Fire safety logbook

The record of every fire safety check, drill and service in this building. Keep it where the person in charge can find it, fill it in as checks are done, and show it to the fire officer or insurer when asked.

The building

Building name and address

Responsible person (name and role)

Phone or email

Most people in the building at once

Assembly point

Logbook started

Kept by

Fire safety at a glance

Fire risk assessment last done (date, by whom)

Next review due

Fire alarm serviced by (company, phone)

Next alarm service due

Emergency lighting serviced by

Next full-duration test due

Extinguishers serviced by

Next extinguisher service due

In this logbook

Fire risk assessment checklist	yearly, or when things change
Weekly fire alarm test log	every week
Emergency lighting test log	monthly, and a yearly full test
Fire extinguisher check log	monthly look, yearly service
Fire drill record	at least once a year

Fire risk assessment checklist for small premises

Walk the building with this list, including store rooms, the boiler room, loft spaces and outside. Tick what is in place. Anything not ticked is a finding: write it in the fire risk assessment with the action, who will do it and by when. Follows the five-step method in the Home Office guide for small and medium places of assembly.

Building _____ Walked by, date _____ Next review _____

1. Fire hazards: where a fire could start

- [ ] Electrical: fixed wiring inspected in the last five years, portable appliances tested, no overloaded sockets or trailing extension leads, no damaged plugs or cables
- [ ] Heating: boiler serviced, portable heaters kept clear of anything that burns, nothing stored in the boiler room
- [ ] Cooking: kitchen equipment clean, extraction clear of grease, a fire blanket by the cooker
- [ ] Smoking and naked flames: a no-smoking policy, candles and tea lights not permitted or strictly controlled, no fireworks or smoke machines without written permission
- [ ] Storage: combustible material (paper, chairs, decorations, cleaning products) stored away from heat sources and escape routes
- [ ] Arson: bins kept away from the building, outside areas lit, the building secured when empty
- [ ] Contractors and hirers: told the rules on hot work, heaters, decorations and naked flames before they start

2. People at risk: who is in the building

- [ ] Who uses the building, when, and how many at once; the most people present at any time
- [ ] People unfamiliar with the layout: hirers, visitors, audiences
- [ ] People who would need help to leave: wheelchair users, people with limited mobility or hearing, young children, older people
- [ ] Anyone working alone or in a part of the building where the alarm might not be heard
- [ ] Sleeping risk: nobody sleeps in the building, or if they do, how they would be woken

3. Means of escape: getting out

- [ ] At least two ways out of every occupied room where the numbers or the risk call for it
- [ ] Every exit opens easily from inside without a key while the building is in use; push bars where fitted work
- [ ] Escape routes kept clear: no furniture, deliveries, bins or stored items on the route or outside the doors
- [ ] Exit signs visible from every part of each room, and lit or photoluminescent where the route would be dark
- [ ] Emergency lighting fitted on escape routes and tested monthly; a full-duration test once a year
- [ ] Fire doors close fully on their own, are not wedged open, and have intact seals and strips
- [ ] External routes from exits to the assembly point are passable: gates unlocked, no parked cars, no stored material
- [ ] A travel distance to a safe place that is reasonable for the people and the risk (the guidance gives figures)

4. Detection and warning: knowing there is a fire

- [ ] A way of warning everyone in the building at once: a fire alarm system, or, in a very small single-room building, a shouted warning or a hand bell that can be heard throughout
- [ ] The alarm can be heard in every room, including toilets, kitchen and any upstairs room, with the doors shut
- [ ] Call points by each exit; the alarm is tested weekly from a different call point and the test is logged
- [ ] Smoke or heat detectors where a fire could start unseen: store rooms, boiler room, kitchen, loft spaces
- [ ] The alarm serviced by a competent person every six months, with the certificate kept

5. Fighting the fire: first aid firefighting

- [ ] Extinguishers of the right type for the risk (water or foam for general areas, CO2 for electrical, a fire blanket in the kitchen), on brackets or stands by exits
- [ ] Extinguishers checked monthly (in place, pin and seal intact, gauge in the green) and serviced yearly
- [ ] Nobody is expected to fight a fire; extinguishers are for clearing a route to an exit

6. Managing it: plan, record, inform, train, review

- [ ] A written fire emergency plan: what happens when the alarm sounds, who does what, the assembly point, who calls 999
- [ ] The fire action notice on the wall by each exit, matching the plan, with the assembly point named
- [ ] Everyone who runs the building knows the plan; hirers are given it before the event
- [ ] A fire drill at least once a year, recorded, with what went wrong and what was done
- [ ] Weekly alarm tests, monthly lighting and extinguisher checks and the annual services all logged, and the certificates kept
- [ ] A named responsible person, and a named deputy for when they are away

- [ ] This assessment reviewed every year, and after any change to the building, its use, or a fire or near miss
- [ ] The assessment, the plan and the records kept together where a fire officer or insurer can see them

Findings: what is not in place, the action, who, by when

Responsible person (name, signature, date)

Checked by a second person (name, signature, date)

Weekly fire alarm test log

Test the alarm once a week from a different call point each time, so every call point is tested in turn. Note which one, whether every sounder was heard, and anything wrong. Keep this sheet with the fire logbook; it is the first thing a fire officer or insurer asks to see.

Building _____ Year _____ Kept by _____

Week	Date	Call point tested (location)	All sounders heard?	Faults or notes	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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Emergency lighting test log

Once a month, switch the emergency lights to battery (the test key switch or breaker) long enough to see that every fitting comes on, then restore the supply. Once a year a competent person runs the full-duration test (usually three hours) and leaves a certificate. Record both here.

Building _____ Year _____ Kept by _____

Monthly function test

Month	Date	All fittings lit?	Fittings not working (location)	Action taken	Initials
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Annual full-duration test

Date

Duration tested

Carried out by (company, engineer)

Certificate kept where?

Fittings that failed, and what was done

Fire extinguisher monthly check log

Once a month, walk round every extinguisher: is it where it should be, is the pin and seal intact, is the gauge in the green, is it undamaged, is the sign visible and is the way to it clear? Once a year a competent person services them and leaves a certificate. List your extinguishers once, then tick each month.

Building _____ Year _____ Kept by _____

Location	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Faults found and action taken (date, extinguisher, what, done by)

Annual service date _____

Serviced by (company) and certificate kept where _____

Fire drill record

One sheet per drill. Most buildings drill at least once a year; where people change often (hirers, volunteers, pupils) twice is usual. Record who ran it, how long the building took to clear, and what went wrong, then what was done about it. A second person signs that the record is accurate.

Building

Number of people in the building

Date and time of drill

Call point used to start the drill

Run by (name and role)

Time from alarm to building clear

Announced or unannounced?

Assembly point used

Checks during the drill

☐ Alarm heard in every part of the building ☐ All exits opened freely ☐ Escape routes clear ☐ Building sweep done (toilets, kitchen, stores) ☐ Everyone reached the assembly point ☐ Roll call or head count taken ☐ Anyone needing help was helped

What went wrong, or could go better

What will be done about it, by whom, by when

Recorded by (name, signature, date)

Checked by a second person (name, signature, date)

Why a second signature: whoever runs the drill should not be the only person who signs it off. It is the simplest way to show the record was checked.