

Fire Precautions Log Book

Property & Facilities Management Services

Further information and advice on fire safety is available from

Property & Facilities Management
CYPF Health & Safety Team
South Yorkshire Fire & Rescue Service

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1. Introduction

This logbook has been produced by Property & Facilities Management with the support and advice of South Yorkshire Fire Service. It has been revised and expanded to provide advice on current legislation and provides space for recording action taken on the aspects of fire safety which directly affect schools.

The logbook should be completed by the person carrying out the check, test or other work detailed in the sections and appendices. It should be kept in the School Office during term time and be available for inspection by a visiting Fire Officer or Property & Facilities Management staff member.

1.1 Locations of Main Services Isolation Points / CAD Plan

(Please insert the locations of main services isolation points / CAD plan)

1.2 Useful Telephone Numbers

| | |
|---|--|
| Health & Safety Executive | 0845 345 0055 (Ask Info line) 0114 291 2300 |
| Local Authority Environmental Health Department | 0114 273 5774 |
| Local Authority Building Control | 0114 273 4165 |
| Local Fire and Rescue Authority | 0114 272 7202 |
| | |
| | |

1.3 Legislation and the types of inspection carried out by South Yorkshire Fire and Rescue Service

Regulatory Reform Order (Fire Safety) 2005

The main requirements of the Regulatory Reform Order (RRO) are that the responsible person must:

- Carry out or nominate someone to carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and document your findings.
- Review the risk assessment periodically and when situations change.

Sheffield City Council uses the model Fire Risk Assessment form produced by South Yorkshire Fire and Rescue Service (SYFRS). Schools are provided with a sum within the repairs and maintenance budget to allow the purchase of a fire risk assessment service and this is delivered as part of the **Premises Services to Schools** servicing package.

As part of its duties under the RRO, SYFRS carries out periodic inspections of buildings to check fire risk assessments.

Public Entertainments Licence

An annual survey of areas covered by the licence and the associated means of escape.

Fire Equipment Maintenance Inspections

Inspections of fire equipment. A sum is provided within the **Premises Services to Schools** servicing package to allow the purchase of this service and it is delivered as part of the **Premises Services to Schools** servicing package.

Legislative Inspections

Certain parts or items within an establishment may come under legislation or regulation, e.g. a petroleum installation or store would be covered by the Petroleum Acts.

It should be borne in mind that as some of the above inspections are of a specific nature, the whole establishment would not be inspected hence hazards might exist which the inspecting officer was not aware of. Although if any officer noted any particular hazardous situations which warranted attention he would report this to the person in charge of the establishment and his superiors immediately.

1.4 Guidance 1 – Fire Risk Assessment

1. Introduction

- Fire risk assessment is a legal requirement in all places of work.
- In a school the Headteacher is named the responsible person for ensuring that the fire risk assessment is carried out and recorded in section 2 of this Log Book.
- The fire risk assessment should be carried out annually and additionally if there is a change to the premises, for example the refurbishment of an area or a change in work processes such as the introduction of flammable liquids to an area or the installation of a new source of heat.
- The fire risk assessment must cover:
 1. Fire prevention
 2. Fire control
 3. Fire escape

The following notes provide further guidance.

2. Fire Prevention

Fire prevention simply involves keeping sources of heat away from combustible materials.

Most places of work will have combustible materials which can be solid, liquid or gas; common examples include:

| <i>Solids</i> | <i>Liquids</i> | <i>Gases</i> |
|---------------|----------------|-----------------------|
| wood | petrol | methane (natural gas) |
| paper | paraffin | propane |
| cardboard | thinners | butane |
| plastics | adhesives | |
| textiles | other solvents | |

Common sources of heat include:

| | | |
|---------|---|---------|
| Heaters | friction | cookers |
| Smoking | hot work equipment e.g. welding, bunsen burner | |

There are usually many combustible materials in a place of work but only a few sources of heat. It is best therefore to identify the sources of heat and control them so that they do not come into contact with combustible materials.

3. Fire Control

Fire control can be divided into two areas:

1. Compartmentation
2. Fire fighting

Compartmentation

Compartmentation is the division of buildings into compartments to contain fire and therefore stop it spreading to other areas such as corridors and stairways which are normally escape routes.

The key elements of compartmentation are the fire doors. These are internal doors which contain a fire for at least half an hour. A fire door has a self closing device to ensure that the door closes automatically and if the door is glazed it will normally contain 'Georgian wired' glass which is fire resisting.

An essential part of the fire risk assessment is to ensure that all fire doors operate correctly (for example the door closer closes the door fully, and the door does not catch or stick on a floor covering) and that none are wedged or propped open. Fire doors should be maintained at all times and repair work ordered when required.

The fire risk assessment should also confirm that compartmentation has not been breached e.g. hole drilled in fire resisting walls to facilitate pipework or wiring etc.

Fire fighting

Fire fighting equipment such as fire extinguishers, hose reels or fire blankets should be provided where necessary. The equipment should be the correct type for the purpose and be regularly checked and maintained. Equipment should be checked annually by a service engineer and the "date serviced" sticker filled in.

The following table lists common types of fire fighting equipment, typical locations and the type of fire for which they are suitable:

| <i>Type of equipment</i> | <i>Typical locations</i> | <i>Type of fire</i> |
|---------------------------------|---|--|
| Fire extinguishers: | | |
| Red (water) | Craft rooms, workshops assembly hall stage escape routes | Class A fires involving ordinary combustible materials such as textiles paper, card or wood fire |
| Red with cream band (foam) | Laboratories, home economics Rooms, kitchens Boiler rooms | Class B fires involving flammable liquids eg oils or solvents |
| Red with blue band (dry powder) | Laboratories, home economics Rooms, kitchens | Class B fires involving flammable liquids eg oils, solvents and cooking fat. |
| Red with blue | Electrical switch rooms, IT | Electrical equipment |

| | | |
|--|--|---|
| band (dry powder) | suites, stage lighting control area | fires |
| Red with black band (CO ²) | Electrical switch rooms, IT suites, stage lighting control area | Electrical equipment fires (Do not use in confined spaces) |
| Fire blanket | Kitchens, laboratories, design technology practical areas, assembly halls, located next to the fire extinguisher | Class B fires (see above) in these areas to be used in conjunction with the fire extinguisher |

All staff should be familiar with the location and methods of using the fire fighting equipment and training should be provided to key staff. Further information is available from the school's Safety Adviser.

4. Fire Escape

All staff should be aware of fire alarm and escape procedures which should be included in the induction training of all new staff.

Fire procedure signs (see example which follows as Guidance 3 of this Log Book) should be placed at strategic points throughout the school.

Fire exit signs should be placed along fire escape routes and above final exit doors from the building. All signs must comply with British or European standard i.e. showing a pictogram of running person in white on a green background.

Fire drills should be carried out once per term in schools and must take account of staff or pupils with special needs.

Fire escape routes and final exit doors should be free from obstruction and door release mechanisms must be fully operational.

5. Summary

Carry out a fire risk assessment at least every year and additionally when a change has taken place and record the assessment in this log book.

Identify all possible sources of heat in the building and ensure that combustible materials are kept away from them. Do not let waste build up!

Ensure that fire doors close correctly and are properly maintained.

Ensure that fire procedure signs (see sample overleaf) and fire exit signs are displayed.

Ensure that regular fire drills are conducted and recorded in this log book.

Ensure staff receive induction and refresher training which would include the need for good housekeeping.

1.5 Guidance 2 – A Basic Fire Procedure

a) If you discover a fire:

Operate the nearest fire alarm call point and evacuate the area. Tackle the fire with the available equipment **only if safe to do so**.

IMMEDIATELY on hearing the alarm or being informed of a fire,

[name] _____

Will call the Fire Service by dialling 999 and stating this address:

[School address] _____

b) If you hear the fire alarm:

- Evacuate the building immediately by the nearest exit route.
- Do not stop to collect personal belongings.
- Switch off machinery/appliances if possible.
- Close all doors behind you.
- Go to the assembly point at _____ for roll call.
- [name] _____ will check that all toilets cloakrooms, etc are clear.
- No person to re-enter the building unless authorised by a Fire Service Officer.

1.6 Guidance 3 – Fire Equipment Maintenance Requirements

Fire Alarm

Daily

- Check that the panel indicates normal operation or that any fault is recorded in the log book.
- Any fault recorded the previous day has been dealt with.

Weekly

- At least one detector, call point or end of line switch on one circuit should be operated to test the system. An entry should be made in the log book detailing the particular device that has been used to initiate the test.
- The alarm must be audible in all parts of the building.
- If batteries are accessible then a visible examination should be made to ensure that they are in good condition.
- The fuel, oil and coolant levels of any stand-by generator should be checked.
- Any printer should be checked to ensure that its reserves of paper, ink or ribbon are adequate for at least 2 weeks normal use.

Monthly

Any emergency generator should be started by a simulated failure of the normal power supply and be allowed to run continuously for a period of 1 hour. At the end of the test period the normal supply should be restored and the charging arrangements for the starter battery should be checked for proper functioning. All levels should be checked and topped up as necessary.

Quarterly and Annually

The system shall be inspected and tested by a competent person (usually an employee of a manufacturer or installer) in accordance with the British Standard currently in force. The results to be recorded in the log book.

Emergency Lighting

Daily

- Any fault recorded in the log book has been given attention.
- Every lamp in a maintained system is lit.
- The indicator panel of each central battery system or generator indicates normal operation.
- Any fault found is recorded in the log book and action taken.

Monthly

- Each luminaire should be energised by a simulated failure of the normal supply. All luminaire and signs should be examined visually to ensure that they are functioning correctly. The normal lighting should be restored and any indicator lamp checked to ensure that it is showing that the normal supply has been restored.
- Any generator should be started by a simulated failure of the normal supply and be allowed to energise the system for 1 hour. All luminaries and signs should be examined visually to ensure that they are functioning correctly.
- The engine of each engine driven generator with back-up batteries should be prevented from starting. The lighting system should then be energised solely from the back-up battery by simulation of a failure of the normal supply only for a period sufficient to ensure that the change over is functioning normally. After this check the charging system for the engine should be returned to normal operation and the engine allowed to start up in the normal way to energise the system for a continuous period of 1 hour. During these periods all luminaries should be checked for normal operation. At the end of the test the system should be returned to normal and the charging arrangements for the back-up and starting batteries checked for proper functioning. All levels should be checked.

Six Monthly and Annually

The system should be inspected and tested by a competent person (usually an employee of a manufacturer or installer) in accordance with the British Standard currently in force.

Hose Reels

General

Hose reels should be subjected to regular inspection to ensure that the inlet valve, the automatic on/off valve (if any), glands, tubing and shut off nozzle are sound and free from leaks, and also to ensure that the outlet of the nozzle is not choked.

Some nozzles, in addition to giving a jet stream, are also capable of producing a cone spray. In these cases correct functioning in each role should be checked. If booster pumps have been installed, these and their associated equipment should also be checked.

Annually

The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are watertight.

A flow test should be carried out to ensure that a discharge of at least 30 litres / min is achieved. If it is not possible to test every hose reel, at least the highest reel on each rising main should be tested.

Portable Fire Extinguishers

Monthly

An inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user's representative to make sure that appliances are in their proper locations and have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage.

Annually

All extinguishers should be serviced by a competent person (usually an employee of a manufacturer or installer) in accordance with the British Standard currently in force.

Sprinkler Systems

General

Automatic sprinklers may be conditional to the insurance policy of premises and as such should be maintained in accordance with the terms and conditions of the insurance policy to ensure full and adequate protection.

In addition, a sprinkler system may form part of an engineered solution or compensation for departure from normally accepted fire safety standards or building regulations. As such, the sprinkler system must be maintained to ensure those departures are consistent with the Fire Safety Risk Assessment. Where a sprinkler system forms part of an engineered solution it may also be subject to an Alterations Notice, under article 29 of the RR (FS) O, and the maintenance requirements of article 17 of the RR (FS) O

The installer of the Automatic Fire Sprinkler System should provide to the occupier an inspection and programme of checks for the system. The programme should include; instruction of the action to be taken in respect of faults, operation of the system, in particular the procedure for emergency manual starting of any pumps and details of daily and weekly routines.

Weekly

The following checks shall be made and recorded;

- All water and air pressure gauge readings on installations, trunk mains and pressure tanks.
- All water level in elevated private reservoirs, rivers lakes and water storage tanks.

Water Motor Alarm Test

Each water motor alarm shall be sounded for not less than 30 seconds.

Automatic Pump Starting Test

Test on automatic pumps shall include;

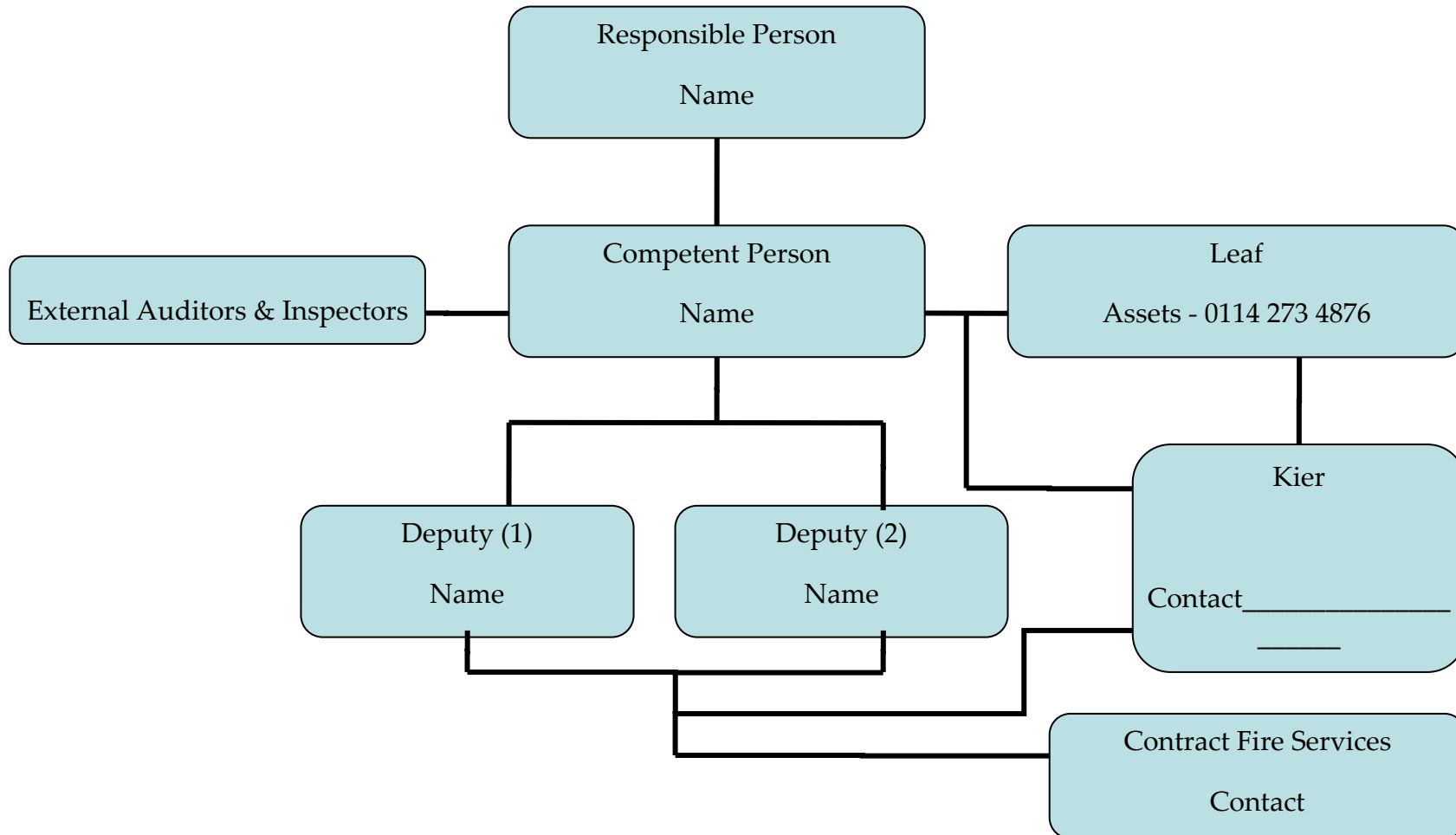
- Check fuel and engine lubricating levels.
- Reduce water pressure on starting device to stimulate condition of auto-start.
- Record the starting (cut in) pressure and check it is correct.

Quarterly / Six Monthly / Annually

The service and maintenance schedules detailed in the current British Standard should be carried by a competent person who will supply the user with a signed and dated report of the inspection.

2. Site Structure

2.1 Site Management Structure



Site Management Structure

Additional information

Responsible Person

The responsible person has overall responsibility for Health and Safety Management of the premises. This is usually the person who has control of the premises; in most cases this will be the Headteacher. The responsible person must ensure that competent persons are identified and appointed at each site under their control to carry out delegated duties. Where there is more than one responsible person i.e. in shared premises, there must be effective co-ordination and communication.

Competent Person

Competent persons are nominated by the responsible person to carry out delegated duties and tasks. It is the responsible persons' responsibility to ensure competent persons are appointed to fulfill the statutory requirements for their establishment.

Competent persons need to have received relevant training in the area of their responsibility and shown the competence to carry out these duties. Competent persons will assist in managing the fire safety arrangements including carrying out and recording daily / weekly / monthly checks of the premises fire systems.

Traded Services to Schools

Delegated contractors are to be listed here who are responsible for carrying out six monthly / yearly servicing within the traded services to schools package.

Kier

Kier contacts are to be listed here. These are responsible for carrying out six monthly / yearly servicing within the traded services to schools package.

Deputy (1 and 2)

Two nominated deputies should be listed who are competent to carry out daily / weekly / monthly checks in the absence of the Competent Person listed above.

External Auditors & Inspectors

Legislation must be adhered to, external auditors and inspectors will monitor that it is done so.

Contract Fire Services

Delegated contractors are to be listed here who are responsible for carrying out six monthly / yearly servicing within the traded services to schools package.

2.2 Fire Instruction and Training

It is important that all staff should receive basic fire training in what to do in the event of fire, including those who work irregular hours, part time or casually employed.

Article 21.1 Regulatory Reform (Fire Safety) Order 2005

The responsible person must ensure that his employees are provided with adequate safety training.

The training should focus on the following general areas:-

Preventative Measures – good housekeeping etc.

Actions to be taken in the event of fire – how to raise the alarm.

Evacuation Procedures – Identify the location and use of escape routes, fire alarm call points, firefighting equipment and nominated assembly points.

How to call the Fire Brigade – Premises procedures.

In addition to the above, certain members of staff in large buildings may also be nominated to carry out specific tasks in the even of fire and these should also be incorporated to ensure procedures are carried out efficiently and safely.

All staff should receive information and training on the fire safety provisions within the premises as soon as possible after being appointed and at regular intervals thereafter, (at least annually). The information given should be based on your emergency action plan and must include:

- The significant findings of your fire risk assessment
- Staff fire procedures
- The identity of persons with responsibilities for fire safety: - fire wardens etc.
- The measures that are in place to reduce / mitigate the effects of fire
- Any special arrangements that are in place
- The location of emergency exits and fire fighting equipment (and the use of if appropriate)

Further Information

For further information, please contact the health and safety team on 0114 273 4876.

3. Occupiers Recording Sheets

Refer to Guidance 3

3.2 Call point test procedure / Locations CAD plan

(Please insert the Call point test procedure / Locations CAD plan here)

3.4 Emergency lighting test procedure / Locations CAD plan

(Please insert the Emergency lighting test procedure / Locations CAD plan here)

3.6 Fire fighting equipment checks / Locations CAD plan

(Please insert the Fire fighting equipment checks / Locations CAD plan here)

3.8 Sprinkler system test procedures / Locations CAD plan

(Please insert the Sprinkler system test procedures / Locations CAD plan here)

4. Fire Drills and Evacuations

4.1 Fire Drill / Evacuation

Drills should be conducted to simulate fire conditions and to test fire procedures. All staff should be conversant with the premises evacuation procedures and take part in fire evacuation drills at least once a term.

Article 15.1 Regulatory Reform (Fire Safety) Order 2005

The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

Fire drills and practice evacuations should not be used to embarrass staff, or unduly inconvenience people. However they are crucial in testing local procedures for evacuating the premises and highlighting problem areas which may need addressing.

Ideally, most people should be aware that a fire drill is due to take place, in order to minimize any adverse effects and provide staff with time to ensure they are familiar with alternative exit routes. It may not always be possible to alert everyone, especially if the premises have relatively open access or are used by the public.

Debriefs on the effectiveness of the drills should be carried out so that any evacuation procedures can be changed if necessary.

Term 1

| Date and Time | Person responsible for Drill | Number of Staff involved | Time Taken to Evacuate | Optimum Time to Evacuate | Planned Alarm | Unwanted Alarm | Recorded in Faults Log Y/N |
|---|-------------------------------------|---------------------------------|-------------------------------|---------------------------------|----------------------|-----------------------|-----------------------------------|
| | | | | | | | |
| Simulation (i.e. Normal Route blocked) | | | | | | | |
| Assessment of Drill | | | | | | | |
| Recommendations or Further Action Required | | | | | By Whom | | By When |
| | | | | | | | |

Term 2

| Date and Time | Person responsible for Drill | Number of Staff involved | Time Taken to Evacuate | Optimum Time to Evacuate | Planned Alarm | Unwanted Alarm | Recorded in Faults Log Y/N |
|---|-------------------------------------|---------------------------------|-------------------------------|---------------------------------|----------------------|-----------------------|-----------------------------------|
| | | | | | | | |
| Simulation (i.e. Normal Route blocked) | | | | | | | |
| Assessment of Drill | | | | | | | |
| Recommendations or Further Action Required | | | | | By Whom | | By When |
| | | | | | | | |

Term 3

| Date and Time | Person responsible for Drill | Number of Staff involved | Time Taken to Evacuate | Optimum Time to Evacuate | Planned Alarm | Unwanted Alarm | Recorded in Faults Log Y/N |
|---|-------------------------------------|---------------------------------|-------------------------------|---------------------------------|----------------------|-----------------------|-----------------------------------|
| | | | | | | | |
| Simulation (i.e. Normal Route blocked) | | | | | | | |
| Assessment of Drill | | | | | | | |
| Recommendations or Further Action Required | | | | | By Whom | | By When |
| | | | | | | | |

4.4 Evacuation routes / CAD Plan

(Please insert the Evacuation routes / CAD Plan here)

5. Hot Work Permit

5.1 The Sheffield Council Hot Work Permit System

Hot Work is any operation carried out by a contractor or supplier in school involving:

- flame
- hot air
- welding
- cutting
- brazing and soldering
- blowlamps
- bitumen boilers
- grinders
- any other processes producing sparks or having a naked flame

These operations must be specifically authorised by the school who must issue a hot work permit to the contractor for each different type of hot working on a daily basis.

It is recommended:

- Before ordering any work the contractor/supplier should be asked if hot work will be required, and if so, be given a blank copy of the permit prior to attendance on site.
- On arrival at school the contractor and school staff member issuing the permit should visit the work area and ensure that the requirements on page 2 of the permit will be fully met.
- The permit should then be completed and signed by the school and contractor. A permit should normally only last for one working day and only apply to one person or a team under the supervision of foreman. If another person or team comes on site, they should be issued with a fresh permit after following the above two steps.
- When the work has been completed, the work area should be checked by the person who has issued the permit and the contractor who should then sign off the bottom section of the permit.
- The person issuing the permit will normally be the caretaker, building supervisor or site manager of the school, as the person with significant knowledge of the building.

If further guidance is needed, please contact the Property & Facilities Management Team

The Hot Work Permit Proforma is printed on the next 2 pages

[Insert School Name] - HOT WORK PERMIT

Applicable for all operations involving flame, hot air, welding, cutting, brazing and soldering equipment also blowlamps, bitumen boilers, grinders and other such processes producing sparks or having a naked flame.

IMPORTANT: The precautions on page two must be adhered to without fail.

Date _____

Building _____ Floor _____

Equipment to be used:

Work to be carried out

The location where this work is to be done has been examined by the contractor and client, and all necessary precautions (see page 2) taken and permission has been granted for this work.

This Permit issued [date and time] _____

This Permit expires [date and time] _____

Time commenced _____ Completed _____

Signed _____

(Individual responsible for authorising hot work on behalf of school)

I accept the conditions of this permit and as supervisor have inspected the work area and confirm the precautions listed have been taken to prevent fire.

Signed _____ Date _____ Time _____

(Contractors representative Work Foreman etc)

FINAL CHECK-UP

The work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls), were inspected 30 and 60 minutes after the work was completed and were found firesafe.

Signed _____ Date _____ Time _____

(Supervisor/foreman/project manager for contractor)

This Permit is to be filed for review by the Insurer's Surveyor and Sheffield City Council Health and safety section.

PREVENT FIRES

Prior to approving any hot work the fire safety Supervisor (representing the contractor) or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire. Check each item carefully

PRECAUTIONS

- Smoking not allowed on site
- Sprinklers and other Fire Fighting Systems and Equipment in service where possible
- Hot Work Equipment is in good condition
- Gas containers/flammable liquid containers to be changed/filled in the open
- Tar boilers to be supervised by experienced persons at all times

WITHIN 15 METRES OF WORK

- Floors swept clean of combustibles and wetted down or covered with non combustible material where necessary
- Combustible materials, hazardous or flammable liquids have been removed or are protected with non combustible curtains or sheets (including gas cylinders and gas supply pipes)
- Non combustible covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

- Any combustible material has been protected against sparks or heat
- Combustibles moved away from other side of walls and away from metal through which heat can be transferred

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust
- Containers purged of flammable liquids and vapours

FIRE WATCH

- To be provided during and 30 minutes after operation
- Supplied with extinguishers and/or hose reel
- Trained in use of fire fighting equipment and in sounding the fire alarm

FINAL CHECK UP

- To be made 60 minutes after completion of any operation

Note Tar boilers should only be taken on roofs if agreement has first been obtained from a health and safety professional.

6. Contractor / Engineers Service Sheet

7. Outbreak of Fire record

7.1 Outbreak of Fire

You only need to fill in this form if there has been an actual fire in the building or in the grounds. Please fill in the details requested below if there has been an incident of fire, no matter how small, even if it has not set off the fire alarms.

Work Site

Date of Fire Time

Fire found by (give name and job title)

Exact location of fire.....

.....

Did the Fire Brigade attend?

Cause of fire (if known)

.....

.....

.....

Who dealt with the fire and how?

.....

.....

.....

Was a fire extinguisher / blanket used? (if yes, remember to have it refilled)

Please provide further details, including any injuries suffered, comments from the fire Brigade (continue on a separate sheet if required)

.....

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.....

Debriefing

Remember to have a debriefing so that discussions can be held about how effective current procedures worked. There may be a need to review procedures of staff instruction.

Notification of Fire

The following people must be notified (please tick the relevant boxes below). Insert others in the blank space provided if needed.

| | |
|---|--|
| <input type="checkbox"/> Line Manager | <input type="checkbox"/> Property Management Report details of damage or repairs required |
| <input type="checkbox"/> Health & Safety Advisors | <input type="checkbox"/> Ofsted (if applicable) |
| <input type="checkbox"/> Insurance & Risk | <input type="checkbox"/> |

Carry out an investigation into the cause of this incident, the Health & Safety Team should be involved in the investigation

Review your Fire Risk Assessment and Fire Precautions in light of the findings from the investigation of this incident.

Name of person completing this form

Position Date

8. Faults / Non Compliance Log

9. Fire Risk Assessments

(Please insert your Fire Risk Assessment in this section)

10. Fire Officers Visits

