

JOB DESCRIPTION

Job Title:	Senior Fire Safety Support Officer
Band:	AFC Band 5 (pending AFC banding)
Directorate:	Resources
Job Group:	Estates
Location:	Royal Shrewsbury Hospital
Hours of Work:	Full Time
Accountable to:	Fire Safety Manager
Professionally accountable to:	Fire Safety Manager
Date:	August 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

- 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 were required.
- To provide 'day-to-day' co-ordination of the fire safety regime for the organisation highlighting non-compliance to the Fire Safety Manager.

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 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.

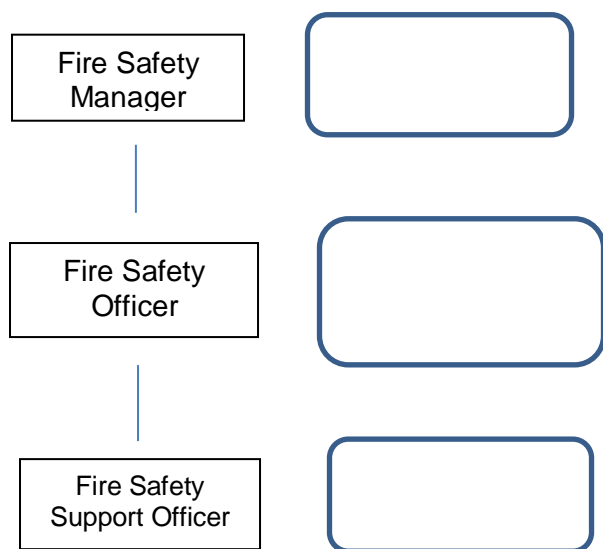
Fire Training

- 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, log books, 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



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:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (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

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 Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

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.