

Complete range of fire protection equipment, fire training, fire risk assessments and consultancy



Compliments of
CromwellFire Ltd
Supply and Service of Fire Protection Equipment

Fire Safety and Maintenance Logbook

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PARTICULARS OF PREMISES AND RESPONSIBLE PERSONS

Address

.....

.....

Use of Premises

Has a fire risk assessment been carried out? Yes no

If yes, when is the annual review date?

Names of third party approved (BAFE) contractors and 24 hour contact number.

[Cromwell Fire Ltd](#)

[01487 823 022](#)

.....

Company / Building Health & Safety Manager:

.....

Nominated Responsible Person

.....

(Fire Wardens/Supervisors)

Name..... Department/Area.....

Name..... Department/Area.....

Name..... Department/Area.....

Name..... Department/Area.....

Name..... Department/Area.....

EMPLOYEE FIRE SAFETY INSTRUCTION AND TRAINING IN FIRE PRECAUTIONS

A competent person in the following topics, with practical exercises, should give instruction where possible: -

- Action to take on discovering a Fire.
- How to Raise the Alarm.
- Action to be taken upon hearing the Fire Alarm.
- Procedures for alerting guests and members of the public.
- Arrangements for Calling the Fire Brigade.
- Evacuation Procedure from the premises to an assembly point at a place of safety.
- Location, type and use of Fire Fighting Equipment.
- Fire Escape Routes.
- Fire escape signage and notices
- Reason for not using lifts, other than those specifically provided or adapted for use by people with disabilities in accordance with BS 5588: Part 8.
- General Fire Precautions and Good House Keeping.

GENERAL

- The use(s) of the premises covered by the fire risk assessment.
- The means of escape in case of fire.
- The means for ensuring that the means of escape can be safely and effectively used at all material times (control of fire & smoke spread, the escape lighting, directional signs).
- The type, number and location of the fire fighting equipment for use by persons in the building.
- The type, number and location of fire alarms.

FIRE DRILLS

Fire drills should be carried out at least once per year preferably **twice**
Simulating 'Actions to take in the event of Fire'.

- All actions and responses should be as near to the real thing as practically possible
- Prepare well in advance
- Pre-warn those whom you do not want to respond
- Simulate a specific Fire Exit to be unavailable
- Use the recognised means of raising the alarm (ensuring that you isolate any services that may be linked in to the system and have the means to silence and reset it)
- A member of staff in the vicinity of the supposed outbreak should operate the Fire Alarm.
- Time evacuation and accountability
- De-brief participants as to the result of the drill (good points as well as bad)
Record the drill in the log book

ANNUALLY MAINTENANCE INSPECTION OF PORTABLE FIRE EXTINGUISHERS

Fire Extinguishers should conform to British Standards 5423/ BS EN3 and be installed and maintained as outlined in British Standards 5306: part3 / BS EN 12367. Schemes for ensuring conformity with these standards have been produced by the **British Standards Institution** (BSI) and adopted by **British approvals for Fire Equipment** (BAFE) and conforming equipment and services are recognised by that organisation's mark of approval.

HMO ISBN 0 11 340906 0 / 16.9

ROUTINE INSPECTION BY THE USER

Frequency of inspection by the user should be not less than **monthly** and when circumstances require, inspections should be carried out more frequently.

Inspections should include checks that each extinguisher:

- Is located in the designated place;
- Is unobstructed, visible, and its operating instructions face outwards;
- Has operating instructions which are clean and legible;
- Is not obviously damaged;
- Has a reading in the operable range or position of any pressure gauge or indicator fitted;
- Has seals and tamper indicators which are not broken or missing.

FIRE ALARM SYSTEM

Control Panel Locations.

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.....
.....

Type of system

Analogue addressable

Conventional

Other Type of Detection (Specify)

.....
.....

Certificate of Installation Commission Issued by

.....
.....

System Installed to British Standard No

.....
.....

All Installation must comply with British Standards Code of Practice:
BS 5839: Part 1:

FIRE ALARM MAINTENANCE

British Standard 5839: Part 1: recommends the following procedures.

- Weekly Fire Alarm Test.
- Monthly Inspection and Test of Central Battery System on Stand-by Generator (where applicable).
- 6 Monthly Inspection and Test of System, to be carried out by an authorised third party approved (BAFE) servicing contractor

All inspections, services, false alarms and repairs should be recorded on the appropriate record sheet.

EMERGENCY LIGHTING SYSTEM

British Standards 5266: Part 1: Recommends the following procedures in order to properly maintain the Emergency Lighting System.

- Monthly inspection and test, either by the occupier or the maintenance contractor, list all failed lights and arrange repair.
- Yearly inspection and full 3 hour duration test normally carried out by contractors.

All inspections and Tests should be carried out and recorded on the appropriate record sheet.

Hot Work Permits

To be issued for all temporary hot work including gas/electric welding and cutting; blowtorches; tar boilers; grinding wheels and cutting discs. Hot work to be carried out only by people trained in use of equipment, hazards and precautions to prevent fires.

Permit No:	
Description of work:	
Equipment to be used:	
Location of work:	
Person in control of work (name):	
Fire precautions required (tick boxes below):	
<input type="checkbox"/> Smoke/heat detectors to be disconnected/covered for duration of work <input type="checkbox"/> Area cleared of all loose combustible material. Remove or protect flammable liquids or gases. <input type="checkbox"/> Wooden flooring covered with sand or other non-combustible material <input type="checkbox"/> Welding, cutting or grinding work screened with non-combustible material <input type="checkbox"/> Remove combustible material from other side of wall/partition (danger from conducted heat)	<input type="checkbox"/> Turn off fixed gas supply or protect piping <input type="checkbox"/> Flash back arrestors fitted to gas cylinders <input type="checkbox"/> Gas cylinder secured in upright position <input type="checkbox"/> Non-combustible, insulating base for tar boiler (essential for use on roof) <input type="checkbox"/> Tar boiler gas cylinders at least 3 metres from burners <input type="checkbox"/> Other precautions (specify)
<ul style="list-style-type: none"> • Appropriate fire extinguishers must be provided in the working area • People carrying out hot work must be informed of (a) what to do if they discover a fire (b) how to raise the alarm (c) evacuation procedure and assembly point - see Emergency Instructions for appropriate building • Smoke/fire detectors must be reconnected/uncovered immediately after work is completed 	
Permit issued to (name):	
Of (company name or Goldsmiths):	
Permit valid from (time):	To (time):
Valid on (date):	
Issued by (name):	Date of issue:
PERMIT CLEARANCE AND RETURN	
The above work area has been checked one hour after completion of work	
Signed (name):	Date: Time: