

INFRARED
HOME DIAGNOSIS



Landlords Safety Log Book For Rented Properties

Single Family Dwellings

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Introduction

This logbook 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 rented properties.

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

You are advised to read this booklet carefully before you are uncertain or require any clarification of advice. All relevant telephone numbers can be found at the back of this logbook. If you are unsure of any point you should seek further advice.

It is essential that you keep this logbook up-to-date. Remember, good management is good business and will save you time and money in the long term.

All records are solely for the landlord and do not replace the landlord's legal statutory obligations.

Address of Premises.....
Landlord/Agent:.....
Address & Contact Number:.....
Owner:.....
Address & Contact Number:.....

Fire Safety

Fire Related Facts

- Fire & Rescue Services in England and Wales attended nearly 39,000 dwelling fires in 2009.
- 51% of dwelling fire deaths were caused by inhalation of smoke or fumes
- Contrary to most people's beliefs, the most vulnerable age group is between 30-59 (250 deaths) followed by the over 65's (175)
- The main cause of accidental dwelling fires is cooking appliances (57%)
- The main cause (nearly 33%) of accidental fire deaths is careless handling of smoking materials—cigarettes, cigars and pipes.
- 17% are caused by cooking appliances—chippans
- 7% are caused by various heaters
- Smoke alarm ownership. Nearly 80% claim to have one compared to 8% in 1988

Every year the Fire and Rescue service is called out to over 39,000 house fires.

Fire Detection System Introduction

It is recommended that mains wired smoke detectors with a battery backup are fitted in the property to comply with the current British Standard. Detectors should be sited so that they will not cause a false alarm. Optical detectors are more appropriate for open plan dwellings or near kitchen areas. If in any doubt about the type of alarm system to be fitted in the property please consult with your local Fire Authority. A fire detection and alarm system must provide an early and reliable warning of fire for one or both of the following purposes;

- To increase the chance of escape to safety for the occupants of a building or initiation of other emergency actions;
- To increase the likelihood of early extinction of fire, reducing property damage or loss.

To achieve this the fire alarm system must remain on at all times, ready to activate the alarm sounders in response to a signal from an automatic detector or manual call point.

The code of practice for fire detection and fire alarm systems for buildings, details user responsibilities, including routine attention and maintenance of the logbook.

The person having control of the buildings should maintain the logbook.

Fire Alarm Checks

At Every Visit

- ❖ Where a control panel is installed, check to see that no fault is indicated.
- ❖ Where single point detectors are installed check to see that all indicator lights are showing.
- ❖ Record any faults in the log book and attend to them immediately.

Weekly

- ❖ For those buildings with break glass call points, a different point should be tested during normal working.
- ❖ For buildings with single point detectors installed test a different detector each week.
- ❖ Every test must be recorded in the log book, dated and signed.
- ❖ Where corrective action has been taken, this must be recorded in the log book and the name of the contractor recorded and signed.

Annually

- ❖ Remove the detector head and carefully vacuum to remove dust accumulation.
- ❖ Where battery detectors are provided (these are not recommended) change the battery. *Battery detectors do not offer the protection and reliability of a mains wired detector.*

NB: There are commercially available detectors with a 10 year lifespan. To ensure guaranteed functionality these devices must be replaced and disposed of after the 10 year period.

Fire Doors and Structural Means of Escape

Fire Doors, where provided, must:

- Be fully self-closing and self-latching.
- Close squarely and lie flush against the rebates of the frame.
- Be fitted with a minimum of 3 hinges with a melting point in excess of 800 °C
- Be fitted with smoke seals and intumescent strips which must be undamaged and form a good seal between the edges of the door and the frame.
- Have gaps no larger than 4mm between the door and frame and no more than 8mm beneath the door.
- **Tenants wedging doors open must be informed of the importance of the Fire Doors. All such wedges or obstructions must be removed and the tenant must be advised that doors must not be wedged open at any time.**

The Emergency Lighting System

Landlords Responsibilities

Emergency lighting does not have to be installed in single family dwellings but should be installed where the route out of the building has not been provided for use when the normal lighting fails. It must therefore be powered from a source of energy independent of that supplying the normal lighting. Failure of supply to normal lighting might, for example, occur if there is an interruption of the incoming main supply to the premises, or within a premises if a fault causes a fuse or circuit-breaker to cut off the electricity supply to a normal lighting circuit. Each light unit will have a red or green light which is the charging light, this should always be visible.

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Maintaining the Log Book

If emergency lighting is installed in a dwelling then the following information should be recorded in the Log book:

- Date of any Completion Certificate including any certificate relating to alteration;
- Date of each Periodic Inspection and Test Certificate
- Date and brief details of each service, inspection or test carried out;
- Dates and brief details of any defects and of remedial action taken;
- Date and brief details of any alterations to the emergency lighting installations.

Routine Attention Procedures

Testing of emergency lighting often involves interrupting the electricity supply to the normal lighting or to individual self-contained light units (e.g. by temporarily switching off a circuit-breaker or "test" switch).

All tests should be carried out at a time of minimum risk.

Light units should be regularly checked for cleanliness and to see that they are not obscured.

The Code of Practice recommends that prescribed inspection and testing is carried out at the following intervals:

- ❖ Every visit
- ❖ Monthly
- ❖ Six-monthly
- ❖ Three-yearly
- ❖ Subsequent annual tests

Inspections and Tests

At Every Visit

- Check that every red or green light is lit;
- Ensure that any fault found is recorded in this Log Book and the action taken noted.

Remedial work should be carried out only by persons with the necessary competence.

Inspection and testing at the following intervals should be carried out by competent persons in accordance with the recommendations of BS5266:Part 1. Each test must be entered in the logbook.

Monthly

- Test each emergency light unit by interrupting the electricity supply

Six Monthly

Every six months, the following tests are carried out in addition to the monthly checks:

- Each lighting unit should be illuminated for a continuous period of 15 minutes. During the tests all light units and signs should be checked for proper function.

Three Yearly

A full inspection and test of the emergency installations should be carried out to check compliance with BS5266:Part 1 in addition to the monthly checks:

Subsequent Test – Each light unit should be switched off for 1 hour annually after the first 3 yearly test.

Electrical Safety

Electricity Related Facts

- A high incidence of fires in dwellings is caused by electrical related incidents.
- Modern trends mean that there is generally more portable electrical appliances per room than in previous decades.
- The Health & Safety executive estimates that around 25% of electrical incidents involve portable appliances.
- In the private rented sector electrical wiring may not have been adapted to cope with the new, increased usage.
- These properties also tend to be older in which wiring may be deteriorating.

The Legal Position

The Electrical Equipment (Safety) Regulations 1994 apply to anyone supplying electrical equipment as part of their business; this covers equipment supplied under a letting agreement.

The Housing Act 2004 requires that a health and safety risk assessment is carried out in regard to the electrical installation.

Faulty electrical installations that put the health of the occupant at risk will require remedy.

Landlords Responsibilities

The Electrical Safety Council and authorised self-certification competent persons schemes recommend conducting an electrical installation safety check every five years, with a certificated detailing any works required and the date of the inspection.

The landlord should:

- Provide a copy of the electrical safety certificate to tenants.
- Undertake an annual visual inspection of all socket outlets, switches, lampholders, distribution boards and safety devices and with each change of tenant.
- Ensure all electrical appliances supplied by the landlord are fitted with a BS1363 plug and the correct fuse, if not, replace them.
- Landlords require tenants to report any defects and must respond to reported defects immediately.
- Landlords must also provide safety and operating instructions whenever possible.

Gas Safety

Gas Related Facts

Carbon Monoxide (CO) poisoning is caused by gas appliances and flues that have not been properly installed or maintained. Each year tenants die from, and thousands are made ill, by exposure to CO gas. You cannot see, taste or smell CO gas, but it can kill without warning in a few hours. People are most vulnerable when they are asleep.

The Legal Position

The Gas Safety (Installation and Use) Regulations 1994 (as amended in 1996) require landlords to make sure that appliances and flues are safe every 12 months. An annual service inspection is not the same thing as a safety check.

Landlords must keep the record of the landlord's gas safety certificate for at least two years. They should issue each tenant with a copy of a safety check record within 28 days of completion. (New tenants should get a copy before they move in).

This responsibility applies to fixed and portable gas appliances. Tenancy agreements should clearly state who is responsible for making safety checks, carrying out maintenance and keeping records. You cannot use an appliance that fails a check. Tenants are responsible for maintaining and checking their own appliances.

By law, anyone working on or fitting an appliance, must be registered with the Council of Registered Gas Installers (CORGI). The installers should carry either a current CORGI registration certificate or a CORGI identification card.

There is a restriction on which gas appliances can be installed in sleeping accommodation. Any appliance over 14kw heat input must be a sealed appliance. Appliances under 14kw must either be room sealed or incorporate a safety control designed to shut down the appliance before a dangerous level of fumes builds up.

Landlords Responsibilities

- Provide a copy of the landlord's gas safety certificate for each tenant and keep the landlords copy for your records.
- It is recommended to install a Carbon Monoxide (CO) detector. There are several available with the British Standard. They are either battery or mains operated but it is more advisable to use the mains operated type. Detectors are useful but they are not a substitute for annual safety checks.
- Maintain clear flue-ways and pipes connecting the appliance to chimney.
- CO is also produced by heating and cooking appliances fuelled by coal, smokeless fuels, wood and oil. If you suspect that they are installed incorrectly or if ventilation is poor, get them checked by a competent engineer and record the outcome.

Furniture Safety

Furniture Related Facts

The main cause of death in house fires is from the materials within furniture and furnishings.

noxious fumes given off by the flammable

The Furniture and Furnishings (Fire Safety) Regulations 1988 could be used for the private sector. As much of the older houses, there is no guarantee that the furnit

ure supplied is not potentially lethal.

The Legal Position

The Furniture and Furnishings (Fire Safety) Regulations 1988 apply to landlords and letting agents who rent property as part of a business. All secondhand, must comply with fire safety standards ignition-resistance tests. The Landlord is responsible if the furnishings comply with the regulations, otherwise the landlord is responsible. Any furniture left behind by the tenant becomes the

landlord's responsibility.

The Regulations are enforced by the Trading Standards Service and a fine of up to £5000 can be imposed for offences.

ds Service and a fine of up to £5000 can

This situation is less clear with lodgings. When a furniture is for the occupier, it should comply with the regulations. If the furniture has not been continuous since 1993 or the furniture was not shared as part of a family home, or was brought in regulations.

business arrangement is apparent and the regulations but only if the tenancy has not been made before 1950. When the furniture is brought in by the tenant, it is not covered by the

Which Furniture Must Comply

The regulations apply to a wider range of domestic furniture containing filling materials such as foam, including:-

urniture containing filling materials such as

All upholstered seating furniture as well as articles such as beds, headboards, sofa beds, nursery furniture, footstools, scatter cushions, seats, mats and pillows-

ess such as beds, headboards, sofa beds, at pads and pillows-

But not sleeping bags, bed clothes, pillow cases, curtains, carpets and any domestic upholstered furniture made before 1950.

tains, carpets and any domestic

Landlords Responsibilities

When new furniture is made, the manufacturer has to head "CARELESSNESS CAUSES FIRE". The label gives required information about what the manufacturer has done to make the furniture comply. The Landlord must check these labels are present. The labels are often found under seats, cushions or on the underside of the furniture.

apply a permanent label to the item, The label gives required information about how to comply. The labels are often found under seat

Useful Telephone Contacts:

Fire&RescueServiceHeadquarters:
PrivateSectorHousingTeam
EmergencyLightingContractors
FireAlarmContractors
LocalBuilder
ElectricalContractor
CorgiRegisteredGasContractor

For Further Information Contact:

The Private Sector Housing Team, Central Bedfordshire Council, Priory House, Monks Walk,
Chicksands, Beds. SG17 5TQ
Tel: 03003008000

◆ **This information can be provided in an alternative format or language on request call 03003008000**

- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন। 03003008000 (Bengali)
- ◆ 你可以要求以另一種格式或語言提供這些訊息 03003008000 (Chinese)
- ◆ ਇਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਮਿਲ ਸਕਦੀ ਹੈ। 03003008000 (Punjabi)
- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیٹا یا زبان میں مہیا کی جاسکتی ہیں۔ 03003008000 (Urdu)
- ◆ Questa informazione può essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero 03003008000 (Italian)
- ◆ Informację o tym można uzyskać również w innym formacie lub innym języku dzwoniąc pod numer 03003008000 (Polish)