



Emergency Planning College

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Dear Colleague,

Thank you for registering for the **Fire Risk Assessment** course. This course is for those in the private, public or third sectors who are responsible for this aspect of health and safety in their organisations.

In order to get the most out of the course please read the information below and prepare as suggested.

1. **What to do now:** review your organisation's current fire safety arrangements.
2. **What to bring to the course:** all course materials will be provided.
3. **How the course is delivered:** the course will be based around presentations followed by group and individual exercises that will help you apply the concepts to your own situation. The emphasis at the College is on highly interactive courses and you will be encouraged to share experiences, ask questions and explore issues in the interests of your own learning and that of other delegates.

Please do not hesitate to contact our learning support team if you have any queries. We look forward to seeing you at the college.

Yours faithfully

Learning Support Manager

