



FIRE LOGBOOK

www.akfire.co.uk

USEFUL TELEPHONE CONTACTS

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Fire Safety Officer			
Emergency Lighting Contractor			
Fire Alarm Contractor			
Fire Fighting Equipment Contractor			
Building Maintenance			
Gas Utility			
Electric Utility			
Water Utility			
HSE			
Environmental Health			

VISITS BY FIRE AND RESCUE SERVICE

DATE	INSPECTING OFFICER	OFFICER'S SIGNATURE	COMMENTS

FIRE LOGBOOK INTRODUCTION

This fire safety logbook has been prepared to assist building owners, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

It is recommended that this logbook be kept in a loose-leaf format with new record keeping pages photocopied or printed when required.

The logbook should be kept up to date and readily accessible for inspection by the enforcing authority when required.

It should be noted that it is an offence for a person to knowingly make a false entry.

Note on Test Procedures and Frequencies

Hose Reels (for further information see BS EN 671-3:2000)

- Monthly checks by a responsible person to ensure reels are unobstructed and show no obvious signs of leaks or corrosion.
- Annual inspection and maintenance must be carried out.

Fire Extinguishers (for further information see BS 5306-8:2009 and BS EN3)

- Monthly inspection to ensure that they are in the proper position and have not been discharged, or lost pressure (those fitted with pressure indicators), or suffered obvious damage.
- Annual inspection. Carried out by a competent following the manufacturer's recommended procedures and using the tools etc, specified therein.
- At intervals not exceeding those below, test by discharging the extinguishers.
 - **Water/Foam (All Types); Powder (Gas Cartridge and Stored Pressure and other primary sealed types) every 5 years.**
 - Carbon Dioxide, Powder (Stored Pressure Primary Sealed) – Every 10 years (20yrs when the annual inspection has been followed) and subsequently after a further 10yrs and thereafter at 5yrs intervals.

Fire Alarms (for further information see BS 5839)

It is important that the operation of testing do not result in an unwanted alarm signal to a receiving centre. Any such centre should be contacted immediately before and after all tests. Daily inspect the panel for normal operation of the system. Where provided check that the connection to the remote receiving centre is functioning correctly.

- Every week a manual call point should be operated during normal working hours. A different call point should be use for each subsequent test.



- Monthly examination of batteries and connections including electrolyte levels.
- Six monthly and annual inspection and test. No guidance is given as the installer should do these, or by an employee who has received special training by the installer.

If similar faults are occurring regularly then consult a maintenance engineer

Fire Detectors (for further information see BS 5839)

Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

- Annual test of at least 2% of installed heat detectors by application of a heat source as a check of reliability. Detectors other than heat should be checked for correct operation and sensitivity in accordance with the manufacturer's instruction.

Automatic Door Releases Connected to Fire Alarm System

- Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing fully onto the door rebates.
- Door guard devices(or similar) should be maintained as pre manufacturer's instructions

Emergency Lighting (for further information see BS 5266)

Because of possible failure all tests should be undertaken at times of at least risk.

Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instruction. Daily test - check that any previous faults have been rectified, that every lamp in a maintained unit is lit, that the control panel indicates normal. Ensure any fault found is recorded in the logbook and acted upon.

- Monthly test of self contained luminaries, by simulation of a failure of a normal lighting supply, for sufficient time to allow all luminaries to be checked for proper function.
- Six monthly test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply, for a continuous period of one hour. During the test check all luminaries for proper function.
- Three yearly test for full duration of self-contained and central battery systems which have a specified duration category in excess of one hour. During the test check all luminaries for proper function.
- For self-contained luminaries with sealed batteries, after the first three yearly test, the three yearly test should be carried out annually.

Sprinkler Systems (for further information see BS 5306-2:1990 and BS EN 12854:2003)



A competent person should do all tests in accordance with the frequencies specified in the standards.

Door maintenance

- Fire Doors - Monthly inspection to ensure all fire doors are closing fully against their rebates and that the doors and frames are in good condition (including glazing). Ensure all fire doors are suitably indicated by the appropriate signage.
- Fire Exit Doors - Monthly inspection to ensure all exit doors are easily opened fully. Ensure appropriate signs suitably indicate all exit doors.

Note: for full information on test procedures consult Approved Document B, Appendix B.

You may wish to fill in the results of all your tests electronically. This is permissible providing it is always available for inspection by the fire officer.

PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

DAILY TEST AND INSPECTIONS

WEEKLY TESTS AND INSPECTIONS

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

DATE	TEST/INSPECTION REQUIRED	DATE	TEST/INSPECTION REQUIRED
JANUARY 1		JULY 1	
7		8	
14		15	
21		22	
28		29	
FEBRUARY 4		AUGUST 5	
11		12	
18		19	
25		26	
MARCH 4		SEPTEMBER 2	
11		9	
18		16	
25		23	
APRIL 1		30	
8		OCTOBER 7	
15		14	
22		21	
29		28	
MAY 6		NOVEMBER 4	
13		11	
20		18	
27		25	
JUNE 3		DECEMBER 2	
10		9	
17		16	
24		23	

PERPETUAL PLANNER FOR TESTS AND INSPECTIONS

DAILY TEST AND INSPECTIONS

WEEKLY TESTS AND INSPECTIONS

OTHER TESTS AND INSPECTIONS AS INDICATED BELOW i.e. DURING THE WEEK OF THE DATE INDICATED

DATE	TEST/INSPECTION REQUIRED	DATE	TEST/INSPECTION REQUIRED
DECEMBER 30		30	
JANUARY 6		JULY 7	
13		14	
20		21	
27		28	
FEBRUARY 3		AUGUST 4	
10		11	
17		18	
24		25	
MARCH 3		SEPTEMBER 1	
10		8	
17		15	
24		22	
31		29	
APRIL 7		OCTOBER 6	
14		13	
21		20	
28		27	
MAY 5		NOVEMBER 3	
12		10	
19		17	
26		24	
JUNE 2		DECEMBER 1	
9		8	
16		15	
23		22	

CHECK LISTS

FIRE WARDEN MONTHLY INSPECTION SHEET

SECTOR: _____

DATE: _____

FOUND	DEFECT FIRE SAFETY
	extinguishers obstructed
	extinguishers on brackets
	storage within 1m of sprinkler
	storage within 1m of lights
	storage within 1m of heaters
	fire exit signs in poor condition
	fire instructions not displayed
	fire doors wedged open
	ELECTRICAL APPLIANCES
	appliances not numbered
	not tested in last 12 months

FOUND	DEFECT UNSAFE SITUATIONS
	goods stacked over 15 feet high
	loose material under foot
	HOUSEKEEPING
	blocked passage/stairs
	obstructed passage/stairs
	tripping hazards
	spilt oil/fuel/solvent/paint, etc.
	defective lighting
	accumulated rubbish
	no smoking policy maintained

Note: Enter item number against any deficiencies found and then enter details below before passing report to line manager.

ITEM	DETAILS OF DEFECIENCY



CHECK LISTS

FIRE CHECKLIST

	Daily Inspections	Yes	No	N/A
	Fire detection and alarm systems			
01	Does the control panel indicate normal operation or, if any fault is indicated, has been logged and the appropriate action taken?			
02	Has any fault recorded the previous day has received attention?			
	Emergency and escape lighting systems			
03	Is every lamp lit if the system is a maintained system?			
04	Does the control panel for a central battery system or generator indicate normal operation?			
05	Has any fault found been logged and the appropriate action taken?			
	Sprinkler systems			
06	Is the continuity of the unmonitored connections between the alarm switch and the control unit and between the control unit and the fire service checked via a remote manned centre?			
07	Is the water level and air pressure checked to be correct in any pressure tank that provides a duplicate supply?			
08	Have any necessary corrective actions are taken?			
	Fire door automatic release mechanisms			
09	Are all doors that are held open by automatic release mechanisms released daily?			
	Portable fire extinguishers and hose reels			
10	Are all fire points inspected daily for portable fire extinguishers or hose reels being in position and in good condition?			
11	Are missing fire extinguishers or hose reels replaced immediately?			
12	Is any extinguisher used in a fire or for training, or otherwise discharged recharged immediately?			
13	Are damaged extinguishers or hose reels repaired or replaced as soon as possible?			

CHECK LISTS

	Weekly Inspections	Yes	No	N/A
	Fire detection and alarm systems			
14	Is the control equipment able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used?			
15	Are any standby batteries in good condition and the fuel, oil and coolant levels of any standby generators correct, with topping up as necessary?			
16	Are the reserves of paper and ink or ribbon for the printer adequate for two weeks' normal usage			
	Sprinkler systems			
17	Are levels in water and air pressure gauge readings on installations, trunk mains and pressure tanks, and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks recorded?			
18	Has each water motor alarm been sounded for at least 30 seconds?			
19	Do automatic pumps start when the water pressure is reduced to the specified level?			
20	Do automatic pumps powered by a diesel engine have the fuel and oil levels of the engine to the design and/or manufacturer's specification?			
21	Do automatic pumps powered by a diesel engine have the fuel and oil levels of the engine to the design and/or manufacturer's specification?			
22	Do automatic pumps powered by a diesel engine does the engine restart using the manual start test button?			
23	Does the electrolyte level and density of all lead acid plate cells meet the design and/or manufacturer's specification. If the density is low the battery charger should be checked for efficient operation and, if the charger is working correctly, the affected cells should be replaced?			
24	Is the mode monitoring system for stop valves in life safety installations operating correctly?			
25	Is there continuity of connection between the alarm switch and the control unit and between the control unit and the fire service (remote manned centre) for automatically monitored connections?			
26	Are trace heating systems provided to prevent freezing in the sprinkler system functioning correctly?			

CHECK LISTS

	Gaseous, foam and powder extinguishing systems	Yes	No	N/A
27	Are pressure gauges are functioning correctly?			
28	Are all operating controls are properly set and accessible?			
29	Are indicators are functioning correctly?			
30	Is the equipment, particularly pipework and nozzles, free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position?			
31	Does the fire risk and its enclosure remain unchanged?			
32	Is the quantity of extinguishing medium correct and, for foam systems, the water supply available and at the correct pressure?			
	Smoke control systems for means of escape			
33	Has the actuation of the system been simulated once a week?			
34	Has it been ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close or open as appropriate, do natural exhaust ventilators open and automatic smoke curtains move into position?			
	Evacuation lifts and fire-fighting lift installations			
35	Has the operation of the evacuation and fire-fighting lift switches been tested weekly and are repaired or replaced if found to be faulty?			
	Fire hydrants			
36	Have fire hydrants been inspected once a week?			
37	Has it been checked that there are no obstructions impeding access, that the indicator plates are in position, and that the isolating valves are locked open?			



CHECK LISTS

	Monthly Inspections	Yes	No	N/A
	Fire detection and alarm systems			
38	Has the standby generator been started up once a month by simulating failure of the normal power supply, and allowed to energize the system for at least 1 hour, while the system is monitored for any malfunctioning caused by the use of the generator?			
39	Has the charging arrangements for the generator starting battery been tested, after restoring the normal supply and the appropriate action taken if they are found not to be functioning correctly?			
40	Have the oil and coolant levels been topped up and the fuel tanks filled?			
	Emergency and escape lighting systems			
41	Has a failure of the supply to the normal lighting been simulated once a month, during which all luminaires and exit signs have been inspected to determine whether they are functioning correctly?			
42	Has the standby supply from the generator with back-up batteries, been tested to determine whether all luminaires and exit signs function correctly even if the generator is prevented from starting?			
43	Have any luminaires or exit signs that do not function correctly been repaired or replaced?			
44	Do indicator lamps or devices to self-contained luminaires or internally illuminated exit signs show that the normal supply has been restored, after restoring the supply to the normal lighting?			
45	Do indicator lamps or devices to central battery systems show that the normal supply has been restored, and that the charging arrangements are functioning correctly, after restoring the supply to the normal lighting?			
46	Do the charging arrangements for any battery for starting a generator function correctly, after restoring the supply to the normal lighting?			
47	Are the oil and coolant levels are topped up and the fuel tanks filled, after restoring the supply to the normal lighting?			
	Gaseous, foam and powder extinguishing systems			
48	Is the monthly check carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorized to do so, and in particular that new employees have been instructed in their use?			
	Evacuation lifts and fire-fighting lift installations			
49	Has a failure of the primary power supply been simulated each month?			
50	Has the generator that provides the standby power			

	supply energized the lift(s) for at least 1 hour?			
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CHECK LISTS

	Hose reels	Yes	No	N/A
51	Have hose reels been visually inspected once a month, ensuring there are no leaks and that drum assemblies are free to rotate on their spindles?			
	Automatic opening doors			
52	Have the operation of fail-safe mechanisms been tested once a month, either by "breaking-out" the doorset or by simulating failure of the mains power supply, as appropriate?			
53	Have the results of the test been recorded with any doors that are found to be faulty repaired or replaced?			
	Doors on hold-open devices			
54	Has the operation of hold-open devices been tested once a month by simulating failure of the mains power supply or operation of the fire alarm system?			
55	Have the results of the test been recorded with any doors that are found to be faulty repaired or replaced?			

CHECK LISTS

	Three-monthly Inspections	Yes	No	N/A
	Smoke control systems for means of escape			
56	Have the actuation of all smoke control systems been simulated once every three months?			
57	Have all zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems),			

CHECK LISTS

	Six-monthly Inspections	Yes	No	N/A
	General			
58	Have suitable arrangements been made for competent persons to check the fire detection and alarm systems, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
59	Have suitable arrangements been made for competent persons to check the sprinkler systems for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
60	Have suitable arrangements been made for competent persons to check the extinguishing systems, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
61	Have suitable arrangements been made for competent persons to check the emergency and escape lighting systems, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
62	Have suitable arrangements been made for competent persons to check the fire-fighting lift, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
	Fire doors			
63	Have all fire doors been inspected ensuring that heat-activated seals and smoke seals are undamaged?			
64	Have all fire doors been inspected ensuring that door leaves are not structurally damaged or excessively bowed or deformed?			
65	Have all fire doors been inspected ensuring that gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing?			
66	Have all fire doors been inspected ensuring that hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly?			
	Fire mains			
67	All fire mains been inspected ensuring that inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition?			
68	All fire wet mains been inspected ensuring that booster pumps and their associated mechanical and electrical apparatus are functioning correctly?			

69	All fire wet mains been inspected ensuring that storage tanks are full of clean?			
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CHECK LISTS

	Yearly Inspections	Yes	No	N/A
70	Have suitable arrangements been made for competent persons to check the fire detection and alarm systems, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
71	Have suitable arrangements been made for competent persons to check the sprinkler systems and drencher systems for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
72	Have suitable arrangements been made for competent persons to check the fire mains, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
73	Have suitable arrangements been made for competent persons to check the self-contained luminaires with sealed batteries, if more than three years old, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
74	Have suitable arrangements been made for competent persons to check the fire-fighting lift, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
75	Have suitable arrangements been made for competent persons to check the evacuation lifts for disabled people, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
76	Have suitable arrangements been made for competent persons to check the smoke ventilators and smoke control systems, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
77	Have suitable arrangements been made for competent persons to fire hydrants, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
78	Have suitable arrangements been made for competent persons to check the portable fire extinguishers, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			
79	Have suitable arrangements been made for competent persons to check the hose reels, for any defects found to be logged and the necessary action taken, and for certificates of testing to be obtained?			

80	Have the stocks of foam concentrate or solution been checked annually and replenished as necessary?			
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FIRE ALARM SYSTEM - RECORD OF TESTS

Date	FIRE ALARM		AUTOMATIC DOOR RELEASES	AUTOMATIC DETECTORS		REMEDIAL ACTION TAKEN	SIGNATURE
	Call Point Location or Number	Satisfactory Yes/No	SATISFACTORY YES/NO	Location or Number	Satisfactory Yes/no		

DOOR MAINTENANCE - RECORD

DATE	SATISFACTORY YES / NO	IF ANY DOOR IS UNSATISFACTORY, STATE LOCATION OR DOOR ID NO.	REMEDIAL ACTION TAKEN	SIGNATURE



EMERGENCY LIGHTING SYSTEM - RECORD OF TESTS

DATE	SATISFACTORY YES/NO	REMEDIAL ACTION	SIGNATURE



FIRE EXTINGUISHERS RECORD OF TESTS AND INSPECTIONS

DATE	LOCATION OR NUMBER	INSPECTED OR TESTED	SATISFACTORY YES/NO	REMEDIAL ACTION TAKEN	SIGNATURE

Whenever a fire occurs, the main consideration is to get everybody out safely. Protection of property is secondary. Whoever first discovers the fire should raise the alarm and the evacuation procedure for the premises should be followed. Staff should only attempt to fight the fire if it is safe to do so. There is a need to take care, because much of the danger from fire is not from the actual flames but from smoke or poisonous gases, heat and lack of oxygen. If the nature of the fire requires the premises to be evacuated, no one should re-enter until told it is safe to do so by the Fire Brigade.

The importance of staff training cannot be over-emphasised. Staff should receive instruction on how to raise the alarm if they should discover a fire, on action they should take on being alerted to a fire and in the practical use on portable fire fighting extinguishers provided.

In larger premises and those where members of the public will be present, training should be given at intervals so as to ensure that everybody who works in the premises receives periodic instruction. It is particularly important that all newly appointed staff are told about the means of escape and fire procedures immediately they start work. Managers should ensure that shift workers and others who work in the premises outside normal hours, such as cleaners, are included. If staff are employed whose knowledge of English is limited, training should be given in a manner which they understand. Non-English speakers and staff who have a poor understanding of written English should be taken into account when written instructions are being prepared.

The following subjects should be covered in each training session, with practical exercises where possible: -

- a) general fire precautions
- b) the action to be taken upon discovering a fire
- c) the method of raising the alarm including the location of alarm call points and alarm indicator panels
- d) the action to be taken on hearing the fire alarm
- e) the correct method of calling the fire brigade
- f) the location and use of fire fighting equipment
- g) knowledge of escape routes, assembly points and roll call procedures
- h) stopping machines and processes and isolating power supplies where appropriate
- i) the evacuation procedure for the building, including not using lifts unless specifically designed for physically disabled and sensory-impaired staff. Where members of the public are present this will include checking the public areas, informing and reassuring the public and directing or escorting them to exits.

Training may be supplemented by additional written instruction

Details of the training and instruction given should be recorded in a logbook kept for that purpose.

PRACTICE FIRE DRILLS IN PREMISES WITH A FIRE ALARM

The responsibility for carrying out fire drills rests with the owner/occupier of the premises. A fire drill is intended to ensure by means of training and rehearsal, that in the event of a fire:



- a) the people who may be in danger act in a calm and orderly manner. Where necessary, those designated carry out their allotted duties to ensure the safety of all concerned.
- b) the means of escape is used in accordance with a pre-determined and practised plan.
- c) if evacuation of the building becomes necessary, it is speedy and orderly.

A practice fire drill should be carried out, at least once a year. Where there are alternative means of escape, drills should be based on the assumption that one or more of the escape routes cannot be used because of fire. During these drills a member of staff who is told of the supposed outbreak should operate the fire alarm and thereafter the fire routine should be rehearsed as fully as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is desirable. In such a case, if times are chosen when relatively few people are present and advance notice of the drill is given, many of the difficulties will be overcome.

In many organisations it is the practice to appoint a small number of people, usually safety representatives and managers, to observe fire drills, informing them beforehand that the drill is about to take place, where the supposed fire outbreak is and which fire escape route is obstructed. Afterwards the observers, who have by then consulted their colleagues, meet with senior management to discuss the fire drill and any failings. This practice is to be commended.

STAFF INVOLVEMENT

When fire precautions are drawn up for the workplace, it is important that all staff are considered, including any disabled employees and those who may be less fit than others. It is also advisable to involve trade union and safety representatives. Staff should be told to alert management to any

personal problems (even if temporary) which could affect their ease of escape from the workplace. Experience shows that employees naturally look to their supervisors for direction if an emergency occurs, so it is important that all managers know the procedure to follow if there is an alarm of fire and the role they play in such an emergency. Firm guidance may be necessary as members of the public and the untrained members of staff cannot be relied upon to react rationally in the event of fire.

LESS ABLE-BODIED STAFF

Supervisors should know which members of staff require special consideration and help if evacuation is necessary and of their special needs in any emergency. The British Standard (BS 9999: Part 8, Codes of Practice for means of escape for disabled people), which explains about means of escape and evacuation procedures for the disabled and in appropriate cases this should be used in determining the means of escape from the premises.

WHEELCHAIR USERS AND THOSE WHOSE MOBILITY IS IMPAIRED

Wheelchair users and staff with impaired mobility should be asked how they can best be helped as in some circumstances, e.g. where stairs must be



negotiated, it may be necessary for the staff to be carried. If this situation is likely to arise, managers should consider training able-bodied

members of staff in the correct methods of doing so. Advice on lifting and carrying disabled people may be obtained from the Fire Brigade, the Ambulance Service, the British Red Cross Society or the St. John Ambulance brigade. Lifts must not be used in the event of a fire, except where lifts are specifically designed for the evacuation of the disabled as specified in the British Standard 5588 Part 8.

Staff With Impaired Sight/Hearing

The type and location of the fire safety signs may be specified in a fire certificate, but in all cases the signs should be sited so that they are easily seen and readily distinguishable. Staff with impaired vision may nevertheless experience difficulties in identifying fire safety signs and should therefore be encouraged to familiarise themselves with escape routes, especially those that are not in general daily use.

It is often useful for a member of staff with impaired vision to work to work near a normally sighted person who can then warn their colleague in the event of a fire and accompany him or her along the escape route. The sighted person should normally lead, inviting the other person to grasp his or her elbow or shoulder lightly, in order to gain information about doors and steps etc. Assistance should also be offered to guide dog owners and in these cases it is recommended that the helper hold the leash and not the dog's harness.

Supervisors should ensure that after leaving the building, staff with impaired vision are not abandoned but led to the assembly point for role call purposes where colleagues should remain with them until the emergency is over.

Staff who have impaired hearing may have difficulty in hearing the fire alarm, but they may not be insensitive to sound. Many people with severe impairment have sufficiently clear perception of some types of conventional audible alarm signals to require no special provision. Where it is not the case, there will in most situations be colleagues about, who can alert them to the need for evacuation and it will be reasonable to rely on those other staff to provide the necessary warning. In certain work situations, such as premises where there are a significant number of profoundly deaf staff, alternative types of alarm may be necessary. Technical advice on the selection of suitable devices may be obtained from the Royal National Institute for the Deaf. www.rnid.org.uk

All premises must take all reasonably practicable steps to conform to the Equality Act 2010. Details of this Act can be found at the HMSO website or from all registered bookshops. www.hmsso.gov.uk



FIRE INSTRUCTIONS AND DRILLS RECORD

(It is recommended that all individuals participating in a fire drill or receiving instruction are named and signed to confirm receipt of training etc.)

Date	Instruction Duration	Fire Drill Evacuation Time	Person Receiving Instruction / Participating In Drill	Nature of Instruction/Overview of Drill	Observations of Instructor	Signature of Instructor & Participant

FIRE INSTRUCTIONS AND DRILLS RECORD

(It is recommended that all individuals participating in a fire drill or receiving instruction are named and signed to confirm receipt of training etc.)

Date	Instruction Duration	Fire Drill Evacuation Time	Person Receiving Instruction / Participating In Drill	Nature of Instruction/Overview of Drill	Observations of Instructor	Signature of Instructor & Participant

MISCELLANEOUS EQUIPMENT - RECORD OF TESTS

DATE	ITEMS TESTED ETC	SATISFACTORY YES/NO	REMEDIATION ACTION TAKEN	SIGNATURE

INCIDENT & FALSE ALARM LOG

Date	Details of incident or false alarm	Action	Signed

HOT WORK PERMIT

APPLIES ONLY TO THE AREA SPECIFIED BELOW

BUILDING: _____ FLOOR: _____

Nature of the job (including exact location): _____

DECLARATION

The above location has been examined and the precautions listed on the reverse side have been taken.

Date: _____ * Time of issue of permit: _____

* Time of expiry of permit: _____

Signature of person issuing this permit: _____

Position held within organisation: _____

Signature of person to whom this permit is issued: _____

Position held within organisation: _____

NOTE: * (it is not desirable to issue hot work permits for protracted periods, fresh permits should be issued where work carries on from morning to afternoon, afternoon to evening and each new day)

Time job started: _____ Time job finished: _____

FINAL CHECK UP

DECLARATION

The work area and all adjacent areas to which sparks and heat may have spread (such as floors above and below and on opposite sides of walls) were inspected continuously and for at least TWO hours after the work was complete and were found to be safe.

Signature of employee carrying out fire watch: _____

AFTER SIGNING ALL PARTS, RETURN THIS PERMIT TO THE PERSON WHO ISSUED IT.

