

JOB DESCRIPTION

Section 1	
JOB TITLE:	Fire Safety Advisor
PAY BAND:	Band 7
Section 2	
CARE GROUP/DEPT:	Estates Department
ACCOUNTABLE TO:	Head of Estates
REPORTS TO:	Fire Safety Manager (Head of Estates)
RESPONSIBLE FOR:	Fire Safety Advisors are responsible to give authoritative guidance to management on all matters affecting fire safety and fire training in Trust and other agencies.
JOB SUMMARY:	<p>The post holder will be formally appointed in line with Health Technical Memorandum 05-01: Managing Healthcare Fire Safety. As the Trust's 'competent person', they will be responsible for providing professional advice and support to the Head of Estates to ensure that the Trust complies with regulatory requirements, especially the Regulatory Reform (Fire Safety) Order 2005. This will involve:</p> <ol style="list-style-type: none"> 1. Reviewing and updating the Trust's fire policy and procedures and implementing of robust and effective fire safety protocols, procedures and action plans to mitigate risk. 2. Completing fire risk assessments and working with the Head of Estates and managers to address significant findings and implement action plans and associated control measures. 3. Delivering the Trust's fire safety training programme and supervising and managing the performance of fire drills in services. 4. Investigating reported incidents and analysing trends on the Trusts electronic incident reporting system and compiling reports/presenting to committees. 5. Liaison with key internal and external stakeholders and providing a point of contact for fire services and demonstrate specialist skills, knowledge and expertise in fire safety management
LIAISES WITH:	Trust Fire Manager - Line Manager and Estate Managers
Section 3	
<p>The duties the post holder will be expected to deliver will be agreed with the Head of Estates and will include the following:</p> <ol style="list-style-type: none"> 1. Providing expert technical advice on the application and interpretation of fire safety guidance, including the Department of Health Fire Code suite of advice documents and other legislative/regulatory requirements, especially the Regulatory Reform (Fire Safety) Order 2005. 2. Implementing initiatives in line with the strategic approach to fire safety management. 3. Supporting strategic service planning across the Trust for all future developments to include fire safety consideration. 4. Supporting the Trust's approach to fire safety in line with the requirements of Standards for Better 	

- Health including the overseeing of audits as necessary and the implementation of risk mitigation and improvement programmes as required
5. Liaising with local authorities and fire services across the trust boundaries as required
 6. Maintaining strong links with other mental health providers to benchmark performance and to ensure that the Trust is following best practice in fire risk management
 7. Ensuring policy and procedural alignment between the Trust and other partner organisations and proposing changes when appropriate
 8. Undertaking management of Fire Risk Assessments (FRAs) and reviewing current FRAs where necessary.
 9. Investigating and analysing reported fire incidents on the Trusts electronic incident reporting system
 10. Carrying out regular inspections of work sites to ensure that fire safety is being maintained
 11. Delegated budget holder for job relevant areas of the Fire Safety budget
 12. Planning, co-ordinating and monitoring a programme of annual fire drills. Witnessing the effectiveness of evacuation arrangements and recommending remedial action when necessary.
 13. Preparing, devising and delivering fire safety training programmes for all staff within the Trust.
 14. Maintaining records of fire safety training and report to managers on attendance levels in conjunction with Learning and Development
 15. Providing specialist advice on general and specialist fire precautions, fire engineering issues and legislation
 16. Ensuring that all services and departments have local plans in place detailing the actions to be taken in case of fire. Ensuring these are reviewed regularly and their contents are understood by staff
 17. Providing recommendations on proposals for new build/refurbishment projects to mitigate fire risks and to ensure regulatory compliance
 18. To deputise for the Fire Safety Manager in their absence.

Section 4

1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention at all times in accordance with The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance (2015). All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust, and any contracted staff have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Relevant staff members must attend an annual face to face training session or complete the e learning session provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge, and skills.

4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through

good communications, openness, and honesty.

6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding, and promoting the welfare of children, young people, and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

7. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

Section 5**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Qualifications	<ul style="list-style-type: none">• Master's Degree or equivalent experience of working at this level• Graduate of the Institute of Fire Engineers or Diploma Level 3 in Fire Safety (Grad IFE)• National General Certificate in Occupational Safety and Health (Tech IOSH)	<ul style="list-style-type: none">• Institute of Fire Engineers Chartered/MSc• Institution of Occupational Safety and Health Chartered/NEBOSH Diploma	<ul style="list-style-type: none">• Application Form• Interview
Knowledge and Expertise	<ul style="list-style-type: none">• Experience as a Fire Safety Inspector or in a Station/ Watch Manager role or as a fire safety advise• Evidence of leadership and management of change, particularly of culture and working practices• Demonstrable understanding of general and specific statutory requirements within the fire safety arena.	<ul style="list-style-type: none">• Previous experience of enforcing the Regulatory Reform (Fire Safety) Order 2005 as a fire safety inspector• Change management – experience in developing and implanting new approaches and initiatives• Negotiating and influencing experience on a wide range of issues	<ul style="list-style-type: none">• Application Form• Interview
Experience	<ul style="list-style-type: none">• Experience of delivering Fire Safety training at all levels.• Experience of undertaking Fire Risk Assessments (FRAs)• Experience of reviewing building plans and specifications of fire safety compliance.• Experience of dealing with regulatory authorities e.g., fire service, HSE or CQC	<ul style="list-style-type: none">• Experience of healthcare fire safety• Experience of Mental Health fire safety	<ul style="list-style-type: none">• Application Form• Interview
Analytical and judgemental skills	<ul style="list-style-type: none">• Effective inter-personal and communications skills• Ability to carry out effective report writing• Ability to develop and deliver training programmes• Ability to deal with staff at all levels• Ability to manage change		<ul style="list-style-type: none">• Application Form• Interview

Section 5**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
	<ul style="list-style-type: none">• IT skills• Ability to carry out fire safety risk assessments• Ability to work individually or as a member of a team		
Competencies	<ul style="list-style-type: none">• Self-motivation and ability to motivate others• Initiative and willingness to take responsibility• To participate in continued professional development• Willingness to work to service requirements e.g., unsociable hours• Willingness to work in challenging environments with incidental contact with patients.		<ul style="list-style-type: none">• Application Form• Interview

To be completed by HR

Job Number:	1702	Version No:		Issue Date:	12/04/2024
KSF Number:		Version No:		Issue Date:	
Jurisdiction of JD:					