

Premises log book

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489

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MAN:D006:a2

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Owner:

Assistant Director, Property and TSS

Responsible work team:

Property Group

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1 Introduction

Premises log book

- 1.1 This policy describes the premises log book for your Brigade premises which should be used as described below.

2 Background

- 2.1 The content of the log book incorporates important health and safety information which is relevant to both staff and contractors.
- 2.2 The provision of specific health and safety information related to the premises, through the contractor briefing process will assist in minimising the risk of accidents and unsafe working conditions.

3 Structure of the log book

- 3.1 The content is as follows:
- **Section 1** - Record of contractor attendance. This is a record of signing in and out for contractors only.
 - **Section 2** - Contractor safety briefing notes.
 - **Section 3** - Asbestos information – all relevant asbestos information is included in this section, such as a summary of the asbestos containing materials (ACMs) and encapsulated floor plans, to enable quick and easy reference to information detailing the location of asbestos. In addition, Policy number 694 – Asbestos management plan for the control of asbestos in LFB, which contains a flowchart advising of the action to be taken if accidental disturbance of asbestos containing materials is suspected, should be filed in this section.
 - **Section 4** - Hazard checklist for the premises – this includes all known hazards relevant to the premises. Where a mobile phone antenna installation is present at the premises, an exclusion zone map is included.
 - **Section 5** - Form showing isolation points for utilities supplies - gas, water and electricity. This information is important in the event of emergencies. Where the service isolation point is in a locked room or cupboard, the key number to the door should be added to the form.
 - **Section 6** - Workplace health and safety information- Slip, trip and fall survey for all floors within the station/ gym risk assessment for use of the gym equipment/ COSHH Sheets for all hazardous substances on the station/ copies of paperwork left by Environmental Health or HSE visiting inspector.
 - **Section 7** - Environmental information – designed to include the LFB environmental policy and to retain copies of waste and spillage policies and waste transfer/consignment notes. Site drainage plans and an inventory of hazardous substances should be stored here for use in the event of spillages. Where present, and in use, records for usage/maintenance of deep lift pits and interceptors should be retained.
 - **Section 8** – not used
 - **Section 9** - Testing and recording the details of running of low use water outlets in line Policy number 762 - The control of legionella in LFB water systems.
 - **Section 10** - Fire Safety – containing a copy of the fire safety risk assessment and emergency plan for the premises and 4 forms for recording fire alarm testing, evacuation drills, records of fire safety training and a hot work permit for use by contractors. In addition, the most recent fire emergency plan, together with any servicing information for fire safety items should be kept in this section.

4 Action required

- 4.1 Keep the premises log book available at the reception point for contractors attending the premises.
- 4.2 The log book should be available at all times, including times when access is available to contractors when none of our staff are present.
- 4.3 Ensure staff are aware of the known hazards that are present at the premises – as listed in section 4 – Hazard Checklist.

5 Briefing and signing in of contractors

- 5.1 All contractors undertaking work at the premises must be directed to sign in and out using the attendance sheet (section 1). This procedure does not apply to persons delivering goods or visitors. But applies to anyone who is likely to disturb the fabric of the premises or the services, e.g. by drilling or adding/removing fixtures and fittings. Fully completed attendance sheets may be destroyed after one month. This procedure will replace the booking in system for contractors (unless the booking in system is still required locally in addition).
- 5.2 Make sure the contractor reads and understands the *Contractor Safety Briefing Notes*, as detailed in section 2.
- 5.3 Ensure contractor checks and is aware of any known hazards, e.g. the presence of asbestos, fragile roofs or exclusion zones for mobile phone base station antennae, if these are present. by referring to *section 4 - Hazard Checklist*.
- 5.4 If asbestos is known to be present, ensure the attention of contractors is brought to the *Asbestos Register* in section 3, and the encapsulated floor plans on display, which indicate where ACMs remain, or where samples have been taken and proved not to contain asbestos.
- 5.5 In the event of non-availability of station personnel to ensure compliance with premises log book procedure, it will be the responsibility of the contractor to adhere to the briefing and signing in process, as outlined during the induction process/ project pre-start meeting.
- 5.6 Your help and co-operation is appreciated and will help ensure the safety of our own staff, as well as that of contractors.

6 Replacement of form and folder

- 6.1 The standard form, **Record of Contractor Attendance on Site** is initially provided. Subsequent copies can be found at Templates and Resources > Premises & Facilities > Record of contractor attendance on site.
- 6.2 To replace a dilapidated folder, make a request via email to Property Group and a new one will be sent through the internal mail service.
- 6.3 Record of running of low use water outlets forms can be found at Templates and Resources > Premises & Facilities > Record of running of low water outlets.
- 6.4 All fire safety records and hot work permit templates can be found at: Templates and Resources > Health & Safety > Hot work permit form (Form 4).

7 Further updates

- 7.1 Please note that periodic updates of information, specific to your premises, will be provided for inclusion in the appropriate sections.

8 Audits

- 8.1 Intermittent audits of the premises log book will be undertaken by Health and Safety department and Property Group.

Document History

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	29/05/2025	SDIA	H - 11/03/2025	HSWIA	22/09/2025	RA	N/A
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Audit Trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 2, para 3.1	Section 9 and 10 added.	17/10/2019
Page 3 para 6.4	Link to location of fire safety records added.	
Throughout	Reviewed as current with no changes.	07/06/2021
Throughout Page 3, para 6 Page 5	Reviewed as current with no changes made to content. Links to templates updated. All impact assessments updated.	22/09/2025

Subject List

You can find this policy under the following subjects.

LFB premises	Premises log book
Log book	

Freedom of Information Act Exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification