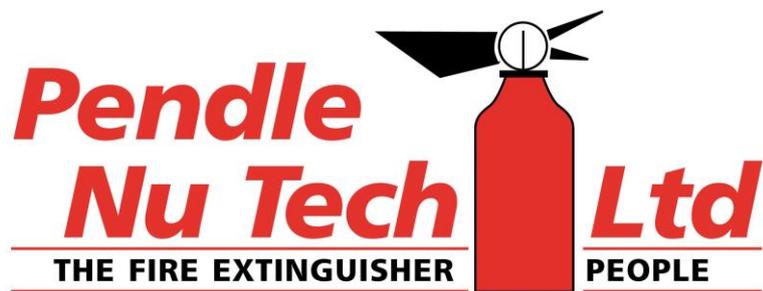


FIRE SAFETY

LOG BOOK



Pendle Nu Tech Ltd
The Old School House
School Lane
Laneshaw Bridge
Colne
Lancashire
BB8 7EQ
Tel : 01282 861111



The log is a record, in date order, of all occurrences in connection with fires and fire precautions.

As a business owner you are the 'responsible person'. You must ensure that this document is filled out correctly and kept up to date. You must also ensure that a 'competent company' is employed to complete relevant checks. You must record:

- **Inspections carried out by Fire Wardens**
- **Faults in appliances and action taken**
- **Tests of Fire Alarms, the result and action taken to remedy any defect**
- **Training of staff**
- **Evacuation drills**
- **Visits by personnel connected with fire safety**
- **Details of Emergency Lighting Tests**
- **Fire Fighting Equipment Checks**
- **Any Emergency Calls to Fire Brigade**
- **Details of Evacuation Drills**

The Log Book must be available for inspection by authorized persons at all times.

It must also be produced at the request of the Fire Brigade of the Health and Safety Executive.

Site Address

Post code

Telephone

Fax

Fire Safety Manager/
Responsible person

Contact Telephone

Email

**Competent
Company**



The Old School House
School Lane
Laneshaw Bridge
Colne
Lancashire
BB8 7EQ

01282 861111

- Fire Alarms
- Fire Extinguishers
- Emergency Lighting
- Safety Signage
- Staff Training
- Fire Risk Assessments

**Automatic Monitoring
Centre (if applicable)**
Company name

Telephone

Log Book Issue Number

Date Issued

**In all fire incidents the fire
brigade should be called
first by dialing:**

Emergency Telephone Number

Section	Description
Contents	
Site details	Company name and address
Section One	Visiting persons, connected with matters of Fire & safety
Section Two	Staff Training
Section Three	Emergency Lighting log monthly test
Section Three A	Emergency Lighting log annual tests
Section Four	Fire Alarm System log weekly test
Section Four A	Fire Alarm System log bi-annual test
Section Four B	Fire Alarm System false alarm record
Section Five	Fire Fighting Equipment log monthly test
Section Five A	Fire Fighting Equipment Annual test
Section Six	Emergency calls to Fire Brigade
Section Seven	Fire safety signage
Section Eight	Fire Door inspections
Section Nine	Fire risk assessment
Section Ten	Record of Evacuations
Appendix A	Information on Test procedures and frequencies
Appendix B	Location and type of Fire fighting equipment
Appendix C	Details and Locations of Fire Alarm devices
Appendix D	Location and type Emergency Lighting

SECTION NINE

FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 requires you to:-

- Carryout a Fire Risk Assessment of your workplace (you must consider all your employees and all other people who may be affected by a fire in the workplace and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises)
- Identify the significant findings of the Risk Assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if you employ more than 5 people).
- Provide and maintain such fire precautions as are necessary to safeguard those who use your workplace; and

Date risk assessment completed		SIGNATURE
Next risk assessment due		
Date risk assessment completed		
Next risk assessment due		
Date risk assessment completed		
Next risk assessment due		
Date risk assessment completed		
Next risk assessment due		
Date risk assessment completed		
Next risk assessment due		

SECTION TEN

RECORD OF EVACUATIONS

Date: Year.....

Time of Alarm

Time out

Total time

Reason for evacuation:

.....
.....
.....
.....
.....
.....

Remarks:-

.....
.....
.....
.....
.....
.....
.....

SignedFire Safety Manager

APPENDIX A

A

Information on Test procedures and frequencies

You are required to carry out certain regular inspections regarding the following equipment.

- The Fire Alarm requires a weekly bell test
- Emergency lights monthly main lighting failure simulation
- Fire extinguishers monthly visual

Fire risk assessment

The Regulatory Reform (Fire Safety) Order 2005 require you to:-

- ❑ Carryout a Fire Risk Assessment of your workplace (you must consider all your employees and all other people who may be affected by a fire in the workplace and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises)
- ❑ Identify the significant findings of the Risk Assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if you employ more than 5 people).
- ❑ Provide and maintain such fire precautions as are necessary to safeguard those who use your workplace; and

Emergency Lighting

You should carry out a monthly mains failure check to make sure each emergency light works correctly.

Fire Alarm

The fire alarm should be tested weekly by activating a different call point on each zone to ensure that alarm sounders are audible.

Fire Extinguishers

It is recommended that regular inspection of all extinguishers should be carried out to make sure that extinguishers are in their designated place, visible and not obstructed, have not been damaged, discharged or lost pressure.

The user should enter details of each test into the fire logbook accordingly and arrange for corrective action where necessary by contacting their maintenance company.

Pendle Nu Tech Ltd, The Old School House, School Lane, Laneshaw Bridge, Colne,
Lanc's BB8 7EQ. TEL : 01282 861111 23

APPENDIX A

A

FIRE SAFETY EQUIPMENT TEST PROCEDURES

User Procedures

Emergency Lighting

You should carry out a monthly mains failure check to make sure each emergency light works correctly.

Fire Alarm

The fire alarm should be tested weekly, by activating a different call point on each zone to ensure that alarm sounders are audible.

Fire Extinguishers

It is recommended that regular inspection of all extinguishers should be carried out to make sure that extinguishers are in their designated place, visible and not obstructed, have not been damaged, discharged or lost pressure.

The user should enter details of each test into the fire logbook accordingly and arrange for corrective action where necessary by contacting their maintenance company.

APPENDIX B

B

Location and type of Fire Fighting equipment

APPENDIX C

C

Details and Locations of Fire Alarm Devices

APPENDIX D

D

Location and type of Emergency Lighting

