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FIRE, GAS & ELECTRICAL SAFETY LOG BOOK

For Landlords of Houses in Multiple Occupation

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Designed by Desktop Publishing, Carrick District Council
Printed by Print-Out Printing Services

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The sponsors wish to make it clear that legislation may change from time to time and the advice given in this booklet is based on the information available at the time of publication and will be subject to revision in the light of new information.

The advice given is not intended to be a definitive guide, independent legal advice should be sought where appropriate. Only the Courts can give an authoritive interpretation of the law.

A Message from the Chief Fire Officer

Dear Landlord,
By reading this booklet you have already begun to carry out your responsibilities for your tenants safety, particularly in relation to the dangers from fire.

I consider Houses in Multiple Occupation to be 'high risk premises' in terms of fire deaths, injuries and property damage. Statistically, 34% of all fire deaths and 39% of all fire injuries occur in Houses of Multiple Occupation. By heeding the advice given in this logbook you will be making a contribution to the welfare of your tenants. Your premises are also less likely to be damaged by fire.

Your Fire Brigade is committed to making Cornwall the safest County to live in from the dangers of fire. You can help in achieving this aim by adopting this fire safety advice. As the landlord, you have a duty of care towards your tenants safety. It is therefore important that the fire safety and other measures that you have all installed within the premises are maintained in a good condition, and that you make your tenants aware of the dangers and their own personal responsibilities. Their lives are in your hands.

Further Fire Safety advice can be obtained by dialling **Freephone 0800 3481 999.**

M.A. Howell
Chief Fire Officer

- **Every year over 200 people die in fires occurring in HMO's.**
- **Every year over 6000 people are injured in fires occurring in HMO's**
- **If you live in a bed-sit type premises you are 6 times more likely to die in a fire than if you lived in a single family house.**
- **Statistical information supplied by Shelter**

DON'T LET YOUR TENANT BECOME ANOTHER FIRE STATISTIC

FIRE KILLS
YOU CAN PREVENT IT

INTRODUCTION

This log book has been produced in order to promote good practice and to assist landlords to meet their legal obligations with regard to maintaining safe conditions in houses in multiple occupation.

The Sponsors are committed to ensuring that the privately rented housing sector within the County provides good quality, well managed, and safe accommodation.

The information provided is not meant to be an exhaustive description of the relevant legislation, However, it is intended to provide guidance to landlords and to promote best practice.

You are advised to read this book carefully before completing any section. If you are at all uncertain or require clarification of any point you should seek further advice. All relevant telephone numbers can be found on the back cover.

It is essential that you keep the logbook 'up-to-date'. Remember good management, is good business and will save you time and money in the long term. The management regulations place an important duty on landlords to ensure that their properties are maintained to a good standard. By completing this logbook regularly, you have an opportunity to demonstrate that you are taking steps to meet these obligations.

This logbook provides a permanent 12 month record which may be inspected at any time. Replacement logbooks are available upon request from your Local Authority.

The Cornish Authorities would like to acknowledge and thank Slough Borough Council for their invaluable assistance with this logbook.

The Housing (Management of Houses in Multiple Occupation) Regulations 1990

The above Regulations apply to all Houses in Multiple Occupation (HMOs) i.e. bedsits, flatlets, shared houses and bed and breakfast accommodation which place a number of duties on a Manager of an HMO and must be complied with.

WHAT DO THE MANAGEMENT REGULATIONS SAY?

Water supply and drainage:
These must be maintained in proper working order.

Supply of Gas and Electricity:
These should not be unreasonably interrupted.

Common parts of the HMO:
These must be kept in good repair and be kept clean, and parts in common use must be kept free from obstruction because they may be a fire hazard or block a means of escape.

Installations in common use:
These should all be kept clean, in good repair and in good working order.

Living accommodation:
Each room should be kept in good repair and installations should be kept in good working order. Each room should be in a clean condition at the beginning of the tenant's occupation of it.

Means of escape from fire:
All means of escape from fire in the HMO and all apparatus, systems, etc. must be kept in good working order and free from obstruction. Appropriate fire escape signs must be displayed.

Outbuildings, yards, etc. in common use:
Yards, outbuildings, boundary walls/ fences, gates, etc which are part of the HMO should be maintained in good repair and kept clean.

Disposal of refuse and litter:
No litter should be allowed to accumulate and bins adequate to the requirements of the tenants should be supplied.

General Safety of residents:
Adequate precautions must be taken to make sure that the HMO is safe by design and construction.

Duty to display notices:
There must be a notice displayed at all times in a suitable position in the HMO readily visible to all tenants indicating the name, address and phone number of the manager of the HMO.

Duty to inform the Council about occupancy of the HMO:
If required to do so, the manager shall provide details of individuals and households accommodated in the HMO.

FAILURE TO COMPLY:

If a Manager fails to meet the standards, the Council may prosecute immediately (maximum fine currently £5,000 for breach of each Regulation), or serve a Notice requiring that the manager complies with the Regulations. If the Notice is not complied with the Council again may prosecute (maximum fine currently £5,000) and/or they may carry out the necessary works themselves and recharge the manager for the cost of works, plus the Council's costs plus interest.

More detailed information on the HMO Regulations can be obtained from your Local Authority.

THE FIRE ALARM SYSTEM

You have a responsibility to ensure your fire alarm system is maintained in working order by virtue of the requirements of The Housing (Management of Houses in Multiple Occupation) Regulations 1990. British Standard 5839, requires you to keep a logbook to record the regular inspection of the system and to set down test procedures which must be adhered to. It is strongly recommended that you take out a maintenance contract with a suitably qualified person to undertake maintenance of the system on your behalf. **All false alarms must be recorded on page 11.** British Standard 5839 Part 1, also requires you to ensure the following tests are undertaken:

WEEKLY

- at least one detector, call point or end of line switch on one circuit should be operated to test the ability of the control and indicating equipment to sound the alarm. For systems with 13 zones or less, each zone should be tested in turn, ie: a different trigger device be used each week.
- if accessible to visible examination, the batteries to the alarm system must be visually examined to ensure that they are in good condition.

The following tests must be carried out by the installer or by someone who has had training from the installer:

QUARTERLY

- batteries must be tested as specified by the suppliers
- alarm sounder must be tested by operation of a detector or call point in each zone

ANNUALLY

- each detector should be checked in line with the manufacturer's instructions

FIVE YEARLY

- wiring must be tested in accordance with The Institute of Electrical Engineers (I.E.E.) wiring regulations and all defects logged and rectified.

THE FIRE ALARM SYSTEM

If your property is of 2 floors or less, a fire alarm system complying to BS5839 Part 6 may be installed.

To ensure that this basic system is functioning you are required to undertake the following routine tests:

MONTHLY

- Every detector is to be operated by use of the testing facility (usually the test button on the detector)

ANNUALLY

- Detectors are to be tested to ensure that they respond to smoke. Open flames, smoke or aerosols that may damage or affect the sensitivity of the detector should not be used. Use only a suitable test aerosol.

SERVICING

- Detectors are to be cleaned periodically in accordance with the manufacturers instructions.

Date	Call Point/Detector Location or Number	Satisfactory Yes/No	Remedial Action Taken Yes/No	Signature / Name of Company

FIRE ALARM SYSTEM

Record of Test

Date	Call Point/Detector Location or Number	Satisfactory Yes/No	Remedial Action Taken Yes/No	Signature / Name of Company

FIRE ALARM SYSTEM

Record of Test

Date	Call Point/Detector Location or Number	Satisfactory Yes/No	Remedial Action Taken Yes/No	Signature / Name of Company

FIRE ALARM SYSTEM

Record of Test

Date	Time	Detector Location	Action Taken	Signature

FIRE ALARM SYSTEM

Record of Test

Date	Call Point/Detector Location or Number	Satisfactory Yes/No	Remedial Action Taken Yes/No	Signature / Name of Company

FIRE ALARM SYSTEM

Record of Test

Date	Call Point/Detector Location or Number	Satisfactory Yes/No	Remedial Action Taken Yes/No	Signature / Name of Company

FIRE ALARM SYSTEM

Record of False Alarms

ALL cases of false alarms occurring to the fire alarm system must be recorded above.

THE EMERGENCY LIGHTING SYSTEM

If your property is fitted with an emergency lighting system you have a responsibility to ensure it is maintained in working order by virtue of the requirements of The Housing (Management of Houses in Multiple Occupation) Regulations 1990. British Standard 5266: Part 1 : 1988, requires you to keep a log book to record the regular inspection of the system and to set down tests procedures which must be adhered to. It is strongly recommended that you take out a maintenance contract with a suitably qualified person to undertake maintenance of the system on your behalf. British Standard 5266: Part 1 : 1988, also requires you to ensure the following tests are undertaken:

MONTHLY

- each emergency light must be activated from its battery by simulating a failure in the normal supply and an inspection made of each luminaire (emergency light) to ensure that it is functioning correctly.

SIX MONTHLY

- each emergency light must be activated as before, but left on for a prolonged period. In the case of lights with batteries rated at three hours, the light must be left on for one hour, and in the case of lights with batteries rated at one hour, these must be left on for fifteen minutes. An inspection must be made of each luminaire to ensure that it is functioning correctly.

ANNUALLY - if the system is over 3 years old

- as for the six monthly test, but the batteries must be tested to their full duration, ie: luminaires with batteries rated at three hours should remain lit for that period.

Date	Type of Test	Satisfactory Yes/No	Remedial Action Taken	Signature / Name of Company

EMERGENCY LIGHTING SYSTEM

Record of Test

FIRE DOORS AND STRUCTURAL MEANS OF ESCAPE

All fire doors and means of escape should be visually inspected regularly and recorded on the appropriate page. Any defects must be noted and any remedial action taken.

FIRE DOORS must:

- be fully self closing and self latching.
- close squarely and lie flush against rebates of the frame.
- be fitted with a minimum of 3 hinges with melting point in excess of 800°C.

Smoke seals and intumescent strips must be undamaged and form a good seal between the edges of the door and the frame. Gaps must be no larger than 4mm between the door and frame when closed, and no more than 8mm beneath the door.

Fire doors should be maintained in good order.

Tenants wedging doors open must be informed of the importance of fire doors and a note must be made of the request for the removal of obstructions.

PROTECTED MEANS OF ESCAPE

- **Means of escape must remain free from obstructions at all times.**
- Ensure vertical partitions between occupancies and around means of escape (ie: Stairwell) are maintained in a sound condition.
- All such partitions must provide a minimum standard of 30 minutes fire resistance.
- Horizontal fire separation must also be maintained. This includes understairs, around service ducts and pipe openings.
- All cracks and holes in plaster should be repaired or filled with materials which will provide the required standard.

Date	Item Checked	Obstruction/ Defect etc	Action Taken	Signature

FIRE DOORS AND STRUCTURAL MEANS OF ESCAPE

Record of Test

Date	Item Checked	Obstruction/ Defect etc	Action Taken	Signature

FIRE DOORS AND STRUCTURAL MEANS OF ESCAPE

Record of Test

Date	Item Checked	Obstruction/ Defect etc	Action Taken	Signature

FIRE DOORS AND STRUCTURAL MEANS OF ESCAPE

Record of Test

FIRE FIGHTING EQUIPMENT

You should follow these simple guidelines when siting fire fighting equipment, as it is essential that the appliances provided are positioned in the correct locations ie:

- Hung on brackets with handle approximately 1m from the floor.
- Away from heaters.
- Not obstructing escape routes.
- Not in recesses or out of direct sight.

Further matters for consideration are that you:

- Ensure that each extinguisher is properly serviced annually, in accordance with BS5306.
- Ensure that the servicing of extinguishers is only carried out by companies which are registered by the British Approvals for Fire Equipment (B.A.F.E.).
- Ensure that all extinguishers provided conform to the appropriate British Standard (BS EN3 and BS 7863). Look for the Kitemark or the special B.A.F.E. mark.
- Ensure that after an extinguisher has been used, even if only partially, it is recharged according to the manufacturers instructions.

FIRE BLANKETS

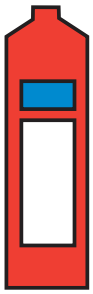
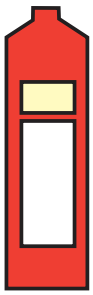
- Ensure that only fire blankets which conform to British Standard BS6575 are provided, and are wall mounted in the kitchen so that the base of the container is about 1.5m above floor level.

Date of Servicing	Position and Type of Equipment	Result PASS/FAIL	Defect/Action Taken	Signature / Name of Company

FIRE FIGHTING EQUIPMENT

Record of Test

WHICH EXTINGUISHER TO USE

Type	Best used for	How to use
RED - Water		
	Wood, cloth, paper, plastics etc Fires involving solids. **DANGER: Do not use on live electrical appliances or on burning fat or oil such as chip pan fires.**	Point the jet at the base of the flame and keep it moving across the area of the fire. Seek out any hotspots after the fire is out.
BLUE - Dry Powder		
	Fires involving solids and fires involving liquids, ie: paint and petrol. Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may flare up again. **DANGER: Do not use on chip pan fires.**	Point the jet or discharge horn at base of flames and with a rapid sweeping motion drive the flames towards the far edge until all the flames are out. If the extinguisher has a shut off control, wait until the air clears and if you can still see the flames, attack the fire again.
CREAM - Foam		
	Fires involving liquids. **Warning:** Not suitable for all liquids - check instructions. **DANGER: Do not use on chip pan fires. These extinguishers are generally not recommended for home use.**	Do not aim the jet straight at the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid, allow the foam to build up and flow across the liquid.
BLACK - Carbon Dioxide		
	Fires involving liquids. **DANGER: Do not use on chip pan fires. Clean, effective and safe on live electrical equipment.**	**Warning:** This type of extinguisher does not cool the fire very well and you will need to watch out that the fire does not start up again. **Danger: Fumes from CO_2 extinguishers can be harmful to users in confined spaces, ventilate the area as soon as the fire has been controlled.**
FIRE BLANKET		
	Fires involving solids and fires involving liquids. Good for small fires in clothing and chip pan fires provided the blanket completely covers the fire.	

FIRE INSTRUCTIONS

All tenants must be familiarised with the routine to be followed in the event of fire and advised how the fire alarm system works. Advise your tenants that in the event of a fire they should:

1 Sound the alarm/alert the other residents.

2 Get out of the building as quickly as possible and close all doors.

3 Telephone the Fire Brigade (999).

4 Do not go back into the building for any reason.

You should also advise them of the following:

- **DO NOT** block corridors, landings etc, which are an escape route.
- **DO NOT** tamper with self closing devices on fire doors.
- **DO NOT** prop open fire doors.
- **DO NOT** tamper with fire equipment e.g. smoke detectors, fire extinguishers.
- **DO** know where fire exits are located.
- **DO** report any damage to fire equipment to the landlord immediately.

GAS SAFETY

The Gas Safety (Installation and Use) Regulations 1998 place important legal duties on landlords to:

- ensure that any gas appliance or pipework in houses let by him/her should only be maintained in a safe condition by a CORGI (Council Of Registered Gas Installers) registered gas installer.
- ensure all appliances (ie: gas boiler, fire, cooker, water heater and flues) are checked for safety at intervals of not more than 12 months by a CORGI registered gas installer.
- keep a record of such safety checks, which must be kept for at least 2 years.
- provide evidence to all tenants within 28 days of gas safety inspection that annual safety checks of gas appliances and flues have been carried out.
- new tenants must be provided with a copy of the gas safety record when the Tenancy Agreement is signed.

These regulations are principally designed to prevent death or injury to tenants from carbon monoxide poisoning. Any breach of these regulations will be an offence under the Health and Safety at Work Act 1974, and may attract substantial fines on conviction.

If you have not already done so you should now make arrangements for all gas appliances, flues and pipework to be thoroughly safety checked by a CORGI registered gas installer - REMEMBER TO KEEP A RECORD OF THIS. It is recommended that you obtain a Landlord's Gas Safety Record as produced by CORGI.

UNSAFE APPLIANCES / MAINTENANCE DUTIES

Landlords do not have a duty to maintain gas appliances or installation pipework not in their ownership.

The person responsible for installation/appliance must not use or permit the use of unsafe appliances or associated gas fittings.

Date of Safety Check	Company Name and CORGI Reg. Number	Works required	Date Carried Out	Signature

GAS INSTALLATION AND APPLIANCES
Record of Safety

THE ELECTRICAL INSTALLATION

The Housing (Management of Houses in Multiple Occupation) Regulations 1990 require electrical installations to be maintained in repair and good order and a periodic inspection should be carried out on a regular basis.

The following electricians are regarded as competent:

- A member of the E.C.A. (Electrical Contractors Association)
- A certificate holder of the N.I.C.E.I.C. (National Inspection Council for Electrical Installation Contractors)
- A qualified person acting on behalf of the local supply authority

Electrical wiring of more than 25 years old will most likely need to be inspected every year.

If your electrician's report indicates a less frequent inspection rather than yearly, make a note below when the next inspection is due:

Date.....of.....20.....

Electrician's Details

Name

Address

Telephone

Date	Flat/ Room	Satisfactory YES / NO	Work carried out	Company/Person Carrying out work

ELECTRICAL INSTALLATION
Record of Examination, Alteration etc

ELECTRICAL APPLIANCES

The Electrical Equipment (Safety) Regulations 1994, place a duty on landlords and letting agents to ensure that any electrical equipment that is supplied as part of a letting is maintained in a safe condition. Such equipment may include:

- Washing machines
- Kettles, toasters and other small kitchen appliances
- Fridges and freezers
- Ovens
- Microwaves
- Televisions
- Vacuum cleaners

In order to help demonstrate that the landlord/letting agent has taken reasonable steps to ensure compliance with these regulations, all such appliances should have a safety check carried out annually or at a change of tenancy, by a competent electrician. A record of these safety checks should be made in the logbook and it is good practice for a label to be attached to the appliance. Should the checks reveal that there is a safety hazard, then the appliance should be removed immediately or repaired on the spot.

These regulations are enforced by the County Council Trading Standards Department. If you require further details or advice, they can be contacted using the telephone number given on the back cover of this logbook.

Date	Flat/Room	Appliance	Satisfactory YES / NO	Works required/ Carried out	Person carrying out work

ELECTRICAL APPLIANCES

Record of Inspection

FURNITURE SAFETY

The Furniture and Furnishing (Fire) (Safety) Regulations 1988 (as amended) set fire resistance standards for upholstered furniture in domestic use. They apply to landlords who let furnished accommodation as well as any agent they may employ to let the property on their behalf.

The standards are achieved by making covering and fillings from fire retardant materials that will provide the necessary resistance to ignition. The following types of furniture containing upholstery are covered by these regulations:

- furniture intended for private use in residential accommodation including children's furniture - eg armchairs, sofas, padded seats
- beds, divans, mattresses and headboards
- sofa-beds and other convertibles
- nursery furniture
- garden furniture suitable for use in a dwelling
- pillows, scatter cushions, seat pads and bean bags
- loose and stretch covers for furniture

All new upholstered furniture (except bed bases and mattresses) should carry a permanent label headed "Carelessness Causes Fire" when supplied. Old style labels headed "Caution" probably means that the furniture will not comply with current regulations. If you are supplying furniture that needs to be reupholstered, the upholsterer may only provide or use complying materials. If you are acquiring second-hand furniture for use in furnished accommodation, it is recommended that you ensure that the furniture carries the label headed "Carelessness Causes Fire" when purchasing it. It is good practice to leave the labels attached.

These Regulations are enforced by the County Council Trading Standards Department. If you require further details or advice, they may be contacted using the telephone number given on the back cover of this logbook.

NOTES

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PROPERTY DETAILS

Address

Telephone

The Owner/Manager

Name

Address

Telephone

Useful Names & Addresses

Name and address	Telephone number	Email address