Fire Safety Log Book

Company……..……..

Address ……..……

……..……..

……..……..

Responsible Person……

Competent Person……

Date Started……

For Additional Information:

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LOG BOOK

INTRODUCTION

This log book is designed to assist you in complying with the Regulatory Reform (Fire Safety) Order 2005 with the recording the testing of fire safety features and equipment contained within your premises along with a programme of fire safety training for your staff. The information contained is for your guidance only and should form part of your fire risk assessment, also required by the Regulatory Reform (Fire Safety) Order 2005:

The Log Book will guide you as to the current intervals of Inspection and Maintenance for the Equipment and Fire Safety Training

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Escape Route Audits

USEFUL TELEPHONE NUMBERS

Name	Company	Tel No	Mobile No

GENERAL FIRE SAFETY

HEATING

Keep boiler houses clear- do not use them as an extra storeroom. Keep portable heating appliances away from furniture and any combustible materials.

SMOKING MATERIALS

Be vigilant in areas where people smoke and provide adequate ashtrays.

Before leaving rooms which will be unoccupied for long periods, or in which persons will be sleeping, make a final check for any cigarette ends. These may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep. Always empty ashtrays.

WHEN YOU CLOSE DOWN

Go round the premises at the end of the working day or end of a shift. Check that electrical appliances are switched off and that there are no smouldering cigarette ends. Close all doors and windows so that if, in spite of all your precautions, a fire does break out, it will be confined in a small area. Lock up securely

GENERAL FIRE SAFETY

Be aware of the common fire causes

Electricity	It is a source of heat. Get faults repaired immediately by a competent electrician. Do not overload sockets. Switch off appliances after use.
Rubbish	Fire loves rubbish. Get it out of the premises and into metal bins (with lids) away from the building as quickly as possible.
Smoking	Still the most frequent fire starter. Consider instigating a "No Smoking" policy.
Heaters	Portable heaters start fires if not placed carefully and used wisely.
Dangerous Goods	Some cleaning materials and aerosols are either flammable or explosive. Keep them all well away from any source of heat. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.
Arson	Help to protect your premises from the arsonist by locking away any flammable liquids or gases. Secure your premises at the end of the day, including doors or windows that are easily missed.
Hot Work	Activities such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable materials. This can be done by having a written permit to work for the people involved (whether they are employees or a contractor).

IN THE EVENT OF A FIRE

Make sure your staff know:

How to raise the alarm and call the Fire and Rescue Service (place written instructions in prominent places);

How to use fire extinguishers;

Where the escape routes and assembly points are.

STAFF TRAINING

FIRE DRILLS

Should be carried out at the interval shown below and conducted to simulate fire conditions; i.e. one route obstructed. No advance warning should be given, other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire and Rescue Service.

SIX MONTHLY

In residential premises, places of entertainment, large shops and department stores.

YEARLY

In industrial and commercial premises.

Date	Nature of Drill	Persons/Sections Taking part	Evacuation Time	Person in Charge	Signature

Date	Nature of Drill	Persons/Sections Taking part	Evacuation Time	Person in Charge	Signature

VISITS BY FIRE SAFETY OFFICER / ENFORCING AUTHORITY

Date	Inspecting Officer (Print)	Officer's Signature	Comments

FIRE RISK ASSESSMENT

A Fire Risk Assessment is an organised look at what, in your work activities and workplace, could cause harm to people. This will allow you to weigh up whether you have taken enough precautions or you should do more to avoid them. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.

What do the terms "hazard" and "risk" mean?

- A hazard is something that has the potential to cause harm.
- A risk is the chance, high or low, of that harm occurring.

Before you start your risk assessment

Regardless of any previous approval, (Fire Certificate, licensing or building legislation) you still need to carry out a fire risk assessment. However, if the previous approval covered all the matters required by the Fire Regulations, and conditions have remained unchanged, e.g. numbers of people present, work activity etc., then your fire risk assessment may well show that few, if any, additional precautions are needed.

Your risk assessment may identify additional matters which need addressing if the previous approval was given according to an out of date standard of fire precautions, or the approval was under legislation which does not cover all the requirements of the Fire Regulations. If you are not sure, the fire authority will be able to advise you.

How do you do a fire risk assessment?

A fire risk assessment will help you determine the chances of a fire occurring and the dangers from fire that your workplace poses for the people who use it. The assessment method suggested shares the same approach as that used in general health and safety legislation and can be carried out either as part of a more general risk assessment or as a separate exercise.

For fire risk assessments there are five steps that you need to take

Step 1 Identify potential fire hazards in the workplace.

Step 2 Decide who (e.g. employees, visitors) might be in danger, in the event of a fire, in the workplace or while trying to escape from it, and note their location.

Step 3 Evaluate the risks arising from the hazards and decide whether your existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).

Step 4 Record your findings and details of the action you took as a result. Tell your employees about your findings.

Step 5 Keep the assessment under review and revise it when necessary.

If your workplace is in a building shared with other employers, you and all the other occupiers and any other person who has control of any other part of the workplace will need to discuss your risk assessments. This will help to ensure that any areas of higher risk, and the need for any extra precautions, are identified.

FIRE RISK ASSESSMENT

Assessment Date	Person Carrying Out Assessment	Date Action Plan Compiled	Person Compiling Action Plan	Next Assessment Date

FIRE ALARM SYSTEM

Fire Alarm (for further information refer to the current British Standard (5839) It is important that the operations of testing do not result in a false signal of fire.

- Daily inspect the panel for normal operation of the system. When provided, check that the connection to the remote manned centre is functioning correctly. Record any defect in the log book and report it to a responsible person.

- Weekly test and examination to ensure that the system is capable of operating under alarm conditions, namely:

  (a) Operate trigger device (manual call point or detector) or end of line switch on a zone circuit. Zones should be tested in strict rotation, each zone is being tested quarterly for a monitored system and weekly for an un-monitored 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 an employee who has received special training by the installer.

- 5 yearly wiring check I.E.E. Wiring Regulations.

FIRE DETECTORS (for further information refer to the current British Standard (5839)

- Regular visual inspection of detectors 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 RELEASES CONNECTED TO THE FIRE ALARM SYSTEM

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

FIRE ALARM SYSTEM

RECORD OF TEST

Date	Fire Alarm	Automatic Door Releases	Automatic Detector	Remedial Action Taken	Signature
	Call point location or number	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No	

FIRE ALARM SYSTEM

RECORD OF TEST

Date	Fire Alarm	Automatic Door Releases	Automatic Detector	Remedial Action Taken	Signature
	Call point location or number	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No	

FIRE INSTRUCTIONS AND DRILLS

FIRE INSTRUCTIONS

- At intervals shown below instruction should be given in respect of the action, purpose etc., of the following : Discovering a fire, hearing the fire alarm, the assembly point, calling the fire and rescue service, making safe power supplies etc., use of fire alarms and fire extinguishers, and the means of escape routes.
- First month of employment - two instruction periods. Three monthly for staff on night duties. Six monthly for staff on day duties or as determined by your fire risk assessment.

FIRE DRILLS

- At intervals shown below drills should be conducted to stimulate fire conditions i.e., one escape route obscured, no advance warning given other than to specific staff for the purposes of safety, the fir alarm should be operated on instructions of management. Do not call the fire & rescue service for the purposes of a drill, it is an offence.
- Six monthly for residential premises, places of public entertainment, large shops and departmental stores. Yearly for industrial and commercial premises.

FIRE INSTRUCTIONS AND DRILLS

RECORD OF FIRE INSTRUCTIONS AND DRILLS

Date	Instruction Detail	Fire Drill Evacuation Time	Person Receiving Instruction/Drill	Remarks of Instructor	Signature

FIRE INSTRUCTIONS AND DRILLS

RECORD OF FIRE INSTRUCTIONS AND DRILLS

Date	Instruction Detail	Fire Drill Evacuation Time	Person Receiving Instruction/Drill	Remarks of Instructor	Signature

FIRE EXTINGUISHERS

FIRE EXTINGUISHERS (for further information refer to the current British Standard (5306)

- Monthly inspection to ensure that they are in their proper position and have not been discharged, or 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 detailed in the above British Standard. Spare cartridges should be obtained in advance and testing should b programmed throughout the year, etc., (an ideal opportunity for staff training). An annual inspection should be done during test, (see above).

FIRE EXTINGUISHERS

RECORD OF TESTS AND INSPECTION

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

FIRE EXTINGUISHERS

RECORD OF TESTS AND INSPECTION

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

HOSE REEL

HOSE REELS (for further information refer to the current British Standard (5306) 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 watertight. A flow test should be carried out to ensure that a discharge of at least 24 litres/minute is achieved at the two highest hose reels.

HOSE REELS

RECORDS OF TEST AND INSPECTION

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

EMERGENCY LIGHTING; LUMINARIES AND STANDBY BATTERIES

EMERGENCY LIGHTING: (for further information refer to the current British Standard (5266) Because of possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

- Daily test - check that any previous faults have been rectified, that every lamp in a maintained unit is lit, that the control panel indicates normal. Ensure any fault found is recorded in the log book and acted upon.
- Monthly test of self contained luminaries, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function.
- Six monthly test of self contained and central battery systems, by simulation of a failure of the normal lighting supply for a continuous period of 1 hour for 3 hour duration units and 15 minutes for 1 hour units. During the test check all luminaries for proper function.
- Three yearly test for full duration of self-contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaries for proper function.

EMERGENCY LIGHTING; LUMINARIES AND STANDBY BATTERIES

RECORDS OF TESTS AND INSPECTIONS

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

EMERGENCY LIGHTING; LUMINARIES AND STANDBY BATTERIES

RECORDS OF TESTS AND INSPECTIONS

Date	Location or Number	Inspected or Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

MISCELLANEOUS EQUIPMENT

RECORD OF TESTS

Date	Item Tested	Satisfactory Yes/No	Remedial Action Taken	Signature

ROUTES OF ESCAPE

ALL routes of escapes in case of fire are to be kept clear at ALL times.

Date	Result of Test and Action Taken	Signature