

A.2

Risk Assessment – Record of significant findings		
Risk assessment for Building: Sunnyside Location: 166 Brambles Chine		Assessment undertaken by Date: 1/04/18 Completed by: Sara Yarwood Signature: Use: Self-catering accommodation
Step 1 – Identify fire hazards		
Sources of ignition Matches, candles, bed-lamps, electric heaters, gas heater, gas water boiler, electrical appliances, cooking equipment & activities, arson.	Sources of fuel Furniture, curtains, laundry, refuse bins, paints, varnish, cooking oil, cleaning products, aerosols, paper products, video tapes, wall & ceiling hangings, guest possessions.	Sources of oxygen
Step 2 – People at risk		
Guests sleeping on the premises including children, elderly and disabled guests. Cleaners. Visitors. Visiting contractors.		
Step 3 – Evaluate, remove, reduce and protect from risk		
(3.1) Evaluate the risk of the fire occurring (3.2) Evaluate the risk to people from a fire starting in the premises (3.3) Remove and reduce the hazards that may cause a fire (3.4) Remove and reduce the risks to people from a fire	No smoking is allowed in the chalet. Bedroom light in children's room is fixed to the wall. Table lamps have shades so that bulbs should not come in contact with bedding or furnishings. Electrical equipment is inspected annually. Rubbish is emptied weekly. Matches and candles are placed out of sight and out of reach of children. Curtains do not cover heaters. Four smoke alarms are installed and checked regularly. A fire extinguisher is provided and checked annually. Emergency numbers are prominently displayed. An emergency torch is supplied and the batteries regularly tested. Gas appliances are checked annually and a landlords certificate is held by the office. Clean laundry is stored in a separate box away from the chalet. White spirit is not stored in the chalet. Emergency escape from the chalet can be made from the rear bedroom windows. Cooking and cleaning products are stored away from exit routes.	

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 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.