

ARGYMHELLIR BOD Y LLYFR HWN YN CAEL EI GADW GAN BERSON CYFRIFOL A DDYLAI WNEUD YN SIŴR BOD POB COFNOD YN CAEL EI WNEUD YN Y MODD PRIODOL.

DYLAI COFNOD GYNNWYS PROFION, DATGYSYLLTIADAU DROS DRO, DIFFYGION, A LARYMAU (boed y rheini yn rhai go-iawn neu'n ffug).

HEFYD, DYLLID NODI'R DYDDIAD GOSOD A DYDDIAD YMWELIAD Y PEIRIANWYR GWASANAETHU YNGHYD A DISGRIFIAD BYR O'R GWAITH A WNAED A'R GWAITH SY'N WEDDILL.

LLYFR LOG DIOGELWCH RHAG TÂN



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

FIRE SAFETY LOG BOOK

ENW'R ADEILAD / PREMISES NAME

IT IS RECOMMENDED THAT THIS LOG BOOK IS MAINTAINED BY THE RESPONSIBLE PERSON WHO SHOULD ENSURE THAT EVERY ENTRY IS PROPERLY RECORDED.

AN EVENT SHOULD INCLUDE TESTS, TEMPORARY DISCONNECTIONS, FAULTS AND ALARMS (whether real or false).

THE DATES OF INSTALLING OR SERVICING ENGINEERS VISITS WITH A BRIEF NOTE OF WORK CARRIED OUT AND OUTSTANDING WORK SHOULD ALSO BE RECORDED.

CYFEIRIAD YR ADEILAD

LLEOLIAD Y LLYFR LOG

LLEOLIAD ASESIAD RISGIAU TÂN

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RHIFAU FFÔN DEFNYDDIOL

Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru	0370 60 60 699	www.mawwfire.gov.uk	
Diffoddiaduron Tân – cynnal a chadw		Larymau Tân – cynnal a chadw	
Goleuadau Argyfwng – cynnal a chadw		Adeilad – cynnal a chadw	
Llywodraeth Cynulliad Cymru		www.cymru.gov.uk/tan	

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USEFUL CONTACTS

Mid and West Wales Fire and Rescue Service Headquarters	0370 60 60 699	www.mawwfire.gov.uk	
Main extinguisher - maintenance		Fire Alarms - maintenance	
Emergency lighting - maintenance		Building – maintenance	
Welsh Assembly Government		www.wales.gov/fire	

CANLLAWIAU DIOGELWCH TÂN

Asesiad Risg Diogelwch Tân

GELLIR DEFNYDDIO'R CANLLAW DIOGELWCH TÂN MWYAF PRIODOL A RESTRIR ISOD FEL SAIL I'CH ASESIAD RISGIAU TÂN, A GELLIR EI ARCHEBU O UNRHYW SIOP LYFRAU NEU EI LAWRLWYTHO YN RHAD AC AM DDIM O'R WEFAN

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

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ISBN: 978 1 85112 824 4

Transport Premises and Facilities

ISBN: 978 1 85112 825 9

Animal Premises and Stables

ISBN: 978 1 85112 884 6

Means of Escape for Disabled People

ISBN: 978 1 85112 873 7

FIRE SAFETY GUIDES

Fire Safety Risk Assessment

THE APPROPRIATE FIRE SAFETY GUIDE LISTED BELOW COULD BE UTILISED TO FORM THE BASIS FOR YOUR FIRE RISK ASSESSMENT AND CAN BE ORDERED FROM ANY BOOKSHOP OR DOWNLOADED FOR FREE FROM

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

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ISBN: 978 1 85112 884 6

Means of Escape for Disabled People
ISBN: 978 1 85112 873 7

Mae'r rhifau isod ar gyfer galwadau gweinyddol yn unig. Mewn achos o dân neu os yw'r larwm tân yn canu, deialwch 999.

**GWASANAETH TÂN AC ACHUB CANOLBARTH A GORLLEWIN CYMRU
LLEOLIAD Y SWYDDFEYDD DIOGELWCH RHAG TÂN**

Mae gan Wasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru Swyddfeydd Diogelwch Rhag Tân yn y manau canlynol:

DINAS A SIR ABERTAWE

Swyddfa Diogelwch Rhag Tân Abertawe
Heol Sway
Treforys
Abertawe SA6 6JA

Ffôn: 0370 60 60 699
Ffacs: 01792 798332

SIR BENFRO

Swyddfa Diogelwch Rhag Tân Sir Benfro
Rhiw Myrddin
Hwlfordd SA61 1PE

Ffôn: 0370 60 60 699
Ffacs: 01437 764964

CASTELL-NEDD PORT TALBOT

Heol Cimla Uchaf
Castell-nedd SA11 3UG

Ffôn: 0370 60 60 699
Ffacs: 01639 641013

SIR GAERFYRDDIN

Swyddfa Diogelwch Rhag Tân Caerfyrddin
Heol Llwyn Pisgwydd
Caerfyrddin SA31 1SW

Ffôn: 0370 60 60 699
Ffacs: 01267 231184

Swyddfa Diogelwch Rhag Tân Llanelli
Rhodfa'r Gorfforaeth
Llanelli SA15 3PF

Ffôn: 0370 60 60 699
Ffacs: 01554 756373

POWYS

Swyddfa Diogelwch Rhag Tân Aberhonddu
Heol Camden
Aberhonddu LD3 7RT

Ffôn: 0370 60 60 699
Ffacs: 01874 611470

Swyddfa Diogelwch Rhag Tân
Parc Noyadd
Llandrindod Wells LD1 5DF

Ffôn: 0370 60 60 699

Swyddfa Diogelwch Rhag Tân Y Drenewydd
Heol Llanidloes
Y Drenewydd SY16 1HF

Ffôn: 0370 60 60 699
Ffacs: 01686 621929

CEREDIGION

Swyddfa Diogelwch Rhag Tân Aberystwyth
Trefechan
Aberystwyth SY23 1BE

Ffôn: 0370 60 60 699
Ffacs: 01970 612535

The numbers below are for administrative calls only. In the event of a fire or fire alarm actuation, dial 999.

**MID AND WEST WALES FIRE AND RESCUE SERVICE
LOCATION OF FIRE SAFETY OFFICES**

The Mid and West Wales Fire and Rescue Service has Fire Safety offices at the following locations:

CITY & COUNTY OF SWANSEA

Swansea Fire Safety Office
Sway Road
Morriston
Swansea SA6 6JA

Tel: 0370 60 60 699
Fax: 01792 798332

PEMBROKESHIRE

Pembrokeshire Fire Safety Office
Merlins Hill
Haverfordwest SA61 1PE

Tel: 0370 60 60 699
Fax: 01437 764964

NEATH PORT TALBOT

Neath Fire Safety Office, Upper Cimla Road
Neath SA11 3UG

Tel: 0370 60 60 699
Fax: 01639 641013

CARMARTHENSHIRE

Carmarthen Fire Safety Office
Lime Grove Avenue
Carmarthen SA31 1SW

Tel: 0370 60 60 699
Fax: 01267 231184

Llanelli Fire Safety Office
Corporation Avenue
Llanelli SA15 3PF

Tel: 0370 60 60 699
Fax: 01554 756373

POWYS

Brecon Fire Safety Office
Camden Road
Brecon LD3 7RT

Tel: 0370 60 60 699
Fax: 01874 611470

Fire Safety Office
Noyadd Park
Llandrindod Wells LD1 5DF

Tel: 0370 60 60 699

Newtown Fire Safety Office
Llanidloes Road
Newtown SY16 1HF

Tel: 0370 60 60 699
Fax: 01686 621929

CEREDIGION

Aberystwyth Fire Safety Office
Trefechan
Aberystwyth SY23 1BE

Tel: 0370 60 60 699
Fax: 01970 612535

NODIADAU YNGHYLCH CYNNAL PROFION A'U HAMLDER AC ATI

Argymhellir yn gryf bod contract yn cael ei drefnu gyda chwmni cymeradwy yn achos pob un o'r cyfarpar isod, os ydynt ar gael.

PIBELLAU DŴR (am wybodaeth bellach gweler BS 5306-1:2006)

Archwiliadau rheolaidd i sicrhau nad ydynt yn gollwng a'u bod yn cael eu defnyddio'n iawn.

- Prawf blynyddol pryd y dylid dirwyn y bibell i'r pen a rhoi dŵr dan bwysau drwyddi i sicrhau bod y bibell mewn cyflwr da a bod yr holl gyplyddion yn dal dŵr. Dylid cynnal prawf llif i sicrhau bod o leiaf 30 litr y funud yn mynd drwyddi.

DIFFODDIADURON TÂN (am wybodaeth bellach gweler BS 5306-3:2017)

- Archwiliad misol i sicrhau eu bod yn y man cywir ac nad ydynt wedi'u gollwng neu wedi colli pwysedd (yn achos y rheini sydd â system mesur pwysedd) neu wedi cael eu difrodi mewn unrhyw fodd.
- Archwiliad blynyddol. Ni roddir unrhyw gyfarwyddyd oherwydd yn ddelfrydol dylai hyn gael ei wneud gan gynrychiolydd y gwneuthurwr neu o leiaf person abl sy'n dilyn trefniadau a argymhellwyd gan y gwneuthurwr a chan ddefnyddio'r offer ac ati a nodir yn y trefniadau hynny.
- Bob yn hyn a hyn heb fod yn hirach na'r cyfnodau a nodir isod profwch y diffoddiaduron tân trwy ollwng eu cynnwys.
 - (a) Bob 5 mlynedd – Dŵr (Pob Math), Ewyn (Pob Math), Powdwr (Pob Math heblaw'r rheini a elwir yn 'Stored Pressure Primary Sealed').
 - (b) Ar ôl 10 mlynedd; ac yna ar ôl deng mlynedd arall; yna bob 5 mlynedd – Carbon Deuocsid, Powdwr ('Stored Pressure Primary Sealed').

LARWM TÂN (am wybodaeth bellach gweler BS 5839-1:2017)

Mae'n bwysig sicrhau na achosir rhybudd ffug o dân wrth brofi'r system.

Archwiliwch y panel bod dydd i sicrhau bod y system yn gweithio'n iawn. Lle darperir hynny, sicrhewch fod y cysylltiad â'r ganolfan reoli allanol yn gweithio'n iawn.

- Profwch ac archwiliwch y system bob wythnos i sicrhau ei bod yn medru gweithio mewn argyfwng, sef trwy:-
 - (a) Achosi i'r larwm seinio (man galw â llaw) neu swits diwedd llinell ar gylched parth. Dylid profi'r parthau yn eu trefn, a dylid profi pob parth o leiaf pob chwarter yn achos system sy'n cael ei monitro a phob wythnos yn achos system nad yw'n cael ei monitro. Bob tro y bydd parth yn cael ei brofi dylid defnyddio dull gwahanol o achosi i'r larwm seinio.
 - (b) Archwilio'r batris a'r cysylltiadau, gan gynnwys y lefel electrolyt.
- Prawf ac archwiliad chwarterol a blynyddol. Ni roddir unrhyw gyfarwyddyd gan y dylid gwneud hyn gan yr un a osododd y system neu gan weithiwr sydd wedi cael hyfforddiant arbennig gan y gosodwr.

SYNWRYDDION TÂN (am wybodaeth bellach gweler BS 5839-1:2017)

Dylid edrych ar y synwryddion yn rheolaidd i sicrhau nad ydynt wedi cael difrod, nad oes pentwr anarferol o fawr, paent ac ati arnynt sy'n debygol o effeithio ar eu gallu i weithredu'n iawn.

- Profi o leiaf 2% o'r synwryddion gwres yn flynyddol trwy roi gwres arnynt i sicrhau eu bod yn gweithio'n iawn. Dylid profi bod synwryddion heblaw rhai gwres yn gweithio'n iawn ac yn sensitif yn unol â chyfarwyddiadau'r gwneuthurwr.

SYSTEM AGOR DRYSAU AWTOMATIG WEDI'I CHYSYLLTU Â'R SYSTEM LARWM TÂN

- Bob wythnos ar y cyd a'r prawf larwm tân, gwnewch yn siŵr fod yr holl ddrysau a weithredir gan y system larwm tân yn cael eu hagor ac yn cau'n gyfan gwbl ar y rabedi.

GOLEUADAU ARGYFWNG (am wybodaeth lawn ar brofi'r goleuadau hyn cyfeirir at BS 5266-8:2004; BS EN 50172)

Dylai'r profi gael ei wneud gan berson cymwys ar yr adegau canlynol:

- YN DDYDDIOL: Dylid cael golwg ar oleuadau'r pŵer canolog i weld eu bod yn gweithio'n iawn. Dim ond edrych ar y goleuadau yw hyn i sicrhau bod y system yn barod i weithio. Nid oes angen profi bod y system yn gweithio.
- YN FISOL: Drwy ddefnyddio allwedd profi, gwnewch brawf byr i ffugio bod y pŵer wedi methu i'r goleuadau arferol am gyfnod hir i sicrhau bod pob uned golau argyfwng wedi goleuo. Yn ystod y prawf, gwnewch yn siŵr nad oes unrhyw uned goleuadau argyfwng heb oleuo neu'n ddiffygiol, a bod pob uned goleuadau argyfwng yn lân.
- YN FLYNYDDOL: Yr un peth a'r prawf misol ond prawf cyfnod llawn i ffugio bod y pŵer wedi methu am gyfnod llawn y cyflenwad batri wrth gefn yn unol â manyleb y gwneuthurwr. Fel arfer, mae hyn yn 1 neu'n 3 awr.

HYFFORDDIANT

Mae'n rhaid i'r Person Cyfrifol i ddarparu hyfforddiant addas a digonol, gan berson cymwys, i'r holl staff pan:

- Eu cyflogir am y tro cyntaf neu pan eu bod yn symud i ardaloedd eraill neu i ddyletswyddau newydd;
- Bod staff yn cael eu hamlygu i risgiau newydd neu uwch, oherwydd newid yn eu cyfrifoldebau;
- Bod offer, systemau gwaith neu dechnolegau newydd yn cael eu cyflwyno;
- Bod angen am hyfforddiant gloywi cyfnodol wedi cael ei nodi.

Dylai amledd a modd yr hyfforddiant fod yn briodol i'r risg a adnabuwyd gan yr asesiad risgiau tân. Cyfeiriwch at Ganllawiau Asesu Risgiau Tân Llywodraeth EM sy'n berthnasol i'ch adeiliad chi.

YMARFERION TÂN

- Yn unol â'r cyfnodau a nodir isod dylid cynnal ymarferion tân sy'n debyg i'r hyn a allai ddigwydd mewn tân go-iawn h.y. rhwystrau ar un dihangfa dân, dim rhybudd ymlaen llaw ac eithrio i staff neilltuol at ddibenion diogelwch. Dylai'r larwm tân gael ei seinio ar gyfarwyddyd y rheolwyr. Peidiwch â galw'r frigâd dân mewn ymarfer. Fesul chwe mis ar gyfer safleoedd preswyl, mannau adloniant cyhoeddus, siopau mawr ac archfarchnadoedd. Bob blwyddyn yn achos safleoedd diwydiannol a masnachol.

NOTES ON TEST PROCEDURES AND FREQUENCIES ETC.

It is strongly recommended that a maintenance contract is taken out with a reputable company in respect of each of the installations below, if provided.

HOSE REELS (for further information see BS 5306-1:2006)

Regular inspections for leaks and correct operation.

- Annual test when 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.

FIRE EXTINGUISHERS (for further information see BS 5306-3:2017)

- Monthly inspection to ensure that they are in their proper position and have not been discharged, to lost pressure (those fitted with pressure indicator) or suffered obvious damage.
- Annual inspection. No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools etc; specified therein.
- At intervals not exceeding those given below test discharge the extinguishers.
 - (a) Every 5 years – Water (All Types), Foam (All Types), Powder (All Types except Stored Pressure Primary Sealed Type).
 - (b) After 10 years; then after a further 10 years; then every 5 years – Carbon Dioxide, Powder (Stored Pressure Primary Sealed Type).

FIRE ALARM (for further information see BS 5839-1:2017)

It is important that the operations of testing do not result in false signals of fire.

Daily inspect the panel for normal operation of the system. Where provided, check that the connection to the remote manned centre is functioning correctly.

- Weekly test and examination to ensure that the system is capable of operating under alarm condition, namely:-
 - (a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested at least quarterly for a monitored system and weekly for an unmonitored system. Each time a zone is tested a different trigger device should be used.
 - (b) Examination of batteries and connections, including electrolyte level.
- Quarterly and annual inspection and test. No guidance is given as these should be done by the installer, or by an employee who has received special training from the installer.

FIRE DETECTORS (for further information see BS 5839-1:2017)

Regular visual inspection of detector for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

- Annual test of at least 2% of installed heat detectors by application of a heat source as a check on reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

AUTOMATIC DOOR RELEASE CONNECTED TO FIRE ALARM SYSTEM

- Weekly in conjunction with the fire alarm test, check that all doors operated by the fire alarm system are being released and closing fully onto door rebates.

EMERGENCY LIGHTING (for full information on testing refer to BS 5266-8:2004; BS EN 50172)

Testing should be carried out by a competent person at the following intervals:

- DAILY: Indicators of central power supply should be visually inspected for correct operation. This is a visual inspection of indicators to identify that the system is in a ready condition. A test of operation is not required.
- MONTHLY: Using a test key, carry out a short duration test to simulate a power supply failure to the normal lighting for a sufficient period to ensure that each emergency lighting unit is illuminated. During the test, check that no emergency lighting units are missing or defective and that all emergency lighting units are clean.
- ANNUALLY: As for monthly testing but a full duration test to simulate the power supply failure for the full rated duration of the battery back-up supply as specified by the manufacturer, generally this is either 1 or 3 hours.

TRAINING

The Responsible Person must provide suitable and sufficient training delivered by a competent person to all staff when:

- They are first employed or when staff are transferred to other areas or onto new duties;
- Staff are exposed to new or increased risks due to change of responsibilities;
- New equipment, new systems of work or new technologies are introduced;
- The need for periodic refresher training has been identified.

The frequency and manner of training should be appropriate to the risk identified by the fire risk assessment. Refer to the HM Government Guide to Fire Risk Assessment relevant to your premises.

FIRE DRILLS

- At intervals shown below drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarms should be operated on instruction of management. Do not call the fire brigade for the purpose of a drill.

Six monthly for residential premises, places of public entertainment, large shops and departmental stores.

Annually for industrial and commercial premises.

SYSTEMAU LARWM TÂN – COFNOD O BROFION FIRE ALARM SYSTEM – RECORD OF TESTS

[illegible]

Gallai'r Gwasanaeth Tân atal yr ymateb awtomatig i'r system larwm tân yn eich safle pe bai larymau yn canu yno yn gyson ddiangen. Er hynny, byddant bob amser yn ymateb i alwad 999 sy'n cael ei gwneud ar adeg argyfwng go iawn.

I atal y sefyllfa yma rhag codi, mae'n hanfodol fod person cyfrifol yn cael ei ddewis / ei dewis ar gyfer archwilio, profi a rheoli'r system larwm.

Gallai cwblhau'r llyfr log hwn efallai darparu tystiolaeth o reoli'r system larwm yn effeithiol ynghyd â gweithredoedd cadarnhaol i atal unrhyw signalau ffug rhag cael eu hail-adrodd. Gyflogi person dibynadwy i atgyweirio a sefydlogi'r system, gael eu defnyddio i brofi diwydrwydd a dyfalbarhad digonol pe bai'r Gwasanaeth Tân ac Achub yn penderfynu ar weithredoedd gorfodi yn unol â Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân) 2005 a / neu dynnu yn ôl yr ymateb awtomatig yn sgîl sbarduno system larwm tân yn eich safle.

Pan fydd y Gwasanaeth Tân yn ymateb i'r larwm yn canu yn y safle hwn, bydd y swyddog sy'n gyfrifol yn cofnodi manylion y digwyddiad yn yr adran berthnasol yn y llyfr log. Bydd y person cyfrifol yn derbyn ffurflen yn amlinellu ei gyfrifoldebau ef / ei chyfrifoldebau hi.

Repeated false alarms at your premises may lead to the Fire Service withdrawing an automatic response to an actuation of the fire alarm system in your premises, although we will always respond to a 999 call made in the event of a genuine emergency.

To prevent this situation arising, it is imperative that a responsible person is nominated for the inspection, testing and management of the alarm system.

Completion of this log book may provide evidence of an effective management of the alarm system and the positive actions to prevent recurrence of any false signal. The employment of a competent person to repair and stabilise the system, may be used to display due diligence in the event of a decision by the Fire and Rescue Service to pursue enforcement action under the Regulatory Reform (Fire Safety) Order 2005 and / or to withdraw an automatic response to an actuation of the fire alarm system in your premises.

When a Fire Service response is made to an alarm actuation at these premises the officer in charge will record details of the incident in the appropriate section of the log book. The responsible person will be issued with a form outlining their responsibilities.

SYSTEM GOLEUADAU ARGYFWNG – COFNOD O BROFION EMERGENCY LIGHTING SYSTEM – RECORD OF TESTS

[illegible]

DIFFODDIADURON TÂN – COFNOD O BROFION AC ARCHWILIADAU FIRE EXTINGUISHERS – RECORD OF TESTS AND INSPECTIONS

[illegible]

COFNOD O GYFARWYDDIADAU AC YMARFERION TÂN

[illegible]

PIBELLAU DŴR – COFNOD O BROFION HOSE REELS – RECORD OF TESTS

[illegible]

COFNOD LARYMAU FFUG

[illegible]

RECORD OF FALSE ALARMS

[illegible]

CYFARPAR AMRYWIOL – COFNOD O BROFION

[illegible]

MISCELLANEOUS EQUIPMENT – RECORD OF TESTS

[illegible]

FFURFLEN AR GYFER TREFNU PROFION AC ARCHWILIADAU (Cyferiwrch at Dudalen 8 am weithdrefnau ac amllder)

PROFION AC ARCHWILIADAU DYDDIOL	LARWM TÂN GOLEUADAU ARGYFWNG
PROFION AC ARCHWILIADAU WYTHNOSOL (W)	LARWM TÂN AGOR DRYSAU AWTOMATIG
PROFION AC ARCHWILIADAU MISOL (M)	DIFODDIADURON TÂN GOLEUADAU ARGYFWNG
PROFION AC ARCHWILIADAU CHAWARTEROL (C)	LARWM TÂN
PROFION AC ARCHWILIADAU 6 MISOL (6M)	YMARFERION TÂN
PROFION AC ARCHWILIADAU BLYNYDDOL (B)	LARWM TÂN, PIBELLAU DŴR DIFODDIADURON TÂN SYNWYRYDDION TÂN GOLEUADAU ARGYFWNG HYFFORDDIANT (gyfeirio at eich asesiad risg)

PROFION AC ARCHWILIADAU ERAILL FEL Y NODIR ISOD H.Y. YN YSTOD YR WYTHNOS A NODIR

DYDDIAD	W	M	C	6 M	B	PRAWF / ARCHWILIAD SYDD EI ANGEN	DYDDIAD	W	M	C	6 M	B	PRAWF / ARCHWILIAD SYDD EI ANGEN
WYTHNOS 1							WYTHNOS 27						
WYTHNOS 2							WYTHNOS 28						
WYTHNOS 3							WYTHNOS 29						
WYTHNOS 4							WYTHNOS 30						
WYTHNOS 5							WYTHNOS 31						
WYTHNOS 6							WYTHNOS 32						
WYTHNOS 7							WYTHNOS 33						
WYTHNOS 8							WYTHNOS 34						
WYTHNOS 9							WYTHNOS 35						
WYTHNOS 10							WYTHNOS 36						
WYTHNOS 11							WYTHNOS 37						
WYTHNOS 12							WYTHNOS 38						
WYTHNOS 13							WYTHNOS 39						
WYTHNOS 14							WYTHNOS 40						
WYTHNOS 15							WYTHNOS 41						
WYTHNOS 16							WYTHNOS 42						
WYTHNOS 17							WYTHNOS 43						
WYTHNOS 18							WYTHNOS 44						
WYTHNOS 19							WYTHNOS 45						
WYTHNOS 20							WYTHNOS 46						
WYTHNOS 21							WYTHNOS 47						
WYTHNOS 22							WYTHNOS 48						
WYTHNOS 23							WYTHNOS 49						
WYTHNOS 24							WYTHNOS 50						
WYTHNOS 25							WYTHNOS 51						
WYTHNOS 26							WYTHNOS 52						

PERPETUAL PLANNER FOR TESTS AND INSPECTIONS
(Refer to Page 8 for procedures and frequencies)

DAILY TESTS AND INSPECTIONS	FIRE ALARM EMERGENCY LIGHTING
WEEKLY TESTS AND INSPECTIONS (W)	FIRE ALARM AUTOMATIC DOOR RELEASE
MONTHLY TESTS AND INSPECTIONS (M)	FIRE EXTINGUISHERS EMERGENCY LIGHTING
QUARTERLY TESTS AND INSPECTIONS (Q)	FIRE ALARM
6 MONTHLY TEST AND INSPECTIONS (6M)	FIRE DRILLS
ANNUAL TESTS AND INSPECTIONS (A)	FIRE ALARM, HOSE REELS FIRE EXTINGUISHERS FIRE DETECTORS EMERGENCY LIGHTING TRAINING (refer to your risk assessment)

OTHER TESTS AND INSPECTIONS AS STATED I.E. DURING THE WEEK NOTED

DATE	W	M	Q	6 M	A	TEST / INSPECTION REQUIRED	DATE	W	M	Q	6 M	A	TEST / INSPECTION REQUIRED
WEEK 1							WEEK 27						
WEEK 2							WEEK 28						
WEEK 3							WEEK 29						
WEEK 4							WEEK 30						
WEEK 5							WEEK 31						
WEEK 6							WEEK 32						
WEEK 7							WEEK 33						
WEEK 8							WEEK 34						
WEEK 9							WEEK 35						
WEEK 10							WEEK 36						
WEEK 11							WEEK 37						
WEEK 12							WEEK 38						
WEEK 13							WEEK 39						
WEEK 14							WEEK 40						
WEEK 15							WEEK 41						
WEEK 16							WEEK 42						
WEEK 17							WEEK 43						
WEEK 18							WEEK 44						
WEEK 19							WEEK 45						
WEEK 20							WEEK 46						
WEEK 21							WEEK 47						
WEEK 22							WEEK 48						
WEEK 23							WEEK 49						
WEEK24							WEEK 50						
WEEK 25							WEEK 51						
WEEK 26							WEEK 52						

ADOLOGU ASESIAH RISGAU TÂN

Mae'n rhaid i'r person cyfrifol gynnal asesiad addas a digonol o'r risg i bobl pe bai tân, er mwyn adnabod y rhagofalon tân cyffredinol sydd eu hangen er mwyn cydymffurfio â'r Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân) 2005.

Dylai'r Asesiad Risgiau Tân gael ei adolygu gan y person sy'n gyfrifol er mwyn ei gadw'n gyfredol. Pan fod angen newidiadau i'r Asesiad Risgiau Tân, mae'n rhaid i'r person sy'n gyfrifol eu cyflawni.

The Responsible Person must make a suitable and sufficient assessment of the risk to persons in the event of fire and identify the general fire precautions needed to comply with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment should be reviewed by the responsible person so as to keep it up to date. Where changes to the Fire Risk Assessment are required, the responsible person must make them.

[illegible]

YMWELIADAU GAN SWYDDOG TÂN

[illegible]

Asesiad risg diogelwch rhag tân

1

Nodwch y peryglon tân

Nodwch:

- Pethau allai gynnau tân.
- Pethau allai fod yn danwydd.
- Pethau allai fod yn ffynhonnell ocsigen.

2

Nodwch y bobl sy'n agored i risg

Nodwch:

- Pobl yn y safle ac o'i gwmpas.
- Pobl sy'n fwy agored i risg na'r cyffredin.

3

Gwerthuswch, dilêwch neu leihewch ac amddifynnwch rhag risg

- Gwerthuswch y risg y bydd tân yn cynnau.
- Gwerthuswch y risg i bobl mewn achos o dân.
- Dilêwch neu leihewch beryglon tân.
- Dilêwch neu leihewch y risg i bobl mewn achos o dân.
- Diogelwch bobl drwy ddarparu rhagofalon tân.

4

Cofnodwch, cynlluniwch, hysbyswch, cyfarwyddwch a hyfforddwch

- Cofnodwch unrhyw beth pwysig rydych chi yn ei ganfod a'r camau rydych chi wedi cymryd.
- Trafodwch a chydweithiwch gyda phobl cyfrifol eraill.
- Paratowch gynllun argyfwng.
- Hysbyswch a chyfarwyddwch y bobl berthnasol.
- Darparwch hyfforddiant.

5

Adolygwch

- Adolygwch eich asesiad risgiau tân yn rheolaidd.
- Gwnewch newidiadau.

Cofiwch adolygu eich asesiad risgiau tân yn rheolaidd.

Fire safety risk assessment

1

Identify fire hazards

Identify:

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen.

2

Identify people at risk

Identify:

- People in and around the premises.
- People who are especially at risk.

3

Evaluate, remove or reduce, and protect from risk

- Evaluate the risk of a fire starting.
- Evaluate the risk to people from a fire.
- Remove or reduce fire hazards.
- Remove or reduce the risks to people from a fire.
- Protect people by providing fire precautions.

4

Record, plan, inform, instruct and train

- Record any major findings and action you have taken.
- Discuss and work with other responsible people.
- Prepare an emergency plan.
- Inform and instruct relevant people.
- Provide training.

5

Review

- Review your fire-risk assessment regularly.
- Make changes where necessary.

Remember to review your fire-risk assessment regularly.

Asesiad Risgiau Tân – Cyngor i Fusnesau ar Leihau Llosgi Bwriadol

Gweithred faleisus o gynnu tân yn fwriadol yw llosgi bwriadol; mae'n drosedd ac mae'n medru cael effaith ddifrodus ar unigolion, busnesau a chymunedau cyfan. Mae ymosodiadau o Losgi Bwriadol yn gostus, a dengys adroddiadau, ar draws yr holl fathau o adeiladau yn y DU, bod dros 2,100 o danau'n cael eu cynnu'n fwriadol, gan arwain at 2 farwolaeth a 55 o anafiadau bob wythnos. Cost llosgi bwriadol i'r economi Cymreig yw oddeutu £49 miliwn y flwyddyn.

Mae ymosodiadau o Losgi Bwriadol yn cael eu cyflawni am nifer o wahanol resymau, ond y mwyaf cyffredin yw'r math oportiwnistaidd, a gyflawnir fel gweithred o fandaliaeth faleisus neu chwarae â tân. Mae llosgwyr bwriadol eraill yn gweithio i batrwm, gan dargedu'r math o fusnes a gyflawnir ar y safle, er enghraifft; yr ysgogiad iddynt yw dialedd, gwahaniaethu ar sail hil, eithafiaeth neu dwyll.

Yn unol â'r Gorchymyn Diogelwch Tân, dylai busnesau ystyried y risg o losgi bwriadol wrth gynnal eu hasesiadau risgiau tân. Gellir dod o hyd i wybodaeth yn y dogfennau Arweiniad i'r Gorchymyn Diogelwch Tân, yn Rhan Dau, Adran Un.

Dylid ystyried mesurau atal Trosedd a Diogelwch Rhag Tân.

Mae oportiwnwyr yn cael eu denu at dargedau hawdd:-

- Mae deunyddiau hylosg, megis gwastraff neu stoc, yn medru cael eu defnyddio fel tanwydd.
- Mae bylchau mewn diogelwch, megis bylchau mewn ffensys ar hyd y terfyn neu ffenestri sydd wedi torri, yn medru denu oportiwnwyr.
- Os gellir cael mynediad heb awdurdod, mae ardaloedd diarffordd o gwmpas y safle'n medru cuddio gweithgarwch troseddol.

Yn aml, mae ymosodiadau o losgi bwriadol oportiwnistaidd yn digwydd o ganlyniad i ddilyniant o ymddygiad gwrthgymdeithasol yn yr ardal, megis:- graffiti, cymeriant alcohol, cymryd cyffuriau, achosion bach o fandaliaeth, tipio anghyfreithlon ayb. Dylid ymdrin â hyn ar unwaith, a dylid cofnodi ac adrodd wrth yr Heddlu am unrhyw ymddygiad gwrthgymdeithasol.

Os oes tanau bwriadol bach wedi cael eu cynnu yn eich ardal, gallai ddynodi bod oportiwnwyr yn targedu eich ardal. Os dewch chi o hyd i unrhyw dystiolaeth fod tân wedi amlygu ar eich safle, hyd yn oed os ydyw wedi diffodd, reportiwch ef i'r Gwasanaeth Tân ac Achub a'r Heddlu, cyn gynted ag sy'n bosib.

Os yw problem fach yn cael ei gadael heb ei datrys, bydd mwy o broblemau'n dilyn, ac yn raddol bydd y problemau'n mynd yn fwy ac yn fwy difrifol, a gallai hyn arwain at ymosodiad o losgi bwriadol. Fodd bynnag, os byddwch yn ymdrin â'r broblem yn syth medrwyd atal y broblem rhag mynd allan o reolaeth ac achosi difrod i eiddo, costau ariannol uchel diangen, amharu ar y busnes neu ei orfodi i gau'n barhaol.

I gael cyngor pellach ar Leihau Llosgi Bwriadol anfonwch e-bost i: arson.reduction@mawwfire.gov.uk

Fire Risk Assessment – Arson Reduction Advice for Businesses

Arson is a malicious act of deliberate fire setting; it is a criminal offence and can have devastating effects on individuals, businesses and whole communities. The cost of Arson attacks is high, reports show that across all premises types in the UK, there are over 2,100 deliberately set fires, resulting in two deaths and 55 injuries every week. The cost of arson to the Welsh economy is approximately £49 million per year.

Arson attacks are carried out for a number of different reasons, but the most common is the opportunist type carried out as an act of malicious vandalism or fire play. Other arsonists may work to a pattern targeting for example the type of business carried out on the premises; the motivation being revenge, racial discrimination, extremists or fraud.

Under the Fire Safety Order businesses should consider the risks of arson when carrying out their fire risk assessments. Information can be found within the Fire Safety Order Guidance documents in Part Two, Section One.

Both Crime prevention and Fire Safety measures should be considered.

Opportunists are attracted to easy targets:-

- Combustible materials such as waste or stock could be used as fuel.
- Breaks in security such as gaps in perimeter fencing or broken windows can attract an opportunist.
- If unauthorised access can be gained, secluded areas around premises may conceal criminal activity.

Opportunist arson attacks can often be the result of a succession of antisocial behaviour in the area such as:- graffiti, alcohol consumption, drug taking, small amounts of vandalism, fly tipping etc. This should be addressed straight away and any antisocial behaviour recorded and reported to the Police.

If small deliberate fires have been set in your locality, it could indicate that an opportunist(s) may be targeting your area. If you find any evidence that a fire has occurred on your premises, even if it has gone out, please report it to the Fire & Rescue Service and Police as soon as possible.

Where a small problem is left untreated, more problems follow, gradually getting bigger and more serious possibly resulting in an arson attack. However, if dealt with straight away you can prevent the problems from escalating out of control causing property damage, unnecessarily high financial costs, business disruption or permanent closure.

For further Arson Reduction advice please send an email to:
arson.reduction@mawwfire.gov.uk

Cyngor ychwanegol i'w ystyried ar y cyd gyda'r mesurau a amlinellwyd yn y ddogfen Arweiniad i'r Gorchymyn Diogelwch Tân (Rhan 2 adran 1.12)

- Dechreuwch tu allan i'r terfyn a cherddwch o gwmpas y safle ac i mewn tuag at yr adeilad.
- Nodwch yr ardaloedd sy'n agored i ddifrod, y risgiau a'r hyn a ellid ei wneud i leihau'r risg.
- Dylid rhoi ystyriaeth i wendidau'r adeilad ar wahanol adegau o'r dydd a gyda'r nos.
- Sicrhewch fod pob llwybr dianc mewn argyfwng yn cael eu cadw'n glir bob amser.

✓ x

1)	A oes gennych ddigon o le i storio eich gwastraff ac a ydi eich contractwr yn casglu gwastraff yn rheolaidd i atal biniau neu sgipiau rhag gorlifo?		
2)	A oes cloriau y gellid eu cloi ar eich biniau ac a oes gennych allwedd i'w cloi? • Trwy gloi eich bin pan nad yw mewn defnydd byddwch yn atal unrhyw ddenydd heb awdurdod.		
3)	Ydi eich biniau wedi cael eu lleoli'n ddigon pell oddi wrth yr adeilad? • Fe'ch cyngorir i leoli biniau a sgipiau yn ddigon pell oddi wrth lwybrau dianc mewn argyfwng, o leiaf 10m i ffwrdd oddi wrth adeiladau i atal tân rhag lledu, a 2m i ffwrdd oddi wrth ffensys ar hyd y terfyn i atal ymyrraeth o'r tu allan i'r safle.		
4)	Ydi deunyddiau / stoc hylosg tu allan i'ch adeilad yn cael eu storio'n ddiogel?		
5)	Os yw eich busnes yn defnyddio hambyrddau bara plastig neu baledi, ydyn nhw'n cael eu storio'n ddiogel? • Dylid gwahanu paledi pren a rhai plastig, a dylid eu storio'n ddigon pell oddi wrth adeiladau a'r ffensys ar hyd y terfyn. Dylid trefnu i'ch cyflenwr i'w casglu cyn gynted ag sy'n bosib.		
6)	Os yw eich busnes yn defnyddio silindrau nwy, ydyn nhw'n cael eu storio'n ddiogel mewn ardal a wyntyllir ac yn ddigon pell oddi wrth y cwteri? • Dylid trefnu i'r cwmni nwy perthnasol i gasglu silindrau nwy gwag neu ddiangen cyn gynted ag sy'n bosib.		
7)	Ydi'r gwelyau blodau a'r llwyni yn cael eu cadw i'w hatal rhag gordyfu ac i atal chwyn rhag lledu? • Mae'n bosib bod ardaloedd anffrwythlon o gwmpas adeilad yn llai tebygol o ddenu oportiwnwyr a rhoi mwy o wylidwriaeth naturiol.		
8)	Ydi eich ffensys ar hyd y terfyn ac unrhyw gatiau o amgylch eich adeilad yn cael eu cynnal a'u cadw, gydag unrhyw fylchau neu doriadau'n cael eu hatgyweirio? • Bydd hyn yn atal mynediad heb awdurdod ar eich safle.		
9)	A oes gennych chi ddigon o oleuadau diogelwch a CCTV sy'n cwmpasu'r ardaloedd o amgylch eich safle yn ystod y dydd a'r nos? • Dylid torri coed o amgylch eich safle i wella'r hyn y medrwyd ei weld.		
10)	Ydi drysau a'r ffenestri allanol yn cael eu cynnal a'u cadw ac a oes arnynt gloeon o ansawdd da?		
11)	Ydych chi'n gwybod pwy sydd ar eich safle bob amser? • Cyfyngwch a monitwch fynediad i'r safle ac anogwch eich staff i holi dieithriaid sy'n crwydro ar y safle ac i reportio unrhyw ymddygiad amheus.		
12)	A oes gennych drefniadau clir ar gyfer gweithwyr, i ddiogelu'r adeilad ar ddiwedd y diwrnod gwaith?		
13)	A ydych chi wedi reportio unrhyw ymddygiad Gwrthgymdeithasol neu amheus i'r Heddlu, ac a ydych chi wedi rhybuddio eich cymdogion?		

Additional advice to be considered in conjunction with measures outlined in the Fire Safety Order Guidance document (Part 2 section 1.12)

- Starting from outside the perimeter, walk around the premises and inwards towards the building.
- Make a note of vulnerable areas, the risks and what could be done to reduce the risk.
- Considerations should be taken for the premises vulnerability at different times of the day and during the night.
- Ensure all emergency escape routes are kept clear at all times.

		✓	✗
1)	Do you have adequate storage for your waste and regular waste collections from you contractor to prevent overflowing bins or skips?		
2)	Do your bins have a lockable lid and do you have a key to lock it with? • By locking your bin when it is not in use unauthorised access will be prevented.		
3)	Are your bins located away from the building? • It is advised that bins and skips are located away from emergency escape routes at least 10m away from buildings to prevent fire spread and 2m away from perimeter fencing to prevent interference from outside your premises.		
4)	Are any combustible materials / stock outside your property securely stored?		
5)	If your business uses plastic bread trays or pallets, are they stored securely? • Wooden pallets should be separated from plastic ones and stored away from buildings and perimeter fencing. Arrangements for their collection by your supplier should be made as soon as possible.		
6)	If your business uses gas cylinders, are they kept in secure storage in a well-ventilated area away from drains? • Arrangements for any empty or unwanted gas cylinders to be collected by the relevant gas company should be made as soon as possible.		
7)	Are flowerbeds and shrubberies maintained to prevent overgrowing and weeds spreading? • Sterile areas around a property may be less of an attraction to opportunists and provide more natural surveillance.		
8)	Is your perimeter fencing and any gates around your premises maintained and any gaps or breaks repaired? • This will help prevent unauthorised access onto your premises.		
9)	Do you have adequate security lighting and CCTV which pick up hidden areas around your premises during the day and night? • Trees around the premises should be cut back to improve vision.		
10)	Are external doors and windows maintained and fitted with good quality locks?		
11)	Do you know who is on your premises at any time? • Restrict and monitor access onto premises and encourage staff to question strangers wandering onto premises and report suspicious behaviour.		
12)	Do you have clear procedures for employees to secure the premises at the end of working hours?		
13)	Have you reported any antisocial or suspicious behaviour to the Police, have you alerted your neighbours?		

