

FIRE SAFETY LOG BOOK



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FIRE SAFETY LOG BOOK

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FIRE PRECAUTIONS

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SECTION 1

RECORD OF FIRE INCIDENTS

Any incident fire or overheating from any item or system, however minor, should be recorded on Form F1/1

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SECTION 2

FIRE MARSHALS

An up to date list of Fire Marshals/Wardens/Responsible Persons should be kept on Form F2/1

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SECTION 3

FIRE TRAINING

This Section is for keeping records of fire training courses. The courses should cover

Provision of first day at work training to include:-

- **What the Fire Alarm sounds like**
- **Location of Fire Extinguishers**
- **How to raise the fire alarm**
- **How to evacuate the premises**
- **Where the Assembly Point is Located**

This training should be recorded on Form F3/1

Continuation and Annual training to include:-

- **What the Fire Alarm sounds like**
- **How to raise the alarm**
- **How to safely use fire extinguishers**
- **Fire prevention techniques**
- **The importance of fire doors**
- **Evacuation procedures for able and disabled staff**
- **Assembly point procedures**

This Training should be recorded on Form F3/2

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Fire Safety Training

Provision of Basic Fire Safety Information and Instruction to New Staff on First Day at Work

Form F3/1

Name	First Day at Work (Date)	Employees Signature	Instructor Print Name & Sign

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SECTION 4

FIRE EVACUATION DRILL RECORD

This Section is for keeping records of six monthly fire evacuation drills.

All sections of the enclosed report should be completed after each drill.

Drills should take place during normal business hours.

If a real time evacuation takes place during normal business hours this can be counted as an evacuation drill provided full details are recorded on the appropriate form. A subsequent drill should be carried out within six months.

This training should be recorded on Form F4/1

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FIRE EVACUATION DRILL RECORD

FORM F4/1

Date of Evacuation Drill:		Drill/False Alarm/Actual Alarm:	
Number of Staff Involved:			
Number of Customers Involved:			
Total Evacuation Time To empty premises:			
Time to Completion of Roll Call:			
Managers Assessment of Evacuation			
Remedial Action Considered Necessary			
Comments:			
Name:	Position:	Signature:	Date:

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FIRE EVACUATION DRILL RECORD

FORM F4/1

Date of Evacuation Drill:		Drill/False Alarm/Actual Alarm:	
Number of Staff Involved:			
Number of Customers Involved:			
Total Evacuation Time To empty premises:			
Time to Completion of Roll Call:			
Managers Assessment of Evacuation			
Remedial Action Considered Necessary			
Comments:			
Name:	Position:	Signature:	Date:

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SECTION 5

INSPECTION OF MEANS OF ESCAPE

All fire doors and escape routes must be checked weekly and the details recorded on Form F5/1

The escape route must be checked to ensure that it leads to a place of safety.

On a daily basis, all personnel must remain continually vigilant to ensure escape routes and fire doors remain unobstructed and available for use at all times.

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SECTION 6

REGISTER OF FIRE DOORS

Details of all fire doors installed within the premises should be recorded within Form F6/1

Routine inspections of fire doors should be carried out monthly. Details of these inspections should be recorded on Form F6/2

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Register of Fire Doors Form F6/1

Door No.	Location	Fire Resistance	Smoke Seal/Intumescent strip	Single/Double Swing	Self Closer	Release Mechanism	Glazing

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Register of Fire Doors Form F6/1

Door No.	Location	Fire Resistance	Smoke Seal/Intumescent strip	Single/Double Swing	Self Closer	Release Mechanism	Glazing

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SECTION 7

Emergency Lighting

Details of all Emergency Lighting Units (Luminaires) installed within the premises should be recorded within Form F7/1

Routine inspections of Emergency Lighting should be carried out weekly. Details of these inspections should be recorded on Form F7/2

Monthly, Bi-Annual and Annual Service Inspections by Qualified Engineers should be recorded on Form F7/3

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SECTION 8

Fire Warning System

The Fire Control Panel should be inspected daily to ensure the system is operational and no fault condition exists. These inspections should be recorded on Form F8/1

The Fire Warning System should be tested weekly using a different manual call point in rotation. The sounders should be allowed to operate for a period of not less than 10 seconds to ensure correct operation. These tests should be recorded on Form F8/2

Periodic testing and inspection of the fire warning system by a qualified engineer should be recorded on Form F8/3.

FIRE SAFETY LOG BOOK

Fire Warning System – Daily Inspection Form F8/1

Week	Day	Faults & Remedial Action	Signed
	S		
	M		
	T		
	W		
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	F		
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FIRE SAFETY LOG BOOK

Fire Warning System – Daily Inspection

Form F8/1

Week	Day	Faults & Remedial Action	Signed
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FIRE SAFETY LOG BOOK

Fire Warning System – Daily Inspection

Form F8/1

Week	Day	Faults & Remedial Action	Signed
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Fire Warning System – Daily Inspection

Form F8/1

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Fire Warning System – Daily Inspection

Form F8/1

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Fire Warning System – Daily Inspection

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Fire Warning System – Daily Inspection

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Form F8/1

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Form F8/1

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Form F8/1

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SECTION 9

Portable Fire Appliances

A Register of Portable Fire Appliances should be recorded on Form F9/1

Monthly Inspections of Portable Appliances should be carried out to ensure:

- **The extinguishers are correctly positioned and have not been removed**
- **The extinguishers have suffered no external damage**
- **The Pressure Gauge indicator has not dropped below determined limits**
- **The pin has not been removed from the trigger mechanism**
- **The extinguisher service label is not out of date**
- **The extinguishers are not obstructed**

Details of these inspections should be recorded on Form F9/2

All fire appliances should be inspected and tested by a qualified service engineer at least once in any 12 month period. Inspection Certificates should be retained within this section.

Inspection details should be recorded on Form F9/3

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Register of Portable Fire Appliances

Form F9/1

Ref No.	Type	Size	Location

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SECTION 10

Hose Reels

An Inventory of Hose Reels should be recorded on Form F10/1

This section is used to record the inspection of hose reels by qualified service engineers.

This should take place at least once in every 12 month period.

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SECTION 11

Sprinklers

This section is used to record the testing and maintenance of sprinkler installations

Sprinkler flow tests should be carried out weekly

Maintenance of the system should be carried out, once in every six month period, by a qualified service engineer. Details should be recorded on form F11/1

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Record of Inspection by Qualified Engineers

Form F11/1

Date	Company	Area Covered	Contractor Name & Signature

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SECTION 12

Automatic Fire Suppression Systems

This section is to be used to record the testing and maintenance of automatic fire suppression systems.

A location register should be kept on Form F12/1

Maintenance of the system should be carried out, once in every six month period, by a qualified service engineer. Details should be recorded on Form F12/1

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Register of Automatic Fire Suppression Systems

Form F12/1

Reference	Type of System	Extinguishant	Area Covered

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Maintenance of Fire Suppression Systems

Form F12/2

Date	Reference	Routine	Signed

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SECTION 13

Fire Certificate

A Copy of the Fire Certificate (where applicable) should be kept in Section 13

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SECTION 14

Fire Risk Assessment

A Copy of the Fire Risk Assessment and any Fire Safety Audits should be placed in Section 14.

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SECTION 15

**Record of Visits by
Environmental Health Officers
Fire Authority
Insurance Agencies

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