JOB DESCRIPTION

Job Title: Fire Safety Officer
Department / Unit: Health and Safety Office
Job type: Professional Services
Grade: 7
Accountable to: Director of Health and Safety
Accountable for: Not applicable

Purpose of the Post
This post holder, working with the Director Health of Health and Safety, will play a key role in continuing to develop a fire safety strategy within the College as part of its overall health and safety development strategy.

The duties will require a pragmatic approach based on formal fire safety standards, identifying deficiencies and prioritising and implementing remedial actions, thereby playing a central role in the development of the College Fire Safety Policy.

Key Tasks
The main responsibilities associated with the post are:

1. Provide professional advice on the requirements of fire safety legislation, formal guidance (including Building Regulations and British Standards), best practice, and other recognised fire safety-related performance standards.
2. In accordance with a formal schedule of works, undertake systematic fire risk assessments and review existing records/documentation. From the findings of such assessments/reviews, produce written reports, identifying any improvements required and develop these with relevant stakeholders into cyclical College fire safety improvement plans, which will include prioritised annual programmes of work based on assessed levels of risk.
3. Develop, periodically review and implement, with the Director of Health and Safety, College Fire Safety Policy.
4. Provide advice on the statutory monitoring, testing, inspection, and where appropriate, maintenance of various fire safety systems across the Campus, including:
   - Fire alarms
   - Emergency lighting
   - Fire extinguisher and suppression systems
5. The provision of advice on fire safety implications of new-build projects, alterations to existing buildings/structures, and College events such as Summer Ball and Graduation.
6. Remain informed of developments in fire safety legislation and best practice, developing appropriate compliance strategies and College policies and/or procedures.

7. Develop and provide suitable fire safety training courses to meet the requirements of current legislation and develop appropriate arrangements for students, ensuring these are kept relevant and stimulating, and maintain associated training records.

8. Produce statistics associated with fire safety, including fire alarm activations. From these statistics, the post holder will liaise with managers to establish where remedial action is required and develop strategies to manage unwanted fire alarms.

9. Conduct investigations into all fire and fire-related incidents (including fire alarm activations and near misses), producing follow-up reports outlining the findings of any investigation and recommended remedial actions, and where appropriate, ensure that required improvements are made.

10. Provide fire safety input and advice relating to the College’s major incident and disaster recovery plans.

11. Provide specialist advice to managers and relevant College services in connection with Personal Emergency Evacuation Plans for disabled persons.

12. Conduct periodic reviews of fire safety information available for staff and students, developing improvements, where necessary, and seeing these through to implementation.

13. To maintain such registers, records and filing systems as are required by fire safety legislation, formal guidance, good fire safety practice and efficiency. Where such maintenance is not the responsibility of the post holder, to provide advice and assistance on system requirements.

14. Proactively liaise with external fire authorities on College fire safety matters.

15. Develop and maintain effective working relationships with personnel at all levels within the College, with the purpose of improving and maintaining the College’s compliance position, promoting collaborative working and sharing best practice.

16. Attend meetings in order to represent the Central Health and Safety Function, providing advice and assistance as necessary.

17. On request of the Director of Health and Safety, to produce compliance reports for presentation to senior management and other required meetings.

18. Represent the College and the Health and Safety Office at external events.

19. As may be necessary, to take part in fire-related emergency arrangements out of normal working hours, either by the provision of telephone advice or attending College premises.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Specifically:
Estates’ Senior, Operational and Project Managers
All members of Estates’ staff
Technical Operations Managers
All members of the Health and Safety Office
Incoming contractors and consultants working for and on behalf of the College

Generally:
Royal Holloway staff, students and visitors.

Reviewed 27/03/2018