

## Job description

<b>Position</b>	Senior Fire Safety Officer
<b>Grade</b>	A&C band 7
<b>Location</b>	Trust wide - based at Princess Alexandra Hospital
<b>Hours</b>	37.5
<b>Responsible to</b>	Health & Safety Manager
<b>Accountable to</b>	Director of Strategy & Estates

### Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

### Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



## Job summary

To deliver the fire safety strategy for the Trust and ensure that PAHT complies with all elements of the Regulatory Reform Fire Safety Order, in accordance with the Health and Safety at Work Act.

## Scope and range

- The Senior Fire Officer will work closely with, and support the Health and Safety manager and colleagues within the Project Team in order to provide effective fire safety management throughout the Trust. This will involve the requirement for undertaking fire audits and risk assessments, the production of action plans attendance at and management of fire drills.
- A significant element of this role will be to liaise on fire matters with regard to project development work undertaken on PAHT sites to ensure that compliance to the Regulatory Reform Fire Safety Order is maintained.
- A significant element of this post will be to act as mentor the Assistant Fire Advisor and fire safety trainer to ensure that they become practically competent in fire safety matters
- The post holder will also act the expert in the field of fire, offer advice and guidance to other third parties and to facilitate and educate staff as required on fire safety matters. This will also involve the need to identify training needs and also to assist in tailoring training provisions to the specific requirements of the differing services and staff.
- The post holder will be agile working, based mainly at the main Princess Alexandra Hospital site, with the requirement to work at other sites if needed in order to deliver fire safety advice and fire safety training this may include locations at Herts & Essex Hospital, Bishop Stortford, St Margaret's Hospital, Epping.
- The post holder must have the ability to travel throughout the Trusts Estates.

## Duties and responsibilities

The role requires delivery of subject expert advice on all matters relating to fire safety. The role requires analysis of fire safety reports and submissions from contractors undertaking works within the PAHT estate as detailed below

- To provide professional advice to staff and management within the Trust on fire precaution issues
- To carry out fire audits and risk assessment reviews and using Trust IT systems. Prepare and distribute action plans and monitor/follow up as necessary to the conclusion of the action throughout the Trust, together with monitoring 'means of escape' and preparing defect reports for action.
- Work closely with managers to achieve Fire Safety objectives in relation to Capital and planned/unplanned maintenance work.
- To liaise with the Local Authority/Fire and Rescue Service in the inspection of buildings, the investigation of outbreaks of fire, the implementations of Fire code and Trust policies in relation to the reduction of unwanted fire signals and fire matters of joint interest. This will also include networking with other Trusts and organisations on fire safety issues
- To liaise with Building Control leads for the council in terms of compliance to fire standards in building projects, where applicable



- Ensure that adequate records of all fire related incidents are kept and that necessary reports are prepared for senior management and NHS Estates.
- To ensure that all areas, specifically those occupied by service users, have documented and agreed evacuation procedures that preserve the safety of occupants in the event of a fire alert.
- Compilation and preparation of data in relation to fire issues for the Fire Safety Group and other ad hoc reports.

Support the overarching health, safety and resilience strategy in ensuring the following:

- Liaise with Trust Estates Managers to ensure fire alarm system log books are regularly checked to certify that the systems are maintained to the appropriate British Standard, that all maintenance checks/tests, defects etc. are reported, acted upon and the appropriate audit records are made available for independent inspection.
- Fire Safety Policies and Procedures are established for all Trust properties and reviewed on a regular basis.
- Adequate appropriate fire fighting equipment is provided and installed throughout the Trust premises and is maintained/tested in accordance with the manufacturers and DOH recommendations, and a register kept of all tests.
- Advise on all fire precaution requirements in new and existing buildings within the Trust, in accordance with NHS Firecode, Regulatory Reform Fire Safety Order and any other statutory requirements including liaising with the appropriate consultants and external bodies as required, such as the HSE
- Ensure that adequate record drawings of premises showing fire compartmentation, fire alarms, emergency lighting etc. are maintained by the Estates department, and that appropriate processes are in place that ensures they are updated whenever necessary.
- Ensuring that current fire compliance and any other documentation for Trust properties are maintained and updated in line with any physical or operational changes.
- Maintain and manage a programme of fire drills in Trust premises.
- Undergo any training that is considered appropriate to meet the needs of the role, including any changes in work priorities and content.
- Ensure that the senior management is informed on day-to-day issues that are ongoing, including outcomes on specific tasks/objectives. To identify fire safety related issues that are significant to Estates/Facilities, and make management aware of their importance.
- Work with the Trust's Emergency Planning team to provide emergency fire plans as required.
- Work with other managers' on groups' objectives, operational issues and to help cover/provide input during holidays, absences, etc.
- It may be necessary to undertake some fire lectures out of hours/associated working, which will be worked as part of the normal weekly hours. This is due to the Trust having a 24 hour service on some staff who do not work during normal working hours.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure.



## Person specification

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<b>Grade</b>	A&C band 7

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
The post-holder will hold a relevant fire safety technical qualification, and possess a working knowledge of Healthcare Fire Safety and the Fire Code Suite of documents.	E
Understand how fires originate, spread within and outside buildings/structures, and can be detected, controlled, and or extinguished.	E
Possess sufficient IT skills to facilitate the use of Word, Excel, Power Point, CAD and databases.	E

Experience	
The post holder will be expected to attend meetings, either on “teams”, in person in a meeting room or on a construction site, therefore have the experience of a formal meeting environment	E
This is a demanding time sensitive role, for example on refurbishment projects where tight completion timelines are set, therefore the post holder will be familiar with building project work	D
Be able to anticipate the behaviour of materials, structures, machines, apparatus, and processes related to the protection of life, property and the environment from fire.	E
Experience in the Fire Service or Fire Safety industry, experience of Fire Prevention and Fire Safety work including the Regulatory Reform (Fire Safety) Order 2005.	E
The post holder must have experience of providing fire training, and knowledge and understanding in order to provide bespoke training packages for the various services and staff groups within the Trust.	E



## Skills and knowledge

The post holder will spend time analysing plans and data for periods of time, therefore must have the ability to undertake this element of work	E
The post holder must have an understanding of the interactions and integration of fire safety systems and all other systems in buildings, industrial structures and similar facilities.	E
To be able to interpret scale fire, strategy/architects plans and symbols	E
The post holder must be able to liaise with all levels of management, both within the Trust, and where necessary with external organisations, e.g. Fire and Rescue Service, to ensure that fire safety management is in line with the Fire Safety Policy.	E
The post holder is required to work with all stake-holders within the Trust, ensuring that the training packages provided are at the correct level of understanding for the various groups, and also that the training packages correctly reflect the training needs being provided.	E
Experience in the use of CAD MICAD and systems would be advantageous	D

## Personal qualities

The post holder must have the ability to travel to all locations within the PAHT estate	E
The post holder will be able to climb ladders (work at height)	E
The post holder will be expected to be able to visit internal areas such as wards, plant rooms as well as external areas such as the roof, this may involve working at heights.	E