**Job Title:** Fire Safety Lead  
**Vacancy Ref:** A3553

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<th><strong>Job Title:</strong> Fire Safety Lead</th>
<th><strong>Present Grade:</strong> 7P</th>
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<td><strong>Department/College:</strong> Health and Safety, People &amp; Organisational Effectiveness</td>
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<td><strong>Directly responsible to:</strong> Assistant Director of Health and Safety</td>
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<td><strong>Supervisory responsibility for:</strong> No Supervisory Responsibilities</td>
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<td><strong>Other contacts</strong></td>
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<td><strong>Internal:</strong> The post holder will work across all campuses and buildings of the University. Campus Security, Emergency Planning Officer, Facilities Project Managers, Facilities Fire Safety Officer, University Committees, Heads of Department, Health and Safety Colleagues</td>
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<td><strong>External:</strong> Fire and Rescue Service and other regulatory bodies, External Contractors, University Fire Safety Officers</td>
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**Purpose of the Role**
The role of Fire Safety Lead is to act as the ‘competent person’ for fire safety and provide competent advice and guidance to the University Management, specifically the responsible person, to meet its legal duties as set out in the Regulatory Reform [Fire Safety] Order 2005.

The post holder will develop and promote a positive fire safety culture within the University as part of the delivery of the duties outlined in the job description and will work across all campuses and buildings of the University.

**Context**
The Central Health & Safety Office is a specialist unit of competent advisors to the University on matters specifically relating to the Health and Safety at Work Act 1974. The requirement for seeking competent advice is a requirement of the Management of Health and Safety at Work Regulations 1999.

The University’s Health and Safety Office assists the management of the University in the development of policy, guidance systems and procedures within the context of the Health and Safety Management Framework to enable it to meet its legal duties both under the Act and the supporting regulations. The Fire Safety Lead will complement this specialist team of competent advisors.

**Major Duties:**
1. Be responsible for the development, maintenance and review of key fire safety related documents including the University’s Fire Safety Policy and Arrangements, supporting guidance and procedures arising from these and the University Health and Safety Policy;
2. Lead, plan and manage the University wide approach to fire safety and fire prevention in line with current legislation
3. Develop, maintain and review the University fire safety risk register
4. Proactively promote a positive fire safety culture across the University
5. Act as the University’s primary contact with Lancashire Fire and Rescue service and regulators in relation to its legal compliance with the RRO and other fire related health and safety legislation. To work with the University’s Emergency Planning Officer in the development of appropriate fire emergency procedures;
6. Design and develop appropriate systems and processes to ensure that Fire Risk Assessments for all University owned buildings are completed and assured. Maintain and review the content of the University’s Building Fire Manuals. Work with Managers, Accommodation Services and other Facilities staff to ensure PEEPs are carried out where required.

7. Prepare as often as required, management reports on the performance of systems, procedures and incidents and monitor and measure effectiveness by way of audits and inspections and make recommendations accordingly;

8. Take a lead role in contributing to the development of annual plans relating to fire safety management for the University

9. Identify and provide either directly or via external providers appropriate fire safety training for a range of both staff and students at the University;

10. 

11. Develop and support the Facilities Security and Portering service in the development of systems and procedures linked to the University’s Fire Emergency response procedures and the recording of fire related incidents;

12. Liaise with the Facilities Team and others to ensure fire related equipment is available and suitably maintained.

13. Organise and co-ordinate annual Fire drills and Fire Safety Talks for new students

14. Develop and implement robust investigation and auditing processes process for fire related incidents; undertake fire related incidents investigations

15. Attend and contribute to committees and meetings by providing relevant reports where fire safety and matters relating to fire safety are discussed;

16. Maintain an up-to-date knowledge and understanding of matters relevant to the post (including best sector practices and regulations) by means of literature searches, contacts with professional bodies, attending relevant meetings, courses, and conferences and provide guidance and technical advice accordingly.

17. Undertake other activities/responsibilities within their competence as directed by the line manager commensurate with the grade of the post.