



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/ukxi/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.....

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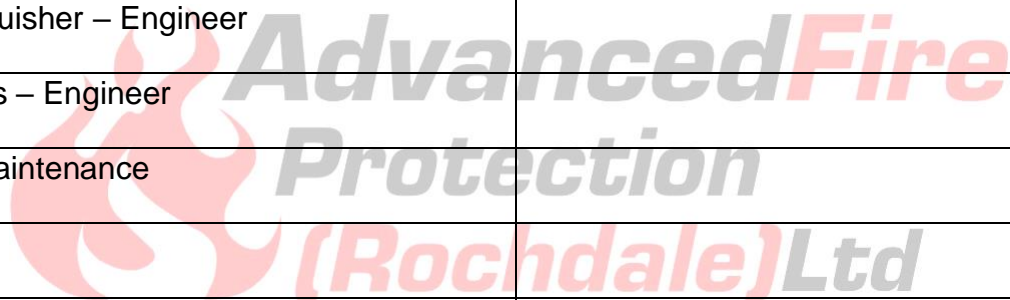
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Location of Logbook.....

Useful Telephone Contacts

Fire and Rescue Service Headquarters	
Business Fire Safety Office	
Emergency lighting – Engineer	
Fire Extinguisher – Engineer	
Fire Alarms – Engineer	
Building Maintenance	



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



Emergency Lighting System – Record of Tests

Date	Satisfactory Yes / No	Required Action	Signature



Fire Fighting Equipment – Record of Tests and Inspections

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



Fire Fighting Equipment – Record of Tests and Inspections

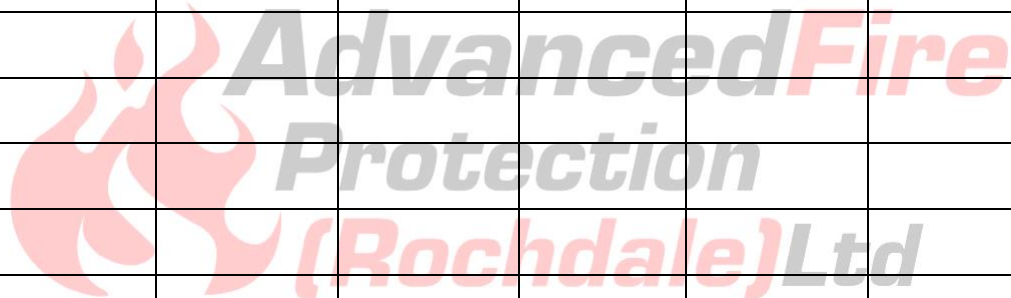
Date	Location or Number	Inspected or Tested	Satisfactory Yes / No	Action Required	Signature



Fire Alarm System – Record of Tests

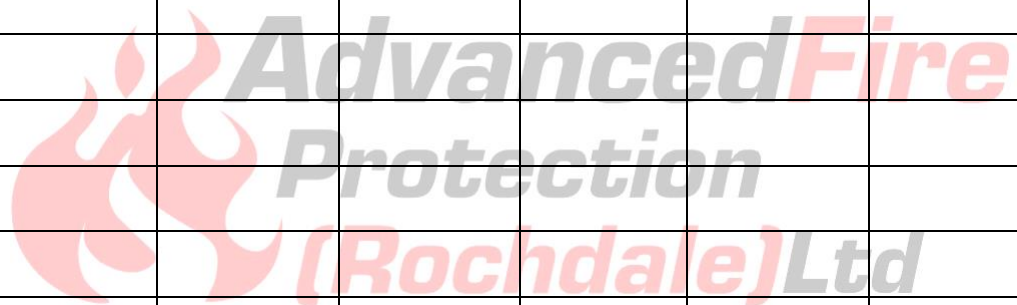
Routine inspection and servicing as recommended in British Standard BS5839:1 including a weekly test of the fire alarm system by operation of a different manual call point each week.

Date	Fire Alarm	Automatic Door Releases		Automatic Detectors		Action Required	Signature
	Call Point Location or Number	Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No		



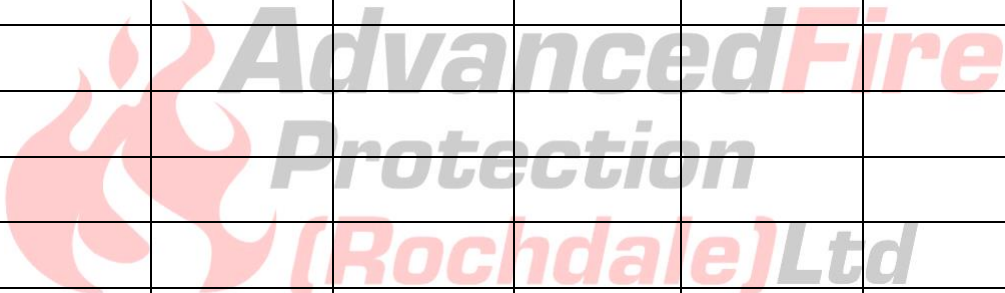
Fire Alarm System – Record of Tests

Date	Fire Alarm Call Point Location or Number	Automatic Door Releases		Automatic Detectors		Action Required	Signature
	Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No			



Fire Alarm System – Record of Tests

Date	Fire Alarm Call Point Location or Number	Automatic Door Releases		Automatic Detectors		Action Required	Signature
		Location or Number	Satisfactory Yes / No	Location or Number	Satisfactory Yes / No		

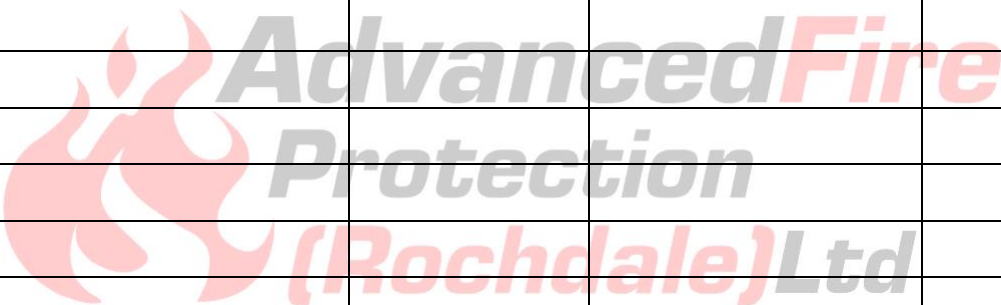


Emergency Devices – Record of Tests

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



Training Record Fire Instruction and Drills

Name:..... Position:.....

Date of Induction and Training:.....

Date	Tick Box	
		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
		<p>Staff with Specific Responsibilities.</p> <p>State responsibility and type of additional training taken.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p>

Training Record Fire Instruction and Drills

Date	Tick Box	
		Fire / Evacuation Drill (6 monthly)



Training Received:..... (Signature) Date:.....
 Trained By:..... Date:.....

Additional Notes



Additional Notes



Back Cover



ENSURE **FIRE** SAFETY
SAVE **LIFE**
SAVE **PROPERTY**

