## Recording significant findings template

Risk Assessment – Record of significant findings					
Risk assessment for		Assessment undertaken by			
Building:		Date:			
		Completed by:			
Location:		Signature:			
Sheet number Floor/area:		Use:			
Step 1 – Identify fire hazard	s	L			
Sources of ignition	Sources of fuel		Sources of oxygen		
Step 2 – People at risk					
Step 3 – Evaluate, remove, I	roduce and n	rotact from rick	,		
	reduce and p				
(3.1) Evaluate the risk					
of the fire occurring					
(2.2) Evolute the rick					
(3.2) Evaluate the risk					
to people from a fire					
starting in the premises					

reduce the hazards that may cause a fire				
may cause a fire				
(3.4) Remove and				
reduce the risks to				
people from a fire				
Assessment review				
Assessment/review Completed by	Signature			
date				
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.