

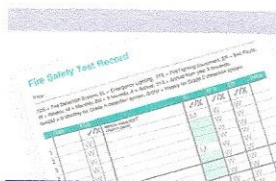


Fire Safety Logbook

www.landlords.org.uk



FOLLOW
the regulations



RECORD
relevant checks



MANAGE
fire risks

Property Details

Property Address: 39 STATION RD
BIDDULPH

Post Code: ST8 6BL

Licence Holder/Manager: MGT CO

Contact Details

Fire Detection

Company:

Address:

Post Code:

Telephone:

Contact Name:

Emergency Lighting

Company:

Address:

Post Code:

Telephone:

Contact Name:

Fire Fighting Equipment

Company:


Address:

Post Code:

Telephone:

Contact Name:

■ Fire Risk - Record of Significant Findings

RISK ASSESSMENT FOR		ASSESSMENT UNDERTAKEN	
Building:	Station Rd -	Date:	13 / 09 / 2018
Location:		Completed by:	NRB
Sheet number Floor/area:		Signature:	
Use:			
Step 1 - Identify Fire Hazards			
SOURCES OF IGNITION	SOURCES OF FUEL	SOURCES OF OXYGEN	
① <u>INDIVIDUAL FLAT</u> electric sockets/ cookers / heaters	Electric Gas	/	
② <u>Public areas</u> Sockets meters in storage cupboard	Electric Gas		
Step 2 - People at Risk			
Tenants / Guests predominantly Visiting trades to a lesser extent			

If necessary please use additional sheets

Step 3 - Evaluate, Remove, Reduce and Protect from Risk

(3.1) Evaluate the risk of a fire occurring

Relatively low subject to common sense approach of Tenants

(3.2) Evaluate the risk to people caused by a fire starting in the premises

Higher risk to occupants on upper floor

(3.3) Remove and reduce the hazards that may cause a fire

No specific hazards observed

(3.4) Remove and reduce the risk to people caused by a fire

- Check alarm system
- fire escape windows available

Assessment Review

Assessment/review date:

Completed by:

Signature:

Review outcome (where substantial changes have occurred a new record sheet should be used).

Notes:

- (1) The risk assessment record should refer to other plans, records or documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan, coordinating measures with other 'responsible persons' in the building to inform and train staff and inform other relevant persons.

■ Frequency of Tests

This frequency of testing guidance has been taken from relevant British Standards for the equipment concerned. Some products are available with prescribed life durations and the frequency of testing the item can be adjusted accordingly.

FREQUENCY	FREQUENCY ABBREVIATION	ITEMS TO BE INSPECTED/TESTED	TEST CARRIED OUT BY
Weekly	W	Fire detection Extinguishers Means of escape	Manager Manager Manager
Monthly	M	Emergency lighting Fire detection (Grade D if applicable only)	Manager Manager
Six-monthly	6M	Fire detection (Grade A only)	Engineer
Annually	A	Fire fighting equipment Emergency lighting	Engineer Engineer

Check periodically when in premises

Note

Test carried out by:

Manager: manager (or representative).

Engineer: a competent person who has received adequate training to carry out the test.

Certificates provided by engineers will need to be kept for inspection if requested by the local authority or Fire and Rescue Service.

The Smoke and Carbon Monoxide (England) Regulations 2015 require alarms to be tested at the beginning of each new tenancy. A record of this may be kept elsewhere, such as in the letting inventory.