



Fire Log Book

NORTHUMBERLAND

Northumberland County Council

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Introduction

The aim of this document is to assist Managers to devise the most appropriate arrangements in respect of fire safety and to provide general advice for all employees. The information given in Section 1 should be used to provide instruction for all staff. Sections 2 and 3 should be used to help managers to fulfil their legal obligation to complete a comprehensive fire risk assessment.

In section 5, fire maintenance records are provided to record the findings of regular inspection and testing of fire equipment. Records of tests undertaken by contractors, such as those on extinguishers, hose reels, fire alarms and emergency lighting systems should be kept in Section 6. Section 6N should contain a list of all highly flammable or toxic substance kept in the establishment with details of their precise location. This information will be invaluable for the fire and rescue service in the event of an emergency. Examples of such materials are bulk storage of chemicals and/or petroleum. Section 6O should contain all documentation issued in respect of statutory requirements, such as Premises Licences.

An evacuation procedure for each building should be formulated for both fires and emergencies. Once in place, it is of the utmost importance that the procedure is followed rigorously in order that it will be fully understood. Staff should be aware of their own individual responsibilities. Moreover, a member of staff should be nominated to supervise all fire and emergency arrangements.

General safe practice to reduce the risk of fires should be recorded as establishment policy. This will include such things as storage of flammable materials and ensuring that fire doors are kept closed.



Fire Organisation

The names of contacts and members of staff with particular responsibilities are given below. **Please insert telephone numbers as appropriate.** For details of the relevant competencies of each role, refer to Section 2, pages 2-4 and 2-5:

Manager/Headteacher:	Details
Responsible Person:	
Fire Wardens:	
Nominated Persons	Fire alarm activation: Periodic Tests: Workplace Fire Inspection:
Property Help Desk:	Contact Name/Telephone Number: 01670 624843
Electrical Engineers:	Contact Name/Telephone Number:
Fire Safety Division:	Contact Name/Telephone Number: 01670 621140
Fire Alarm Company:	Contact Name/Telephone Number:
Fire Extinguisher Company:	Contact Name/Telephone Number:
Licensing Authority (Entertainment, Petroleum etc.)	Contact Name/Telephone Number:
Other Relevant Emergency Contacts (Gas etc.)	

