Central House

312-314 High Street
West Bromwich
B70 8EN

Fire Log Book

In Accordance with
The Regulatory Reform (Fire Safety) order
2005

UK Fire Compliance

0800 1700 234

info@ukfire.org

UK Fire Compliance Ltd
42 Great Bridge Street
West Bromwich
B70 OBN

Dear Reader,

This logbook has been provided by UK Fire Compliance Ltd to assist you to record details of the tests and drills to be carried out as part of your responsibilities to keep the people who work for you and visit your premises safe from fire.

As the owner or manager of the premises do you understand the fire defence scheme fore your building?
Is it jointly occupied with other companies? If so, are you aware of your joint responsibilities, and would you know if others are putting you at risk?
Is it surprising how many people with responsibilities for safety do not know even the basic requirement they are required to maintain by law.

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Visit By Fire Service Officer

Date	Inspection Officer	Comments

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Observation By The Fire Officer

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Fire Safety Advice

The advice given below is intended to assist you and your staff preventing an outbreak of a fire, or if a fire does occur assist you in preventing or unnecessary damage to the premises.

General Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke. Keep them shut when not in use and never prop them or remove self closing devices.
- Keep corridors and stairways clear of storage and waste material.
- Ensure that final exit doors can be readily opened from the inside without the use of a key.
- Keep areas outside final exit doors clear of obstructions at all times.
- Always ensure that exits and access there to, which are not in normal use, are clearly indicated with the exit signs visible from the furthermost part of a room.

Fire Alarm

Always ensure that the fire alarm system is in working order, that hew staff know how to use it and what action to take on hearing the alarm.

Fire Extinguishers/Hose reels

- These are intended for fires in the early stages. Ensure that all staff how where the extinguishers are sited and how to operate them safely.
- Always ensure that they are inspected and maintained regularly.

Emergency and General Lighting

Ensure that all lighting systems are checked and maintained regularly. Replace any defective bulbs/tubes/components immediately.

Instructions to Staff and Guests

Ensure that all staff are aware of their responsibilities in the event of an emergency.
Ensure that they know how to:

(a) Raise the alarm
(b) Call the fire brigade
(c) Know when not to tackle a fire
(d) Use a fire extinguisher correctly and safely
(e) Know the correct evacuation procedures for the premises
(f) Know assembly point

Guests

Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency. Premises, which take in foreign guests, should have their fire instruction notices printed in the appropriate languages.

Electrical Installations

- The misuse of electricity is a major cause of fire; old wiring should be regularly checked and renewed if necessary. You may need another ring circuit to cope with the increasing number of electrical appliances you want to use.
- Ensure that you always use the correct fuse.
- Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

Heating

- Keep boiler houses clear – do not use them as an extra storeroom.
- Keep portable heating appliances from furniture and any other combustible materials.

Open Fires

- Do not use flammable liquids to start fires.
- Always keep them securely guarded.
- Sweep chimneys twice per year, more often if wood is burnt.

Smoking Materials

- Be vigilant in areas where people smoke and provide adequate ashtrays.
- Before leaving rooms which will be unoccupied for long periods, or in which person will be sleeping, make a final check for any lighted cigarette ends. These may have fallen into the recess of an armchair, on the carpet or on the bedclothes when someone fell asleep.
- Empty all ashtrays.
- Never permit smoking in storerooms.

Business Premises

Be aware of the common fire causes

- **ELECTRICITY:** It is a source of heat, get faults repaired immediately by a competent electrician; and switch off all appliances after use.
- **RUBBISH:** Fires love rubbish – get your rubbish out of the premises and into metal bins (with lids) as quickly and often as possible.
- **SMOKING:** Still the most frequent fire starter.
- **HEATERS:** Portable heaters start fires if not placed carefully and used wisely.
- **DANGEROUS GOODS:** Correction and duplicator fluids and all aerosols are either flammable or explosive. Keep them all well away from any source of heat. The careful use and storage of any flammable liquid or gas is essential to maintain a safe working environment.
- **ARSON:** Help to protect your premises from the arsonist by locking away any flammable liquids and gases. Effectively secure your premises at the end of the day including any out of the way doors or windows that are easily missed.

What to do in case of Fire

- On the sounding of the fire alarm, the building must be evacuated following the preconceived evacuation plan. When leaving the building do everything possible to reduce draughts which may fan the fire, if possible, close all doors and windows.
- Ensure that the fire brigade is called immediately and that someone responsible will meet the fire appliance when it arrives.
- **DO NOT** re-enter the building for any reason.

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Staff Fire Notice

EVRYONE MUST ALWAYS

- Prevent fire occurring by being careful with all sources of heat (smoking, heating and electrical appliance etc).
- Know the means of escape provided from the premises.
- Be familiar with the fire routine and obey fire notices.
- Keep exits and staircases unobstructed.
- Keep fire doors closed.

SHOULD YOU DISCOVER A FIRE:

I. Raise the alarm by breaking the nearest fire alarm glass or operating the nearest manual alarm.
II. Warn people in the vicinity of the fire.
III. Try to extinguish the fire by using the nearest hose-reel or appropriate extinguisher. BUT DO NOT TAKE PERSONAL RISK, OTHERWISE LEAVE THE BUILDING.

ON HEARING THE ALARM:

I. Give the necessary assistance to the other people to ensure their safety.
II. Walk to the nearest available exit then proceed to assembly point (do not use lifts)

ACT CALMLY

CLOSE ALL DOORS (To stop fire spreading)

III. The manager/person in charge or switchboard operator must ensure that the fire service has been called.
IV. Floor marshals to supervise the evacuation from their areas.
V. Do not allow people to re-enter the building.
VI. Make sure that all external doors and windows are kept closed.
VII. On arrival of the fire service the officer-in-charge should be informed that all are safe or their last known position.

CALLING THE FIRE SERVICE:

- CALL THE FIRE SERVICE MANAGER IMMEDAIELY TO EVERY FIRE OR ON SUSPICION OF FIRE (the telephonist should call the fire service on hearing the alarm or being informed of a fire).
- Lift the receiver and dial 999 (or as shown on dial or in dialling instructions).
- When the exchange operator answers ask for fire; you will then be connected to the fire service.
- When the fire service operator replies give call distinctly:
  FIRE AT:

Do not replace receiver until the address has been correctly repeated to you.

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Fire Instructions And Drills – Record Of When Given

All persons employed to work in the premises shall receive instruction and training to ensure they understand the fire precautions and the action to be taken in the event of a fire.

Initially each member of staff shall receive a personal copy of prepared written instruction and thereafter be given further training at least once every period of 6 months and a record of such entered in the logbook.

Date	Instruction Date	Fire Drill Evacuation Time	Person/Department Receiving Instruction Drill	Nature of Instruction/Drill	Observation of Instructor etc.	Signature of Instructor etc.

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Fire Alarm System-Record Of Test

The fire alarm system shall be tested weekly using a different call point for each successive test to ensure that it operates satisfactorily and the results of such test recorded.

The system shall be maintained in efficient working order in accordance with British Standards 5839.

Date	Fire Alarm		Automatic Door Releases	Automatic Detectors		Remedial Action Taken/Required	Fault Cleared Yes/No	Signature
	Call Point location or number	Satisfactory Yes/No	Satisfactory Yes/No	Location or Number	Satisfactory Yes/No			

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Emergency Lighting System – Record Of Tests

In accordance with British Standards 5266; Part 1.

Central Battery System. Twice a year the batteries should be arranged to supply the emergency lighting system by simulation of failure of the normal lighting supply for a continuous period of 1 hour.

During this period all luminaries and or signs should be checked for proper function.

At the end of the test period the system should be restored to normal operation and the charging arrangements checked for proper functions.

For systems with specified duration categories in excess of 1 hour, it is recommended that a test for the full duration should be carried out every 3 years, or at the discretion of the enforcing authority.

Self-contained luminaries and internally illuminated signs are to be tested. So once a month each luminare and sign should be energised from its batteries for a period of at least 1 hour. In addition, it is recommended that luminary with specified durations in excess of 1 hour should be energised for their full durations once every 3 years or at the discretion of the enforcing authority.

Date	Duration of Test	Result of Test	Fault (Specify)	Fault Cleared	Signature

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Date	Duration of Test	Result of Test	Fault (Specify)	Fault Cleared	Signature