

Risk Assessment – Record of significant findings

Risk assessment for	Assessment undertaken by
Building: Swallow Cottage	Date: 16 th October 2007
Location: Elton, Derbyshire	Completed by: Lois J Clark
Sheet number Floor/area:	Signature:
Use:	

Step 1 – Identify fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Fire	Gas	
Boiler	Gas	
Cooker	Electric	
Appliances	Electric	

Step 2 – People at risk

Visitors to the Cottage include children and the elderly. Anybody helping with domestic work or with access to the cottage for maintenance.

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring	All prevention possible has been put in place. Smoke alarms, warning gas escape clock is also provided. Portable electric items are verified and checked once a year. The gas boiler is serviced annually as is the gas fire in the lounge and Landlords' Certificates provided.
(3.2) Evaluate the risk to people from a fire starting in the premises	Warning Notices are left near to the oven to warn visitors to ensure that it is turned off before going out or going to bed. Instructions as to what to do in an emergency and where to escape from if upstairs. Fire blanket and extinguisher is provided in the kitchen. Smoke alarms are fitted upstairs and downstairs.
(3.3) Remove and reduce the hazards that may cause a fire	Smoking in the premises is not allowed. All soft furnishings are of British Safety standard. All endeavours are made to remove and reduce any hazards.
(3.4) Remove and reduce the risks to people from a fire	The above contingencies should prevent this happening. If an electrical fault occurs, human error or Act of God, i.e. from storm damage etc., what to do and who to contact in an emergency is

Warnings:	<p>provided.</p> <p>Where a potential hazard has been recognised, such as a visitor going out and leaving a pan on the stove a warning has been clearly put above the appliance and a reminder to turn off all cooking rings and remove pans before going out or going to bed. This has in particular been done following an incident when a pan was left on a ring and a visitor went out.</p>
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Assessment review

Assessment/review date	Completed by	Signature
16th October 2007	Lois Clark	

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

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.