

Fire log book

Hespin Wood MBT Plant

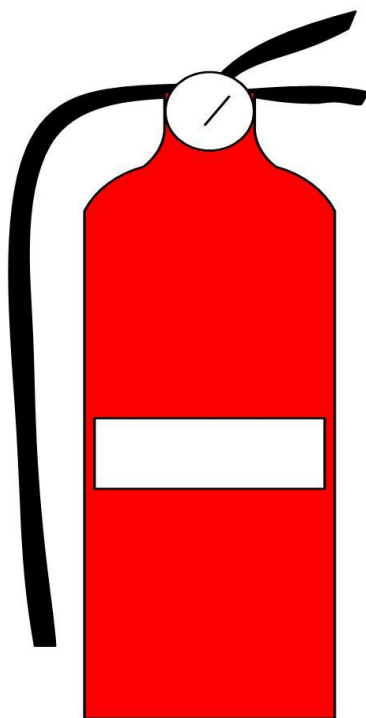
Northern Resource Park

Hespin Wood

Rockcliffe

Carlisle

CA6 4BJ



To be kept in emergency services folder

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Fire suppression system maintenance and inspection

Fire drill record

Inspections by fire officer record

Note – not all of the above forms will apply to every site (although many will). Please delete the above as relevant and only use the forms below you require

Notes

- ✓ The responsible person for fire precautions is the site/operation manager as listed in Shanks nominated manager schedule
- ✓ Incident controllers and fire wardens are as noted in the site emergency plan documents
- ✓ Fire equipment locations such as fire extinguisher locations, fire escape routes etc are as noted in the site emergency plan site map
- ✓ Portable and fixed electrical system test records are kept in site/operation files
- ✓ Queries regarding and advice on fire precautions are available from Shanks Safety Department – see Safety Department contact list for details
- ✓ Induction on means of escape etc is included in Shanks new employee induction and recorded on the new employee induction record (the below guidance section gives advice on what should be included in new employee induction)
- ✓ All Shanks sites hold an emergency plan which should be read in conjunction with this fire log

1. Useful telephone numbers

Fire brigade (not 999)	
Fire prevention officer	
Fire extinguisher and hose maintenance	
Fire alarm etc maintenance	
Emergency lighting maintenance	
Buildings maintenance (fire doors etc)	

2. Fire detection/fighting equipment and drills/test schedule

Equipment	Frequency	Action outline	Where recorded
Fire detection / alarm systems including self-contained smoke alarms and manual devices such as hand-rotated fire bells	Weekly check by site staff	<ul style="list-style-type: none"> ✓ Check detection system ✓ Test operation of alarm, self contained alarms and manually devices (bells) 	In fire log on relevant record sheet
	Annually by competent person (not manual devices)	<ul style="list-style-type: none"> ✓ Full check and test of systems by competent service engineer. ✓ Clean self contained smoke alarms and change batteries 	In fire log (note – copies of any test certificates etc must also be kept in the fire log)
Fire extinguishers and hose-reels	Monthly as part of on-site inspections	<ul style="list-style-type: none"> ✓ Check extinguishers and hoses for leaks, installation and placement (not missing) 	In fire log on relevant record sheet
	Annually by competent person	<ul style="list-style-type: none"> ✓ Full check and test by competent service engineer 	In fire log (copies of any test certificates must also be kept)
Fire suppression systems such as sprinkler systems	Monthly as part of on-site inspections	<ul style="list-style-type: none"> ✓ As required in system manual, pressure and level checks for example 	In fire log on relevant record sheet
	Annual by competent person	<ul style="list-style-type: none"> ✓ Full test and check as required by equipment supplier 	In fire log (copies of any certificates must also be kept)
Emergency lighting	Monthly as part of on-site inspections	<ul style="list-style-type: none"> ✓ Check all lights for function 	In fire log on relevant record sheet
Smoke vents	Monthly as part of alarm tests	<ul style="list-style-type: none"> ✓ Check open when alarm is tested 	In fire log book (custom page required)
	Annual by competent person	<ul style="list-style-type: none"> ✓ Full test and check by competent service engineer 	In fire log book (customer page required)
Means of escape (fire exits etc)	Daily as part of site walk-around	<ul style="list-style-type: none"> ✓ Check open correctly, not locked, burst bars etc work, exits not blocked 	In fire log on relevant record sheet
Fire drill	Six monthly	<ul style="list-style-type: none"> ✓ Full fire drill to test evacuation of buildings 	In fire log on relevant record sheet
Visits by fire officer	Ad-hoc (officers visit as required)	<ul style="list-style-type: none"> ✓ Inspection of premises by local fire officer 	In fire log on relevant record sheet

Notes

- ✓ Any defects noted during inspections and checks (whether for fire of general issues) or reported by employees must be recorded and any faults rectified promptly
- ✓ Means of escape should be checked for being blocked etc as part of general site operation
- ✓ Any misplacement of extinguishers, blocking of fire hoses etc must be reported to site management immediately – persons who remove, tamper with, block etc fire fighting equipment and/or fire exits etc are committing a criminal act and may suffer disciplinary action

3. Fire awareness and escape induction

New employees must be given instruction and information on fire awareness and escape when they join Shanks or if they move site. This is given during initial induction and is recorded on Shanks new employee induction form.

Induction must at least include:

- ✓ What the fire alarm sounds like (voice, bells, siren etc)
- ✓ How often the fire alarm is tested and when (weekly on a set day etc)
- ✓ Action to be taken if they discover a fire – alarm to be raised
- ✓ The location of fire alarm call points such as break glass points if fitted
- ✓ Action to take if they hear the fire alarm – evacuate to assembly point
- ✓ Where the fire exits are and which routes to take when escaping the building
- ✓ Instruction not to take personal belongings with them if the alarm sounds
- ✓ Instruction not to finish telephone calls etc when the alarm sounds
- ✓ Signing in procedure and the importance of always signing in and out
- ✓ Location of the assembly area
- ✓ Not to leave the assembly area until instructed to do so by incident controller
- ✓ Names and locations of fire wardens
- ✓ Duties of fire wardens (synopsis if not a fire warden themselves)
- ✓ Names and locations of incident controllers (as per site emergency plan)
- ✓ Any high risk areas for fire and any specific controls if relevant
- ✓ Any relevant issues relating to disability and escape
- ✓ Instruction not to misuse fire equipment – this is illegal
- ✓ Instruction not to block fire exits and escape routes
- ✓ Instruction to report any missing fire fighting equipment, blocked fire exits and escape routes or other problems with fire escape and precautions
- ✓ Who they should report such defects as listed above to
- ✓ Locations of notice boards which contain site emergency plan maps, fire warden names and locations and other fire precautions information

Proof of the above induction and instruction should be recorded on Shanks new employee induction form under the health and safety section
ALL employees should receive fire escape instruction

shanks. waste solutions.

Shanks Barking Mustdestroy
EMPLOYEE EMERGENCY PROCEDURES
In the event of an incident please follow the procedure below

FIRE

- On discovering a fire, sound the alarm by breaking the glass on the nearest "Break Glass Call Point." Do not wait, or wait advice – **JUST SET THE ALARM OFF**
- Only use a fire extinguisher if you are trained in its use.
- On hearing the alarm, evacuate via the nearest fire escape to the **FIRE ASSEMBLY POINT** on the site access road
- **DO NOT** stop to collect personal possessions – go straight out
- If you are operating a machine when you hear the alarm push an emergency stop and then leave the area immediately
- If you are operating an item of plant (forklift etc) or a vehicle (van, lorry etc) if it is safe to do so drive into the yard as far away from the building as possible and then get out (leave the keys) and go to the assembly point. **BUT**, do not put yourself at risk – if in doubt get out and go to the assembly area
- **NOTE** – the green break glass points open the security doors if you do not have a security card with you – **SO YOU DO NOT NEED TO STOP TO GET ONE**

INJURY/INCIDENT

- Contact a first aider immediately.
- Report the injury to your manager.
- Incident report forms are kept in the administration office.

PROTEST/DEMONSTRATION

- Contact the site manager and/or the Communications Manager Aonon Linn - 0773 813 210 immediately.
- Do not put yourself at risk in trying to resolve the situation.
- Do not talk to the media.

INCIDENT CONTROLLERS	FIRST AIDERS
Barry Cook – offices Sue Poston – offices	Paul Welshman – warehouse Sue Poston – office

NEVER PUT YOURSELF AT RISK – IF IN DOUBT EVACUATE TO THE ASSEMBLY AREA IMMEDIATELY
NEVER FIGHT FIRES UNLESS YOU'RE TRAINED TO DO SO
GREEN BREAK GLASS POINTS OPEN SECURITY DOORS

Make sure that **ALL** employees have seen and understood the site emergency plan 'employee emergency procedures' sheet (example shown left)

4. General instructions for fire wardens

Upon discovering a fire

- ✓ Raise the alarm – use the nearest break glass call point or raise alarm using manual alarm
- ✓ Do not stop to tackle the fire
- ✓ Contact the Emergency Services - Dial 999 or 112 – (either number will get you through)
- ✓ Follow the instructions below as for 'on hearing the fire alarm'

On hearing the fire alarm

- ✓ Establish if the fire alarm is a drill or test **OR** is it the real thing (if you are not aware that a drill has been planned or if the alarm sounds outside of the time and day it is normally tested or for longer than it is normally tested for you **MUST** assume that the alarm is real and start an evacuation)
- ✓ Start evacuation and sweep your area instructing people to get out and go to the assembly point
- ✓ Check toilets, cupboards and other similar areas for stragglers
- ✓ Close all doors and windows on your way out to prevent the spread of fire
- ✓ Supervise the evacuation and if any employee or other person is not evacuating immediately instruct them to do so – firmly if needs be
- ✓ Note any behaviour (and the person's name for reporting to your manager later) which may delay evacuation by an employee/s such as:
 - Finishing telephone conversations, item of work etc before evacuating
 - Stopping to collect personal belongings
- ✓ Once you have finished the sweep of your area evacuate yourself – note **DO NOT** put yourself at risk while sweeping your area and - **IF IN DOUBT GET OUT**
- ✓ If you leave the building by the main entrance collect the signing in book, slide-card board etc and take it with you to the assembly point

NOTE – if you are trained and the fire is small you may attempt to fight the fire using an extinguisher/fire hose BUT DO NOT put yourself at risk – IF IN DOUBT GET OUT

Once outside the building

- ✓ Proceed directly to the assembly point
- ✓ Ensure the fire service has been called
- ✓ Carry out a role call using the signing in book etc
- ✓ Note any missing persons
- ✓ If someone is missing:
 - Note down the names of any missing person/s and if known their last location, this will assist the fire service when they arrive with the search of the building
 - Ask employees if they are aware if any one is still in the building
 - Or if an employee has left the area rather than going to the assembly point note down any name/s for reporting to your manager later (**DO NOT** trust completely comments that a person has left the area rather than going to the assembly point and report the name to the fire officer anyway **BUT** with a comment that it is believed that they have left the area)
- ✓ Instruct all personnel that they **MUST NOT** leave the assembly point until instructed to do so
- ✓ Offer your services to the Shanks incident controller at the assembly point such as to make telephone calls to senior management etc on the site contact list
- ✓ **DO NOT** re-enter the building until the fire officer in charge tells you it is safe to do so
- ✓ **DO NOT** allow any person to leave the assembly area until the officer in charge or Shanks incident controller informs you that it is OK to do so
- ✓ If trained to do so attend to those who may require first aid

When the fire brigade arrives

- ✓ Advise the officer in charge of any missing persons and any other relevant information which may help in the search of the building, ensure that you have a plan of the building with you this will help to identify any hazards and give the officer an idea of the layout within the building.

5. Guidance for use of fire log and on checks, tests and drills

All of Shanks sites have fire equipment which needs checking and testing, even if this is only a few extinguishers and one fire door in a cabin at a small civic amenity site. Tests and checks are either:

- ✓ Routine visual and similar basic checks carried out by Shanks employees
- ✓ Or, formal tests and checks made by competent external persons

The above table gives the legal minimum frequencies for these tests and checks. To prove that the required tests and checks have been done Shanks needs to record them. This fire log includes sheets to be used to record various tests and checks and must be completed and kept up to date.

The fire log should be kept in the same file as the site emergency plan documents. However, some sites have external emergency services information boxes and in these cases a copy of the emergency plan documents should be placed in the emergency services box and the fire log and masters of emergency plan documents kept secure in one file.

Guidance for checks – exits, extinguishers and hoses

Fire doors, exits and escape routes – issues to be checked include:

- ✓ All fire doors unlocked and open freely
- ✓ No damage to burst bars and door openers
- ✓ Exits and fire routes not blocked by boxes, equipment etc
- ✓ Emergency exit signs in place and clearly visible

Fire extinguishers – issues to be checked include:

- ✓ All extinguishers in place and not missing (the site emergency plan map should show all extinguishers and where they are located) and mounted correctly, not just left on the floor
- ✓ Correct sign above each– the right sign such as a CO₂ sign above a CO₂ extinguisher
- ✓ In date (check the service label on the side/back of the extinguisher) check for no obvious signs of damage, such as rusty hanging brackets, also check that the safety pin and if fitted the OK disc are in place, check hoses and horns for any signs or wear or damage.
- ✓ Full – most extinguishers have a gauge (the indicator needle should be in the green section)
- ✓ Clearly accessible and not blocked by objects

Fire hose reels – Are they Automatic or Manual

- ✓ Rolled-up neatly run out off the drum smoothly – not left un-rolled on floor etc
- ✓ In date – check the service label on the hose reel casing, check for no obvious signs of damage, including holes etc
- ✓ Check to ensure that they are working correctly
- ✓ If manual, turn on the stopcock valve located close to the hose reel, run out the hose and twist the nozzle at the end of the hose
- ✓ If automatic, pull off at least 3 metres (10ft) of hose and twist the nozzle at the end of hose
- ✓ Roll up the hose, ensure there are no snags or kinks when hose is rolled back on reel
- ✓ Ensure that the hose reel is accessible at all times

Guidance for checks – Alarms

Alarm Failure - In the unlikely event of a fire protection or detection system failure for a period of **12 hours or more** the site manager **OR** incident controller should notify the local fire brigade, building occupants, security, Insurance and Safety Department. **AND** also ensure that no hot work etc is undertaken while the alarm etc is down and, ultimately, decide whether the site should remain open.

Manual alarms such as hand rotated bells – all that is required here is to check that the alarm still works. For hand rotated bells turn the handle and see if it works.

Systems with break glass points – in the side of each break glass point is a small hole. A special key (if you do not have one your competent external tester should be able to get you one) when inserted into this activates the alarm without breaking the glass.

Each month pick a break glass point (use a different one each month) and have someone insert the key to activate the alarm. A second person should stand next to the control box to turn it off. Let the alarm sound continuously and check that all of the sounders are working correctly before silencing the alarm at the alarm panel (note – if your alarm is linked to a security company etc make sure you tell them before testing).

Note – automatic alarm systems should have a manual which will inform you how to operate the control panel. This will include what to do if a fault shows, how to test the alarm, how to run it off or silence it etc. If you do not have the manual contact your competent external tester who can show you how it works (write this down for future reference). Keep manuals in the fire log to avoid loss. All alarm systems need an annual formal check and test by a competent person.

Stand-alone units – some sites have battery powered stand-alone alarms. These can either be wall mounted with a break glass point or ceiling mounted combined with a smoke detector (see below).

- ✓ Wall units with break glass points – use the same technique as above for systems with break glass points, but obviously you will always use the same break glass point as there is only one
- ✓ Ceiling mounted units – these often have a test button which can be pushed to test the unit

As for alarm systems you should have the manual/instruction leaflet (keep it in your fire log) which will inform you how to test the unit. If you have lost this ask your external competent tester for advice.

Guidance for checks and tests – detection systems

Automatic systems (such as multiple detectors linked to an alarm system) – the control panel for such systems often have fault lights etc and/or test buttons to check the detectors are working. Read the manual or ask your competent external tester for advice.

Stand alone detectors – these are normally battery powered devices with a test button.

Guidance for checks and tests – emergency lighting

Emergency lighting systems come on automatically when the mains power fails. As such they are hard to check without turning the main power off – not practical for all sites (if it is practical it should be checked). However, most systems have an indicator light (normally a small red light) in each emergency light. Check that this is on indicating that the emergency light is working.

Guidance for checks and tests – smoke vents (smoke control systems)

These are specialist items designed to vent smoke from buildings in the case of fire. They are normally connected to an alarm system and should open if the alarm is activated. As such tests of alarm systems should also include a check that any smoke vents do actually open if the alarm sounds. Annual checks by a competent persons are also required.

Guidance – fire drills

Fire drills are aimed at checking that evacuation procedures work effectively and to discover any potential problems before a real evacuation may be needed. They are also aimed at ensuring that employees are familiar with what to do so that in a real emergency everything runs smoothly.

- ✓ Plan the drill in advance – tell fire wardens etc but no one else (this is meant to be a test)
- ✓ Do not hold a drill in wet weather (postpone it if the weather is wet) – there is no point an employee braking a leg slipping over trying to get out if it is a drill
- ✓ Have some one record how long it takes for everyone to evacuate and report to the assembly point (the same person can also make notes on how the drill went)
- ✓ Record any issues such as persons who have not signed in, anyone who does not report to the assembly area, any confusion or other problems, delays in evacuation
- ✓ Ask for feedback from employees who took part – they may have noticed something you did not
- ✓ Write a report on these and consult Safety Department for ways of making it better next time
- ✓ Remember to record the drill in the fire log

For advice on testing, checking, drills etc contact Safety Department

Fire exits/routes and other means of escape daily check

All fire exits, escapes etc must be checked each day as part of routine site walkabouts. Checks should include blocks of fire doors/routes, damaged doors or push-bars etc, locked exits etc. **ALL** defects **MUST** be reported to the manager who **MUST** take action and note the action taken in the last column. If everything is OK mark the relevant day box with a tick (✓) if not mark it with an **X** and note what the defect is in the defects box. Remember to add your initials at the end of the week.

[illegible]

Now start a new sheet, but keep the completed one in the fire log (sheets MUST be kept for 5 years)

Fire extinguisher/hose monthly checks

Normally checked as part of on-site inspections. Extinguishers: All there (not moved), mounted correctly, signs in place, full (check gauge), not damaged. Hoses: Not damaged, rolled-up/tidy, working. Both: In date (check label), not blocked and easy to get at. Make sure **ALL** are checked and report any defects to manager for action. If all OK write in the number checked and mark relevant box with a tick (✓) or if not with an **X** and note which extinguisher or hose is faulty and what the defect is in the defects box. **ALL** defects **MUST** be reported to the manager who **MUST** take action. Remember to initial the relevant box after checking to confirm the check. If you do not have fire hoses mark the box as '**NA**'.

Date checked (DD/MM/YY)	Extinguishers		Hoses		Initials checker	Location of faulty item and defect	Action taken by manager
	Number items checked	OK?	Number items checked	OK?			
M1							
M2							
M3							
M4							
M5							
M6							
M7							
M8							
M9							
M10							
M11							
M12							

Fire extinguisher/hose confirmation of annual competent person check

Every year all extinguishers and hoses **MUST** be tested and checked by a competent person. If you have reached this point on this form (that is you have done 12 monthly checks) it is time for your annual full test and check by a competent person, so make sure you arrange this in good time. The competent person will leave you a sheet/s confirming the results of their tests and checks – this needs to be kept (put it behind this form in your fire log). Please also ensure that the competent person signs below to confirm that the required annual tests and checks have been completed. Make sure you remember to include any extinguishers in heavy mobile plant and lorries as applicable in competent person tests and checks.

I confirm that the required annual check has been completed and that a record sheet detailing any actions etc has been left on site:

Signed:..... **Date:**.....

Now start a new sheet, but keep the completed one in the fire log (sheets MUST be kept for 5 years)

Fire alarms, detection systems checks

Alarm systems – these can be manual (hand rotated bell for example) or automatic. Automatic systems can be fixed systems (such as series of alarms with call points/break glass points controlled by one box) or stand-alones (such as battery powered combined detection and alarm units). See above for guidance on testing. **NOTE** for systems with multiple break glass points you **MUST** use a different point each time you test (hence the column below). Of course if you do not have break glass call points simply mark this column as NA. Mark relevant boxes with a tick (✓) or **X** as required

Detection systems – these can be fixed systems (such as a series of detectors linked into an alarm system) or stand-alones with alarms built in (such as battery powered detector and alarm in one unit) – see above for guidance, but make sure if battery stand-alones that you check all of the units each month. Mark relevant boxes with a tick (✓) or **X** as required

Date checked (DD/MM/YY)	Alarm/s Checked and working	Break glass point used (number or location)	Detector/s Checked and working	Initials checker	Location of faulty item and defect	Action taken by manager
W1						
W2						
W3						
W4						
W5						
W6						
W7						
W8						
W9						
W10						
W11						
W12						
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Weeks 28 onwards continuation sheet						
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W46						
W47						
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W49						
W50						
W51						
W52						

Alarm and detector systems confirmation of annual competent person check and test

Every year all alarms and detectors **MUST** be tested and checked by a competent person (normally completed at the same time as annual fire extinguisher and hose check and test. If you have reached this point on this form (that is you have done 52 weekly checks) it is time for your annual full test and check by a competent person, so make sure you arrange this in good time. The competent person will leave you a sheet/s confirming the results of their tests and checks – this needs to be kept (put it behind this form in your fire log). Please also ensure that the competent person signs below to confirm that the required annual tests and checks have been completed.

I confirm that the required annual check has been completed and that a record sheet detailing any actions etc has been left on site:

Signed:..... **Date:**.....

Now start a new sheet, but keep the completed one in the fire log (sheets MUST be kept for 5 years)

Emergency lighting monthly check

Emergency lighting – this is typically battery powered and come on automatically if power fails – see above for guidance
Mark the relevant boxes with a tick (✓) or **X** as required. All defects must be reported for the manager to take action to rectify. Note – most systems have indicator lights to show that the battery is OK and the light is functional. Make sure you check all lights and record the number checked in the relevant column below.

Date checked (DD/MM/YY)	Emergency lights		Initials checker	Location of faulty item and defect	Action taken by manager
	Number lights checked	OK?			
M1					
M2					
M3					
M4					
M5					
M6					
M7					
M8					
M9					
M10					
M11					
M12					

Emergency lighting confirmation of annual competent person check

Every year all emergency lights **MUST** be tested and checked by a competent person. If you have reached this point on this form (that is you have done 12 monthly checks) it is time for your annual full test and check by a competent person, so make sure you arrange this in good time. The competent person will leave you a sheet/s confirming the results of their tests and checks – this needs to be kept (put it behind this form in your fire log). Please also ensure that the competent person signs below to confirm that the required annual tests and checks have been completed.

I confirm that the required annual check has been completed and that a record sheet detailing any actions etc has been left on site:

Signed:..... **Date:**.....

Now start a new sheet, but keep the completed one in the fire log (sheets MUST be kept for 5 years)

Fire drill record		
Fire drills should be held every six months. One person should be allocated the role of recording the time taken to evacuate and time taken to complete roll call and make comments on any problems. The manager must take action on issues raised.		
Date of fire drill	Time taken to evacuate (mins/secs)	Time taken to complete roll call (mins/secs)
Observations made on drill		
<p>Signed:..... Date:.....</p>		
Actions taken by manager		
<p>Signed:..... Date:.....</p>		

Fire drill record		
Fire drills should be held every six months. One person should be allocated the role of recording the time taken to evacuate and time taken to complete roll call and make comments on any problems. The manager must take action on issues raised.		
Date of fire drill	Time taken to evacuate (mins/secs)	Time taken to complete roll call (mins/secs)
Observations made on drill		
<p>Signed:..... Date:.....</p>		
Actions taken by manager		
<p>Signed:..... Date:.....</p>		

Now start a new sheet, but keep the completed one in the fire log (sheets MUST be kept for 5 years)

Record of visit by fire officer	
Fire officers visit sites as required (you may receive several visits or none). If you do receive a visit please invite the fire officer to make comments below on their visit. If not please record any comments made below yourself.	
Date of fire officer visit	Name of fire officer
Observations and comments of fire officer	
Signed:..... Date:.....	
Actions taken by manager based on above comments	
Signed:..... Date:.....	

Record of visit by fire officer	
Fire officers visit sites as required (you may receive several visits or none). If you do receive a visit please invite the fire officer to make comments below on their visit. If not please record any comments made below yourself.	
Date of fire officer visit	Name of fire officer
Observations and comments of fire officer	
Signed:..... Date:.....	
Actions taken by manager based on above comments	
Signed:..... Date:.....	

Now start a new sheet, but keep the completed one in the fire log (sheets **MUST** be kept for 5 years)