











FIRE SAFETY LOGBOOK

01706 390333





Regulatory Reform (Fire Safety) Order 2005

If you own, manage, or operate a business, you will need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

This fire logbook is designed to assist you in complying with the Regulatory Reform (Fire Safety) Order 2005 with the recording of 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.

http://www.legislation.gov.uk/uksi/2005/1541/contents/made

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Fire Risk Assessment

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

Address of Premises	
Location of Logbook	
Useful Teleph	none Contacts
Fire and Rescue Service Headquarters	
Business Fire Safety Office	
Emergency lighting – Engineer	
Fire Extinguisher – Engineer	ncedFire
Fire Alarms – Engineer	iiocai ii c
Building Maintenance	ection
(Roci	ndale)Ltd

Visits by Fire Service Officer

Date	Inspecting Officer	Officer's Signature	Comments
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	TO 7/1	Rochdal	elLtd
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Emergency Lighting System - Record of Tests

Routine inspection and servicing as recommended in British Standard.

Daily – Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

Monthly – Simulate a failure of the normal lighting supply for sufficient time to allow all luminaries to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

Annually – Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper function.

Date	Satisfactory Yes / No	Required Action	Signature
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		rotection	
		Rochdale II to	
		110011010107200	

Emergency Lighting System – Record of Tests

Date	Satisfactory Yes / No	Required Action	Signature
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	G F	rotection	
		Rochdale)Ltd	

Emergency Lighting System – Record of Tests

Date	Satisfactory Yes / No	Required Action	Signature
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		rotection	
		Rochdale]Ltd	/
		nucliualejtu	

Fire Safety Training and Drills

Date	Instruction Duration	Fire Drill Evacuation Time	Person Receiving Training / Drill	Signature of Instructor etc.
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			cearir	E
		Protec	tion	
		(Rocha		
		INUCIIA	laiejtu	

Fire Fighting Equipment – Record of Tests and Inspections

Routine inspections by the responsible person are to be carried out at least once a month. To inspect all extinguishers are correctly positioned, any visual damage, pin and service tag are in place and any signs of lost pressure or discharge.

Routine inspection and servicing as recommended in British Standard BS5306-3 is to be carried out annually by a competent fire extinguisher technician (Service Provider)

Date	Location or Number	Serviced or Tested	Satisfactory Yes / No	Action Required	Signature or Technician
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		Inoci	iuait	JEU	

Fire Fighting Equipment – Record of Tests and Inspections

Date	Location or Number	Serviced or Tested	Satisfactory Yes / No	Action Required	Signature or Technician
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		Prote	ction	7	
		10			
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Fire Fighting Equipment – Record of Tests and Inspections

Date	Location or Number	Serviced or Tested	Satisfactory Yes / No	Action Required	Signature or Technician
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			1100		
	40	Prote	ction	7	
		1000	bololo		
		[KOC	ndale	! Ltd	

Fire Alarm System – Record of Tests

Routine inspection and servicing as recommended in British Standard BS5839:1 including a weekly test of the fire alarm system by operation of a different manual call point each week.

	Fire Alarm	Automatic D	oor Releases	Automatic	Detectors		
Date	Call Point Location or Number	Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No	Action Required	Signature or Technician
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			RULI	IUdi	CJLL	<u>U</u>	

Fire Alarm System – Record of Tests

	Fire Alarm	ire Alarm Automatic Door Releases		Automatio	c Detectors		
Date	Call Point Location	Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No	Action Required	Signature or
	or Number						Technician
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			Koci	ndal	<u>ejlt</u>	u	
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Fire Alarm System – Record of Tests

	Fire Alarm Automatic Door Releases		Automatic	Detectors			
Date	Call Point Location	Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No	Action Required	Signature or
	or Number						Technician
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Emergency Devices – Record of Tests

As these systems are not found in the majority of premises, this logbook only provides one page for recording the associated tests.

- Sprinkler System
- Smoke Control Systems for Means of Escape
- Escape Routes
- Generators

Date	Items Tested etc.	Satisfactory Yes / No	Action Required	Signature
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		rotec	tion	
		7/	1-1-21 - 1	
	C DI	Kocno	lale)Ltd	

Training Record Fire Instruction and Drills

Position:						
Date of Induction and Training:						
Action to be taken on discovery of fire						
Action to be taken on hearing the alarm						
Raising the alarm, including location of call points						
The correct method of calling the Fire and Rescue Service						
Location and use of Fire Fighting Equipment						
Knowledge of escape routes						
Appreciate the importance of Fire Resisting Doors and the need to close such doors during a fire or when the alarm sounds						
Stop machines or processes and isolate power before leaving the building if appropriate						
Correct evacuation of buildings to Assembly Points						
Staff with Specific Responsibilities. State responsibility and type of additional training taken. 1. 2. 3. 4. 5. 6. 7. 8. 9.						

Training Record Fire Instruction and Drills

Date	LICK BOX	
		Fire / Evacuation Drill (6 monthly)
		AdvancedEine
		AdvancedFire
		Protection
		(Rochdale)Ltd
		p (nociidaic)Eta
Training Re	eceived:	Date:(Signature)
Trained By:		Date:

Additional Notes



Additional Notes



Back Cover



