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Buckinghamshire & Milton Keynes Fire Authority

***MAKING YOU SAFER***

***PREVENTING PROTECTING RESPONDING***

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## **WHOLETIME & RETAINED FIREFIGHTER RECRUITMENT INFORMATION**

Committed to Equal Opportunities

July 2006

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\* Please note that the application form, equal opportunities form and reply slip must be returned immediately, and no later than **21 August 2006**.

\*\* The fitness test indemnity form and rehabilitation of offenders act form must be brought to the second stage of the recruitment process – the bleep / psychometric testing stage. This testing stage will occur **week commencing 28 August 2006**.

\*\*\* Should you be successful, the eyesight form must be brought to the role related tests. This testing stage will occur **week commencing 16 October 2006**.

*All applicants are required to complete the relevant information enclosed. This applies to those who have previously completed an application form for positions within Buckinghamshire Fire & Rescue Service.*

# BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

## BUCKINGHAMSHIRE FIRE & RESCUE SERVICE

### *Section 1.*

### **INTRODUCTION**

The Fire and Rescue Service can offer you a satisfying, exciting and varied career, and the aim of this booklet is to give you a better insight into what the work involves.

The role of the Fire Service has changed considerably in the last five years, and the role within the community has had to change to reflect the new demands made on the Service.

The 'New Look' firefighter is not an individual who is focused on the traditionally perceived role of attending Emergency Incidents and the physical requirements to achieve that. The firefighter is now required to be even more adaptable than previously. Yes, the new look firefighter still fulfils the traditional role of dealing with fires in all types of premises and a variety of Special Service Calls, which include incidents such as entrapment of persons at road traffic collisions, chemical emergencies, flooding and other natural disasters. But, the new look firefighter is also able to switch from this reactive role to a more preventative role, which involves the education of our communities about the hazards presented by fire.

While you might start as a firefighter, there are plenty of opportunities for career development if you want it, and how quickly you progress will depend upon you.

### **The Work of the Fire Service**

#### **Key Objectives**

The objectives of a modern Fire and Rescue Service are, to build a safer society by working in partnership with others, and to reduce death, injury, damage to property and the environment from fire and other emergencies.

#### **Dealing with emergencies**

Technology obviously plays a major role in helping firefighters to tackle emergencies as efficiently and effectively as possible. For example, computers in control rooms store street plans, details of high-risk buildings and the latest information on hazardous materials. This ensures that as soon as an emergency call is received – whether a fire, chemical spillage or road traffic collision – controllers can immediately assess what appliances are required to attend. On attending a fire, the firefighters have to make a very quick assessment of the situation – as materials used in homes and factories change, so does the way the fire is tackled. A house fire may require two appliances

whereas a commercial or factory fire may involve several more appliances as well as requiring thousands of litres of water and foam, plus the use of specialist equipment.

There is also the hazard of toxic fumes and heavy smoke, which can be generated from modern materials – for example foam-filled furniture. This makes tackling a fire much more difficult and firefighters always go fully protected with equipment such as breathing apparatus as well as personal radio sets to keep them in contact with colleagues at the scene, or back at HQ. Firefighters will also have a range of other equipment at their disposal depending on the incident to which they have been called; cutting and lifting gear to deal with traffic collisions; protective suits for use at chemical spills and thermal imaging cameras to help locate victims in smoke filled rooms.

### **Fire Safety – a key area of work**

Specialist training for officers involved in fire safety is provided at the National Fire Service College in Gloucestershire and with individual Services. Based on the study of Fire Engineering, there is also the opportunity to study other relevant academic qualifications, such as the membership of the Institution of Fire Engineers. Training in fire safety is critical to much of the day-to-day work of a firefighter. Factories, offices, shops, hotels, boarding houses and railway premises are all required to comply with certain fire precaution measures, which include providing adequate means of escape. It is the job of the Fire Service to ensure that these requirements are being followed and effectively maintained. We also provide specialist fire protection advice to local authorities responsible for licensing buildings such as theatres, cinemas, clubs and sports grounds. Hospitals, schools, nursing homes and many other institutions also need professional advice regarding fire safety.

Another important area of work is promoting fire safety through education and publicity to the general public. Close links between individual stations and their communities are vital in this, and building these gives firefighters the opportunity to take part in all sorts of events and activities that you might not have imagined could count as “work”!

When applying to become a firefighter there are various duty systems available:

- |                   |  |
|-------------------|--|
| <b>Shift</b>      | A firefighter usually working shifts.  |
| <b>Day-Crewed</b> | A firefighter usually working day shifts and providing night-time cover on an on-call basis. You will need to live near a day-crewed station.                                    |
| <b>Retained</b>   | Planned around your current job or other commitments. You would be on call. You would need to live or work close (3-5 minutes) to the fire station, serving the local community. |

## **BECOMING A FIREFIGHTER**

The firefighter selection tests will be used to select all new operational firefighters. This will include Shift, Day-Crewed and Retained personnel. There will be no difference in recruitment processes, procedures or standards.

Firefighters come from all walks of life; some are school leavers, some have degrees and others are trained in other professions.

As a firefighter there is much involvement with the public and other agencies such as the police, ambulance service and local authorities.

The Fire Service has identified Personal Qualities and Attributes that are required for the "New Look" firefighter.

### **Personal Qualities and Attributes**

#### **A Commitment to Diversity & Integrity**

To be someone who understands and respects diversity and adopts a fair and ethical approach to everyone.

#### **Change**

To be someone who is open to change and actively seeks to support it.

#### **Confidence and Resilience**

To be confident and resilient – even in highly challenging situations.

#### **Working with Others**

To be someone who can work easily with others – both within the Fire & Rescue Service and in the community.

#### **Communicate**

To communicate effectively – both verbally and in writing.

#### **Personal Development**

Be someone who is committed to personal development – for yourself and others.

#### **Practical Abilities**

Be practical and able to solve problems in a logical, safe and systematic way.

#### **Awareness**

You should have a good level of awareness to be able to respond to a rapidly changing environment. Safety is always of paramount importance.

#### **Excellence**

Candidates should be capable of achieving and maintaining standards of excellence.

## **Section 2.**

## **JOB DESCRIPTION**

<b>Post Title</b>	Firefighter
<b>Role/Grade</b>	Firefighter

### **Principal Aim**

To protect and save people and property from fire and other hazards in the most competent and effective manner to the highest possible standard of care and quality.

### **Role**

To act as part of an operational firefighting team in order to carry out the requirements of the principal aim (above) and to work, safely without risk to the public, other members of the team or individuals.

### **Duties and Responsibilities**

#### **Emergencies**

- Respond immediately and safely to all emergency calls and request for assistance.
- Deal with emergencies as directed and work effectively and efficiently as a member of a disciplined team.
- Minimise distress and suffering including giving first aid care.

### **Dealing with people**

- Establish and maintain the confidence of members of the public.
- Maintain links with the community.
- Be sensitive to the needs of others particularly with regards to fairness at work issues.

### **Fire Safety**

- Give general fire safety advice and guidance to people when requested.
- Carry out routine inspection of premises.
- Work to help educate members of the community in the risks and hazards of fire.
- Assist in service initiatives, programmes and strategies to reduce fire calls.

### **Health and Safety**

- Recognise the health and safety issues at work and deal with them to minimise or eliminate the degree of hazard or risk.
- Ensure personal safety and that of others at all times.

### **Personal Fitness**

- Keep a level of physical and medical fitness necessary to carry out all the duties of a firefighter.

### **Equipment**

- Maintain all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as required and to approved standards and procedures.
- Check the firefighting resources provided for Fire Service use including hydrants and fixed installations.

### **Local Geography**

- Know the local streets, roads and buildings situated around the fire station area.
- Be aware of the risks, possible hazards and water supplies to be found within the fire station area.

### **Administration**

- Complete basic paperwork and routine administration including recording of information.
- Use information technology as required and in accordance with Data Protection act 1984.
- Keep personal records up to date.

### **Training**

- Take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels.
- Attend training courses as directed.

### **Fire Authority**

- Undertake such other duties commensurate with the level of responsibility and expertise as maybe required from time to time.

## PERSON SPECIFICATION

<b>Skills</b>	Good Communication Skills – Verbal/ Written Self Disciplined High degree of Practical/Manual Ability Logical approach to problems Physically Fit Ability to follow instructions
<b>Knowledge</b>	Awareness of elements of the job Awareness of Fire Service Role of the Fire Service in the community Elements of Team Work
<b>Experience</b>	Successful contribution to team work Contact with members of the public
<b>Equal Opportunities</b>	Commitment to Equality/Fairness at Work

### Section 3.

## **BUCKINGHAMSHIRE FIRE & RESCUE SERVICE PROFILE**

### **Introduction**

The Brigade provides a Fire & Rescue Service for the County of Buckinghamshire, which covers a large area from Olney in Milton Keynes down to Gerrards Cross in the South of the County, protecting a population in excess of 640,000.

The service is provided from 6 Wholetime shift, 4 Wholetime day crewed and 10 retained stations.

The stations and the various working patterns within Buckinghamshire Fire & Rescue Service are:-

<b>Amersham</b> ( <i>day crewed &amp; retained</i> ) <b>Aylesbury</b> ( <i>shift &amp; retained</i> ) <b>Beaconsfield</b> ( <i>shift &amp; retained</i> ) <b>Bletchley</b> ( <i>shift &amp; retained</i> ) <b>Brill</b> ( <i>retained only</i> ) <b>Broughton</b> ( <i>shift &amp; retained</i> ) <b>Buckingham</b> ( <i>day crewed &amp; retained</i> ) <b>Chesham</b> ( <i>retained only</i> ) <b>Gerrards Cross</b> ( <i>day crewed</i> ) <b>Great Holm</b> ( <i>shift &amp; retained</i> )	<b>Great Missenden</b> ( <i>retained only</i> ) <b>Haddenham</b> ( <i>retained only</i> ) <b>High Wycombe</b> ( <i>shift &amp; retained</i> ) <b>Marlow</b> ( <i>retained only</i> ) <b>Newport Pagnell</b> ( <i>day crewed</i> ) <b>Olney</b> ( <i>retained only</i> ) <b>Princes Risborough</b> ( <i>retained only</i> ) <b>Stokenchurch</b> ( <i>retained only</i> ) <b>Waddesdon</b> ( <i>retained only</i> ) <b>Winslow</b> ( <i>retained only</i> )
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### **Staffing Levels**

The establishment of the Brigade as at April 2006 is as follows:

<b>EMPLOYMENT</b>	<b>ESTABLISHMENT</b>
Wholetime	354
Retained	188
Fire Control	18
Administration	103

## **OUR VISION**

The Buckinghamshire Fire & Rescue Service exists to ....

*“Making you safer’ by working together to reduce death and injury and, damage to property, the environment and our heritage from fire and other emergencies. We will achieve this by balancing the provision of prevention, protection and response services.”*

### **Our values are focused:-**

- Service to the community
- People
- Diversity
- Improvement

### **SERVICE TO THE COMMUNITY**

They are demonstrated through our commitment to Service in the Community

Through:-

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Striving for excellence in all we do; and
- Being answerable to those we serve

### **PEOPLE**

Our values will be demonstrated by everyone practicing and promoting:-

- Fairness and respect
- Recognising commitment and the achievement of excellent service
- Honesty and trust
- Opportunities to develop and learn
- Co-operation and inclusive working

**DIVERSITY**

We value diversity in our service and in the community by:-

- Treating everyone fairly and with respect
- Challenging prejudice and discrimination
- Creating opportunity to meet the different needs of people and the communities
- Promoting equal opportunities in terms of recruitment, promotion and retention

**IMPROVEMENT**

We value improvement at all level of the service by:-

- Accepting responsibility for our performance and actions
- Being open minded and receptive to alternative approaches
- Learning from our experiences
- Supporting others to enable them to achieve their goals
- Encourage innovation and creativity

**Our strategic priorities are:**

- To reduce risks to life, property and the environment.
- To promote the social, economic and environmental well being of the local community.
- To have a well equipped, skilled and highly motivated workforce, able to work safely and that reflects the diversity of the community it serves.
- To continuously improve performance.

## **Support services**

To the general public the normal image of a professional Fire Service is the sight of appliances responding to calls through busy city streets or pictures in the press or on television of firefighters dealing with many incidents that they attend.

This image only portrays the "sharp" end of the firefighter's job. An important fact appreciated by all firefighters is that if it were not for the dedication and support from the large team of people involved behind the scenes, Buckinghamshire Fire & Rescue Service could not function as a first rate emergency service.

Included in this team are the Fire Control staff, who receive all emergency calls, mobilising the relevant appliances by means of a controlling mobilising system. The mechanics who maintain our fleet of appliances and other vehicles, the technicians who install and maintain our communication equipment, the stores personnel who provide new clothing and equipment, the cooks who cater for us and the cleaners who keep our stations in a clean and hygienic condition.

Another important section of the team is staffed by our administrative personnel. They work in Headquarters and in areas throughout the Brigade and are responsible for the smooth running of all internal and external communications.

It is not only firefighters who have to work closely as a team - our whole organisation depends on team effort from everyone.

## **Fire safety & community involvement**

The Protection Group within the Brigade is staffed by Fire Safety Officers with practical operational experience of fires, and who on promotion or transfer are given further specialised training to carry out the responsibilities of the Group.

These responsibilities fall into broad categories, firstly to enforce on behalf of the Fire Authority the provision of the Fire & Rescue Services Act 2004, The Fire Precautions Act and the Fire Precautions Workplace Regulations 1997. These involve carrying out inspections of factories, offices, shops, railway premises and hotel or boarding houses, which fall within the scope of legislation.

Another category of work in which the Group is involved is the giving of advice on the prevention of fire, safety reports for licensing authorities on such premises as cinemas, theatres, discos, pubs and clubs as well as child-minder premises, nursing homes, sports grounds and many other occupancies, in line with the Licensing Act 1964 and 2004, currently working in tandem.

Advice on fire safety is of course available to all members of the public indeed the Brigade give special attention to the promotion of fire safety publicity and education.

## **Role Structure**

Chief Fire Officer  
Deputy Chief Officer  
Assistant Chief Officer  
Area Manager  
Group Manager  
Station Manager  
Watch Manager  
Crew Manager  
Firefighter

All operational members of the Fire Service start as a firefighter, gaining the essential front line experience for a career in the Brigade. In practical terms, this means that every new recruit has an equal chance of promotion, even to the most senior ranks.

Every year women and men join the Fire Service from a variety of backgrounds, ethnic origins and walks of life. Entrants range from those with no academic qualifications to university graduates. The important thing is that all recruits receive the same basic training at an Approved Centre and are encouraged to acquire specialist qualifications as they progress.

## **Section 4. RECRUITMENT STAGES**

### **Stage One – Application form**

The application form plays a vital role in the recruitment process, so it is important that the form is completed as fully and as accurately as possible. You should complete the application form enclosed with the information pack and return it to the address provided in Section 6 by the closing date.

As part of an application package, candidate will receive a great deal of information. You must read all the information thoroughly. This information tells you what we are looking for and should help you sell yourself.

The form **must be completed by you**. All the questions asked should be answered

**It is important that you take your time and complete the application form as fully and as accurately as possible.** In doing so, you should not under estimate the time you will need to prepare and complete the form. Some applicants fail because their form is not returned by the closing date.

Previous applications and/or prior knowledge of you are not taken into account, even if you already work for the Fire Authority.

Curriculum Vitae (CV) are not accepted. If a CV is received from you, it will not be considered during the selection process. You are required to complete the Fire & Rescue Service Application Form.

### **Stage Two - Written Tests / Fitness Tests**

Stage two consists of psychometric written tests and a fitness (bleep) test.

#### **Fitness test**

You will be asked to undertake a Multi Stage Fitness test (Bleep Test). This test is used to determine candidate's potential to pass the Chester Step Test to the required level. Candidates will be expected to attain a standard of Level 8, Shuttle 6 this gives us an indication that you will be able to pass the step test without further training.

**Test to be performed:** The test consists of 2 marker cones placed 20 metres apart, which you run between to the sound of preset bleeps. Each level represents 1 minute of running. At level 1 you have 9 seconds to cover the 20 metres, at level 2 you have 8.6 seconds and so on. The time allowed steadily decreases so your run speed has to increase.

**For the bleep test,** please bring with you appropriate clothing and footwear (white soled trainers only) to undertake this test. Water will be available throughout the session but there will be no other refreshments – if you need anything else you will need to bring this along yourself.

### **Psychometric tests**

These are four separate assessments, each of which is designed to gain a more comprehensive picture of a candidate's ability.

Three of the tests measure reasoning processes, each using a particular type of material:

- Words -** this tests your ability to read and understand written English to a level required by the Brigade, for example interpreting sentences and their meaning.
- Numbers -** this tests your ability with numbers, for example adding, subtracting, multiplying and dividing.
- Shapes -** this tests your ability to relate to abstract shapes and both recognises similarities and relationships and demonstrate that recognition by identifying further examples.
- Shapes -** this tests the ability to create, retain and manipulate mental images.

The main use of these general ability tests is to select employees who will be able to cope with the demands of the training and role of a firefighter.

In order to prepare yourself as best you can it is advisable to do the following:

- Read good quality broadsheet newspapers (Guardian, Times, Independent, Telegraph and the Scotsman). Also read books.
- Practice mental arithmetic as the use of a calculator is not permitted during the test. For example, practice adding up your grocery bills or where you would normally use a calculator for routine calculations, practice without a calculator and then check how well you have done and do number puzzles.

- Obtain puzzles books and practice the shape puzzles, do jigsaw puzzles or assemble construction kits.
- You may also like to try the following web sites - [www.psychometrics.co.uk](http://www.psychometrics.co.uk) or [www.adcltd.co.uk](http://www.adcltd.co.uk) or [www.shl.co.uk](http://www.shl.co.uk).
- Remember just as you will be preparing yourself physically, you must prepare yourself mentally and the above actions will help you get the best results for you from the test.

### **Stage Three – Physical tests**

As part of the selection process, you will be required to undertake physical tests, which aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises. These tests are designed to reflect operational practice and may change from time to time.

Candidates will be asked to complete a Medical Screening form prior to undertaking any of these tests, this is to ensure that individuals are fit enough to undertake them.

Applicants successful in the general ability tests are invited to take job related tests, which are conducted over a half-day. These are designed to comprehensively assess the physical skills, fitness and manual dexterity related to work in the Fire Service.

These tests include a basic strength, a ladder ascent and descent, Hose running and work in an enclosed space.

Subject to you passing stage 2, you will be asked to perform all of the following four tests to a satisfactory/set level;

#### **1. HOSE RUNNING**

**Test to be performed:** Candidate is to run out and make up a length of 25 metres x 64 millimetre hose, six times in 8 minutes.

**Attributes to be tested:** Co-ordination, stamina, flexibility, explosive strength, continuous strength and conscientiousness.

#### **2. LADDER ASCENT AND DESCENT**

**Test to be performed:** Candidates are required to ascend a fully extended 13.5 metre ladder and on descent take a leg lock two-thirds of its height, remove hands from ladder, look down and identify a symbol and then descend the ladder.

**Attributes to be tested:** Ability to work at heights, co-ordination and dexterity.

### **3. HAUL ALOFT**

**Test to be performed:** Candidate is to raise the required weight of 25kg via a pulley system and having held the weight at the required height, to lower under control to the ground.

**Attributes to be tested:** Co-ordination and upper body strength.

### **4. BREATHING APPARATUS AND CONFINED SPACE**

**Test to be performed:** Candidate is to negotiate the chamber and prepared crawl way, wearing breathing apparatus set and facemask. The facemask is not to be connected to the breathing apparatus air supply.

**Attributes to be tested:** Ability to work in confined conditions, co-ordination, flexibility, stamina and continuous strength.

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- Whilst protective clothing will be provided, you will need to bring appropriate clothing and footwear for undertaking these tests.
- Water will be available throughout the session but there will be no other refreshments – if you need anything else you will need to bring this along yourself.

### **Stage Four - Interview**

The purpose of the interview is to assess your general aptitude for the role of a firefighter.

The interview is up to an hour long and candidates will be asked about life experiences with regards to the relevant Fire Service Personal Qualities and Attributes. There are no right or wrong answers; candidates need only answer in a considered way drawing from their own experiences.

## **Stage Five - Occupational Health Medical**

There will be a full medical carried out by the Service's Medical Advisor. The purpose of the medical is to assess the general level of health, including weight, blood pressure and lung function. Candidates will also have a hearing test, eyesight test and urine test, and be required to take a substance abuse test.

It is extremely important that you bring with you a form of personal identification, either a passport, photocard driving license etc as this is required for the substance abuse test.

A report may also be required from a hospital where you have received treatment or an independent specialist if the Medical Advisor requires it.

Your consent is required to access these records and it is a condition for your progression through the recruitment process that this consent is given as requested.

### **.....and finally \* *APPOINTMENT* \***

After passing the medical, successful candidates will be sent a formal offer of employment subject to the receipt of satisfactory references.

### **Reference**

You are asked to supply the names of two people who can be contacted for a reference. Preferably these people should have known you well for at least three years. It is a condition of your employment that we receive 2 satisfactory references before your commencement, you will be asked to chase these and if these are not received by the start of the training course it will affect your commencement with Buckinghamshire Fire & Rescue Service.

- Neither of the names supplied should be people who are related to you or resident with you.
- If you are currently in employment, the name of your present or most recent employer must be one of your referees. \* [NOTE: Your current employer will not be approached until all checks are completed so as not to prejudice your employment).
- If you are still in full/part-time education, you should give the name of your College / University tutor to whom reference can be made.
- If you have never been in employment, then the names of a referee who knows you in some capacity may be substituted for that of your employer.

It is important that these referees are willing to supply us with details regarding your character. You should therefore contact them to verify this prior to submitting their names.

## Section 5.

## GENERAL INFORMATION

### Declaration of Criminal Offences

If you have a record of offence(s), this will not necessarily disqualify you as all applications are considered strictly on their merits. However, you are required to declare any offence for which the conviction is not yet 'spent' within the meaning of the Rehabilitation of Offenders Act 1974 (Incorporating the Rehabilitation of Offenders Act [Exceptions] 1975 and the Rehabilitation of Offenders Act 1974 [Exceptions] [Amendment] Order 1986). You are advised to declare any charge that is pending; a subsequent conviction could lead to your dismissal from the Service.

Broadly, the Act provides for anyone who has ever been convicted of a criminal offence and not sentenced to more than 2.5 years in prison to become a 'Rehabilitated Person' at the end of the Rehabilitation period, provided there have been no further convictions. At the end of this period, the conviction is considered 'spent' and thus to be treated as if it never happened.

There is no requirement to disclose 'spent' convictions.

These sentences have fixed rehabilitation periods:

Sentence	Rehabilitation Period	
	People aged under 18 when convicted	People aged 18 or over when convicted
Prison sentences* of 6 months or less	3 ½ years	7 years
Prison sentences* of more than 6 months to 2 ½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, community service, combination and curfew orders	2 ½ years	5 years
Absolute discharge	6 months	6 months

*\* Including suspended sentences, youth custody (abolished 1988) and detention in a young offender institution.*

Further guidance on the Act can be found in the Home Office Booklet "A Guide to the Rehabilitation of Offenders Act 1974" issued by HM Stationery Office. If you are in any doubt about your declaration, you can get legal advice from the Citizens Advice Bureau, local Law Centre etc.

## **Driving**

As part of the application we will ask you if you have a valid driving licence and ask for details e.g. Full, Provisional, car, LGV etc. If you hold a licence, you must however inform us if your licence is endorsed. Giving details to the nature of the offence, offence code (Examples; CD10 Driving without due care and attention, DR10 Drinking and driving...) and also give details of the penalty (Example; £00.00 fine and number of penalty points) or did you have to attend court? If so, give details of outcome.

## **Work Permit (Asylum and Immigration Act 1996)**

The Authority is required by law to ensure that any persons it employs has the right or permission to reside or work in the United Kingdom. Any person to be offered employment will be required to produce relevant original documentation when requested.

## **Health and Safety Policy Statement**

The Fire & Rescue Service is committed as an organisation to the implementation and maintenance of the highest standards of health, safety and welfare for all its employees and also to other persons who may be affected by its activities.

To achieve this, the Service will operate a system of health and safety management designed to be proactive which will integrate both health and safety into all aspects of its work.

The Service is committed to the provision of information, support and training to enable all employees to carry out their responsibilities with minimum of risk. To achieve this, the Service will maintain its plant, equipment and workplaces to a high standard and conduct risk assessments to produce safe systems of work.

The Service will strive to maintain a positive culture that encourages participation, co-operation and commitment of all employees to work together to promote health and safety.

## **Buckinghamshire Fire & Rescue Service Equality and Fairness at Work Policy Statement**

Buckinghamshire Fire & Rescue Service is a community service that is committed to ensuring equality and fairness in employment and to giving a high level of service to all people of and visitors to the area.

Our aim and commitment is to ensure no person whether an applicant for employment, employee or member of the community receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origin, marital status, having dependants, sexual orientation, political or religious belief, trade union activity, disability or any other factors.

All employees have the right to be treated with dignity and consideration at work. This extends to the right to work in a safe and healthy environment free from harassment, bullying, discrimination or intimidation either directly or indirectly by other employees.

The Service is committed to the implementation of this Policy and will actively pursue practices designed to promote Equality and Fairness at Work and to eliminate discrimination, bullying and harassment.

The overall responsibility for the Policy lies with the Chief Fire Officer / Authority, however, all staff are expected to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equality and fairness.

Any act of discrimination by employees or any failure to comply with the terms of the Policy will result in disciplinary action.

## **Retained duty system**

### **Introduction**

Generally the role of a retained firefighter is the same as that of a wholetime firefighter with exception to salary and certain conditions of service.

We look to recruit committed and dedicated people who will be required to attend weekly training periods of between 3-5 hours. You will have the opportunity to carry out additional duties such as, community fire safety, fire hydrant inspections, equipment maintenance and testing and general station routines. These duties are in addition to responding to emergencies for which you will receive a retaining fee, turnout fee and additional hourly rate payments. The range of duties and opportunities to earn more are expanding.

### **Retained firefighters**

The role of a retained firefighter offers the chance to serve your local community. Retained firefighters do a whole range of jobs and attend the same operational incidents as wholetime firefighters varying from fires, flood, road traffic collisions and chemical spills.

Retained firefighters are a diverse group of men and women from various vocational backgrounds. They are ready to go to an incident the moment an emergency call comes in. They are committed, professional, highly trained competent people on the front line, saving lives and making headlines. The role allows for great flexibility.

### **How do you become a Retained firefighter?**

You need to live or work within one mile of the retained fire station at which you wish to serve and should be able to respond within five minutes of an alarm, on foot or by vehicle at normal road speeds.

As we are unable to predict when you will be called out you need to be flexible. Ideally you will be able to provide 24 hours per day cover on a regular basis either from your home or place of work. Alternatively, you may be a 'part-time' or shift worker who could provide regular daytime cover when required as well as night cover.

### **Career Development**

All members of the Fire & Rescue Service start their career gaining the essential front-line experience and training needed for employment as a competent firefighter. For those retained firefighters seeking promotion, there are opportunities available to the roles of retained Crew Manager and retained Watch Manager.

### **Interested? Need more Information?**

If you think you have what it takes to join the retained service why not call in at your local station where you can talk to the people who are already doing the job. They will be able to give you a true insight of what life is like as a retained firefighter. Alternatively, you can contact the Human Resources Department who will gladly supply further information.

## **Training**

### **Wholetime**

Recruits receive an initial period of at least 12 week's training on full pay. The first week of training is an Induction Course at our Training Centre situated at Haddenham followed by the Basic Training Course at the Fire Service College, Moreton-in-Marsh, Gloucestershire.

Recruits are now members of a well disciplined, highly trained and busy emergency service and the basic training course will require them to absorb a considerable amount of both theoretical and practical materials. Progression will be continuously monitored, and written and practical assessments have to be passed.

This period of training is extremely arduous and demands a high level of fitness and stamina to cope successfully with many strenuous and physically demanding aspects. Recruits are advised to prepare themselves to a high level of physical fitness and to ensure that they are in good health. This fitness will have to be maintained throughout a career of 30 years or more.

This course is residential (with each weekend free), during which annual leave will not be permitted.

### **Retained**

The basic retained recruit course will run during weekends over a 6 month period. The training course is split into 6 modules, culminating in a two week breathing apparatus course (module 6).

The content of the course includes learning how to use equipment carried on the station appliances to a basic and safe standard. This will involve theoretical input as well as demonstrations on the equipment, you will be required to demonstrate competency as each weekend progresses.

The course is both physically and mentally challenging so successful applicants will need to ensure they maintain their fitness. A certain amount of study will be necessary in your own time and you will be able to seek assistance from station personnel or Training Centre staff should you require any further help.

Applicants are encouraged to attend their local stations, prior to starting the course to observe the working of the stations, and to get to know the staff. Applicants will not be able to take part in drills etc. until they have attended the first weekend training due to health and safety restrictions.

During the training you will be required to attend weekly drill nights mainly at your base station, with the exception of one evening per month where you will be required to attend the Haddenham Training Centre, near Aylesbury, for continuation training.

During Module 4, you are assessed to ensure you are safe. If you are successful you will be deemed able to ride to operational incidents on limited duties, this will be explained during the course.

Once you have successfully completed module 5 there is a requirement to attend a 2 week Breathing Apparatus course. The first week will run Monday to Friday with the second week being residential taking place Monday to Thursday. If you are successful at this stage you will be deemed competent to wear Breathing Apparatus at Operational incidents.

## Suggested fitness programme

### General Exercise Guidance

Good exercise training advice is highly specific to the individual. It should be understood, therefore, that the advice provided here can only be general. If you require further information, you are advised to seek individual advice, specific to your needs, from a qualified fitness professional.

The role of a firefighter can be physically demanding. Firefighters are required to be aerobically fit, have good all-round body strength and stamina. As a result, the entry selection tests are designed to reflect the actual physical tasks that firefighters are required to perform.

### 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), 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 (Warm Up)

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. For example, for cardiovascular workouts, such as running, start with a brisk walk leading into a light jog. For weight training, it is important to warm up the particular joints and muscles that are involved in the resistance exercise. This will increase blood flow to those muscles 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 of 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, new research 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 your 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 and progressive. You should start small and then build up the intensity over time. This will produce an improvement in your fitness by placing greater demands on your body. In general, the less exercise you perform the less improvement, and the more exercise you perform the greater the fitness improvement.

Whilst certain exercises are more specific to firefighting tasks, a well-rounded training program, which includes aerobic, resistance and flexibility exercises, is recommended. This will improve and maintain the muscular strength, endurance, and flexibility of the major muscle groups.

Although age in itself is not a limiting factor to fitness training, it is sensible for older people to follow a more gradual approach.

## **Section 6. RECRUITMENT AND SELECTION PROCEDURE FOR THE 2006 RECRUITMENT CAMPAIGN**

### **INTRODUCTION**

In order to join the Fire Service you must be able to satisfy the following conditions:

- Be over 18 years of age at the commencement of the training course
- Have good communication skills
- Be a good teamworker
- Have a logical approach to problems
- Have a high degree of practical/manual ability
- Have a commitment to Fairness At Work

Decisions will be based on individual's merit and abilities to perform the duties of a firefighter.

The other attributes required of a Firefighter are outlined in the Job Description and Person Specification, which are contained within this pack.

To test these attributes the selection process is devised to fairly and objectively measure the abilities of candidates.

### **WHAT'S THE NEXT STEP?**

If you are still interested in becoming a Wholetime or retained Firefighter, you need to:

- 1) Complete the application form and equal opportunities form and return these as a hardcopy to:

Firefighter recruitment  
Human Resources Department  
Brigade Headquarters  
Stocklake  
Aylesbury  
Bucks  
HP20 1BD

**This MUST be returned by 21 August 2006**

2) Download the other documents and hold these for later reference. If you are invited to the initial stage of the recruitment process you will be required to bring the following documents with you:-

1. Fitness test indemnity form
2. Rehabilitation of Offenders Act form

**This testing stage will occur during week commencing 28 August 2006**

3) If you are successful at the second stage you will be invited to the role related tests and you will be required to bring the completed eyesight form with you.

**This stage will occur during week commencing 16 October 2006**

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**Please note that current policy dictates that we only invite persons to our recruitment campaigns who reside in Bucks and our neighbouring counties.**

## **RECRUITMENT CAMPAIGN 2006**

### **TIMETABLE OF ACTIVITIES**

<i>DATE</i>	<i>ACTIVITY</i>
21 August	Applications returned by
w/c 28 August	Bleep / Psychometric tests
w/c 16 October	Role related tests
w/c 30 October	Interviews
w/c 13 & 20 November	Medicals / Drug testing & References
Beginning December	Offers made
8 January	Course commences

### **LOCATIONS**

Bleep & Psychometrics	Aylesbury Grammar School
Role Related	Great Holm Fire Station
Interviews	BHQ

## **Section 7. OVERVIEW OF FIREFIGHTER APPLICATION FORM**

### **Please remember**

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly and accurately presented.
- Failure to provide accurate and complete information may result in your application being delayed or rejected.
- Complete the form as neatly as possible
- Clearly state whether you are applying for a wholetime or retained position

Thank you for expressing an interest in applying to Buckinghamshire Fire & Rescue Service. Making an application will require quite a lot of time and effort from you. Before starting the application please complete the application checklists. These will help you decide whether you are likely to enjoy working as a firefighter and whether you are eligible to apply.

### **Pre-application checklist one**

Being a firefighter is challenging and can involve a number of situations not commonly found in other jobs. Before completing this application form, take a moment to answer these questions.

<b>Are you prepared to:</b>	
Work at heights?	<b>YES / NO</b>
Work in enclosed spaces?	<b>YES / NO</b>
Work outdoors?	<b>YES / NO</b>
Get wet during your work?	<b>YES / NO</b>
Get hot / cold whilst working?	<b>YES / NO</b>
Carry heavy equipment?	<b>YES / NO</b>
Work unsociable hours?	<b>YES / NO</b>
Work in situations where you may see blood, seriously injured or dead people?	<b>YES / NO</b>
Deal sensitively with people in difficult situations?	<b>YES / NO</b>

If you have ticked **NO** for any of the above questions, we strongly suggest you think seriously about whether being a firefighter is right for you. Should you wish to continue with an application, move onto pre application checklist two.

## **Pre-application checklist two**

Before completing this application form take a moment to answer the questions in this box. Please use the notes at the bottom of this page to help you in responding to each of the questions.

Will you be over 18 years of age by 31 December 2006? <i>See note 1</i>	<b>YES / NO</b>
Do you require a work permit in order to take up permanent work in the UK? <i>See note 2</i>	<b>YES / NO</b>
Do you have any kind of colour blindness? <i>See note 3</i>	<b>YES / NO</b>
Do you have good unaided hearing?	<b>YES / NO</b>
Do you have any disability that reduces your ability to grip, hold or lift objects or to lift or lower yourself? <i>See note 3</i>	<b>YES / NO</b>
Are you dyslexic? <i>See note 3</i>	<b>YES / NO</b>
Have you ever suffered from dizziness, fainting, blackouts or fits? <i>See note 4</i>	<b>YES / NO</b>
Have you ever been convicted of a criminal offence? Do you have any Unspent convictions? (as defined under the Rehabilitation of Offences Act, 1974)? <i>See note 5</i>	<b>YES / NO</b>
Have you made any other applications to be a firefighter?	<b>YES / NO</b>

If you have ticked **YES** to any of the above, we strongly suggest that you contact Human Resources Department before completing the application. Should you wish to proceed do bear in mind that the information you provide will be checked and as such contribute to our decision on whether to take your application further.

## **NOTES**

**Note 1** – It is a requirement to be aged 18 or over at commencement of training. You may apply to be a firefighter if you are aged 17 years as long as you are 18 years old once you commence training.

**Note 2** – If you are unsure if this relates to you. Please contact the Human Resources Department.

**Note 3** – On 1 October 2004 the exemption for firefighter from the employment provisions of the Disability Discrimination Act (DDA) was removed. With the changes to DDA legislation Fire & Rescue Authorities are now required to assess each applicant on an individual basis with regards to their suitability to perform the role of a firefighter. If you are answered 'yes' you should contact the Human Resources Department for advice and to discuss any reasonable adjustments that could be made to enable you to proceed with your application.

If you are dyslexic, it is essential you bring relevant supporting evidence to stage 2 of the recruitment process, in order to allow additional time for the psychometric testing.

**Note 4** – Health and Safety legislation places the obligation on Fire & Rescue Authorities to ensure that individuals are safe at work for their own protection and that of others. (In the context of the Fire & Rescue Services 'others' include colleagues and members of the public.) If you have answered 'yes' you should contact the Human Resources Department for advice before proceeding with your application.

**Note 5** – Under the Rehabilitation of Offences Act 1974 you are obliged to declare any unspent convictions or criminal proceedings as these may bar you from working as a firefighter.

Once you have completed the pre-application checks and where necessary have raised any concerns with the Human Resources Department, you are ready to complete the application form.

**\* Please note the Human Resources Department will only deal with queries relating to the above, and not general queries about the recruitment process. This is due to the high response levels involved with this process.**

**\* Human Resources Department telephone No. 01296 744623**

**CONFIDENTIAL**

**APPLICATION FOR OPERATIONAL POSITIONS**  
**WITHIN**  
**BUCKINGHAMSHIRE FIRE & RESCUE SERVICE**

**WHOLETIME FIREFIGHTER ONLY**

**RETAINED FIREFIGHTER ONLY**

*Please tick relevant box for Application*

\* Please note that retained applicants **must** fill in the additional information below

**RETAINED APPLICANTS ONLY**

Which Fire Station are you interested in working at? \_\_\_\_\_

How much cover would you be able to provide? (please indicate)

- 24 hours a day
- evening and weekend cover
- day cover

What is the approximate distance to the Fire Station from your home / work?

Home \_\_\_\_\_

Work \_\_\_\_\_

What is your means of transport? \_\_\_\_\_

Do you hold a current driving licence?

Yes / No

**BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY  
APPLICATION FORM**

APPLICATION FOR THE POST OF: **WHOLETIME FIREFIGHTER / RETAINED FIREFIGHTER (please indicate)**

<b>PERSONAL DETAILS</b>		
SURNAME	FORENAMES	TITLE: Miss/Mr/Mrs/Ms
ADDRESS	DO YOU NEED A WORK PERMIT TO TAKE UP EMPLOYMENT IN THE U.K.  YES/NO  PLEASE GIVE DETAILS	TELEPHONE NUMBERS HOME WORK MOBILE  PLEASE TICK THE BOX IF YOU DO NOT WANT TO BE CONTACTED AT WORK  <input type="checkbox"/>
POST CODE		
AGE	DATE OF BIRTH	
DO YOU CONSIDER YOURSELF TO BE DISABLED? IF SO, PLEASE GIVE DETAILS.		

<b>PRESENT EMPLOYMENT (If applicable)</b>
JOB TITLE
EMPLOYER'S NAME
ADDRESS
DATE OF APPOINTMENT
SALARY

GRADE

NOTICE REQUIRED

AMOUNT OF SICKNESS TAKEN DURING PAST 12 MONTHS (DAYS)

REASONS FOR LEAVING

BRIEF SUMMARY OF RESPONSIBILITIES

THE WORKING HOURS DIRECTIVE REQUIRES EMPLOYEES DO NOT WORK MORE THAN 48 HOURS PER WEEK AND HAVE SUFFICIENT REST PERIODS. PLEASE LIST HERE ANY OTHER WORK YOU UNDERTAKE:

<b>PREVIOUS EMPLOYMENT (Please start with the most recent)</b>				
NAME OF EMPLOYER	DATE		JOB TITLE	BRIEF DETAILS OF RESPONSIBILITIES AND REASON FOR LEAVING
	From	To		

## EDUCATION, TRAINING AND QUALIFICATIONS

Give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). The Authority may call for evidence of qualifications.

NAME, ADDRESS OF SCHOOL/COLLEGE/UNIVERSITY	DATES	QUALIFICATION	GRADE	DATES

SHORT COURSES ATTENDED (WITH DATES)

Please continue on another sheet of paper if necessary

DO YOU HOLD A CURRENT DRIVING LICENCE?  
DO YOU HAVE REGULAR USE OF A VEHICLE?

YES/NO  
YES/NO

**REFERENCES**

PLEASE GIVE TWO REFEREES

NAME AND ADDRESS

NAME AND ADDRESS

POSITION

POSITION

TELEPHONE NUMBER

TELEPHONE NUMBER

- Notes**
- (i) One should preferably be your present employer, if applicable
  - (ii) Unless you indicate otherwise references may be taken up before interview
  - (iii) If you were known to either of your referees by another name please give details
  - (iv) Please indicate if we may contact your employer prior to a job offer YES / NO

**ADDITIONAL INFORMATION**

ARE YOU RELATED TO ANY COUNCILLOR OR SENIOR OFFICER OF THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY. IF YES, PLEASE STATE NAME OF PERSON AND RELATIONSHIP.

YES/NO

WHERE DID YOU SEE THE VACANCY ADVERTISED?

- NOTE**
- i) Canvassing of Councillors or Senior Officers of the Fire Authority by or on behalf of an applicant whether directly or indirectly is forbidden.
  - ii) Failure to disclose a family relationship to any Councillor or Senior Officer may disqualify the applicant

I certify that, to the best of my belief, the information I have entered is factually correct, and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Buckinghamshire and Milton Keynes Fire Authority.

Signed.....

Date.....

**DATA PROTECTION ACT**

Information on this form may be held on computer. Strict confidentiality will be observed.

**DETAILS IN SUPPORT OF APPLICATION**

Please state why you are applying for this job. It is important that you give specific examples of achievements, experience and skills that indicate how you might be suitable for the post. This could include activities at school or college, hobbies and interests, clubs, societies etc, or any community or voluntary work.

Please continue on another sheet of paper if necessary.

**Equal Opportunities Monitoring Form**

The Fire Service serves a diverse community and welcomes applications from all sections of that community. We are totally committed to anti discriminatory practices and base the recruitment, retention, training and promotion of our employees only on those justifiable criteria required for the post.

**All applicants are asked to provide the information on this form, which will be treated in the strictest confidence.**

It is important for us to have the information identified, as it will be used to help us monitor our procedures to discover any areas of potential discrimination. **It will not form part of the recruitment process.**

Full Name: .....

Date of Birth: ...../...../..... Age: .....

<b>Gender:</b> <b>(please tick box)</b>	Male	
	Female	

<b>Ethnic Origin</b>									
<b>White</b>	<b>(please tick box)</b>	<b>Asian or Asian British</b>	<b>(please tick box)</b>	<b>Chinese or other Ethnic Group</b>	<b>(please tick box)</b>	<b>Mixed</b>	<b>(please tick box)</b>	<b>Black or Black British</b>	<b>(please tick box)</b>
British		Indian		Chinese		White & Black Caribbean		Caribbean	
Irish		Pakistani		Other		White & Black African		African	
Other White		Bangladeshi		Don't Know		White & Asian		Other Black	
						Other			

<b>Do you consider yourself to have a disability?</b>	<b>Yes</b>	
	<b>No</b>	

Signed: .....

Dated: ...../...../.....

**FITNESS TEST INDEMNITY FORM**

You will be asked to carry out fitness tests. You will carry out these tests at your own risk and should only undertake it if you feel competent to do so.

Your clothing and footwear must be suitable for the test. Buckinghamshire Fire and Rescue Service cannot accept responsibility for accidents or injuries you may suffer as a result of wearing unsuitable or badly worn footwear. Ask the physical training instructor supervising the test if you are not sure what is suitable.

You will be given instructions in the correct method of carrying out the test and other safety instructions. You **must** adhere to these instructions for your own safety and the safety of others.

If at any time during the test you are in any difficulty, stop and ask for assistance from the physical training instructor supervising the test.

Please answer the following: -

1.	Are you currently being seen by your GP for any condition that may affect your participation in the selection process.	Yes	No
----	--	-----	----

2.	Are you currently taking any medication/drugs/stimulants of any type?	Yes	No
----	---	-----	----

If **Yes** please describe.....  
 .....

3.	Are there any health issues they may preclude your participation in the selection process?	Yes	No
----	--	-----	----

4.	Are you recovering from an illness or operation?	Yes	No
----	--	-----	----

	If <b>Yes</b> please give details.....	Yes	No
	.....		

5. Have you ever had in your life, to your knowledge, any of the following:
- |   |     |    |
|---|-----|----|
| 1. Blackouts, Fits, Epilepsy  | Yes | No |
| 2. Heart disease or disorder  | Yes | No |
| 3. High Blood Pressure  | Yes | No |
| 4. Asthma or Bronchitis   | Yes | No |
| 5. Diabetes   | Yes | No |
| 6. Rheumatic Fever  | Yes | No |
| 7. Joint pains, severe back pains or arthritis                              | Yes | No |
| 8. Are you worried that exercise may affect any other Aspect of your Health | Yes | No |

If the answers to any of these questions are **YES** you should consult your doctor before taking this selection test.

**Fitness Declaration**

I declare that to the best of my knowledge, I know no reason why I should not participate in this Selection Test. I understand that I take part in this test entirely at my own risk and my own cost and I waive any legal recourse for damages to myself or property arising from my participation.

Signed: .....

Date: .....

Print name: .....

Section 10.

**BUCKINGHAMSHIRE FIRE & RESCUE SERVICE**

**REHABILITATION OF OFFENDERS ACT**

Have you ever been found guilty of any offences by a Court of Law?

**Yes**

**No**

If **Yes** give please give details:

Please declare any criminal convictions, which are not spent under the Rehabilitation of Offenders Act 1985 (spent convictions need not be shown). Include offences dealt with by a Court of Law or by HM Services disciplinary procedures and any driving offences.

<b>Date of conviction</b>	<b>Offence</b>	<b>Judgement (incl. fine and sentence)</b>

If you have any charges pending, please give details below of the charges and the nature of the alleged offence.

<b>Date of offence</b>	<b>Offence</b>	<b>Charges</b>

Signed .....

Date .....

Print Name .....

**Section 11.**

**BUCKINGHAMSHIRE FIRE & RESCUE SERVICE  
EYESIGHT EXAMINATION  
WHOLETIME & RETAINED RECRUITS**

Please take this form to an optician and ask him/her to examine you and complete the appropriate boxes, sign the certificate and then you should return the form to this Brigade. You will be responsible for all expenses in connection with the eyesight examination.

Name..... Date of Birth .....

Address.....

.....

Signature of Candidate ..... (Signed in presence of the optician)

Visual standards for operational firefighters are defined by the Central Fire Brigades Advisory Councils' Joint Working Party and are listed below please examine and confirm standard.

	Is this standard met?		Comments by optician
	YES	NO	
There must be no significant eye disease on clinical examination.			
Uncorrected distance visual acuity of 6/18 or better in the better eye and 6/24 in the worse eye.			Give actual acuity: R            L            (uncorrected) R            L            (corrected)
Corrected visual acuity of 6/9 binocularly, and a minimum of 6/12 in the worst eye.			
Have no more than + 3.00 dioptres of hypermetropia in each eye.			
Be able to read N6 at 30 cm unaided with both eyes open. (applicants under 25 years of age)			
Be able to read N12 at 30 cm unaided with both eyes open. (applicants aged 25 and over)			
Have a normal visual field in each eye, as determined by confrontation techniques.			
Have no history of night blindness or ocular disease that is likely to progress and result in future failure of the visual standards for firefighters.			
Have an appropriate level of colour perception. Ishihara is used as the initial screen. Pass is to make no more than two errors on standard cards.			See overleaf if candidate fails Ishihara Test.

I confirm that I have examined the above named individual and completed the checklist.  
In my opinion he/she:

**MEETS THE VISUAL STANDARDS**

**DOES NOT MEET THE VISUAL STANDARDS**

Signed:

Date:

<p>Optician's name &amp; address stamp:</p>     <p>Telephone:</p>
--

# BUCKINGHAMSHIRE FIRE & RESCUE SERVICE

## EYESIGHT EXAMINATION

### COMMENTS ON COLOUR VISION STANDARD FOR ENTRY

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Operational firefighters must have an appropriate level of colour perception. Individuals with either normal colour vision or slightly abnormal green colour vision are suitable for appointment to the fire service. The recommended test procedure uses the Ishihara test as the initial screen with two additional tests, the Farnsworth D15 and Nagel anomaloscope, to determine both the severity and type of colour deficiency.

All applicants will be tested using Ishihara plates. Those who pass (having made no more than two errors in plate identification) have normal colour vision.

Those who fail should be tested by Farnsworth D15, which will determine the severity of their colour defect. Applicants who fail Farnsworth D15 will be rejected as unsuitable.

Those who pass should be offered the opportunity to take the third stage test, the Nagel anomaloscope, to distinguish whether the individual has slight red or slight green colour deficiency. **Applicants given the opportunity to take this third stage test must do so at their own expense.**

The 2<sup>nd</sup> and 3<sup>rd</sup> stage test can be arranged at the City University. Please direct this to: City university Dept of Optometry, Level 4, Tait Building, Northampton Square, London, EC1V 0HB.