Fire Precautions Log Book

FIRE INSTRUCTION, TRAINING AND DRILLS

Fire instruction, training and drills to be carried out at least once in every **SIX MONTHS** and appropriate records kept.

Date	Duration	Instructor	Type of Instruction	Persons Receiving Instruction

FIRE FIGHTING EQUIPMENT

All portable fire extinguishers should be inspected and serviced at least **ANNUALLY** by a competent person in accordance with the relevant British Standard.
Hose reels should be inspected and serviced at least **ANNUALLY** by a competent person in accordance with the relevant British Standard.
Fire blankets should be inspected in accordance with the manufacturers instructions.

Date	Result of Test and Action Taken	Signature

FIRE ALARM SYSTEM

The call points and the operation of the system, including the sounders and any automatic releases on doors, should be tested **WEEKLY** using a different call point in rotation for each successive test.

In addition, a **QUARTERLY** and **ANNUAL** inspection and test of the whole system, including any automatic fire detection and automatic releases shall be carried out in accordance with the relevant standards.

Date	Result of Test and Action Taken	Call Point Used	Signature

EMERGENCY LIGHTING

The emergency lighting system should be tested at least **MONTHLY**. This should include a simulated failure of the power supply to the lighting circuits to check that all bulbs and changeover equipment are in working order.

Date	Result of Test and Action Taken	Signature

ROUTES OF ESCAPE

ALL routes of escapes in case of fire are to be kept clear at ALL times.

Date	Result of Test and Action Taken	Signature

FIRE DOORS

ALL fire doors are to be inspected to ensure that they fulfill their function in case of fire.

Date	Result of Test and Action Taken	Signature