



Fire Safety Log Book

Unit Address:

PLEASE NOTE: This log book serves as a reference guide only and all current laws, procedures and policies must be adhered to at all times.

It must be noted that British Standards are issued, amended and withdrawn on a regular basis.

The Log Book identifies “Best Practice” for the Responsible Person¹.

[\(1\) Responsible Person is as defined within the Regulatory Reform \(Fire Safety\) Order 2005](#)

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Useful Telephone Numbers			
Fire & Rescue		Fire Safety Officer	
Fire Extinguisher Contractor		Fire Alarm Contractor	
Emergency Lighting Contractor		Centre Manager/ Maintenance / Security	

THE ALLOCATED STAFF ASSEMBLY POINT FOR THIS UNIT IS:

RECORD OF TECHNICAL FIRE SAFETY OR FIRE AUTHORITY VISITS

Date	Fire Authority Officers Name	Officers Signature	Comments/ Reason for visit

BREAKDOWN AND LOCATION OF BREAK GLASS CALL POINTS

Break Glass Point ID No/Letter/Colour	Location in premise/workplace

WEEKLY FIRE DETECTION SYSTEM - RECORD OF TESTS

Date	Fire Alarm		Remedial Action	Print Name	Signature
	Call Point ID	Operates Y/N			

FIRE DETECTION SYSTEM - RECORD OF FALSE ALARMS

Date	Call Point	Reason for activation	Actions	
	ID			Initials

AUTOMATIC DOOR/SHUTTER RELEASE MECHANISMS

DATE	Automatic door releases Operating Y/N	Location	Remedial action	Name	Signature

**FIRE EXTINGUISHERS – MONTHLY
RECORD OF TESTS AND INSPECTIONS**

Date Inspected /Tested	Operating Y/N	Remedial Action	Name	Signature

**EMERGENCY LIGHTING - MONTHLY
RECORD OF TESTS AND INSPECTIONS**

Date Inspected/ Tested	Operating Y/N	Remedial Action	Name	Signature



FIRE DOORS - MONTHLY
RECORD OF TESTS AND INSPECTIONS

Date Inspected/ Tested	Operating Y/N	Remedial Action	Name	Signature

HOSE REELS
RECORD OF TESTS AND INSPECTIONS

Date Inspected/ Tested	Operating Y/N	Remedial Action	Name	Signature

RECORD OF FIRE EVACUATION TRAINING/ DRILLS

Date	Time	Feedback/Action Points	Name	Signature

EXAMPLE OF A STAFF TRAINING RECORD

Your Company/Business/Employers name

Staff members full name _____ **Role** _____

INITIAL TRAINING

INSTRUCTOR		DATE
	<u>Fire Prevention</u>	<u>Comments</u>
1	Discussion of hazardous materials and process	
2	Discussion of Fire Prevention in the workplace	
	<u>Evacuation</u>	
3	What to do if alarm is heard or a fire is found	
4	Recognise Fire Alarm or Evacuation Signal	
5	Assigned Evacuation Duties	
6	Shown all evacuation routes and assembly area	
	<u>Fire Safety</u>	
7	Discussed any Emergency Duties	
8	Aware of location and operation of fire fighting equipment	

Signed by employee..... Date.....

REFRESHER TRAINING

DATE	TRAINING	SUPERVISOR	EMPLOYEES SIGNATURE	COMMENTS

Fire Training Courses and Qualifications

Date Attended	Course Title	Qualification