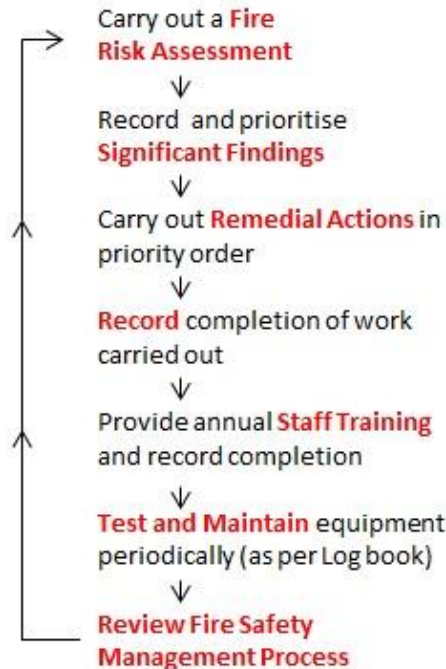


FIRE SAFETY LOG BOOK



Year commencing:

Your Organisation:

Your Name:

Address of Premises:

Post Code:

E-mail info@firecomply.co.uk for the latest version of the Fire Safety Log Book at the end of each year, or if you have any questions in the interim we're always happy to help!

We can also provide staff fire training to suit your needs.

Enquire here... <http://www.firecomply.co.uk/online-enquiry/> to save money, reputation and become compliant

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1 - GENERAL NOTES

All items and equipment listed should be subject to cursory checks on a monthly basis and annual checks preferably by a competent person. On completion of such checks should be recorded using the Fire Safety Log Book where appropriate. Reminders should be set to ensure these important checks are not forgotten. Annual checks should be carried out in accordance with manufacturers instructions (where appropriate) by a competent person registered with the appropriate body. For example they should be registered with NICEIC or ECA for electrical equipment and BAFE for fire fighting equipment. It is good practice to record all tests, false alarms and any maintenance carried out on fire safety equipment.

2 - FIRE ALARMS

When testing your fire alarm always take care not to send a false signal to your local Fire & Rescue Service. Otherwise:

- Carry out a cursory inspection of the panel for normal operation on a daily basis;
- On a weekly basis a manual call point should be activated (using a different call point for each successive test). This is normally done by inserting a dedicated test key. This will ensure that the control equipment is capable of receiving a signal and also activating warning alarms. Manual call points should ideally be numbered to ensure they are sequentially tested;
- It is good practice to test the alarm at the same time each week;
- Six-monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. (For further information refer to BS 5839 or equivalent.)

3 - SMOKE AND HEAT DETECTORS

- 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. All detectors should be checked for correct operation and sensitivity in accordance with manufacturer's instructions.

4 - AUTOMATIC HOLD OPEN DEVICES FOR FIRE DOORS AND SHUTTERS CONNECTED TO FIRE ALARM SYSTEM

These devices should also be tested weekly in conjunction with the fire alarm to check they release and the doors close fully.

5 - EMERGENCY LIGHTING

Depending on the type of installation you should be able to carry out routine tests yourself, but the test method will vary. If you are not sure how to carry out these tests you should contact your supplier or competent organisation. Test facilities often take the form of a 'fishtail' key inserted into a special switch either near the main fuse board or adjacent to relevant light switches. Typically testing would include:

- A weekly visual check of any central controls;
- A monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates;
- An annual full discharge test.

Particular care needs to be taken following a full discharge test. Batteries typically take 24 hours to re-charge and the premises should not be re-occupied until the emergency lighting system is fully functioning unless alternative arrangements have been made. (For further information refer to BS 5266 or equivalent)

6 - FIRE EXTINGUISHERS

Checks should be made to ensure extinguishers are still in their correct location and then tested in accordance with BS 5306 or equivalent. In general terms you should check that they have not been discharged, lost pressure or suffered obvious damage.

7 - HOSE REELS

Inspect hoses and hose reels for leaks and general damage in accordance with BS 5306 or equivalent.

8 - FIRE INSTRUCTIONS

All staff should receive basic fire safety induction training and attend quarterly refresher sessions. You should ensure that all staff and contractors are told about the emergency plan and are shown the escape routes. The enforcing authority may wish to examine records as evidence that adequate training has taken place so we recommend that your staff training should include the following:

- What to do on discovering a fire;
- How to raise the alarm;
- What to do upon hearing the fire alarm;
- The arrangements for calling the local Fire & Rescue Service;

- The evacuation procedures for everyone in your premises to reach an assembly point at a place of total safety;
- When appropriate the use of fire fighting equipment;
- The location of escape routes, especially those not in regular use;
- How to open all emergency exit doors;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- Where appropriate how to stop machines and processes and isolate power supplies in the event of a fire;
- The reason for not using lifts except those specifically installed or nominated, following a fire risk assessment for the evacuation of people with a disability;
- The importance of general fire safety, including good housekeeping (excellent on-line training is available for general use for a negligible cost.
- Instructions for those new to the premises as well as agents, sub-contractors and work placement students working in your premises;
- New procedures when changes have been made to the emergency plan;
- New procedures where working practices and processes change;
- Circumstantial changes with regard to risks to the safety of staff or other relevant person.

9 - FIRE DRILLS

The main points are:

- Drills should be carried out at least annually or as determined by your fire risk assessment.
- If you have a high staff turnover, you may need to carry them out more often.
- A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training.
- Drills should be conducted to simulate fire conditions i.e. with one escape route obstructed.
- It may not be beneficial to have 'surprise drills' as the health & safety risks introduced may outweigh the benefits.
- The fire alarm should be operated on instructions of management.

Do not call the local Fire & Rescue Service for the purposes of a drill.

FIRE DOORS & STRUCTURAL MEANS OF ESCAPE (WEEKLY)

DATE	LOCATION REFERENCE	DEFECT OR OBSTRUCTION IDENTIFIED	REMEDIAL ACTION TAKEN	PRINT NAME & SIGN

Write across multiple lines as required and print off a continuation sheet if required

Continuation Sheet No:

AUTOMATIC DETECTORS (WEEKLY)

DATE	LOCATION REFERENCE	OK (Yes/No)	OBSERVERS COMMENTS / REMEDIAL ACTION TAKEN	PRINT NAME & SIGN

Write across multiple lines as required and print off a continuation sheet if required

Continuation Sheet No:

APPENDIX 8

HOSE REELS (MONTHLY)

DATE	LOCATION REFERENCE	OK (Yes/No)	OBSERVERS COMMENTS / REMEDIAL ACTION TAKEN	PRINT NAME & SIGN

Write across multiple lines as required and print off a continuation sheet if required

Continuation Sheet No:

