



Essex County
Fire & Rescue Service

Joining as a Whole-time Firefighter

WHAT TO EXPECT AND WHAT WILL BE REQUIRED OF YOU

You are considering joining a disciplined, highly trained and busy Emergency Service. If you are successful in becoming a Whole-time Firefighter, you will be sent on a sixteen-week non-residential Training course based at Witham, Essex. Recruit Firefighters are unable to take leave whilst at Service Training Centre.

The Recruit Training Course will require you to absorb a considerable amount of information of both theoretical and practical material. Your progress will be continuously monitored by the instructors and further assessed by written, oral and practical examinations. The course will be quite demanding and you must be prepared to achieve and maintain a high level of physical fitness. This will have to be maintained throughout your Service career.

Before being offered a job, you will have to undertake a series of selection tests. The tests involved include: physical tests; formal interview and, following on from this, a full medical examination, including an eye test.

TO BE ELIGIBLE FOR AN APPOINTMENT AS A WHOLE-TIME FIREFIGHTER

A CANDIDATE MUST:

- It is a requirement to be aged 18 or over at the commencement of training. You may apply to be a Firefighter if you are aged between 17 years 6 months and 18 years old, as long as you are 18 years old once you commence training.

- Before entry recruit firefighters will be required to undertake job specific colour vision checks to establish whether they confuse blue and green or black and maroon.

Contact lenses – the use of modern soft contact lenses is now considered safe, however they **MUST NOT** be worn with BA for any purpose. Those personnel nominated to wear BA should remove their soft contact lenses before, or at the start of the shift and wear, if applicable, their prescribed safety spectacles.

Rigid (gas permeable) contact lenses are not suitable.

- Have good hearing and ears free from disease or damage.
- Satisfactorily pass a medical examination carried out by the Fire & Rescue Service Occupational Physician.
- Satisfactorily complete a selection of tests including a physical strength test to determine their aptitude for employment as a Firefighter.
- Submit a Birth Certificate or other satisfactory proof of age.

A person who has completed a term of service in any of HM Armed Forces must produce satisfactory discharge papers.

Appointment to the Service will be dependent on meeting the requirements above, passing the selection process and satisfactory medical results and references.

Whole-time applicants must be prepared to serve anywhere in the county.

REVISED EYESIGHT STANDARD

The revised eyesight standards are as follows:-

- Uncorrected distance vision no worse than 6/18 in the better eye, and 6/24 in the worse eye.
- Corrected distance acuity should be at least 6/9 with both eyes open and reach 6/12 in the worse eye
- Near vision – should be able to read N12 at 30 cm with both eyes open unaided.
- Have normal binocular field of vision.

Would you please check with your optometrist that your eyesight meets the above standard – **we regret you will not be eligible to enrol as a Wholetime Firefighter if your eyesight does not meet this standard.**

REFRACTIVE EYE SURGERY

Essex Fire & Rescue Service will consider applicants for fire fighting who have undergone Refractive Surgery.

The applicant will need to provide the following information to the Brigade Occupational Health Service.

- The date of surgery: (Applicants will not be considered until they are 12 months post surgery).
- Evidence that all medication relating to the surgery has stopped.
- Details of the pre-operative refractive error.
- A report following slit lamp examination confirming that the eye has returned to normal and that there is no loss of transparency over the pupil area.
- A report following refraction, topographic examination and pachymetry to confirm that there is no keratectasia. Details of post operative corneal thickness and any post operative complications should be supplied.
- Evidence of satisfactory visual performance using a technique sensitive to the presence of scattered light and aberrations, e.g. using a low contrast log MAR chart.
- The costs for provision of this information will rest with the applicant.

FIREFIGHTER ROLE PROFILE



MAIN PURPOSE OF THE JOB

To deliver community fire safety programmes to protect the public and make communities safer; and to deliver an emergency service by performing fire fighting, rescue and other work as part of a team which resolves incidents and saves and preserves people and property.

CORE RESPONSIBILITIES

1. To inform and educate the community to improve awareness of fire safety matters and to deliver fire safety programmes to protect the public and make communities safer.
2. To provide an immediate response to all emergency and special services calls (including fire, transport and HAZMAT incidents), saving and preserving endangered life and property.
3. To treat casualties and support people involved in incidents.
4. To collect and record information from incidents for future use in reports etc.

5. To check, test and maintain fire appliances and related equipment to ensure a high state of preparedness.
6. To acquire and maintain a good working knowledge of buildings and structures, local topography, environmental or special risks and controls, potential hazards, water supplies and fixed installations within the area covered by the Station.
7. To maintain a high standard of personal discipline and to consistently display excellent workplace behaviours toward colleagues and members of the public.
8. To maintain a high level of personal fitness at all times.
9. To train and operate as an effective and disciplined team member at all times, and to contribute to the continuous development of self/colleagues in the workplace.
10. To attend practical drills, exercises, lectures, training programmes and IPDS compliant assessment and development centres as required to maintain a high standard of practical and technical knowledge and competence.
11. To be fully conversant with health, safety and risk management legislation and practice as relevant to the role of the firefighter (safe person contact).
12. To be aware of equality and diversity issues both in the community and in the workplace and to promote the organisation's commitment towards equality and fairness.
13. To uphold the values of Essex County Fire & Rescue Service and the communities we serve.
14. To drive, manoeuvre and redeploy fire service vehicles as required.
15. To serve at any location under any relevant duty system which may include nights, weekends and public holidays.
16. To undertake any other duties appropriate to the level of the post as directed by management.

KEY EXTERNAL RELATIONSHIPS

- Members of the public
- Community groups
- Educational establishments
- Business organisations
- Voluntary sector groups
- Other emergency personnel and response teams.

FIREFIGHTER – PERSON PROFILE

PERSONABLE QUALITIES AND ATTRIBUTES

- Trustworthy and reliable
- Understands and respects diversity and adopts a fair and ethical approach to others
- Open to change and actively seeks to support change in the workplace
- Maintains a confident and resilient attitude in highly challenging situations
- Works effectively with others both within the Fire and Rescue Service and the community
- Communicates effectively both orally and in writing
- Committed and able to develop self and others
- Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way
- Maintains an active awareness of the environment to promote safe and effective working
- Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards
- Willing to work rostered shifts including weekends and public holidays
- Able to drive, and possession of a full UK driving licence

TECHNICAL ACTIVITIES, SKILLS & KNOWLEDGE [TASK] - INTEGRATED PERSONAL DEVELOPMENT SYSTEM [IPDS]

The firefighter is required to demonstrate the ability to continually develop their skills in the following areas. Assessments of these skills will be undertaken through the TASK book system which has been developed through the National IPDS Standards:

Operational

- Community fire safety advice and support
- Dealing with fire incidents
- Dealing with transport incidents
- Dealing with HAZMAT incidents
- Saving and rescuing endangered life
- Treating casualties and supporting people at incidents
- Understanding and controlling environmental risks
- Understanding and controlling hazards and risks to buildings and structures
- Driving operational vehicles

Physical resources

- Maintaining all resources and equipment required for the performance of the role.

People

- Managing yourself
- Personal development
- Supporting the development of colleagues
- Employee relations (building positive relationships and working effectively with others)
- Health, safety and risk management
- Equality and fairness

Information

- Information collection methods
- Preparing and presenting evidence for formal proceedings

INFORMATION FOR APPLICANTS – RECRUITMENT PROCEDURE

Please ensure that you take the time to complete the application form correctly.

STAGE 1



Applicants forms will be checked for the minimum standard. Successful applicants will be invited to undertake the physical tests.

Please ensure that you are physically fit before attending the physical tests.

STAGE 2



On successful completion of the physical tests, applicants will be invited to attend a formal panel interview consisting of an HR professional and a uniformed manager.

STAGE 3



On the day of the interview, applicants will undertake a Skills for Life Assessment as well as the formal panel interview. Candidates with a GCSE Grade C or above in English and Maths (or equivalent) will not need to undergo the assessment. GCSE certificates in English and Maths will need to be produced at interview stage.

STAGE 4



Those applicants who the selection board consider to be the best applicants will need to have performed well in all areas of the selection process, not just the interview. These successful applicants will then need to undertake a full medical examination. Successful applicants will only be offered employment, subject to **satisfactory** references.

References

On satisfactory completion of all tests and interviews, references enquiries are made which will include both the **current employer** and the **previous employer** if the candidate has a limited employment history.

A character reference will also be requested.

Successful applicants will be offered employment at this stage.

STAGE 1 – APPLICATION PROCESS

(Guidance for Applicants)

Please read the following information carefully on how to apply to become a Whole Time Fire Fighter.

How to apply

Application forms for Whole Time applications will **not** be available on the website. Candidates wishing to apply will need to attend a pre-selection day; dates will be advertised on our website www.essex-fire.gov.uk and through local media such as local newspapers and career fairs. Candidates **must** book themselves in for a pre-selection day through our website. Candidates who do not book will not be able to take part.

What happens next?

At the pre-selection day, candidates will be required to complete a test of potential by carrying out a bleep test and a strength test. A demonstration of hose running test will be given. The Fire Service Fitness Instructors will be there to offer advice and guidance regarding each individual's test of potential.

The Test of Potential will be scored on a point system. The candidates who score highly and meet the required levels of fitness will be offered an application form which must be completed and returned to us within **one week of the selection day**. Applicants who do not meet the level of fitness required by the Service will not be able to continue with the recruitment process.

Representatives from the HR department and uniformed Fire Fighters will also be at the information day to give candidates further information about working for Essex County Fire and Rescue Service.

The next stage

Once the application forms have been received, HR will begin the application sift process.

STAGE 2 – INITIAL APPLICATION SIFT

Please ensure that you have taken time to complete the application form fully. Essex County Fire & Rescue Service is looking for a wide range of skills and abilities from our recruits. We look on the application form for evidence that applicants have experience of some of the following. Please use other relevant experiences.

Practical Work Experience

Following instructions, alternatively using one's own initiative, working under pressure, ability to solve problems or overcome difficulties, and an ability to learn new skills.

Group/Team Experience

Whilst participating as a member of such a team, group or organisation, explain your activities and whether you had any leadership responsibilities.

Other Experience

Have you been involved in any projects, activities or events enabling you to gain any other useful experience? (In this section, applicants returning to the job market could describe the nature of their career break.) Other experience such as taking part in a Public Services course should be included and will be considered.

Diversity

Can you demonstrate any experiences of working with a diverse workforce and/or demonstrate a time(s) when you have interacted with people who are different from yourself – for example differences could be race, disability, age, gender, religion or belief, or sexual orientation.

Community

Have you any interest and/or participated in any community-based activities?

Working Towards a Personal Goal or Ambition

Can you demonstrate any commitment to achieving a personal goal?

STAGE 3 – RECRUITMENT PHYSICAL AND JOB RELATED FITNESS TESTS

Listed below is a brief description of the tests which all applicants will undergo as part of the selection process. The tests are in sequential order and the applicant must pass each stage before progressing further.

It is recommended that you start to improve on your present level of fitness in preparation for these tests. The Service Physical Training Instructor (PTI) is available on 01376 521769 to assist with any questions relating to these tests or for further guidance on fitness training.

1. Aerobic Fitness

This is tested by using the National Coaching Foundation multi-stage shuttle run (bleep) test. The candidate is required to shuttle run between two lines set at 20 metres apart, keeping in time to audio bleeps on a CD. At set intervals (levels) the time between the bleeps is reduced, therefore giving the candidate less time to cover the same distance. To be successful the candidate **must** achieve level **8.6**.

2 Simulated Ladder Lift

This is a strength test carried out on a specially designed piece of equipment which simulates the actions and effort required to replace a 13.5m ladder back on to the fire appliance. The candidate, dressed in full fire gear, will be required to raise the ladder simulation beam above their head to full arm extension and then lower the weight [15kg applied to simulation beam] under control. This is repeated four times. This formal test is preceded by a full demonstration and practice warm-up with a lighter weight (5kg applied to simulation beam).

3. Simulated Ladder Extension

This is to simulate extending the sections of a ladder. It is carried out on a high pulley station of the multi-gym. The candidate sits on a bench directly under the pulley and, using a close underhand grip, pulls the bar down towards the chest, under strict control and through a full range of movement. This is repeated 10 times using a weight of 41 kg.

4. Hose Running

This test is carried out in full fire gear. The instructor will demonstrate the required technique and fully explain the test.

All candidates will then be required to run out, under run and make up 5 lengths of (25 metre x 70mm) hose. This first session is for practising only; the candidate will not be tested at this stage. The instructor will offer help and guidance to ensure correct technique and safety. Candidates are required to run out hose right-handed.

During the second session, the candidates will again be required to run out, under run and make up 5 lengths of (25 metre x 70mm) hose. However, this will be

completed against the clock and marks awarded or subtracted for time and technique. The pass mark is 13 out of 20. The breakdown of available marks are 15 against time and 5 against technique.

A candidate who completes the 5 runs within 9 minutes will achieve the full 15 time marks. A time of up to 11 minutes will achieve 10 time marks. However, a pass is still possible providing no more than 2 technique marks are lost. A time of over 11 minutes is a fail.

6. Ladder Climb

A ladder is pitched to the 3rd floor of the training tower and secured. The test is preceded by a full demonstration. The candidate, wearing full fire gear and a safety harness, is required to ascend the ladder until his/her shoulders are level with the 3rd floor where a leg lock will be taken and the candidate will be asked to lean back. The candidate then continues to ascend the ladder to the 3rd floor and enters the tower. After completing this, the candidate climbs from the building and descends the ladder.

7. Confined Space

The candidate is dressed in full fire gear and fitted with a breathing apparatus set. He/she will then be instructed to follow a guide line through the smoke chamber under the supervision of an instructor. Smoke is not used for this test; however, it is carried out in total darkness.

8. Equipment Assembly

This aims to test the ability to comprehend and follow instructions. The candidate will be required to assemble and disassemble an item of fire service equipment in accordance with a set of instructions within a specified time limit.

Assessments 1 – 4 will be performed in sequence whilst the remainder of the tasks may be performed in any order as directed by the supervising officer.

STAGE 4 – INTERVIEW PROCEDURE

If you reach this stage of the selection procedure, you will be sent a letter giving an appointment date and time. This letter will also have details of the venue for the interview along with any special parking arrangements. You should bring this letter and any certificates of qualifications with you to the interview.

The interview will last about 25 minutes and will be conducted by a member of Human Resources and an experienced Fire Officer. You will be asked questions about yourself, any points raised on your application, what you know about the Fire & Rescue Service and your reasons for wanting to join. You will have the opportunity to raise points yourself, as a job interview is a two-way process and you may have points you want clarified. At the end of the interview, you will be told when you will be informed of the interview result and what the stages entail.

With effect from November 2009, the interview stage will include a Skills for Life assessment. Skills for Life is a government developed scheme to assess levels of literacy and numeracy. Essex County Fire & Rescue Service ask that applicants applying to become a fire fighter who have obtained a grade A to C GCSE or equivalent in English and Maths provide their certificates. These candidates will **not** need to partake in a Skills for Life Assessment. Applicants without formal qualifications or with grades lower than C at GCSE level or equivalent will not be precluded from advancing with their application but will be required to undertake a Skills for Life assessment.

STAGE 5 – WHOLE-TIME RECRUIT MEDICAL CRITERIA

You will be given a general physical examination which will include:-

- Eyesight
- Blood pressure
- Weight and height – BMI below 30
- Hearing
- Lung function
- Drugs and alcohol

The drugs & alcohol test may be carried out as part of the initial medical or at any other future medical appointment after training and employment has commenced.

The test will take about 1 hour to complete. The results of the test will be discussed with you before you leave the Medical Centre.

Prior to taking the test you should not smoke, drink tea or coffee or participate in any vigorous exercise for a period of at least 2 hours.

FITNESS INFORMATION

General Exercise Guidance

The role of a firefighter can at times be physically demanding. Therefore the entry selection tests are designed to reflect and assess the physical tasks the firefighters are required to perform.

Fire Fighters are required to be aerobically fit, have good all-round body strength and local muscular endurance. Good exercise training advice is highly specific to the individual. It should be understood, therefore, that the advice provided here can only be general; prospective applicants that require further information are advised to seek individual advice, specific to their needs, from a qualified fitness professional.

The Service Physical Training Instructor (PTI) is available on 01376 521769 to assist with any questions relating to these tests or for further guidance on fitness or training.

Safety Points

If you are in any doubt about your health or physical ability to exercise, consult your doctor before you commence physical activity. This is especially important if you are pregnant (or think you may be pregnant) or have not exercised for the last six-months or had a recent illness or injury.

Always warm up before commencing any exercise. Wear the correct clothing and footwear; do not train if you are unwell or injured.

Preparing for Exercise

Performing a warm up prepares the body for the activity about to be undertaken. The length of time needed to warm up correctly depends on many factors; however, you should allow at least 10 minutes for this very important activity. In order to reduce the risk of injury in the warm up period, a number of steps should be followed:

Be Specific: Make sure your warm up session is geared towards the activity that you intend to perform. Cardiovascular workouts, for example running, you should start with a brisk walk leading into a light jog. For weight training workouts it is important to warm up the joints and muscles that are involved in the resistance exercise. This will increase blood flow to the muscles which will be utilised during the exercise and activate the nervous system prior to any additional stress being placed on them.

Start Slowly: At the start of your workout your muscles will be relatively cold. Start exercising slowly and build up the intensity throughout the warm up period. This will increase your muscle temperature steadily and keep the risk from injury to a minimum.

Keep Warm: If you are exercising in a cold environment, wear additional clothing during the warm up period and try not to stand still for too long.

Stretching: For many years it was thought that stretching immediately prior to exercise would prevent injuries. However, there is new research with practical application that suggests that this may not prevent muscle or tendon injury. Any form of flexibility or stretching activity should be performed following a warm up period or an exercise session.

How to Improve Physical Fitness

Improving your physical fitness will require some self discipline and efficient use of your spare time as an effective exercise routine needs to be completed on a regular basis.

In order to improve your physical fitness you will need to alter the frequency, intensity, and duration of your exercise above your current level. Your training should be gradual of your exercise above your current level. Your training should be gradual and progressive. You should start small and build up the intensity. This will produce a training effect by placing greater demands on your body. In general, the less exercise you perform the lower the training effect, and the more exercise you perform the greater the training effect. Whilst certain exercise are more specific to firefighting tasks, the need for maintaining muscular strength, endurance, and flexibility of the major muscle groups, through a well-rounded training program, which includes aerobic, resistance and flexibility exercises is recommended. Although age in itself is not a limiting factor to exercise training, a more gradual approach in applying the prescription at older ages seems prudent.

Aerobic Training

Depending on your current aerobic fitness standard, you will need to follow guidelines to improve your aerobic fitness.

Frequency of Training: 3 to 5 days per week.

Intensity of training: 55 to 90 percent of your Predicted Maximum Heart Rate (PMHR)

Heart rate monitors are a useful tool to help ensure that you train at the right intensity. If you have access to a heart rate monitor you can calculate your desired training intensity by using the following equation:

Heart rate percentage of 55-90 percent of your Predicted Maximum Heart Rate (PMHR) is calculated by: 220 minus your age equals your Predicted Maximum Heart Rate.

Predicted Maximum Heart Rate X 0.7 for 70 percent, and 0.8 for 80 percent etc = heart rate percentage

or

Level 10-17 on your Rating of Perceived Effort (RPE) scale.

Level 6 - 20 percent effort –rest

Level 7 - 30 percent effort – very, very light

Level 8 – 40 percent effort

Level 9 – 50 percent effort – very light – gentle walking

Level 10 – 55 percent effort

Level 11 – 60 percent effort – fairly light

Level 12 – 65 percent effort

Level 13 – 70 percent effort – moderately hard – steady pace

Level 14 – 75 percent effort

Level 15 – 80 percent effort – hard

Level 16 – 85 percent effort

Level 17 – 90 percent effort – very hard

Level 18 – 95 percent effort

Level 19 – 100 percent effort – very, very hard

Level 20 – Exhaustion

Duration of training: 20 to 60 min of continuous or intermittent aerobic activity minimum of 10 minute bouts accumulated throughout the day. Duration is dependent on the intensity of the activity; thus, lower intensity activity should be conducted over a longer period of time 30 minutes or more, and, conversely, individuals training at higher levels of intensity should train at least 20 minutes or longer.

Type of activity: any activity that uses large muscle groups, which can be maintained continuously, and is rhythmical and aerobic in nature, eg walking-hiking, running-jogging, cycling-bicycling, cross-country skiing, aerobic dance/group exercise, rope skipping, rowing, stair climbing, swimming, skating, and various endurance game activities or some combination thereof.

Specificity: To maximise the efficiency of your training you should focus on exercises that are similar to those in the test. These include running jogging, stepping, stair climbing and other weight bearing activities.

NOTE: It is advisable to include at least some running, as the fitness assessment uses the shuttle run test.

Safety Points

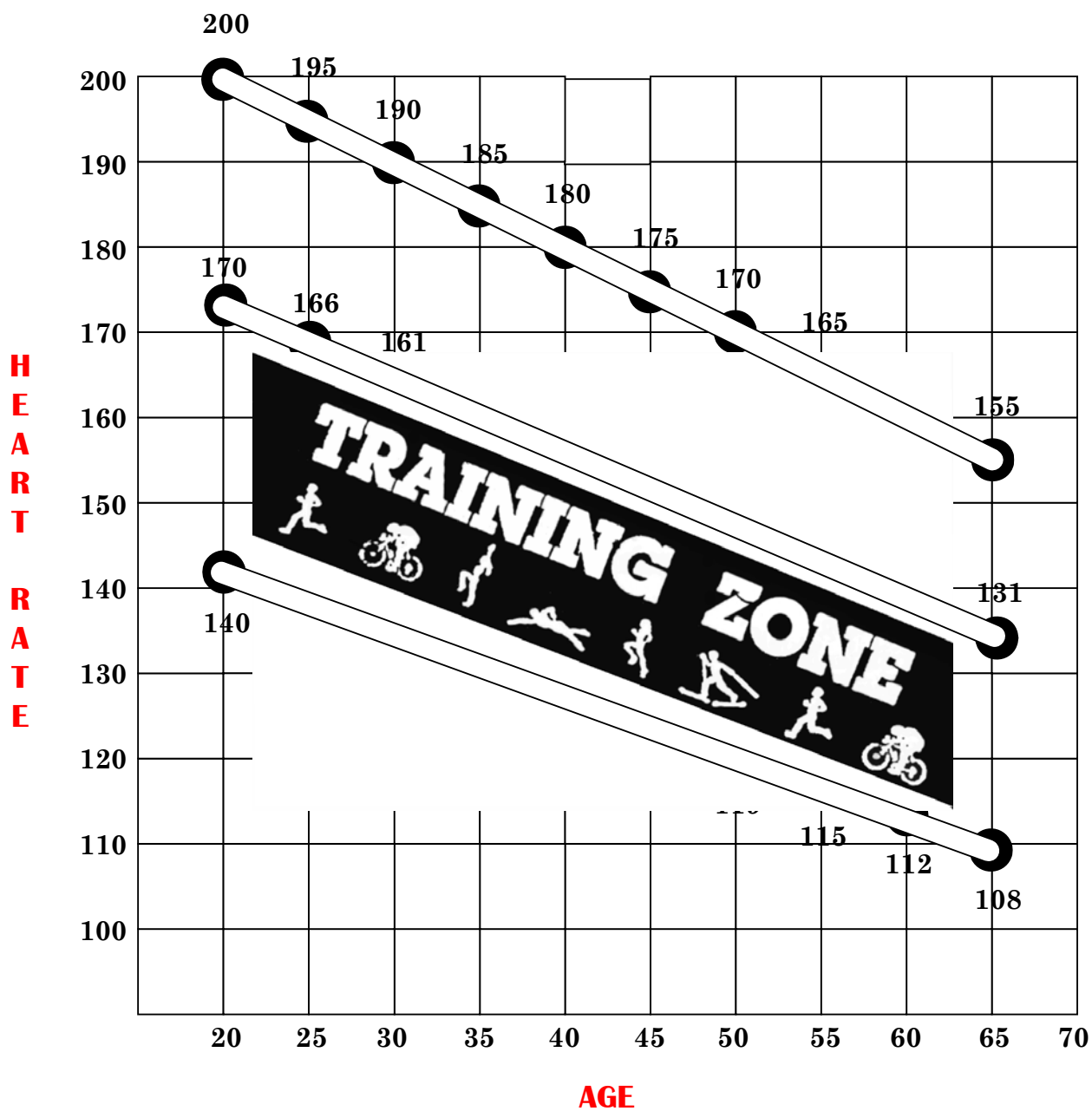
If you are in any doubt about your health or physical ability to exercise, consult your doctor before you commence a training programme.

Always warm up before commencing any exercise. Wear the correct clothing and footwear, do not train if you are unwell or injured. Training should be progressive – start small and build up, seek further advice if you are unsure.

Excess body fat has a detrimental effect on aerobic fitness

“WATCH YOUR WEIGHT!”

TRAINING HEART RATE TARGET



HOW TO IMPROVE YOUR STRENGTH

In order to improve your strength, you will need to exercise against a resistance. This resistance can be your body weight, for example, press-ups, or you can use free weights or multi-gym type equipment. As with all training, the exercises must be completed on a regular basis and be progressive, ie the exercise should be made harder as the body adapts over time. You will need to allow for at least 3 x 30 minute sessions per week, preferably with a day's rest in between each session. (Aerobic exercise can be continued.)

Sets and Reps

Strength training schedules are usually designed so that the performer completes a number of repetitions of an exercise; for example 10 press-ups. This is called a set. Sets are separated by a brief rest and then another set of 10 repetitions is performed, for example:

Set 1	Rest
10 press-ups	30 seconds

Set 2	Rest
10 press-ups	30 seconds

Set 3	Rest
10 press-ups	30 seconds

To make this exercise harder, you can increase the number of repetitions and/or increase the weight resistance. The principles behind weight training are complex and the permutations are numerous. For the purposes of improving your strength to meet the entry requirements for the Fire Service, you should aim to complete up to a maximum of 20 repetitions per set. Once this has become easier, you should increase the weight and reduce the repetitions and then build up again.

A maximum of 3 sets of each exercise should be adequate.

Exercises

The Fire Service entry assessment tests all major muscle groups, so a wide variety of exercises should be performed. Particular emphasis should be given to the shoulders and the muscles at the rear of the upper arm, as these areas seem to cause candidates the most problems. For this reason, the press-up is a particularly good exercise to include in your schedule. These can also be performed in the inclined or declined position (ie hands on a stool or bench; feet on a stool or bench). This will throw the emphasis to a lesser or greater extent on the areas being worked. Other good exercises which require little or no equipment are: step-ups, press-ups, squat thrusts, sit-ups, squat jumps, seated dips, floor running, jump burpees, dorsal raises and pull-ups (see diagrams on the following pages).

If you have access to free weights or a multi-gym, you should include the following exercises in your schedule: bench press, shoulder press, arm (biceps) curls, leg extensions and squats.

Safety Points

If you are in any doubt about your health or physical ability to exercise, **consult your doctor** before you commence a training programme.

Always warm up before commencing any exercise. Wear the correct clothing and footwear, do not train if you are unwell or injured. Training should be progressive – start small and build up, seek further advice if you are unsure.

Do not try to lift too much too soon.

RATES OF PAY FROM 1 JULY 2009

Firefighter

TRAINING	DEVELOPMENT	COMPETENT
£21,157	£22,038	£28,199

EQUALITY AND DIVERSITY

Policy Statement

ECFRS is committed to the development of a working culture in which fair treatment for all is the norm by promoting equal opportunities and valuing diversity. The Service is striving to achieve a diverse workforce that reflects the community it serves, to ensure it provides the most effective service and achieves equality for everyone who lives and/or works as a Service user

We believe in achieving high standards of professional conduct and will ensure that no service user, employee or prospective employee is discriminated against, whether directly or indirectly on the grounds of gender, marital/partnership status, race, ethnic or national origin, nationality, disability, age, sexual orientation, gender reassignment status, religion or belief, pregnancy and/or maternity leave, Trade Union membership, HIV status or any other condition or requirement which cannot be shown to be justifiable.

Objectives

The Service will uphold its policy to:

- Promote a working environment in which all practices and procedures relating to recruitment, selection, training, promotion, transfers and all opportunities within employment are free from unfair discrimination and are based solely upon work based, objective criteria.
- Ensure that the Service recognises the talents and resources that all employees as individuals bring to the organisation.
- Fulfil its social and legal responsibilities to its employees. The Service will take measures to eliminate any form of unfair discrimination.
- Recognise that equality and diversity issues need to be addressed strategically, and are integral to all its practices and procedures. This can only be achieved through regular reviews of all practices and procedures by individuals who understand the principle of managing diversity. This cannot be a stand-alone policy.
- Ensure that employees are offered support through Trade Union and professional association representatives, the HR Department, Occupational Health or the Service's confidential counselling service.

Our Responsibilities

The Service and the Fire Authority are responsible for:

- Creating and maintaining an environment in which discrimination, harassment and victimisation are regarded as unacceptable.
- The Fire Authority and the Chief Fire Officer have overall responsibility for the management of diversity within the organisation.
- ECFRS, through its managers, have a responsibility to ensure that the policy is applied consistently, effectively and fairly.
- Specific responsibilities fall upon managers, supervisors and individuals involved in recruitment and people management, in the communication and implementation of policies.

As individuals, employees all have a responsibility to:

- Co-operate with the implementation of the policy and related action plans.
- Not discriminate against, harass or victimise an individual or individuals, for making a complaint or providing information on discrimination.
- Inform management if we suspect that discrimination is taking place in employment decisions. Where individuals feel unable to approach their line manager, they should approach a colleague in Human Resources or a Trade Union representative.
- Avoid indirectly supporting unfair behaviour, by ignoring what is happening around us.

All Service policies and procedures will be written from an equality standpoint and examined to ensure that they do not contain barriers to equality. All employment policies written by Human Resources are agreed with both management and the Trade Union representatives and are regularly reviewed.

Equality Impact Assessments will be completed for all new and existing policies which are under review; depending on the nature and impact of the policy, this may involve completing an initial, partial or full assessment. Further information is contained in the SIS Note Equality Impact Assessments (EIA) Policy.

Agencies, contractors and suppliers are expected to carry out their duties with due regard to this policy. Tendering companies will be asked to provide their record of and commitment to equality of opportunity and this information will be considered when awarding contracts.

CORE VALUES

We value...

Respect, Openness, Accountability and Involvement

Why we are here

To save and protect lives, property and the environment

Where we are going

A time when...

...our people feel inspired to deliver and be part of the best fire and rescue service

...we work with other people to do more than we have ever done to make Essex safe

How we do it...

Service-led and values-driven

