

A.2 Example form for recording significant findings

Risk Assessment – Record of significant findings		
Risk assessment for Ye Olde Coach House, Harrogate, North Yorkshire, UK Building: Guest Accommodation	Assessment undertaken by	
Location: 2 Strawberry Dale Terrace Harrogate HG1 5EQ	Date 20 April 2012 Completed by: Stuart F Robinson Signature:	
Sheet number 2 Floor/area: 140 Sqe Mts	Use: Guest Accomodation: 4 Star Rating	
Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Cloth Material	Gas	Windows
Wood	Electricity	Doors
Heat from cooking	Cooking oil	Vents
Tumble dryer	Bedding	Detergents
	Clothes in tumble dryer	
Step 2 – People at risk		
Guests: Maximum number 5 Staff: Including Proprietor, Casual cleaners and Maid Workmen; Service contractors, Decorators when required, Window cleaners ETC. Firemen: In case of fire		
Step 3 – Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of the fire occurring	Kitchen: Including naked flames, heat combustion, Oils combustion. Electricity spark ignition. Other areas: Illegal smoking in the premisis by guests or staff or workmen. Illegal or inappropriate use of lighting candels or incense. =====	
(3.2) Evaluate the risk to people from a fire starting in the premises	Blocked fire exits, Disabled guests and or staff. Constant vigilance of fire exits and corrodors. Good maintainence =====	
(3.3) Remove and reduce the hazards that may cause a fire	Re-newed electricity fusing and switch panels. No smoking notices and constant vigilance for illegal and/or dangerous habits and/or rituals by guests and staff and workmen.	

<p>(3.3) Remove and reduce the hazards that may cause a fire (Continued)</p> <p>(3.4) Remove and reduce the risks to people from a fire</p>	<p>Fire smoke and heat detectors fitted by an authorised engineer and constant check review of their working order. This includes detectors, break glasses and heat detectors where needed.</p> <p>=====</p> <p>Constant vigilance of fire exits and corridors that may become blocked at any time. NO SMOKING AT ALL TIMES. Gas service certificates appended every year by a Corgi registered plumber. Common sense at all times. Checking of all electrical equipment constantly throughout the year.</p>	
Assessment review		
Assessment/review date: 20th 04/2012	Completed by Stuart F Robinson	Signature
Review outcome (where substantial changes have occurred a new record sheet should be used)... <p style="text-align: center;">ALL DONE SFR...</p>		

Notes:

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