

Tom Stallard

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Profile:

I am currently employed as the Fire Risk Assessment, Training and Quality Manager at A&E Fire Equipment Ltd, a family business in Cheltenham, Gloucestershire.

I have a detailed understanding of British Standards and Health and Safety Regulation within the fire protection sector. At A&E I am the principal fire safety trainer and I am proficient in live-fire training to client and internal staff training on technical and regulatory matters. I represent the company when it comes to third party accreditation in Quality Management, Technical and Health and Safety. Furthermore, I have in-depth technical experience of fire prevention engineering; including the installation & maintenance of fire alarm systems, emergency lighting and fire extinguishers.

I am seeking a role which allows me to use my current wide-ranging skills to the maximum, while giving me the opportunity to progress and develop professionally to broaden my experience outside of a family business. I am keen to take on new challenges in my career and increased responsibility and opportunities for progression.

Experience:

A&E Fire Equipment Ltd

March 2014 - Current - Fire Risk Assessment, Training and Quality Manager

My current role is at the head of the expanding Fire Risk Assessment and Training department, I oversaw the expansion of the position from a single part time employee to a team of 3 direct reports. The department is now responsible for Training and Risk Assessments as well as Quality Management through ISO9001 and third party Health and Safety Accreditation, such as Safe Contractor and Exor.

I am responsible for the creation of Fire Risk Assessments for A&E's diverse client base, from manufacturing plants, housing associations, retail to residential care, hotels and educational premises. I ensure all Fire Risk Assessments produced by our department are compliant with the Regulatory Reform (Fire Safety) Order 2005, and are created using the PAS79 form. I work closely with our clients to ensure they understand the Fire Risk Assessment and what actions are required, through supporting policy creation and ensuring the Operations Team are engaged if further work is required. I oversee ongoing Fire Risk Assessment contracts to ensure continued compliance with new standards and the requirements of the FSO as required, as well as arranging new assessments at client sites.

In the training aspect of my role I deliver bespoke fire safety training to our client base. Courses include Fire Extinguisher Training, Fire Awareness Training and Fire Wardens Training. I ensure our course portfolio is kept up to date with current information and courses are delivered in an enjoyable way by myself and my colleagues. I provide all training to A&E staff ensuring they are kept up to date with the latest legal, regulatory and technical standards.

I currently manage the companies ISO9001 quality management system and accreditation. I oversee the implementation of the system as well as carrying out the internal audits and liaising with the external British Standards Institute auditor. Most recently I have been overseeing the companies transition to the latest ISO9001:2015 standard. I carry out technical auditing for our engineering staff, making sure they work in accordance with the relevant British Standards, this also includes managing the companies BAFE and NSI third part accreditation. I am also responsible for overseeing Health and Safety at the company and management of the companies Safe Contractor and Exor third part accreditations.

Recently I have taken on responsibility for sales and marketing of the department; dealing with inbound enquires, quoting for work and social media marketing through various platforms.

September 2012 - February 2014 - Installation Manager

As installation manager I was responsible for 7 direct reports, including engineers and admin staff. My management responsibilities included HR and financial accountability for my direct reports, as well as managing holiday and sickness, formal appraisals and training. As in my previous role I continued as the on-call manager for our alarm monitoring systems, and I was the technical support and escalation contact for the on-call engineers.

My role included Project and Contract management for new fire alarm installation projects both as Project Manager and sub contractor, dealing directly with the client & end users. I oversaw stock procurement, acted as liaison for sub-contractors appointed by A&E Fire Protection and accreditation bodies including BAFE. I ensured completion of industry mandated paper work and certification by team members and the final verification and hand over of installed systems.

February 2011 – August 2012 - Service Manager

I was responsible for 14 direct reports, including 7 fire prevention engineers, assistants and admin staff. My management responsibilities included HR and financial (Profit & Loss) accountability for my team, formal appraisals and training. I was also the on-call manager for our alarm monitoring systems, including technical support and escalation for on-call engineers.

My operational duties included customer and supplier relationship management, coordination of maintenance and service work for our all customers as well as offering a personal account management service for VIP and high-value Clients.

March 2010 – February 2011 - Fire Prevention Engineer (Full Time)

My operational duties involved in-depth technical knowledge of fire prevention engineering and electrical work, including service and installation of fire alarm systems, emergency lighting and fire extinguishers. The role also required knowledge of wet/dry riser systems, gas suppression systems and health and safety compliance and knowledge of British Standards.

I am competent in the programming and commissioning of fire alarm systems.

I was responsible for 1 direct report, which included time management and on site training. I was responsible for updating work tickets for invoicing and for maintenance of company van.

2003 – 2009 (Seasonal) - Assistant Fire Prevention Engineer

Professional Development and Education:

C07 Advanced Fire Risk Assessment - The Fire Protection Association
Fire Safety Management and Fire Risk Assessment - Fire Service College
Emergency Lighting, System Design & Maintenance - The British Fire Consortium
Fire Alarm Module 1: Fire Alarm System Design
Fire Alarm Module 2: Maintenance, Fire Detection and Alarms - The British Fire Consortium
Asbestos and Legionella Training by Gloucestershire County Council (2012)
Introduction to ISO9001 - British Standards Institute
Level 2 Award in Leadership and Team Skills - Institute of Leadership and Management
BTEC Level 3 Advance Award in Basic Electronic Principals

Southampton Solent University	2006-2009	Photography	BA (Hons) 2.1
Stroud College, School of Art and Design	2005-2006	BTEC Foundation diploma - Art and Design Ordinary National Certificate - History of Art Ordinary National Certificate - Exhibition Preparation	
Chosen Hill School – Sixth Form College	2004-2005	A Levels in Theatre Studies & Media Studies	
Chosen Hill School	2001-2003	GCSEs 9 A* - C Including: English, Mathematics and Sciences	

IT Skills including Microsoft Office Packages & Web Design.
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