

# Stewards' Fire Safety Record of Significant Findings

## St Columba's United Reformed Church, Oxford

Stewards: Please use this form to report any significant findings from your own event Fire Risk Assessments to the Buildings Administrator, and leave in envelope in vestibule marked for Administrator's attention.

Risk Assessment — Record of significant findings		
Risk assessment for	Assessment undertaken by	
Group/company	Date	
Address	Completed by	
	Signature	
Sheet number	Floor/area	Use
Step 1 — Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Step 2 — People at risk		
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		
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 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; coordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.