

North Bristol NHS Trust

Job Description

Job Details

Job Title: Fire Safety Advisor

Grade: Bank 6

Department: Fire Safety

Directorate: Estates & Facilities, Health and Safety Services

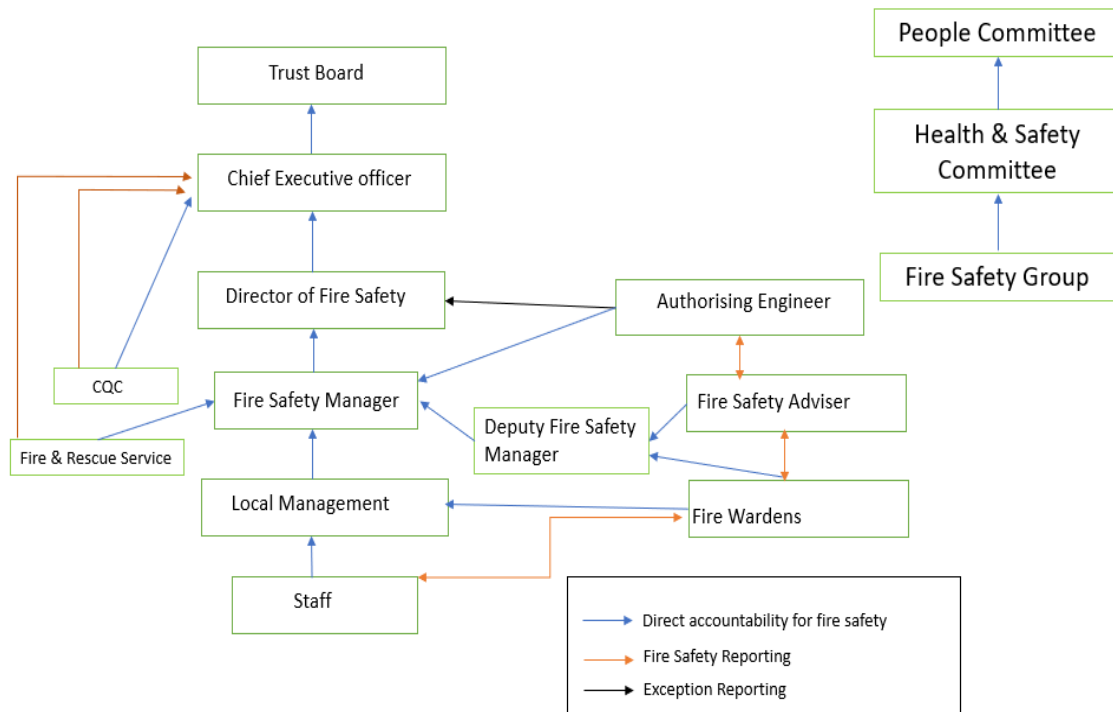
Location/Base: Southmead Hospital but also covering all North Bristol satellite properties and leased/licenced properties

Job Summary

- To uphold the requirements of the Regulatory Reform (Fire Safety Order) 2005 as amended.
- To maintain statutory requirements dictated by HTM Firecode.
- To provide specialist advice on all aspects of Fire Safety, legal and technical requirements to the Trust and as necessary to other stake holders.
- To support training functions. Where necessary, producing, organising and delivering training.
- Conduct suitable & sufficient Fire Risk Assessments in line with Trust Policy.
- Ensure all persons and property are protected from risk of Fire.
- Routine monitoring & measuring of Fire Safety performance & statistics.
- Analyse & apply all current/relevant Fire Safety legislation.
- Attend various meetings in relation to Fire Safety.
- Undertake investigation of fire Incidents and compile detailed reports as required.
- Monitor the provision, maintenance, and effectiveness of Fire equipment & protection.
- Maintain close liaison with Fire and Rescue Services in their role as enforcing Authority
- Continue to drive down the number of false alarms for all NBT occupied buildings.
- Provide advice and support to the Capital Projects team, small works team & NBT staff.
- Provide reports for statutory compliance and meetings.
- Any other Fire Safety role as agreed with the Fire Safety Manager.

Organisation Chart/Accountability

Fire Safety Management Structure



Knowledge, Training, Experience And Skills Required

Essential

- Competent to provide guidance to all NBT staff on Fire Safety matters throughout the organisation
- Specialist knowledge and understanding of relevant legislation and statutory requirements
- Fire Prevention/Safety qualifications
- Fire Risk Assessor qualification
- Effective presentation and communications skills
- Good interpersonal skills including ability to negotiate
- Commitment to Fire Safety
- Excellent Knowledge and understanding of HTM Firecode
- Ability to interpret complex legal prose into understandable advice, including adjustment of communication styles to ensure understanding at all levels
- Minimum 3 years experience in Fire Safety or equivalent
- Specialist knowledge of a range of Fire Safety procedures and policies
- Ability to deliver Staff training
- Good organisational skills
- Effective problem solving skills
- The post holder to remain up to date in all aspects of Fire Safety legislation
- Independence to use own initiative and continual reprioritisation of workload

Main Duties & Responsibilities of The Post

Fire Safety Training

- Design, develop, prepare and deliver a wide range of fire safety training to all staff throughout the organisation specific to their individual need and departmental requirements, in the with the Trusts Training needs Analysis
- Where necessary, record attendees, feedback information and outcomes on the NBT systems
- Where necessary, organise training dates, times and locations with all wards / departments to ensure appropriate training is delivered to all staff
- Where necessary, support wards / departments with the execution of fire safety drills.

Provide Fire Safety Advice and Guidance to

- Senior management in all statutory compliance, strategy and policy matters
- Estates technical staff on the interpretation and compliance of all fire legislation
- Contractors and Capital Projects teams carrying out work throughout the organisation
- Department / ward managers
- Colleagues as a Fire Safety representative at various meetings

Carrying out inspections, risk assessments, audits & research

- The post holder will be the specialist in carrying out Fire Safety risk assessment in conjunction with all ward/department in compliance of all statutory agreements and HTM part K, providing recommendation to overcome recorded failures or to make improvements
- The inspection of contractor activities with regard to Fire Safety
- Investigate and report on the cause of any Fire related incidents
- Investigate and report on all fire alarm activations and proactively look at reducing UwFS and False alarms
- Liaise with external agencies such as Building Control, HSE, FRS and prepare reports / comments to external bodies such as architects on new buildings / alterations

Emergency Response

- The post holder is to attend/respond, where possible, to all Fire alarm actuations
- Supervise the activities during emergency situations
- Where practically possible, attend emergency incidents outside normal working hours

Administration Activities

- Prepare and compile reports related to fire safety as requested by Fire Safety Management Team
- Prepare and compile reports relating to Fire Safety condition of buildings
- Compile reports with recommendations related to the safety from Fire and escape provisions of new building proposals and alterations to existing buildings
- Prepare/revise in conjunction with Fire committee colleagues the Fire Safety policy
- Maintain/manage record keeping for staff Fire training
- Provide statistical reports for staff training, Fire alarms, Fire incidents for managers
- Support in the preparation and data input of the annual Fire report
- Where necessary, prepare, design and review all training materials used in the training of all staff
- Liaise with external bodies such as fire and rescue services
- Software packages used will include Word, PowerPoint, Excel, Outlook, Access, Publisher, Email, Intranet and other relevant information gathering sites

- Monitor all Fire related incidents affecting staff, patients, visitors and contractors within their service. Report and recommend relevant changes to reduce the likelihood of re-occurrence
- Develop, implement and review policies and procedures and guidelines on all matters relating to fire safety as requested by Fire Safety Management
- The post holder must be self-motivated, mature and articulate, possessing well developed written and oral communication skills, along with diplomacy and tact. These qualities should be supported by assertiveness that is required to achieve objectives. It is essential that the post holder possess the influencing skills necessary to ensure the change in attitudes and behaviours that may be required amongst managers and staff
- Ability to work using own initiative including continual reprioritisation of workload
- The post holder must have well developed verbal and literacy skills, allied with the ability to interpret complex legal prose into relevant and comprehensible advice that can be furnished to all levels of the organisation
- Strong interpersonal, communication, analytical and presentation skills are required and the ability to work under own initiative.

Working Conditions / Effort

Physical

- The post is office-based but the postholder is expected to spend a large part of the day accessing all parts of the organisation's premises.
- The post will require the post holder to access and spend time on construction sites. This may include working at height and an understanding of Construction Design Management (CDM).
- Lifting of training equipment and other various items to conduct all aspects of the role.
- There is a need to travel to different sites as the organisation has a number of satellite premises.
- The postholder will need to be able to accompany others including external stakeholders and interested parties on site visits.
- As a DSE user, the postholder will use computer equipment for lengthy periods of time each working day.

Mental Effort

- Complex and varied workload
- Working to tight deadlines and adapting to changing priorities
- Securing effective involvement and engagement, with a wide range of stakeholders
- Working independently and on own initiative

Emotional Effort

- Overcoming cultural/organisational/personal barriers to change
- Managing the expectations of others
- Maybe exposed to distressing information as a result of incident review



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....Nicky Ricketts FSM.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made