



FIRE LOG BOOK

ORGANISATION: Brin's Cottage / Ridge End Cottage

ADDRESS: Brin's Cottage Ridge End, Sheen,
Buxton, Derbyshire. SK17 0HT

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Developed by:

Steve Powell (CMIOSH 043127)
Health and Safety Consultant
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Introduction

This Fire Safety Log Book is designed to enable you to meet the statutory requirements on Fire Safety. The maintenance of fire precaution measures is paramount for the protection of people, equipment, materials, the environment and to prevent loss to buildings and business opportunity.

Changes to Fire Safety Legislation

Fire Safety Legislation has recently undergone major changes, detailed in the **Regulatory Reform (Fire Safety) Order 2005**. This piece of legislation brings fire safety legislation into line with Health and Safety Law. In short, the regulatory reform **removes the need for Fire Certificates**, except for certain premises that are high risk, plus it places **greater emphasis on organisations to responsibly manage fire safety**.

The reform repeals the **Fire Precautions Act** and amends or removes wherever possible, the many provisions dealing with fire safety contained in other legislation. These are now replaced by a single Order applying the risk assessment principles introduced by **the Fire Precautions (Workplace) Regulations**. The result is one fire safety regime applying to all workplaces and other non-domestic premises. The main requirement of the Order is that the **'responsible person'** takes such general fire precautions **"as will ensure, so far as reasonably practicable, the safety of any of his employees"** or if not the employer, take general fire precautions to ensure that the premises are safe. In this respect, general fire precautions includes **"measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises"**, thereby requiring a proactive approach to fire prevention as well as to ensuring fire precautions.

The key requirements highlight the need to perform;

- Risk assessments
- The application of the principles of protection
- Fire safety arrangements
- Elimination/reduction of risk from dangerous substances
- Provision of appropriate fire fighting and detection equipment
- Provision of emergency routes and exits that must be kept clear
- Maintenance of equipment premises and routes
- Safety assistance from a competent person
- Procedures for serious and imminent danger
- Provision of information
- Co-operation and co-ordination
- Persons working in host employers and self-employed persons undertaking
- Capabilities and training and finally duties on employees

Part 1 – Useful Information (site specific)

This part contains useful information to enable you to meet your obligations and responsibilities.

1. Fire & Rescue Service Address:	
2. Fire & Rescue Service Telephone Number:	
3. Fire & Rescue Service Response Time:	
4. Fire Extinguisher Maintenance:	
5. Emergency Lighting Maintenance:	
6. Fire Alarm System Maintenance:	

Item 3 above (fire & rescue service response time) can be found out by speaking to your local fire and rescue service. All fire brigades should be able to provide you with specific information on response times, in the event of an emergency.

Part 4 – Fire Assembly Point

Assembly Point

<p>Please identify where the site emergency Assembly point is located</p>	
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Part 9 – Fire safety signs

All locations should ensure all fire safety signs used are compliant with the required standards. The following examples given, for your information;

Fire Instruction / Action Notices



Fire Action Notices should be displayed at all final fire exit doors. The sections within the notice must also be completed.

Fire Doors



All identified fire doors within Girlguiding Derbyshire must be labelled with the correct signage.

Fire Exits Doors

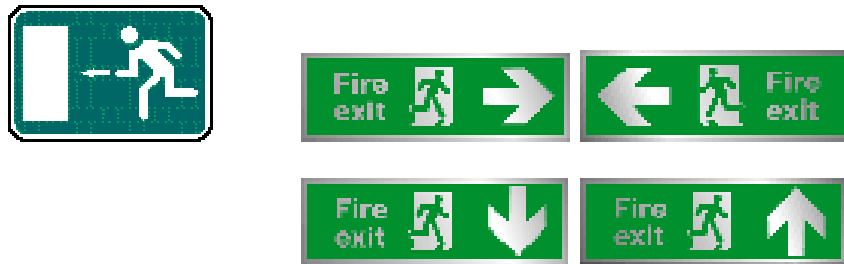


All final fire exit doors should be clearly signed on the external surface that it is a fire door and should be kept clear.



All fire exit doors fitted with release push bars must be appropriately signed. Other doors with 'mushroom' type push release mechanism should be suitable signed.

Fire Exit Routes



All fire exit routes must be clearly marked and any changes in travel direction should be clearly identified.

Assembly Points



All fire / emergency assembly points must be clearly identified. If there is more than 1 assembly point, each assembly point must be uniquely numbered. Assembly points must be a safe distance from the building and have safe method of egress away from the premises.

Fire Alarm Call Point



All fire alarm call points must be identified, labelled and accessible.

Fire Extinguishers



All fire extinguishers must be labelled and be readily accessible and free from obstructions.

No Smoking



All mandatory no smoking signs should be placed on the entrance to the building.