
Fire Safety

Log Book

Fire Safety Log Book – Contents

Premises details and useful contact numbers	1
Visits by Enforcement Officer - Records	2
Fire Extinguishers – Record of Inspection	3
Fire Instructions and Drills – Records	4
Smoke Detectors Test and Inspection – Records	5
Fire Risk Assessment – Records	6
Incident Log	7
Means of Escape	8
Portable Fire Extinguishers	8
➤ Routine inspection by the user	8
➤ Annual inspection, service and maintenance by a competent person	8
➤ Intervals of Discharge	8
Fire Instructions for Staff and Guests	9 – 11
➤ Guests	
➤ Electrical Installations	
➤ Heating	
➤ Smoking	
➤ Rubbish	
➤ Dangerous goods	
➤ Arson	
➤ Smoke Detectors	
➤ Fire Drills	

Address of Premises:
Location of Log Book:

Useful Telephone Numbers

Local fire and rescue service	
Fire extinguisher maintenance	
Smoke detector maintenance	
Emergency lighting maintenance	
Building maintenance	

VISITS BY FIRE AND RESCUE OFFICER - RECORDS

Date	Enforcement Officers Name (please print)	Signature of Enforcement Officer	Comments

FIRE EXTINGUISHERS – RECORD OF INSPECTION

Date	Location or Number	Inspected or Tested	Satisfactory Y/N	Remedial Action Taken	Signature

FIRE INSTRUCTIONS AND DRILLS - RECORDS

Date	Training Duration	Fire Drill Evacuation Time - Observations	Individual Receiving Training	Nature of Training	Signature of Trainer	Signature of Individual

SMOKE DETECTORS TEST AND INSPECTION – RECORDS

Date	Location or Number	Inspected or Tested	Satisfactory Y/N	Remedial Action Taken	Signature

FIRE RISK ASSESSMENT – RECORDS

Date of Assessment	Location of Premises	Significant Findings	Action Taken	Date for Review	Signature

INCIDENT LOG

Date	Occurrence	Action Taken	Date System/Equipment Back in Use

Means of Escape

- Fire doors are provided to prevent the spread of smoke and heat. Keep them shut when not in use and never prop them open or remove self-closing devices.
- Keep corridors and stairways clear of storage and waste material.
- Ensure that final exit doors can be readily opened from the inside without the use of a key.
- Keep areas outside of final exit doors clear of obstruction at all times.

Portable Fire Extinguishers

These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely.

Always ensure that they are inspected and maintained regularly.

1. Routine inspection by the user

It is recommended that monthly inspections of portable fire extinguishers is carried out to ensure that they are in their proper position and have not been discharged, or have lost pressure (those fitted with pressure indicator), or suffered obvious damage.

Any extinguisher not available for use should be replaced.

Details of each monthly inspection must be given in the relevant section of this log book.

2. Annual inspection, service and maintenance by a competent person

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.

3. Intervals of Discharge

It is recommended that the intervals of discharge are determined 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.

Fire Instructions for Staff and Guests

Ensure that all staff are aware of their responsibilities in the event of an emergency.

Fire training should be given at regular intervals:

- First Month Of Employment: Two instruction periods
- Staff on Night Duties: Three monthly
- Staff on Day Duties: Six Monthly

Ensure that they:

- Know how to raise the alarm.
- Know how to call the fire brigade.
- Know when not to tackle a fire.
- Know how to use a fire extinguisher correctly and safely.
- Know the correct evacuation procedures for the premises.
- Know where the assembly points are.
- Are aware of the contents of the Fire Risk Assessment.
- Are aware that when leaving the building, try to do everything possible to reduce draughts which may fan the fire. If possible close all windows and doors.
- Know who is the responsible person designated to meet the fire appliance when it arrives.
- **DO NOT re-enter the building for any reason.**

Be Aware Of Common Fire Causes

Guests

Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency.

Electrical installations

- The misuse of electricity is a major cause of fire and is a source of heat.
- Faults should be repaired immediately by a competent electrician.

- Switch off appliances after use.
- Old wiring should be regularly checked and renewed if necessary.
- You may need another ring circuit to cope with the increasing number of electrical appliances you want to use.
- Ensure that you always use the correct fuse.

Heating

Keep portable heating appliances away from furniture and any combustible materials.

Smoking

Smoking is prohibited on the premises.

Rubbish

Remove rubbish out of the premises and into wheelie bins as quickly and as often as possible.

Dangerous Goods

- All 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 aerosol is essential to maintain a safe working environment.

Arson

Help to protect the premises from an arsonist by locking away any flammable liquids or gases.

Effectively secure the premises at the end of the day.

Smoke Detectors

Regularly inspect smoke 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 smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers, and test them weekly to ensure correct operation.

Fire Drills

At the intervals shown below, drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

Do NOT call the fire Brigade for the purposes of a drill, it is an offence.

Frequency:

- **Six Monthly:** For residential premises, places of public entertainment, large shops and department stores.
- **Yearly:** For industrial and commercial premises.