

West London Mental Health trust Fire Safety Advisor

Job title:	Fire Safety Advisor
Band:	Band 6
Basic salary:	£26,565 - £35,577 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:	12th January 2018
Assessment/Interview date:	25th 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 Fire Safety Advisor within our Capital Estates and & Facilities St Bernard's Hospital, Ealing.

The successful candidate will be responsible based at and working within the Estates & Facilities Department, St Bernard's will be responsible for the provision of Trust-wide fire safety advice, auditing, monitoring and training services; ensuring that the Trust achieves compliance with both Fire Safety legislation and FIRECODE.

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:	FIRE SAFETY ADVISOR
Responsible to:	Head of Fire Safety
Accountable to:	Director of Capital, Estates & Facilities
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
Grade:	Band 6 (AfC)

Trust Values

The post holder will

1. **Togetherness:** Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team
2. **Responsibility:** Ensure when we say we're going to do something, we do it. We don't leave it to someone else to do. Our service users are responsible for engaging in their treatment.
3. **Excellence:** Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.
4. **Caring:** Ensure caring means more than showing compassion to our service users and each other. It's also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.

Job Summary:

The post holder, based at and working within the Estates & Facilities Department, St Bernard's will be responsible for the provision of Trust-wide fire safety advice, auditing, monitoring and training services; ensuring that the Trust achieves compliance with both Fire Safety legislation and Firecode.

Key Result Areas & Performance:

- Provide professional input to all matters relating to fire prevention and precaution issues, affecting or likely to affect the management of Trust fire safety. Maintain and develop specialist knowledge on current trends and keeping abreast of relevant legislation.

- Provide interpretation and application of the provisions of the Regulatory Reform (Fire Safety) Order 2005, 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.
- Assist the Executive Director (Fire) / Director of Capital, Estates & Facilities / Head of Fire Safety and Fire Safety Manager in the development, dissemination and implementation of the Trust Fire Safety Policy / Strategy. Work with operational managers to ensure that fire safety is managed in line with the organisation's policy / strategy document. Ensure the effective and appropriate translation of fire safety strategy into practical application.
- Assist the Executive Director (Fire) / Director of Capital, Estates & Facilities / Head of Fire Safety / Fire Safety Manager and Authorised Engineer FIRE in the compilation of information for the annual fire safety review. 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.
- Carry out fire risk assessments as per the Regulatory Reform (Fire Safety) Order 2005, Firecode and the Trusts Fire Safety Action Plan. Undertake specialist fire risk assessments within clinical and non- clinical secure settings 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.
- Recommend prioritised actions in respect to fire safety improvements for Capital Investment where appropriate and periodic reports regarding the state of fire precautions within the Trust.
- Develop and deliver fire safety training courses reflecting Trust requirements and departmental training needs analysis.
- Provide a specialist role in fire emergency planning and the impact with security issues and the organisation's contingency plans. 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.
- Assist operational managers in the arrangement of practical fire drills and recommend remedial action when necessary and audit the accuracy of records of staff training and fire drills kept.
- Advise on the planning and design of new or existing buildings/structures, with particular emphasis on specifications for fire precautions, compliance with applicable fire standards and legislation at both design and construction completion stages. This will involve liaison with Estates and Facilities staff, Capital Planning teams, Local Building Control and Fire Authorities. Ensure appropriate measures are developed and maintained to control the activities of contractors working on site and ensure that their activities do not compromise the fire precautions.

- Undertake specialist investigations of all fire incidents, producing appropriate reports for the Director with responsibility for fire safety issues.
- 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. Assist in the development of a strategy for reducing unwanted fire signals within the organisation and liaise with Local Fire Authority as part of the overall fire safety strategy. Ensure fire reports are completed and forwarded to the Director with responsibility for fire safety issues and NHS Estates as appropriate.
- Establish and maintain contact with professional bodies, manufacturers and suppliers within the fire safety field to maintain knowledge of technical developments, product appraisal and national trends.
- Work with the Head of Fire Safety, Trust Fire Safety Manager, Authorised Engineer FIRE and other members of the Fire Safety Team in the development of the fire safety strategy for the Trust that incorporates policies, procedures and guidance documents.
- Support and represent the role and function of the Estates and Facilities Department on relevant Trust wide groups, and support and participate in clinical work with regards to arson prevention and fire-setting groups.
- Being the local expert responsible for providing education and training to all Trust staff and visitors. Ensuring that they are adequately aware of fire safety code and preventative measures in order to facilitate the safety of a building and to reduce violations.
- Developing and implementing suitable procedures, standards, guidance, information, checklists, and database records, that comply with relevant fire safety and health and safety legislation and guidance providing this at induction and or refresher training for all staff.
- Undertake a programme of induction to induct affected staff into any new premises.

Workforce

- Develop and deliver relevant fire safety training courses reflecting the Trust requirements and departmental training needs analysis.
- Work with the Trust Fire Safety Team in the development of the fire safety strategy for the Trust that incorporates policies, procedures and guidance documents.

Financial

- To monitor expenditure against agreed budgets to support effective financial management and consistent with legislation, policies, and procedures with training program delivery.

Partnerships

- **Communications and Relationships**

- Assist the Executive Director (Fire) / Director of Capital, Estates & Facilities / Head Fire Safety in the development, dissemination and implementation of the Trust Fire Safety Policy / Strategy. Work with operational managers to ensure that fire safety is managed in line with the organisation's policy / strategy document. Ensure the effective and appropriate translation of fire safety strategy into practical application.
- Assist in the development of a strategy for reducing unwanted fire signals within the organisation and liaise with Local Fire Authority as part of the overall fire safety strategy.
- Assist operational managers in the arrangement of practical fire drills, recommend remedial action when necessary and audit the accuracy of records of staff training and fire drills delivered.
- Support and represent the role and function of the Capital, Estates and Facilities Department on relevant Trust wide groups, and support and participate in clinical work with regards to arson prevention and fire-setting groups.
- Take an active role in appropriate meetings such as but not restricted too:
 - Trust Fire Safety Steering Committee
 - Project Team and Capital, Estates & Facilities Management meetings
 - National Association of Healthcare Fire Officers or similar professional Fire Safety Association
 - Health and Safety Committees

General

- **Working Conditions**

The post holder will be expected to work mainly in an office and ward environment, but all workplaces in the Trust may be visited. Interaction with people required for a large proportion of the day as well as a high use of the PC and telephone.

- **Physical Effort**

This position requires the post holder to work with staff and patients and may involve periods of standing when undertaking presentations. There will be regular walking around and travel to Trust sites. There will be moderate to lengthy periods of sitting at a desk, use of DSE and reviewing documentation. There will be occasional periods of light physical effort during mandatory training or demonstration of fire-fighting equipment.

- **Emotional Effort**

The post holder may be exposed to occasional distress caused by the nature of the role in a mental healthcare environment. There may be occasional exposure to verbal or physical aggression.

Structure Chart



General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

All employees are required to participate in the annual Personal Development Review activities and any associated training and/or learning opportunities.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & Safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Institute of Fire Engineers), it is a

condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding & Duty of Candour

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines.

All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

Standards of Business Conduct

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust, with colleagues and all those who have dealing with the Trust including patients, relatives and suppliers.

Valuing Diversity & Human Rights

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

All employees have responsibility to ensure their practice adheres with both legislation and policies. West London Mental Health Trust and its staff have legal duties under the Human Rights Act 1998. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	Relevant Fire Safety experience / Qualification Good education to O-Level standard	Fire Service back ground. Fire Safety Diploma / Degree	A
EXPERIENCE	Experience within NHS or other public sector. Undertaken relevant audits/inspection, fire risk assessments and provide solutions.	Experience in similar role and advising on fire safety / environmental management	A & I
KNOWLEDGE	Working Knowledge of NHS. Detailed knowledge of fire safety legislation & Fire safety management.	Knowledge of other public sector environments	A & I
SKILLS	Able to assimilate and analyse large amounts of information quickly Computer skills (Microsoft Office Suite) Ability to deliver, assess and develop fire training programmes. Good verbal and written communication skills	Apply the correct fire safety strategy solution to passive and active fire precautions. Fire risk assessment & audits in a healthcare secure environment. Development of fire safety policies in a healthcare secure environment.	A & I
OTHER REQUIREMENTS	Able to build constructive relationships using good communication skills Self motivating: Persuasiveness, influencing and interpersonal skills. Ability to liaise with external agencies, i.e. Fire Departments, Health & Safety Executive.		A & I Verified by references

Assessment Key

A – Application Form

I – Interview

T - Test

Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**