

# Equality Impact Assessment – Screening Form (A)

For the purposes of this document, the word 'proposal' can refer to any procedures, strategies, reviews, projects, plans and includes new, reviewed or is significantly amended.

<b>Name of Policy/Procedure/Project/Piece of Equipment proposed</b> <b>Health &amp; Fitness Procedures</b>	
<b>Directorate/Department/Team</b> <b>HR Department</b>	
<b>Date of screening:</b> <b>09/03/2015</b>	<b>Who are the main beneficiaries/users?</b> <b>All employees and potential operational recruits of NWFRS</b>
<b>Aims, objectives and outcomes</b> <b>The aim of this procedure is to ensure an agreed and structured approach to improving the health and physical fitness of all employees. Specifically, it relates to the contractual obligations of operational firefighters to maintain expected levels of fitness for their role.</b>	

An Equality Impact Assessment helps us promote equality of opportunity and services, as well as prevent unlawful discrimination. It is a tool that will help when you are: making key decisions, developing a project, writing or updating a policy / procedure, or starting an initiative. The assessment will also serve to act as an audit of the decisions you are proposing.

Assessing for impact/risk is a legal requirement. As a publicly funded organisation, we must consider how the decisions we make will impact on people and their protected characteristics namely; age, disability, gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

## Screening for Impact

Please consider each of the Protected Characteristics below and note if your proposal has an impact risk of **low**, **medium** or **high**.

<b>Level of Risk</b>	
Low	Minimal or extremely minor impact on a protected characteristic. Adverse impact unlikely.
Medium	<p>A minor to medium risk exists that an impact on a protected characteristic could happen. Measures are in place to ensure no adverse impact will occur.</p> <p>If there are mitigating reasons, such as legal obligations (e.g.; driving license age), job requirements (e.g.; eye test for recruits), or project criteria (e.g.; young drivers), these must be included in relevant section. Please note that cost alone cannot be used as a mitigating reason.</p>
High	<p>Major negative impact on the protected characteristic group for the community, staff, or business process. It would lead to non-compliance with legislation and could therefore put the organisation at risk. If this level is identified, the completion of a Full Assessment Form (B) is required.</p> <p>If the impact actually promotes equality of opportunity and services for a group that is under represented (such as access days for females, or a fire safety campaign aimed at mental health service users) this could be a positive impact which is allowed by law.</p>
<b>Good Practice/ Mitigating Factors</b>	If the procedure, project, plan, etc will provide improvements – for example the wording becomes more inclusive, ensure this is put in the Good Practice section. Also, if there are mitigators (as discussed in the Guidance), make sure to include them here.

Protected Characteristics	Level of Risk high, medium, low	Please briefly explain your assessment	Good Practice and/or Mitigating Factors
<p><b>Age</b> (younger, older or particular age group)</p>	<p>Medium</p>	<p>Fitness standards are a requirement of the operational firefighter role. In the wider population, cardio-respiratory fitness levels decline with age. The ability to maintain the fitness standard requirement may disproportionately effect on this protected characteristics. The maintenance of a healthy lifestyle and appropriate physical training programme can substantially reduce this physiological decline.</p> <p>Additionally, these standards are based on scientific evidence and indicate the minimum level of physical fitness required to ensure effective firefighting performance and the health &amp; safety of employees as well as the public.</p> <p>The legal requirements for standards mean that this impact is mitigated.</p> <p>For other employees, the promotion of healthier lifestyle choices will be commensurate with various age groups.</p>	<p>Information relating to the scientific justification for fitness standards can be found here:</p> <p><a href="http://www.cfoa.org.uk/firefit">http://www.cfoa.org.uk/firefit</a></p> <p><a href="http://www.cfoa.org.uk/download/18003">http://www.cfoa.org.uk/download/18003</a></p> <p><a href="http://www.firefitsteeringgroup.co.uk/firefitreport.pdf">http://www.firefitsteeringgroup.co.uk/firefitreport.pdf</a></p> <p>Collaboration with Glyndwr University. The interns sponsored by NWFRS will implement a research programme designed to meet the aims and objectives of NWFRS. It is vital that the health and fitness of the operational employees within North Wales Fire and Rescue Service is quantified so that targeted interventions can be put in place if required. In addition, cohort analyses will be undertaken and comparisons made of the health and fitness levels of operational employees within NWFRS and / or across three Welsh Services (where appropriate).</p> <p>Please see Equality Impact Assessment- Full Assessment B.</p>

<p><b>Disability</b> (physical, sensory, mental health, long term illness, hidden)</p>	<p>Low</p>	<p>Fitness tests and assessments reflect the activities for firefighting, and therefore are role specific requirements.</p> <p>Paragraphs have been kept as short as possible to assist anyone with dyslexia, and it is explicit that if anyone has questions, further assistance can be provided.</p> <p>In recognition that some employees may choose to share private information within the course of fitness interviews (HIV status, treatment for cancer, being dyslexic, etc.), the document makes it clear the high level of confidentiality which Occupational Health employees work to.</p> <p>Also, flexibility regarding assessments and fitness interviews are in place to take into consideration health related delays or rescheduling- for example, any time delay requirements following insulin injections</p>	<p>Information relating to the scientific justification for the required standards as a Firefighter can be found here:</p> <p><a href="http://www.cfoa.org.uk/firefit">http://www.cfoa.org.uk/firefit</a></p> <p><a href="http://www.cfoa.org.uk/download/18003">http://www.cfoa.org.uk/download/18003</a></p> <p><a href="http://www.firefitsteeringgroup.co.uk/firefitreport.pdf">http://www.firefitsteeringgroup.co.uk/firefitreport.pdf</a></p> <p>Reasonable adjustments / allowances are made where possible / appropriate.</p> <p>NWFRS Disability and Redeployment Procedures: <i>'It is recognised that ensuring equal opportunities for disabled people may involve adjustments being made to the working environments or other employment arrangements'</i>.</p>
<p><b>Gender Re-assignment</b> (someone in transition from one gender to another)</p>	<p>Medium</p>	<p>It is important to acknowledge that an individual in the process of gender re-assignment may experience some adverse effects to their health (please see Equality Impact Assessment- Full Assessment B).</p> <p>The policy is clear regarding private facilities, what clothing needs to be worn, and confidentiality. Also, there is the provision for sports massage to be</p>	<p>In the event of an adverse impact, advice will be sought from Occupational Health.</p> <p>The Service's Equality Adviser will provide additional information to line managers when required.</p> <p>Please see Equality Impact Assessment- Full Assessment B.</p>

		provided by an external service for any transitioning members of employees.	
<b>Marriage/Civil Partnership</b> (married as well as same-sex couples)	Low	This document relates to fitness requirements for Operational employees and the promotion of healthier living to all employees; so there is low impact on someone's relationship status.	
<b>Pregnancy and Maternity</b> (Pregnancy, maternity leave, breast-feeding)	Low	Pregnant firefighters and those on maternity leave are not subjected to fitness tests until they return to work (see next column).	<p>Maternity, Paternity and Adoption Policy and Procedures.</p> <p>Pregnant individuals are removed from operational duties for health &amp; safety reasons and will not be subject to mandatory fitness assessments. Support on return to work is available and reasonable time frames allowed prior to a fitness assessment.</p> <p>Operational employees will not be allowed to return to full operational duties whilst breastfeeding. However, following a risk assessment, they can take part in training and other workplace events.</p>
<b>Race</b> (Ethnic origin, nationality, colour, including gypsies and travellers)	Low	For Operational employees, there are role specific requirements for regular fitness tests. This is irrespective of staff member's Race.	<p>Equality and Diversity Policy.</p> <p>In line with the Services commitment to improvement we recognise the right of ethnic minority communities to receive an equitable standard of service. We recognise and are committed to equality in the provision of this service and to our employees.</p>
<b>Religion/Belief</b> (Christian, Muslim, Hindu,	Low	For Operational employees, there are role specific requirements for regular fitness tests. This is irrespective of employees'	<p>Equality and Diversity Policy</p> <p>The service takes a sensitive and proactive position on religion and belief. We aim to</p>

Jewish, Buddhist)		Religion or Belief.	<p>enable people to participate fully and equally in our entire organisational work irrespective of but respectful for their religion and belief.</p> <p>It is understood that there could be religious based reasons why a member of operations could not receive sports massage from someone of the opposite sex. For this purpose there is an ability to request a provider of the same sex.</p>
<b>Sex</b> (Female, Male)	Medium	<p>Fitness standards are a requirement of the operational firefighter role. In the wider population, cardio-respiratory fitness levels are generally low in females. The ability to maintain the fitness standard requirement may disproportionately effect this protected characteristics. The maintenance of a healthy lifestyle and appropriate physical training programme can substantially reduce this physiological decline.</p> <p>The legal requirement for standards mean that this impact is mitigated.</p>	<p>Information relating the scientific justification for minimum fitness standards can be found here:  <a href="http://www.cfoa.org.uk/firefit">http://www.cfoa.org.uk/firefit</a>  <a href="http://www.cfoa.org.uk/download/18003">http://www.cfoa.org.uk/download/18003</a>  <a href="http://www.firefitsteeringgroup.co.uk/firefitreport.pdf">http://www.firefitsteeringgroup.co.uk/firefitreport.pdf</a></p> <p>Fitness advice given at all health &amp; fitness reviews on how to keep physically fit within relation to person specific requirements.</p> <p>One sex may not be comfortable with receiving a sports massage from someone of the opposite sex, so if requested, a same sex practitioner can be provided.</p> <p>Please see Equality Impact Assessment- Full Assessment B.</p>
<b>Sexual Orientation</b> (Gay, Lesbian, or Bisexual)	Low	No information is requested regarding sexual orientation during any part of the fitness & health process.	<p>Reasonable adjustments / allowances are made where possible / appropriate. Employees who are LGBT can request a different practitioner for sports massage, and it</p>

			is recognised that in doing so, they may fear “outing” themselves, however, no such assumption will be made as there are other groups who also have the ability to request a different provider.
<b>Language</b> (Welsh language, minority ethnic languages, braille, BSL)	Low	The policy would not adversely impact on this characteristic. Employee’s that may require language support a reasonable adjustment will be made where possible / appropriate.	Reasonable adjustments / allowances are made where possible / appropriate. Corporate employees who may require language support (such as British Sign Language) can inform the Human Resources Department, who will ensure support is available.

***If high risk is identified for any protected characteristic, a Full Assessment (Form B) will be required. If the risk is medium, but there are no Mitigating Factors, a Full Assessment may still be needed, so speak with the Equality Adviser.***

Please ensure that this form is signed by the person who requested you to complete it (yourself, your line manager, project leader, etc.) and a copy is kept with the accompanying document.

By Law, all EIAs must be published, so this will be uploaded onto the *Completed Equality Impact Assessment* section of the intranet, and may also be made available on our website.

<p><b>Signature of person carrying out screening:</b></p> <p>Signature:</p> <p>Name: Chelsey Hughes                      Date: 9<sup>th</sup> March 2015</p>	<p><b>Signature of person who authorised :</b></p> <p>Signature:</p> <p>Name: Llinos Gutierrez-Jones              Date: 9<sup>th</sup> March 2015</p>
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## Equality Impact Assessment - Full Assessment (B)

If you have highlighted a High Risk in the Screening, this will help you gather data and information about the risk. A Full Assessment can also assist in helping you identify new options that reduce the risk. Contacting and involving appropriate parties and stakeholders is key at this stage.

### Assessing the evidence

Is there any **qualitative data** (written, verbal, experiential information) relating to this proposal, such as service delivery or staff feedback, external complaints and consultation feedback? Detail and list who you intend to consult and how you intend to gather this information and if any other parties or groups will be involved, such as community, external advisory, unions or focus groups.

*Attach any relevant documentation/or attach links to the documentation.*

CFOA (2015) Managing Physical Fitness <http://www.cfoa.org.uk/firefit>

**Fitness Standards and Fitness Testing Protocols. A report on Equality Impact for the Chief Fire Officers Association (August 2007).** Professor Kevin Sykes. Centre for Exercise and Nutrition Science. University of Chester, UK, Richard Stevenson MSc, PGD, BSC, MSMA. Senior Physical Training Adviser. South Wales Fire & Rescue Service. <http://www.firefitsteeringgroup.co.uk/kevinsykes.pdf>

**Normal Pension Age for Firefighters Review (NPA 2013) - [NPA Review.pdf](#)**

**Equal Opportunities Commission Briefing Note on Establishing Fitness Requirements (1998).** [http://www.firefitsteeringgroup.co.uk/cfoa\\_012-2012.pdf](http://www.firefitsteeringgroup.co.uk/cfoa_012-2012.pdf)

Is there any **quantitative data** (numeric information) relating to this proposal, such as statistics and data from corporate and performance planning departments, fire and special service data, statistics, census data and community data for example.

***If an adversely negative impact has been identified,  
you need to consider options to modify the proposal to reduce adverse risk.***

What are the findings from the assessment of evidence? Complete the relevant sections that were identified in the screening process. The Equality Adviser is a good source of knowledge and experience in carrying out assessments so contact them at the earliest opportunity.

<b>Protected Characteristic</b>	<b>Findings</b>	<b>What will you do to negate the risk or Objective justification of negative impact</b>
<p><b>Age</b> (younger, older or particular age group) In the 'Normal Pension Age for Firefighters Review' (NPA, 2013) it was noted that VO2 max, strength and body composition declined with age. However it is suggested that if a healthy lifestyle is maintained the decline in fitness would not decrease as radically.</p>	<p>Fitness standards are a requirement of the Operational firefighter role. These standards are mandatory for the Health &amp; Safety of employees as well as the public, and therefore are not objectively justified and this impact is mitigated.</p> <p>In 2013-14 NWFRS had 9 Female Retained Firefighters between the ages of 35-49 years old and 14 Wholetime Firefighters between the ages of 35- 49 years old.</p>	<p>Standards set at the minimum level to be able to undertake the job requirement safely and effectively.</p> <p>For other employees, the promotion of healthier lifestyle choices will be commiserate with various age groups</p> <p>Information relating to the scientific justification for minimum fitness standards can be found here:</p> <p><a href="http://www.cfoa.org.uk/firefit">http://www.cfoa.org.uk/firefit</a></p> <p><a href="http://www.cfoa.org.uk/download/18003">http://www.cfoa.org.uk/download/18003</a></p> <p><a href="http://www.firefitsteeringgroup.co.uk/firefitreport.pdf">http://www.firefitsteeringgroup.co.uk/firefitreport.pdf</a></p> <p>HRFW11 AND 13 (2013-14) attached to Equality Impact Assessment Form (Further information regarding age range of females working for the service).</p> <p>With the newly appointed dedicated Physical Fitness Adviser, employees have access to on-going fitness advice and tailored programmes which could contribute to improving employee's fitness.</p> <p>NPA Review</p>

	In the 'Normal Pension Age for Firefighters Review' (NPA, 2013) it was noted that VO2 max, strength and body composition declined with age. However it is suggested that if a healthy lifestyle is maintained the decline in fitness would not decrease as radically.	(2013) <a href="http://www.clg.heywood.co.uk/system/files/130112+-+NPA+Review+-+FINAL.pdf">http://www.clg.heywood.co.uk/system/files/130112+-+NPA+Review+-+FINAL.pdf</a>  Regular data collection and monitoring of the impact on minimum fitness standrds will be completed through appropriate mechanisms to minimise this risk.
<b>Disability</b> (physical, sensory, mental health, long term illness, hidden)		
<b>Gender Re-assignment</b> (someone in transition from one gender to another)	A study conducted by Wierck, K., <i>et al</i> (2012) attached, found that cross sex hormone treatment appears to be safe in transsexual men, however a substantial number of transsexual women suffered from osteoporosis at the lumbar spine and distal arm. A section of transsexual women experienced a thromboembolic event and others experienced cardiovascular problems, after around 11 years of hormone treatment.  Asscheman <i>et al</i> (2011): Found that Male to Female transsexuals mortality rates were 51% higher than general	Wierck, <i>et al</i> (2012) <a href="http://www.ncbi.nlm.nih.gov/pubmed/22906135">http://www.ncbi.nlm.nih.gov/pubmed/22906135</a>  Asscheman <i>et al</i> (2011): <a href="http://www.eje-online.org/content/164/4/635.full.pdf">http://www.eje-online.org/content/164/4/635.full.pdf</a>  Open, fair and equitable fitness assessment process in line with the Service's core values.

	population, this was not evident in the Female to Male transsexuals,	<p>The Service's Equality Adviser will provide additional information to line managers when required.</p> <p>In the event of an adverse impact, advice will be sought from Occupational Health.</p> <p>Reasonable adjustments / allowances are made where possible / appropriate.</p> <p>With the newly appointed dedicated Physical Fitness Adviser, employees have access to ongoing fitness advice and tailored programmes which could contribute to improving employee's fitness.</p> <p>Regular data collection and monitoring of the impact on minimum fitness standards will be completed through appropriate mechanisms to minimise this risk.</p>
<b>Marriage/Civil Partnership</b> (married as well as same-sex couples)		
<b>Pregnancy and Maternity</b> (Pregnancy, maternity leave, breast-feeding)		
<b>Race</b> (Ethnic origin, nationality, colour, including gypsies and travellers)		
<b>Religion/Belief</b> (Christian, Muslim, Hindu, Jewish, Buddhist)		
<b>Sex</b> (Female, Male)	Fitness standards are a requirement of the Operational firefighter role, female operational	Information relating to scientific justification can be found here: <a href="http://www.cfoa.org.uk/download/18003">http://www.cfoa.org.uk/download/18003</a>

	<p>employees may be disproportionately affected as a result of biological and physiological differences. Nevertheless this is by no means inevitable. Regular physical training can improve fitness. These standards are based on scientific evidence and indicate the minimum level of physical fitness required to ensure effective firefighting performance and the health &amp; safety of employees as well as the public.</p> <p>These standards are set to ensure the safety of firefighters and as such are not objectively justified (References in the right column).</p> <p>Women with the same initial VO2max will experience a very similar age related decline in VO2max as Males if changes in lifestyle factors are similar. (NPA Review)</p> <p>NWFRS have 19 Female Retained Firefighters years old</p>	<p><a href="http://www.firefitsteeringgroup.co.uk/firefitreport.pdf">http://www.firefitsteeringgroup.co.uk/firefitreport.pdf</a></p> <p>NPA Review (2013)</p> <p>HRFW11 AND 13 attached to Equality Impact Assessment Form (Further information about number of operational females working for the service). With the newly appointed dedicated Physical Fitness Adviser, employees have access to ongoing fitness advice and programmes which could contribute to improving employee's fitness.</p> <p>Regular data collection and monitoring of the impact on minimum fitness standards will be completed through appropriate mechanisms to minimise this risk.</p>
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	and 16 Wholetime FireFighters	
<b>Sexual Orientation</b> (Gay, Lesbian, or Bisexual)		
<b>Language</b> (Welsh language, minority ethnic languages, braille, BSL)		

## Monitoring the effects of the proposal

How will the implementation of the proposal be monitored?

*Please State*

Signature of person carrying out Full Assessment	Signature of person who authorised :
Signature: Name: Chelsey Hughes                      Date: 9 <sup>th</sup> March 2015	Signature: Name: Llinos Gutierrez-Jones              Date: 9 <sup>th</sup> March 2015

## Publishing the results of the assessment

Once completed and signed, ensure all supportive information (consultation, engagement, notes, etc) are attached. The assessment may then be uploaded onto the *Completed Equality Impact Assessment* section of the intranet and/or the website.