

West London Mental Health Trust Head of Fire Safety

Job title:	Head Of Fire Safety
Band:	Band 8a
Basic salary:	£40,428 - £58,217 pro rata per annum
High Cost Area allowance:	20% Fringe Allowance
Hours:	37.5 per week
Term of contract:	Fixed Term Contract - Eighteen months
Base:	Capital estates and Facilities. St Bernard's Hospital, Ealing, Uxbridge Rd, Southall UB1 3EU
Closing date:	12 th January 2018
Assessment/Interview date:	22 nd January 2018

Job Details

West London Mental Health Trust is one of the largest and most diverse mental health services in the UK. The Trust is comprised of three Clinical Service Units including the specialist services at Broadmoor Hospital which provides comprehensive multidisciplinary assessment and treatment in a high secure environment. For more information about our Trust please visit www.wlmht.nhs.uk

A great opportunity has arisen for a Head of Fire Safety Trust wide within our Capital Estates and & Facilities St Bernard's Hospital, Ealing.

The post holder will be based at St Bernard's and will be responsible for the co-ordination of all fire safety professional advisory, auditing, monitoring and training services throughout Trust sites. He/ She will be the named Head of Fire Safety and will ensure that the Trust achieves compliance with both Fire Safety legislation and FIRECODE and help provide direct liaison with all Responsible persons in respect of fire safety issues from Executive Director/ Director level through to Head of Department/ Service manager level.

The Trust offer great benefits ranging from an excellent pension scheme, flexible working and up to 33 days annual leave.

For further information on this role, please contact Mark Jenkins, Interim Head of Capital Estates and Facilities

We positively welcome applications from people with a lived experience of either mental health conditions or learning disabilities and people who represent diverse communities.

JOB DESCRIPTION

Post Title:	Head of Fire Safety
Grade:	Band 8a
Responsible to:	Head of Compliance & Sustainability
Accountable to:	Director of Estates & Facilities/ Head of Compliance & Sustainability
Key Relationships:	Directors and Senior Managers; Staff; Estates and Facilities Department; Service/Sector Managers; Heads of Department; Risk Department; Enforcing Agencies and Local Fire Authority; Trade Unions and Professional Organisations

Job Purpose The post holder will be based at St Bernard's and will be responsible for the co-ordination of all fire safety professional advisory, auditing, monitoring and training services throughout Trust sites. He/ She will be the named Head of Trust Fire Safety and will ensure that the Trust achieves compliance with both Fire Safety legislation and FIRECODE and help provide direct liaison with all Responsible persons in respect of fire safety issues from Executive Director/ Director level through to Head of Department/ Service manager level.

Main Duties and Responsibilities

- 1) Provide the professional input to all matters relating to fire prevention and precaution issues, affecting or likely to affect the running of the Trust. Maintain and develop specialist knowledge on current trends and keeping abreast of relevant legislation.
- 2) Provide the interpretation and application of the provisions of legislation in Trust Fire Safety Policy, The Fire Safety Order 2005 (RRO), Building Regulations Approved Document B: FIRECODE and other official guidance and legislation in respect of fire safety in NHS premises. Ensure that fire safety statutory compliance is co-ordinated and maintained.
- 3) Lead in the development, dissemination and implementation of the Trust fire safety policy. To work with operational managers to ensure that fire safety is managed in line with the organisation's policy. Ensure the effective and appropriate translation of fire safety strategy into practical application through the active promotion of fire safety.
- 4) Lead the development & maintenance of fire safety assurance system, the corporate management of fire safety within the Trust, and the development and implementation of the fire safety strategy.
- 5) Develop and monitor the programme of fire risk assessments of premises as required by FIRECODE and The Fire Safety Order 2005. Undertake specialist fire risk assessments within a secure environment as required. Ensure the

dissemination and practical application of fire risk assessments to functional heads and staff with specific fire responsibilities.

- 6) Manage the maintenance of corporate fire safety records, and the development of local fire safety manuals for Trust premises
- 7) Co-ordinate fire safety advice on the interpretation and implementation of FIRECODE and other legislation, and provide fire safety advice and assistance to other employers where two or more of their staff share Trust premises.
- 8) Take the lead specialist role in fire emergency planning and the impact with security issues and the organisation's contingency plans. Develop and maintain an effective site fire tactical plan with security and the Fire and Rescue Service. Ensure the availability, currency and dissemination of fire strategy drawings incorporating fire hazards.
- 9) Prepare an annual audit of fire safety and report to the Board, co-ordinate the implementation of audit findings, and monitor and report on progress. Make recommendations on the policy to ensure it's effectiveness within the Trust. Collate evidence to enable the Chief Executive to sign the annual certificate of fire safety management.
- 10) Support and deliver where appropriate the mandatory training programmes in fire safety and how to respond to an outbreak of fire for all staff employed by the Trust, regular users of premises and patients. Develop and maintain a fire safety training curriculum reflecting roles and responsibilities and set in place appropriate means for training. Assess and renew the delivery and uptake of training and report findings as required to appropriate Trust Governance Groups. Promote the delivery of locally accessed training for staff across the fire safety training curriculum.
- 11) Provide and collate specialist input to the fire safety key performance indicators as part of the fire safety governance and assurance requirements.
- 12) Arrange and lead in regular Liaison meetings with local Fire & Rescue Services, co-ordinate the Trust response to formal fire safety enforcement action imposed by the Fire & Rescue Services. Provide advice and support to Trust Directors during enforcement action, and co-ordinate the corrective actions required as a result of enforcement action.
- 13) Liaison with local Fire & Rescue Services, co-ordinate the Trust overall response to all stages of enforcement action imposed by the Fire & Rescue Services and co-ordinate across the Trust the preventive actions and lessons learnt as a result of enforcement action.
- 13.0 Undertake specialist investigations of all fire incidents, producing appropriate reports for the Service Directors, and to report following Serious Untoward Incidents and Critical Incident Reviews.
- 14.0 Assist in the development and maintenance of the Integrated Fire Safety Risk Management Plan, and develop a framework for reviewing and prioritising the contents of the Trust's Fire Risk Register on a regular basis
- 14) Co-ordinate liaison with local authority regarding planning, building control and housed in multiple occupation.

- 15) Co-ordinate the input of fire safety advice at SDUs (Service Delivery Units) health & safety and other meetings.
- 16) Co-ordinate fire safety training records and reporting on fire safety training.
- 17) Co-ordinate advice to operational managers in the arrangement of practical fire drills and exercises with the local Fire and Rescue Service to test operational procedures.
- 18) Co-ordinate and monitor all fire safety reports etc. produced by the Deputy Fire Safety Managers.
- 19) Manage specialist investigations of all fire incidents, producing appropriate reports for the Director with responsibility for fire safety issues, and to report following Serious Untoward Incidents and Critical Incident Reviews.
- 20) Record, investigate & report on fire incidents and unwanted fire signals. Maintain comprehensive records of all fire incidents and investigations ensuring that trends are identified and that advice is given to the appropriate parties for remedial action to reduce incidents.
- 21) Develop and maintain a strategy for reducing unwanted fire signals within the organisation and liaise with local Fire Authority as part of the total fire safety strategy.
- 22) Co-ordinate the Fire Safety Team in the development of the fire safety strategy for the Trust that incorporates policies, procedures and guidance documents working with the Fire Safety Management Team.
- 23) Support and represent the role and function of the Estates and Facilities management team on relevant Trust wide groups, and support and participate in clinical work with regards to arson prevention and fire-setting groups.
- 24) Take an active role in appropriate meetings such as:
 - Environmental Risk Management Group
 - Trust Fire Safety Group
 - Project Team and Estates and Facilities Management meetings.
 - National Association of Fire Officers or similar professional Fire Safety Association
 - SDU Health and Safety Committees
- 25) To co-ordinate meetings arranged under the Concordat Agreement with London Fire & Emergency Planning Authority, Department of Health & NHS London. The main four aims of these meetings are to:-
 - Ensure compliance with all relevant fire safety legislation
 - Agree and implement fire risk assessment protocols
 - Nomination of key contacts for each NHS site
 - Reduce unwanted fire signals.
- 26) To manage reporting of fire safety issues to the Department of Health.

- 27) To establish and develop a Computer Based Fire Training programme for the Trust
- 28) Develop a framework for managing Fire Safety inspections/assessments/audits etc. within the Trust.
- 29) To co-ordinate the provision of professional advice on fire safety issues arising as a result of projects and re-organisation of services the review of specifications, drawings, tender documentation, and the development of the project fire safety plan.
- 30) Provide advice and guidance on the major capital works
- 31) Provide internal Trust-wide expert advice, planning, analysis, training and interpretation of National guidance in all aspects of fire safety. Where appropriate, liaising with external expertise and key stakeholders seeking further specialist advice or guidance.
- 32) Ensure proper organisational consideration and planning of fire safety issues over short, medium (annual) and longer term (eg Estate capital redevelopment).
- 33) Ensure Trust policies, services and protocols consider at review, current fire safety best practice.

The post holder will ensure that the service adheres to and actively promotes the Equal Opportunities policy of the Trust.

Employees must be aware of the responsibilities placed on them under the most recent Health and Safety at Work Act and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Ensure confidentiality for any information obtained relating to staff, patients and the organisation.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	Fire Service back ground. Fire Safety Degree or equivalent	Recognised Fire Safety training (such as the National Fire Services College)	A
EXPERIENCE	Experience within NHS or other public sector. Undertaken relevant audits/inspection, fire risk assessments and provide solutions. Knowledge & experience of quality management systems particularly ISO 9001 Worked as part of a project team(s) & provided fire safety advice for a range of type and size of capital works	Experience in similar role and advising on fire safety / environmental management	A & I
KNOWLEDGE	Knowledge, training or short courses covering fire safety: Eg. legislation, risk assessment, investigation, root cause analysis, fire setting, prevention, control/detection, planning, training/teaching etc to demonstrate up to date knowledge and continuing professional development. Working Knowledge of NHS. Detailed knowledge of fire safety legislation & Fire safety management. Thorough understanding of planning & building regulation legislation	Knowledge of other public sector environments	A & I

SKILLS	<p>Able to assimilate and analyse large amounts of information quickly</p> <p>Computer skills (Microsoft Office Suite)</p> <p>Ability to deliver, assess and develop fire training programmes.</p> <p>Good verbal and written communication skills</p>	<p>Apply the correct fire safety strategy solution to passive and active fire precautions.</p> <p>Fire risk assessment & audits in a healthcare secure environment.</p> <p>Development of fire safety policies in a healthcare secure environment.</p>	A & I
OTHER REQUIREMENTS	<p>Able to build constructive relationships using good communication skills</p> <p>Self-motivating: Persuasiveness, influencing and interpersonal skills.</p> <p>Ability to liaise with external agencies, i.e. Fire Departments, Health & Safety Executive.</p>		<p>A & I</p> <p>Verified by references</p>

Assessment Key

A – Application Form	I – Interview	T - Test
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Review date: _____

Reviewed by: _____