

## **General statement**

Our organisation will take all reasonably practicable steps to prevent fires from occurring. We also recognize that fire risks can never be completely eliminated and will ensure we have in place suitable emergency evacuation measures and firefighting equipment.

This policy sets out what measures we will take to ensure high standards of fire safety in our workplace and the role and responsibilities we all share. The person who will have overall responsibility for the implementation of this policy is insert name and position.

## **Risk assessment**

Chris Powell has been nominated as the person who will oversee the carrying out fire safety risk assessments in our workplace. This person has undergone training in fire safety risk assessment techniques. Where necessary he will appoint additional competent persons to assist in carrying out our risk assessments.

We are committed to consulting you during the risk assessments in order to gain your views. We believe your involvement in the process of assessing risks is vital to managing risks and your co-operation is very important.

Our fire safety risk assessments will be reviewed on a regular basis. Reviews will occur if there is a change in the workplace or tasks we carry out, or some aspect makes our risk assessment invalid. We will retain good and accurate records of all our fire safety risk assessments.

## **Implementing fire safety improvements**

Chris Powell has been nominated as the person who has overall responsibility for dealing with problems arising from fire safety risks. We recognise that the process of undertaking risk assessments may require us to implement reasonable improvements. We are committed to doing this. You play an important role in helping to identify problems and are responsible for raising any concerns. If you do this, we will:

- Take all necessary steps to investigate the matter
- Implement any reasonable and practical improvements that might be required
- Keep all employees informed of the improvements.

The aim of our risk assessments will be primarily to prevent fires starting in the first place by:

- Removing completely the fire hazard where possible

- Controlling any remaining risks of fire through effective design of premises, work equipment and tasks
- Introducing early warning detection systems where appropriate
- Provision of fire suppression systems where appropriate

### **Emergency evacuation**

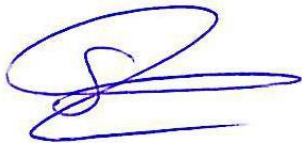
Chris Powell has been nominated as the person who will oversee emergency evacuation measures in our organisation. This will include evacuation procedures and the provision, use and testing of alarms, fire suppression measures and fire fighting equipment.

### **Information and training**

Chris Powell has been nominated as the person who will oversee the delivery of fire safety training in our workplace. This person has undergone training in providing health and safety training. Where necessary he will appoint additional competent persons to assist in carrying out fire safety training. You will be provided with information and training so that you can help to prevent fires starting and evacuate safely should one start. This training will include:

- The nature of fire safety hazards
- Preventative measures to avoid fires and reduce their impact should they start
- An understanding of the requirement to report any problems relating to fire safety to a responsible person so that corrective measures can be taken. This includes the nature of the problems you might encounter and who you should report to
- Actions you must take in the event of a fire starting.

Signed on behalf of CJ Electrical Contracting Services Ltd

A handwritten signature in blue ink, appearing to be 'Chris Powell', written in a cursive style.

Chris Powell (Managing Director)