

## Occupational Profile

A Fire Safety Advisor works with businesses to help them keep their premises safe from fire by offering advice and education to reduce risk. People in this role also recognise and take appropriate steps when enforcement action may be required. The role contributes to the aims of saving life, preventing injury, enhancing business continuity and protecting premises. People in this role are typically employed by a Fire and Rescue Service. The role involves a diverse mix of essential work including visits to a wide spectrum of businesses and joint visits with other agencies in order to actively support and promote business safety. The role may also involve proactive promotional work at events and reactive work after incidents to raise awareness of fire safety in the business community. As ambassadors of Fire and Rescue Services, Fire Safety Advisors represent their organisation and will demonstrate excellent customer service skills to businesses in their community.

The key function of a Business Fire Safety Advisor will be to visit simple premises - this is defined by the sector as small premises with a simple layout such as small shops, offices or industrial units with non-complex means of escape and simultaneous evacuation conforming to a recognised code of practice e.g. Approved Document B or the guidance contained in the documents published by the relevant Government departments to support legislative requirements. Simple premises may range from low to high-risk dependent upon the use, management and maintenance of the premises.

A typical day in this important role will see the Fire Safety Advisor assessing risks and hazards associated with fire, evaluating measures in place to protect people and premises, influencing and supporting businesses to act on recommendations and where appropriate, reporting breaches

### Fire Safety Advisor Consultation – Statement

#### Duties

D1	Plan and gather evidence for the purpose of fire safety regulation in simple premises
D2	Carry out Fire Safety audits of premises in line with current fire safety legislation
D3	Identify fire hazards, assess and report fire risks in simple premises
D4	Confirm measures are in place to protect people, property and the environment from fire in simple premises
D5	Gather, process and share information with internal and external partners relevant to fire safety or where it may assist others in the performance of their duties.
D6	Support fire safety investigations as required by the organisation and assist with appropriate action
D7	Contribute to the policy and procedures that relate to legislative guidance on matters concerning Fire Safety

D8	Provide support and guidance to businesses to reduce fire and unwanted fire signals (e.g. from automatic fire alarms)
D9	Collaborate effectively with own and relevant partner agencies to support fire risk reduction in their communities
D10	Attend internal and external meetings with stakeholders for example Safety Advisory Groups to provide guidance and support with fire safety matters to ensure the safety of the public.
D11	Respond to alleged fire risks/complaints and post fire enquiries

	Knowledge
K1	Legislative and organisational requirements for fire risk management systems in simple premises
K2	Different types of premises or environments, the associated fire risks and management levels
K3	How to carry out fire safety audits on simple premises
K4	How to plan and gather information, data from partner agencies for the purpose of fire safety regulation in simple premises
K5	The reasons for visiting simple premises for the purpose of fire safety regulation
K6	Methods for assessing fire risks in simple premises
K7	Processes and guidance relevant to fire risk assessment in simple premises
K8	How to identify and report fire hazards and fire risks in simple premises. In accordance with organisational procedures
K9	Control measures used to mitigate the risks from fire in simple premises.
K10	Active and Passive measures for the protection of people property and the environment from fire in simple premises (including codes and guidance)
K11	Procedures and processes for reviewing fire risk management systems in simple premises
K12	Principles of combustion; including fire growth and how smoke spreads through a building
K13	The principles of building construction and how they relate to fire safety in a simple premises
K14	The principles of prevention in fire safety which can affect people, property and the environment
K15	Their role in supporting fire safety investigations and the actions they can take in line with organisational policy

	<b>Skills</b>
S1	Carry out fire safety audit on simple premises in line with organisational policies
S2	Provide advice on fire safety matters to stakeholders in relation to simple premises
S3	Identify fire hazards, fire risks and control measures in simple premises
S4	Assess fire hazards, fire risks and control measures in simple premises
S5	Report on the compliance and findings of audits to simple premises
S6	Recommend fire risk reduction measures in simple premises following audit
S7	Recognise when a situation is beyond the responsibilities of their role and take appropriate action
S8	Complete and maintain data and records related to fire safety in line with organisational policies
S9	Read and interpret documents for the purpose of fire safety in a simple premises
S10	Demonstrate good organisational skills, the ability to work unsupervised and manage workloads within agreed timescales
S11	Demonstrate clear communication skills verbally and in writing, with the ability to interact with a wide range of audiences, being persuasive and confident in a simple premises.
S12	Identifying the key stakeholders in managing fire safety in simple premises
S13	Plan and prepare for fire safety activity in simple premises including interpreting building information
	<b>Behaviours</b>
B1	Embraces and values equality, diversity and inclusion, treating everyone with dignity and respect
B2	Demonstrates commitment and ability to develop self and others.
B3	Acts with confidence and integrity, to create safe, effective and practical outcomes.
B4	Work within own level of authority, responsibility and competence and recognise when to seek support and/or assistance
B5	Committed to supporting a strong safety culture
B6	Take responsibility to challenge unsafe or inappropriate behaviours and practices

B7

Demonstrates their commitment to - respecting life, the law, the environment and putting communities first