

THE ROLE OF A LOGBOOK

Record keeping has always been part of fire safety management (see main article). Fire certificates (which now have no effect) often contained requirements to record maintenance, drills, training, etc.

Current legislation contains no explicit requirements to keep logbooks (but the fire safety arrangements must be recorded - see next issue). However, it is difficult to demonstrate that the above measures have been carried out unless there are records.

Records are important, as enforcing authorities' inspections, and level of enforcing

action, will be affected by their judgement of fire safety management. Rightly or wrongly, their judgement is coloured by the quality of record keeping.

Good practice is, therefore, to maintain clear, consolidated records that demonstrate compliance with requirements for testing, maintenance, drills, training, etc. The most appropriate form for such records is a fire safety logbook, enabling the fire inspector to find the relevant information clearly set out in a single document ■

Trading Tip!

What a lot of opportunities! Keep this list with you and make use of it when you next carry out a review of the services and solutions you can offer to your clients.

- (c) a defined responsibility for fire safety
- (d) in-house or external help in compliance with legislation and fire protection policies
- (e) suitable fire procedures, including arrangements for evacuation of disabled people
- (f) training of staff, with additional training for those with special responsibilities
- (g) appointment of fire wardens if appropriate
- (h) properly conducted fire drills
- (i) regular in-house fire safety inspections
- (j) formal arrangements for inspection, testing and maintenance of fire protection equipment
- (k) inspection, testing and maintenance of plant and equipment (e.g. electrical installations)
- (l) close control over the activities of outside contractors
- (m) proper procedures during hazardous activities, such as hot work
- (n) liaison and pre-planning with the operational personnel of the fire and rescue service
- (o) approval of material alterations by the building control body
- (p) records of inspections, testing and maintenance, and of staff training, fire drills, etc
- (q) good standards of fire prevention, including security against arson
- (r) good standards of housekeeping
- (s) recognition and control of dangerous substances
- (t) contingency plans for fire or other emergency
- (u) monitoring of fire loss experience, including all small fires. ■