

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Fire Safety Officer** |
| **Reports to** | **Senior Fire Safety Officer** |
| **Band** | **Band 5** |
| **Department/Directorate** | **Estates, Finance** |

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| **JOB PURPOSE** |
| The post holder shall carry out the duties as a Trust Fire Safety Officer to provide expert professional guidance and support in relation to fire safety and risk management to Managers and Staff of the Royal Devon University Healthcare NHS Foundation Trust (the trust) and act as an appointed Competent Person for fire safety in the Trust in order that the Trust and supported organisations can fulfil their legal responsibilities in regard to meeting statutory & mandatory fire safety legislation. To manage, organise, implement, co-ordinate and maintain full and efficient fire prevention, fire precautions and training of staff in all premises managed by the Trust.  This is a diverse role that spans all activities of the trust and is responsible for advising on technical fire matters and for monitoring the state of fire precautions and fire safety in premises for which the Trust is responsible and for the provision of training in fire safety to all Trust Staff.  The post holder(s) will act as the point of liaison between the Fire Authority and the Trust at an operational level.  **CONTEXT**  The post will be based in the Estates Dept. at the Wonford hospital site and will be required to regularly travel to other sites in the community.  **FLEXIBLE WORKING**  The post holder will on occasion be required to provide advice and training outside of normal working hours and respond to major incidents. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Contribute to ensure that the Trust operates in an efficient manner to ensure achievement of cost, productivity, accuracy, or timeliness objectives. * To ensure that Infection Control standards are adhered to and correctly recorded. * To work unsocial hours if required, including nights, weekends and bank / public holidays. * To assist with the maintenance of records and collection of data as required. * To contribute to and work within a safe working environment. * Actively contribute to a harmonious working environment. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Fire risk assessment completion and review, Fire Safety training creation and delivery for all staff, Fire Safety consultation with internal and external bodies as necessary.  No. of Staff reporting to this role: None    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Director of Estates & Facilities | * Fire & Rescue Service (on an operational level) | | * Deputy Director of Estates & Facilities | * Department of Health & Health & Safety Executive | | * Head of Estates |  | | * Head of Capital Projects |  | | * Compliance & Assurance Manager |  | | * Trust Senior Fire Safety Officer |  | | * Director of Nursing & Patient Care |  | | * Divisional Directors |  | | * Cluster Managers |  | | * Heads of Departments |  | | * Clinical Nurse Managers |  | | * All Estates Staff |  | | * Estates and other Contractors working for or on behalf of the Trust |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Act as a specialist in Fire Safety for the Trust.  Works autonomously within delegated levels of authority.  To maintain one’s own high professional standards and explore opportunities to develop practice.  To work within Building, Health and Safety Legislation and Trust policies and procedures.  To use judgemental skills to analyse complex situations and formulate appropriate solutions/responses.  To be responsible for organising own workload, prioritising to meet the needs of the Trust. Provide a specialist role to ensure compliance with all statutory requirements applicable, including the Health & Safety at Work Act, Hazard Notices, Safety Action Bulletins, COSHH Regulations and all other NHS Guidelines including HTM’s and building notes.  Assess incidents with the view to put in place proactive measures and procedures. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide expert technical advice on complex issues to staff and managers up to board level on the implementation of Fire Safety Policies and the organisation and management of fire safety precautions in the Trust’s premises in accordance with legislation, Regulatory Reform Order 2005 and other official guidance; having particular regard to the responsibilities and duties of the Fire Safety Advisor as defined in HTM 05-01.  To advise on passive and active fire precaution measures including the implication of legislation, the effects of fire and people’s behaviour and prioritise any actions.  Work with Estates staff to ensure that contractors working within the Trust are aware of fire safety requirements prior to them commencing work on site. Carry out regular inspections of work sites to ensure that fire safety is being maintained.  Educate the Trust Management in their responsibilities regarding fire safety.  Use persuasive negotiating skills with Estates staff and planning teams, contractors, local building control and Fire Authority in the specification of fire precautions in new and existing premises including alterations.  Inform the fire authority of any works or changes that may affect the fire safety of any trust premises.  Negotiate with external organisations occupying the same premises as the Trust to ensure correct fire safety assessments, procedures and training are undertaken.  Receive and resolve complaints about fire safety from staff, patients, visitors and members of the public.  Advise on fire safety implications at the planning, design, construction and commissioning stages of all new projects, ensure they meet any applicable legislative requirements, in doing so meet and liaise with the appropriate inspectors.  Assist in the Development and review of fire safety strategies and protocols for all new and existing premises.  Provide detailed information to assist with the submission of quarterly reports to the Head of Estates.  To assist with the submission of Annual reports to the Trust Board. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Carry out Fire Risk Assessments under the Regulatory Reform Order 2005, Fire Precautions (Workplace) Regulations 1997 and maintain records of significant findings.  Advice on the priority of remedial actions resulting from Fire Risk Assessments.  Develop and document local fire procedures for all trust premises.  Assist in the Development and application of fire strategies and associated design plans for new and old buildings in line with current standards.  Carry out assessment of building designs recommending statutory fire safety requirements.  Carry out investigations involving complex facts / situations and analysing information to determine causes and prepare reports with recommendations to avoid further incidents.  Monitor and actively reduce unwanted fire signals across the trust. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Develop and structure the fire safety training programmes for the trust and respond to requests to develop bespoke training packages from managers.  Provide complex fire safety training for all staff in healthcare premises in accordance with HTM 05–01 managing healthcare fire safety and the Regulatory Reform (Fire Safety) Order 2005 including the organisation of fire drills, emergency response and the training of specialist staff as appropriate.  Manage, arrange and monitor a program of annual fire drills in the appropriate buildings. Witness the effectiveness of evacuation arrangements and recommend remedial action when necessary.  Manage, arrange and conduct training sessions to ensure adequate Fire Marshals are appointed across the Trust  Manage own work load and that of team to ensure that training and risk assessments are current and to meet deadlines.  Co-ordinate meetings with departmental managers with respect to fire risk assessments, procedures and training.  Assist with the smooth handover of completed works involving the inspection, testing, witnessing, commissioning of services / systems, demonstration, training of in-house teams and progressing of defect schedules.  Ensure that all maintenance of fire safety equipment, emergency lighting and alarm systems are maintained in line with statutory requirements.  Maintain a library of standard technical briefs, specifications, facilities and layouts for all fire safety systems. |
| **PATIENT/CLIENT CARE** |
| Provide fire safety advice and training to patients if required, where care is being provided in the home environment.  Participate in the Estates “On Call” rota and attend site outside of normal working hours if required for emergency situations, service shut downs, management of contractors or system failure where specialist technical support or managerial advice is needed.  Undertake work in patient environments.  Investigate incidents and complaints and where necessary communicate with patients and staff. |
| **POLICY/SERVICE DEVELOPMENT** |
| Develop, implement and update trust fire safety policies, procedures and strategies.  Suggest amendments and facilitate changes in practice and procedures for fire safety, which may impact on fire safety procedures in all areas / Trust sites.  To review new fire legislation and regulations and, where, necessary, provide briefing notes and draft policies and procedures for comment/approval by appropriate meeting groups. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Complete daily log for time charge against all project/capital schemes with monthly report for capital recharge.  Responsible for all equipment used to undertake regular duties. |
| **HUMAN RESOURCES** |
| Be a proactive member of the Estates Service, sharing knowledge and information.  Promoting co-operation and versatility and encouraging staff to reciprocate and feel a valued member of an efficient team.  Being responsible for satisfactory time-keeping, dress code, conduct, achieving key performance indicators and discipline, strictly in line with Trust policies.  Provide fire safety training for all staff in healthcare premises in accordance with HTM 05-01 Managing healthcare fire safety and the Regulatory Reform (Fire Safety) Order 2005, including the organisation of fire drills and the training of specialist staff as appropriate.  Provide fire safety training to partnership organisations including other NHS trusts, charities and commercial outlets.  Provide specific training in the use and operation of firefighting equipment. |
| **INFORMATION RESOURCES** |
| Maintain computer records of staff training for reporting on a regular basis to Divisional Directors.  Keep accurate records of fire incidents and unwanted fire signals.  Keep up to date fire safety records to demonstrate the Trusts compliance with statutory requirements such records will be key in the preparation and presentation of annual fire safety / prevention report for the Trust. |
| **RESEARCH AND DEVELOPMENT** |
| Through the process of technical audit, produce detailed and complex reports in order to provide such assurance that all relevant building services are maintained and comply with current fire safety legislation.  Use specialist in-depth knowledge of fire safety legislation, guidance and construction methods in the healthcare setting to survey and report on the standard of fire safety in all the Trust’s premises and other areas where Trust staff work. Participate in fire assessment surveys (which may be part of a multi-disciplinary exercise), ensuring that matters of risk management relating to fire safety in accordance with HTM 05 Managing healthcare fire safety and providing detailed advice to others  Keep professionally up-to-date at all times by attending technical seminars, training courses and conferences.  Undertake any training required in order to maintain competency including mandatory training i.e. fire and manual handling.  Oversee the implementation by others of regular maintenance of firefighting appliances and other equipment, the checking of fire alarm systems/equipment and maintaining records |
| **PHYSICAL SKILLS** |
| Respond to fire emergencies at all Royal Devon Hospitals and properties with the ability to make instant decisions under pressure.  Required to be able to drive to other trusts sites.  Use and demonstration on the use of firefighting equipment. |
| **PHYSICAL EFFORT** |
| The nature of the job will require the post holder to be generally physically fit and to be able to drive and walk for long periods when undertaking risk assessments on a daily basis as required. |
| **MENTAL EFFORT** |
| Ability to concentrate for significant periods of time when conducting physical inspections, and creation and delivery of training on a daily basis.  Demonstrate attention to detail when interpreting building plans, and written documents on a frequent basis. |
| **EMOTIONAL EFFORT** |
| Demonstrate emotional intelligence to develop appropriate working relationships with immediate team, and all staff, to enhance team dynamics and operate effectively at all times.  Able to deal with the general stresses of working in a hospital environment including around difficult patients, terminally ill patients on ward, and proximity with dead bodies in the mortuary. |
| **WORKING CONDITIONS** |
| Expected to work in the general hospital environment. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  The Royal Devon is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |

PERSON SPECIFICATION

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| **Job Title** | **FIRE SAFETY OFFICER BAND 5** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING**  Building/Engineering/Fire Safety qualification to degree level, or other specialist knowledge acquired through courses and experience.  Trained in healthcare specific fire safety  HNC or Diploma in Building, Engineering or a recognised equivalent qualification and level of experience  Membership of a Professional Organisation with the minimum level of graduate e.g. I.F.E. or I.F.P.O.  Registered as a fire risk assessor with an accredited body.  Certificate in Training Practice or extensive experience of preparing and delivering training. | ✓  ✓ | ✓  ✓  ✓  ✓ |
| **KNOWLEDGE/SKILLS**  In-depth specialist knowledge of procedures and policies relating to fire safety.  Ability to produce clear, accurate fire reports and carry out fire risk assessments.  Knowledge of HTM 05 and the Health & Safety at Work Act.  In-depth Knowledge of fire safety, fire risk management, fire legislation (Regulatory Reform (Fire Safety) Order 2005), and codes of practice.  Ability to interpret and implement practical aspects of guidance and legislation.  Risk assessment and critical path analysis  Budgetary control, planning and forecasting for projects  Computer literate, (Microsoft Word /Outlook/Access/PowerPoint, Excel, etc.)  Practical knowledge and interpretation of the Building Regulations.  Ability to devise and deliver training programmes. | ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓ |
| **EXPERIENCE:**  Significant experience working in the fire safety industry or similar.  Preparation and delivery of fire safety training to staff at all levels.  Experience in carrying out Fire risk assessments on a wide range of premises including hospital environments.  Experience in investigating fire incidents and unwanted fire alarms.  Experience of dealing with fire related incidents in complex buildings.  Experience of providing advice to other specialist or technical staff.  Construction process, principles, standards and techniques  Building services (electrical and mechanical systems)  Information systems and computer programs  Construction site management  Project management  Healthcare design and standards  Mechanical, electrical and building procedures  Construction contracts and site procedures | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓  ✓ |
| **PERSONAL ATTRIBUTES**  Self-motivated, with high work standards with drive and resilience. Takes personal responsibility for quality of output  Effective communicator with good written and verbal communication skills at all levels, and good negotiation skills  Ability to keep up to date with professional knowledge by various means.  High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude.  Ability to manage and deliver to deadlines and within resources.  Demonstrate a high level of inter-personal and organisational decision-making skills, written and verbal.  Willingness to undergo training  Flexible approach to working hours  Ability to work in a professional manner at all times with the estates team, contractors and representatives of the Trust, in what could be difficult and pressurised environment with tight time scales and monetary constraints, which may sometimes cause conflict and frustration.  Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations and ensure actions are implemented.  Ability to work as part of a team | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  To hold a current driving license and to travel to other locations as required. | ✓  ✓ |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | ~~Y~~/N |  |  |  |  |
| Contact with patients | ~~Y~~/N |  |  |  |  |
| Exposure Prone Procedures | ~~Y~~/N |  |  |  |  |
| Blood/body fluids | ~~Y~~/N |  |  |  |  |
| Laboratory specimens | ~~Y~~/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | ~~Y~~/N |  |  |  |  |
| Respiratory sensitisers (eg isocyanates) | ~~Y~~/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | ~~Y~~/N |  |  |  |  |
| Animals | ~~Y~~/N |  |  |  |  |
| Cytotoxic drugs | ~~Y~~/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | ~~Y~~/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | ~~Y~~/N |  |  |  |  |
| Dusty environment (>4mg/m3) | ~~Y~~/N |  |  |  |  |
| Noise (over 80dBA) | Y/~~N~~ |  | ✓ |  |  |
| Hand held vibration tools (=>2.5 m/s2) | ~~Y~~/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/~~N~~ |  |  |  | ✓ |
| Heavy manual handling (>10kg) | Y/~~N~~ |  | ✓ |  |  |
| Driving | Y/~~N~~ |  |  | ✓ |  |
| Food handling | ~~Y~~/N |  |  |  |  |
| Night working | Y/~~N~~ | ✓ |  |  |  |
| Electrical work | ~~Y~~/N |  |  |  |  |
| Physical Effort | Y/~~N~~ |  | ✓ |  |  |
| Mental Effort | Y/~~N~~ |  |  |  | ✓ |
| Emotional Effort | Y/~~N~~ | ✓ |  |  |  |
| Working in isolation | Y/~~N~~ | ✓ |  |  |  |
| Challenging behaviour | Y/~~N~~ | ✓ |  |  |  |