

JOB DESCRIPTION

Job Title:	Fire Safety Support Officer
Band:	4
Directorate:	Estates & Facilities
Job Group:	Fire Support Safety
Location:	RSH and PRH Estates
Hours of Work:	37.5
Accountable to:	
Professionally accountable to:	Associate Director of Estates
Date:	Nov 2022

1. Job Purpose

To assist the Fire Safety Manager in ensuring Trust compliance with the Regulatory Reform (Fire Safety) Order 2005 by enforcing the standards laid down in HTM 05 Fire Safety.

Provide suitable advice and guidance to Senior Managers and staff on relevant aspects of fire safety, participating in the organisation systems to promote compliance with statutory and mandatory legislation.

To work with other Fire Safety Advisors planning initiatives and activities that promotes compliance with all relevant legislation, Approved Codes of Practice and Standards for Better Health.

Attending relevant training programmes and associated conferences as necessary.

2. Main Duties and Responsibilities

Main Duties and Responsibilities

- To be aware and have an understanding of all current aspects of fire safety related legislation, best practice and national guidance, advising management and staff appropriately, producing formal reports as well as day to day guidance. To know when to seek guidance from the relevant Fire specialist.
- To keep under review all existing fire related policies and guidelines to ensure they remain appropriate and up to date in respect of statutory requirements and good practice.
- To work within common systems of working and mutual support arrangements to ensure Trust compliance with existing or new health and safety legislation.
- Liaise and consult with managers, staff and accredited reps at all levels of the organisation including close liaison and working relationships with those managers taking a supporting role in respect to related statutory compliance.

- To promote a good fire protocol by encouraging an awareness of the Standards for Better Health and identifying areas for improvement.
- To assist with the delivery of all aspects of the Fire Safety Management strategy, liaising with specialist Fire Safety Advisors and all other relevant managers as necessary.
- To support the programme of Fire Safety Inspections, producing reports and monitoring action plans where required.

Fire Management

- Provide advice to the Trust as necessary to maintain a safe place of work and safe working environment in relation to Fire and Fire Safety seeking guidance from the Fire Safety Manager and (Senior) Fire Safety Advisors when relevant.
- To assist with the recording of and organisation of maintenance of Fire Safety equipment.
- To assist in the review of the Fire Risk assessment programme on all Trust premises, carrying out such assessments as necessary.
- To aid in the production and update of the Trusts Fire Policies and Procedures and to review of the Trust Fire Safety Policy and related procedures within the appropriate time frame.
- Monitor the Trusts compliance with Fire Safety Issues and to monitor and support Directorates to comply with the Trust Fire Safety Policy.
- To support the completion of all central returns on fire signals, fire safety targets, 'fire code' management and relevant parts of ERIC and collate all incident reports for Fire monitoring providing reports of trends as necessary.

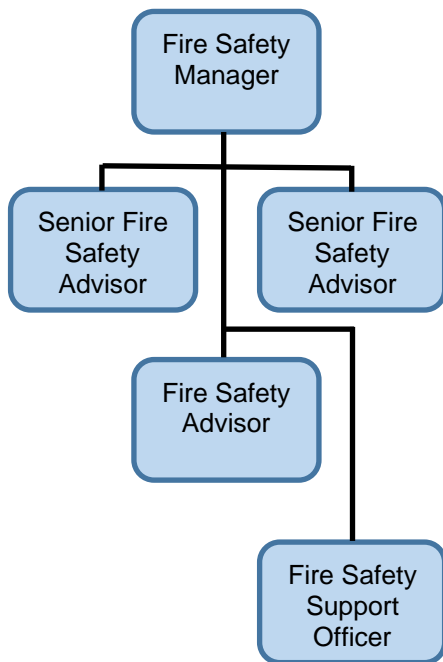
Fire Training

- To provide Fire Training as required at induction training, mandatory fire training, fire marshal training, etc. and organise, implement, and deliver Fire Training with the Trust where appropriate.
- To support local managers with the upkeep of fire safety, logbooks, fire drills, regular site inspections and evacuations as required.

Risk Management

- To deliver appropriate advice and support to all staff to ensure that Risk Registers are populated and appropriately maintained with fire safety and security risks.
- To provide support and guidance to managers in conducting and documenting risk assessments in all relevant areas with a view to reducing areas of risk.
- Plan, prepare, conduct and evaluate risk audits and surveys in connection with fire safety and security issues in order to inform management of the risk profile, consulting with Managers and staff where risks are identified.

3. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.
- Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies.
- Take part in infection prevention initiatives in the local area.
- Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust, you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.

- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Equality, Diversity, and Inclusivity

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy, and it is for each employee to comply with and contribute to its success.

- Create a culture of equality, diversity, and inclusivity by personally embedding these factors into everyday working life.
- Report any behaviours or acts that may be discriminatory

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.