



Fire Safety Log Book

FUN IN SCHOOL HOLIDAYS

Introduction

This fire safety logbook has been prepared to assist FISH managers, play workers, and other responsible persons to co-ordinate and maintain a fire safety record keeping system. It is the Manager responsibility of each site to ensure the logbook should be kept up to date and readily accessible for inspection by the enforcing authority when required.

It should be noted that it is an offence for a person to knowingly make a false entry.

CONTENTS OF LOG BOOK

1. Useful telephone contacts.
2. Notes on test procedures and frequencies.
3. Visits by fire service inspector/crew.
4. Fire alarm break glass call points.
5. Fire detection and alarm system - record of tests.
6. Record of false alarms.
7. Emergency lighting system - record of tests.
8. Fire extinguishers - record of tests and inspections.
9. Hose reels - record of tests.
10. Sprinkler system - record of tests.
11. Fire resisting doors/means of escape - record of tests.
12. Electrical and portable appliance testing - record of test.
13. Fire instruction - record of when given.
14. Fire evacuation drills - record of when undertaken
15. Fire risk assessment details.

Useful Telephone numbers

In an emergency call (9) 999**

**to get an outside line from school phone

Club Mobile:

School Office:

FISH Office: 08445 618847

Building Maintenance:

Building Control Officer:

School Fire Safety Officer:

FISH Fire Safety Officer: 07702756344 (Dan)

Ofsted :

Club Address

Notes on test procedures and frequencies.

*Indicates an entry should be made in the log book.

Fire Extinguishers

*Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage. *The school is responsible for maintenance of all fire extinguishers if the manager discovers lost in pressure they must inform the FISH & School's Fire Safety Officers.

Fire Detectors

Weekly visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

Fire Exits

The manager is responsible for the daily inspect of the fire exits ensuring the are clear and easy to exit in an emergency.

Break Points

Daily visual inspection of the fire break glass points to ensure they are not broken or there is any other conditions likely to interfere with the correct operation of the break points.

Fire Doors

*Monthly. The following should be checked:

1. That heat-activated seals and smoke seals are undamaged;
2. That door leaves are not structurally damaged or excessively bowed or deformed;
3. That gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke sealing;

Any faults found should be reported to the FISH Safety Officer & the School Safety Officer.

Portable Appliance Testing

*Annually – All electrical equipment over a year old should be P.A.T. tested; electrical testing should be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections.

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Fire Instructions

*The legislation applicable to these premises requires that instructions should be given in respect of the action, purpose, etc, of the following: discovering a fire, hearing the fire alarm, the assembly point, calling the fire service, making safe power supplies, etc, use of fire alarms and fire extinguishers, and the means of escape routes.

Fire Drills

*The legislation applicable to these premises requires that drills should be conducted to simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specific staff for the purposes of safety, the fire alarm should be operated on instructions of management. Do not call the fire service for the purposes of a drill, it is an offence.

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VISITS BY FIRE SERVICE INSPECTOR/CREW

Fire and Rescue Service crews will periodically visit premises for familiarisation purposes in the event of them being called to a fire in the building. The fact that a Fire and Rescue Service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures in the premises.

Date	Inspector / OIC Crew Print	Inspector/OIC Crew Sign	Comments

[illegible]

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Record of False Alarms

Date	B/Glass or Detection Activated	Cause of Alarm	F&RS Called	Action Taken	Name (print)

Fire Extinguishers Record of Test & Inspections

MONTHLY CHECK (M) - ANNUAL TEST AND INSPECTION (A) - PERIOD DISCHARGE (PD)

[illegible]

Portable Appliance Testing - Annually

Only record items that fail

[illegible]

Employee Fire Instruction and Drills

Fire instructions and training should be given to employees so that they are aware of the following:

1. What to do if they discover a fire
2. How to sound the fire alarm
3. What to do if they hear the fire alarm
4. Where the fire extinguishers are located and how to use them (if it is safe to do so)
5. The escape routes from the building
6. The whereabouts of the assembly points
7. How to call the Fire and Rescue Service
8. The arrangements for the evacuation of people with special needs
9. The dangers associated with obstructing of fire exits and wedging open of fire resisting doors

Instruction and training should be given:

1. As soon as possible at the commencement of employment
2. Twice a year thereafter

Fire Evacuation Drills should be carried out:

1. At least twice a term, and once a week during the school holidays.
2. All new children must be made aware of the fire evacuation procedure
3. All employees **MUST** evacuate the premises regardless of seniority or commitments
4. The results should be recorded and remedial action taken as necessary

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[illegible]

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[illegible]

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[illegible]

Fire Evacuation Drill

Note: Actual Fires/AFAs with full evacuation may also be included as Fire Drill

Should be carried out at the interval shown below and conducted to simulate fire conditions; i.e. one route obstructed. No advance warning should be given, other than to specific staff for purposes for safety and the avoidance of a false call being made to the Fire and Rescue Service.

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Fire Evacuation Drill

[illegible]

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Fire Evacuation Drill

[illegible]

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[illegible]

Fire Evacuation Drill

[illegible]

Fire Risk Assessment

FIRE RISK ASSESSMENT							
Risk assessment for: Building: Location:					Assessment undertaken by Date: Completed by: Signature:		
Aspects to consider			Control measures?	Who is affected?	Is further action required?		
Areas of risk	Hazard Identified	Rating	Procedures/Strategies	Staff (S) Pupils(P)	What?	By when?	Completed?
Sources of ignition							
Sources of fuel							
Sources of oxygen							

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