



# **Advanced Fire Protection (Rochdale) Ltd**



*Raising the Standards*



# **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**.....

.....

.....

.....

**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	





























## 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><b>Staff with Specific Responsibilities.</b></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>





**Additional Notes**



**Additional Notes**



# Back Cover



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

