safety contractors, or health and safety advisors.