

This Fire Safety Policy has been prepared by the Responsible Person to comply with The Regulatory Reform (Fire Safety) Order 2005 (FSO) for the premises known as the RJ Power offices.

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided:

- The position of Chief Executive Officer will be responsible for the provision of safety under the FSO.
- A suitable and sufficient Fire Risk Assessment will be requested from the Building Manager, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient Fire Emergency Plan will be prepared, regularly reviewed, and practised by the regular carrying out of fire drills.
- All staff will be trained to satisfactorily carry out the Fire Emergency Plan, regular fire drills and any other necessary actions to comply with the FSO.
- Employees will be provided with relevant information regarding the risks identified from the Fire Risk Assessment and any other notification of risk by other employees, the preventative and protective measures, the Fire Emergency Plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service and any other party reasonably requesting to do so as required.

All employees and others working for RJ Power, are required to comply with this policy to ensure they co-operate and carry out activities in a responsible manner. It is the responsibility of RJ Power management and supervisory staff to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by RJ Power and then communicated and explained to all employees and sub-contractors. This policy is available to the public and all other interested parties on request.

**Signed:**



**Peter White**

Chief Executive Officer – RJ Power Group Limited

April 2021

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