FIRE SAFETY



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 Monotoring 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

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SECTION ONE

VISITING PERSONS WHO ARE CONNECTED WITH MATTERS OF FIRE AND SAFETY

This section includes Fire Officers, Architects, Builders, Electricians, Painters, Plumbers, Fire Protection Engineers etc.

DATE	ORGANIZATION	Name of visitor	Comments
(eg)01/04/94	Pendle Nu Tech Ltd	Dave Hadfield	Scheduled Bi-annual Fire Alarm test



STAFF TRAINING

All members of staff or any person who may come in to assist the staff must receive initial training in the correct action to be taken in the event of fire and training in maintenance procedure.

DATE	Persons receiving training	Instruction given by



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Persons receiving training	Instruction given by
	Persons receiving training

EMERGENCY LIGHTING

Emergency lighting is installed so that the means of escape can be safely and effectively used at all times, IT MUST be properly maintained.

A register should be maintained with the reference numbers, locations and types of emergency luminaries on the premises.

A log should be kept of the dates of inspections and tests.

Once each month, by simulating failure of the normal lighting, the emergency lighting should be checked for correct operation, in addition to monthly tests once every 12 months a full drain test should be completed and then check all luminaries are still on.

DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test

SECTION THREE



Record of tests

DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test

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SECTION THREE



Record of tests

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A log should be kept of the dates of inspections and tests.

Once each month, by simulating failure of the normal lighting, the emergency lighting should be checked for correct operation, in addition to monthly tests once every 12 months simulate a power failure for one hour and then check all luminaries are still on. Full duration tests should be carried out every Three years. Any defects and any remedial action should be noted.

DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test

SECTION THREE

EMERGENCY LIGHTING

TESTS

DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test

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SECTION FOUR



FIRE ALARM SYSTEM TEST

WEEKLY TESTS

Check daily that panel indications are normal. Perform a weekly test on at least one call point on each zone. Check sounders are operative. Record the details below include any defects and all remedial action taken should be noted.

Annual and Bi Annual system test to be carried out by suitably qualified person.

DATE	Details of test	Comments	Signature of person carrying out test

SECTION FOUR



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Annual and Bi Annual system test to be carried out by suitably qualified person.

DATE	Details of test	Comments	Signature of person carrying out test

FIRE ALARM & DETECTION SYSTEM TEST

Annual and Bi Annual TESTS

Every device should be inspected and tested annually.

Annual and Bi Annual system test to be carried out by suitably qualified person.

Annual checks and tests recommended by the manufacturer of the control equipment and other components of the system should be carried out:

Bi-annual testing the functions of the control and indicating equipment should be checked by the operation of at least one detector or manual call point on each circuit.

	Details of test		Signature of
DATE	& Call point used	Comments	person carrying
			out test
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	Details of test		Signature of
DATE	& Call point used	Comments	person carrying out test



FIRE FIGHTING EQUIPMENT Monthly Checks

A visual inspection should be carried out at least monthly by staff to ensure that all extinguishers are correctly sited and that they have not been discharged or tampered with.

At least once a year a competent engineer should service all extinguishers to the relevant British standards.

DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test





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DATE	DETAILS OF TEST	COMMENTS	Signature of person carrying out test
		•	

EMERGENCY CALLS TO FIRE BRIGADE

An explanation of the reason for call should be given

DAT E	ТІМЕ	METHOD OF CALLING	REASON FOR CALLING	SIGNATURE

SECTION SEVEN

FIRE SAFETY ESCAPE SIGNAGE

Escape route signs should be cleaned and visually inspected at regular intervals (monthly) and action should be taken to remedy any defects.

DAT E	Sign type	Condition	SIGNATURE

FIRE DOOR INSPECTIONS

All fire doors and means of escape should be maintained in good order, they should be visually inspected regularly and recorded below. Any defects and any remedial action taken should be noted.

Fire Doors must: be fully self-closing and self-latching. : Close squarely and lie flush against rebates of the frame: Be fitted with a minimum of 3 hinges with melting point in excess of 800c

Smoke seals and in tumescent strips must be undamaged and form a good seal between the edges of the door and frame. Gaps must be no larger than 2mm between the door and frame when closed and no more than 8mm beneath the door.

FIRE DOORS SHOULD NOT BE WEDGED OPEN.

DAT	Fire door ref:	Condition/ Action taken	SIGNATURE
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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
r	I
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	

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SECTION TEN

RECORD OF EVACUATIONS

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Date:	Year
Time of Alarm	
Time out	
Total time	
Reason for evacuation:	
Remarks:-	

SignedFire Safety Manager

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APPENDIX 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

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- □ 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.

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APPENDIX A

FIRE SAFETY EQUIPMENT TEST PROCEDURES User Procedures

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APPENDIX B

Location and type of Fire Fighting equipment



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APPENDIX C

Details and Locations of Fire Alarm Devices

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Pendle Nu Tech Ltd, The Old School House, School Lane, Laneshaw Bridge, Colne, **APPENDIX D**26

Location and type of Emergency Lighting

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