

## HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE RETAINED RECRUITMENT INFORMATION LEAFLET

### JOINING THE HIGHLANDS AND ISLANDS FIRE AND RESCUE SERVICE WHAT TO EXPECT AND WHAT WILL BE REQUIRED OF YOU

The qualifications for appointment as a Retained Firefighter are as follows:

- n You must be 18 years and over
- n You must be able to pass a stringent medical examination. You must have uncorrected distance visual acuity of 6/9, 6/9, except where retained recruitment difficulties exist. In such circumstances the entry standard for visual acuity may be relaxed to 6/18, 6/24.
- n You must be able to pass a series of strength and aptitude tests, educational examinations and interviews.
- n You must be able to attend your fire station within 5 minutes of being alerted day and night.
- n All successful applicants will be subject to a Standard Disclosure Scotland check

You are considering joining a disciplined highly trained and busy emergency service. The recruit training course will require you to absorb a considerable amount of learning of both theoretical and practical material. 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.

This note is designed to give you an indication of the nature of the physical tests you will undergo to satisfy the Service that you are fit and strong enough to undertake the Recruit Training Course at the Highlands and Islands Fire and Rescue Service Training School, Invergordon. Learning to use and practise drills with ladders, hose and other equipment will call for high levels of strength and endurance and can only be approached with a reasonable level of physical fitness. This will be measured during the recruitment process, but you should commence to improve on your present level of fitness in preparation for this.

#### **EDUCATIONAL TEST**

This test will consist of two elements:

- a) **Basic Literacy**
- b) **Calculations**

#### **APTITUDE TEST**

These tests will assess the candidate's ability to work at heights, in confined spaces and darkness and their ability to follow instructions.

## **FITNESS**

Firefighting is a physically demanding occupation placing great stress on the muscular-skeletal system, e.g. joints, muscles, tendons and on the heart and lungs. The firefighter must also have good co-ordination and balance with the capability to respond quickly and effectively in emergency situations, demonstrating a continuous high level of overall fitness.

A near maximal response is often required, of heart and lungs for lengthy periods and in difficult environments. Often heart rates approaching 75% to 95% maximum are required for anything from 1 to 3 hours. The response of the heart and lungs to physical exercise in terms of stamina and endurance can be measured by oxygen consumption (aerobic capacity) the measure being called the VO2 Max. For Retained firefighting, a VO2 Max of 45 ml/kg/min is desired at recruit entry. This level is not "super fit". It can be achieved by undertaking regular (at least 3 times weekly) exercise of the order of e.g. running/jogging 3 miles at 7 to 8 minutes per mile, swimming 20 lengths of a 25 metre pool within 15 minutes, or other exercise of at least 30 minutes duration which will increase the heart rate measured by a pulse rate of 140-150 beats per minute. Failure to demonstrate the correct aerobic capacity will automatically terminate the application.

Those people who do not regularly take any form of exercise should commence a fitness programme slowly and gradually increase the intensity and duration of the chosen form of exercise over a period of several weeks.

Certain minimum limits for hand grip and back/thigh strength are required; these limits should be achieved easily by the use of simple weight training equipment.

## **INTERVIEW**

This test will be undertaken by an interview panel, and will form the final part of the selection process, before a medical examination.

## **MEDICAL EXAMINATION**

Applicants will undergo a medical examination following which; successful applicants may be offered a position with the Service.

## **THESE FORMS MUST BE RETURNED TO YOUR DISTRICT OFFICE**

- Fully completed application form and Equal Ops Monitoring form
- Contract of Employment Certificate of Retained Availability - please fill out in detail the hours you will be available eg. every Monday 6am – 6pm, every second Saturday 7pm – 7am etc.
- Employment Release Form (if applicable)
- Fitness Declaration
- Measurement form

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE  
RETAINED RECRUITMENT PACK**

**NAME:**

**STATION:**

**MEASUREMENTS (in inches)**

Height:..... Chest:..... Waist:.....

Glove Size: S M L XL Shoe Size:..... Collar Size:.....

Leg (inside):.....

Name Badge (preferred name, no nicknames).....

Please supply Next of Kin details, as shown below

Name of next of kin: .....

Address of next of kin: .....

.....

.....

Relationship: .....

Emergency contact telephone number: .....

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE  
RETAINED RECRUITMENT PACK**

**CONTRACT OF EMPLOYMENT CERTIFICATE OF RETAINED AVAILABILITY**

**Name of employer: Highland and Islands Fire Board**

1. Name of employee: \_\_\_\_\_ Fire Service No: \_\_\_\_\_
2. Station: \_\_\_\_\_
3. Job Title: \_\_\_\_\_
4. Contractual Availability: **(100% cover (Min. 120 hours)/75% cover (Min. 90 hours<sup>2</sup>)\*(delete as appropriate)**  
Total and Daytime cover requirements contractually agreed (section MUST be completed):

Days	Hours	
	(am 0000hrs – 1200hrs)	(pm 1200hrs – 0000hrs)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. Amendments (new details MUST be specified)  
**(Period of Cover/Change of Address/Work Location)\***  
.....

6. If change to period of cover, please specify reason  
.....

Declaration:

“I confirm the availability declared on the attached certificate has been agreed with you as when in normal circumstances you can provide operational cover. It is understood that if you need to come off call and be unavailable during these declared periods you may do so, this however would be conditional on permission being given to you by your appropriate crew/watch manager.”

“I understand that any changes to my period of cover/address/work location will constitute a permanent change to my contract of employment, unless specified otherwise, and that my contract will be reviewed accordingly and may be amended or terminated as a result.”

Signed: \_\_\_\_\_ Service No: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by<sup>3</sup>

Signed: \_\_\_\_\_ Service No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Station Watch Manager)

Signed: \_\_\_\_\_ Service No: \_\_\_\_\_ Date: \_\_\_\_\_  
(Group Manager)

<sup>2</sup>Unless by prior agreement with the Service

<sup>3</sup>Authorisation should take into account appropriate cover to maintain appliance and availability

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE  
RETAINED RECRUITMENT PACK**

**EMPLOYMENT RELEASE FORM**

**Highland and Islands Fire Board – Retained Firefighter**

- 1. Name of employee: \_\_\_\_\_ Fire Service No: \_\_\_\_\_
- 2. Station: \_\_\_\_\_
- 3. Job Title: \_\_\_\_\_
- 4. Contractual Period of Availability: \_\_\_\_\_

Details (section MUST be completed):

.....  
.....

- 1. To be completed by the Applicant's main employer:

Main employer's name: .....

Address: .....

.....

Nature of Business: .....

Declaration:

I understand that the object of employing part-time firefighters is to have fully trained personnel, who are available to attend emergencies at all times. Should the above applicant be accepted as a member of the Highlands and Islands Fire and Rescue Service\*/The above named individual is currently a serving member of the Highlands and Islands Fire and Rescue Service, and\* I acknowledge that they will need to be available to attend emergency incidents during the period of cover as detailed above, which may include during normal working hours.

Signed: \_\_\_\_\_  
(Employer's Name)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**\*delete as appropriate**

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE  
RETAINED RECRUITMENT PACK**

**FITNESS ASSESSMENT**

**DECLARATION**

The aim of the Step Test is to assess the ability of the individual's heart and lungs to cope with the physical demands of exercise.

During the Step Test, the heart and lungs are put under strain and it is therefore inadvisable for any individuals suffering from the following conditions to undertake the test:

- High blood pressure
- Angina/chest pains
- Chronic bronchitis/emphysema
- Other heart problems, eg. valve disease
- Previous surgery
- Angioplasty bypass graft

Difficulties may also be experienced by those individuals on medication, such as Atenolol, Propranol, Half Inderal, LA.

I declare that I am not aware of any medical problems which might prevent me from performing the Step Test safely.

Signed.....

Date.....



## HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

### APPLICATION FORM GUIDANCE

**Please ensure that the following criteria are strictly adhered to as failure to do so will result in your application not being progressed to the next stage:**

**Eligibility to Work in the UK (section 2) is completed**

**Application form is completed in type or in black ink (for photocopying purposes)**

**Equal Opportunities in Employment Monitoring Form is returned**

**The correct postage is used for returning application forms.**

**2 x passport photographs are included with your application form (internal candidates do not need to provide these)**

**Please note CV's will not be accepted**

All sections of the form must be completed and signed, if any section does not apply to you please indicate this by entering "N/A" in that section.

Once completed you should send your Application Form and Equal Opportunities in Employment Monitoring Form to your local District Office.

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### APPLICATION FORM

#### **Section 2 – Eligibility to work in the UK**

Under the Asylum and Immigration Act, it is a criminal offence to employ a person who is not entitled to enter, remain or work in the United Kingdom. Candidates will be asked to bring evidence that they are eligible to live and work in the UK to the interview, in order that Highlands and Islands Fire & Rescue Service can retain a copy for our records prior to the commencement of employment. This will include one of the following documents:

- A passport showing that the holder is a British Citizen or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom and that this endorsement allows the holder to carry out the role for which they are applying, if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

#### **Section 3 – Part-Time Working/Job Sharing**

Highlands & Islands Fire & Rescue Service views part-time working and job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. If you wish to be considered for part-time or a job share arrangement, please indicate this on your application form by specifying your preferred days and hours.

## **Section 4 – Reasonable Adjustments**

Highlands & Islands Fire & Rescue Service is committed to meeting its duties under the Disability Discrimination Act. Section 6 of the Disability Discrimination Act 1995 states that an employer has a duty to take steps, as are reasonable, to prevent any arrangements being made which place a disabled employee or applicant at a disadvantage compared to a non-disabled employee or applicant.

Examples of adjustments are:

- making adjustments to premises
- altering working hours
- modifying procedures for testing or assessment
- acquiring modified equipment
- modifying instructions or reference manuals

In determining whether a step would be reasonable Highlands & Islands Fire & Rescue Service would consider the following:

- the extent to which making the adjustment would prevent the effect
- the practicability of Highlands & Islands Fire & Rescue Service making the adjustment
- financial implications
- the availability of financial assistance with respect to making the adjustment

This list is not exhaustive.

Should you have a disability or long term health condition, which may require Highlands & Islands Fire & Rescue Service to make reasonable adjustments please provide details in this section. Please continue on a separate sheet if required.

## **Section 5 – Present Post**

Please follow the guidance given in the application form.

## **Section 6 – Employment History**

Please follow the guidance given in the application form.

## **Section 7 – Qualifications and Training**

Although no educational qualifications are required for entry to the Fire & Rescue Service Service, it is important that applicants have a good educational background. This section should be used to give details of all qualifications including secondary school education, and further and higher education courses, such as HNC, City and Guilds, professional qualifications.

Please do not send certificates or photocopies of certificates at this stage. You will however be asked to produce certificates at a later stage of the recruitment process.

## **Section 9 – Criminal Convictions**

The nature of the post, for which you have applied, requires confirmation that you have no previous convictions that would reflect upon your suitability for appointment. However, if you do have a record of offences this will not necessarily disqualify you as all applications are considered strictly on their merit. Additionally, if you have any charges pending, these should be entered on the form and these will also be treated on merit.

**Note:** Further guidance on the Act can be found in the booklet 'A Guide to the Rehabilitation of Offenders Act 1974' issued by HM Stationery Office. Further information is available from the Citizens Advice Bureau.

## **Section 10 – Referees**

Please ensure that two persons are nominated and follow the guidance on the application form. Ideally you should use your present or most recent employer.

## **Section 11 – Additional Information**

Please follow the guidance specifically providing information relating to respecting diversity, working with others, working in challenging situations and working safely. Include as much detail about yourself, your skills, knowledge, experience, that you consider to be relevant for the post you are applying for. Please do not include CV's.

## **Section 12 – Declaration**

It is an offence, under Highlands & Islands Fire & Rescue Service's discipline policy to knowingly, or through wilful neglect, make any false, misleading or inaccurate oral or written statement in connection with an appointment to the organisation.

Please ensure that the application form is signed and dated.

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## **EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING FORM**

It is compulsory that this sheet is completed and returned with your application form. This sheet is used for statistical purposes only and will not form part of the selection process. It will be detached from your application form and all information is treated in the strictest confidence.

Please follow the guidance notes on the back of the Equal Opportunities in Employment Monitoring Form.

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## **COMPLAINTS PROCEDURE**

If you believe at any stage in the recruitment/selection process, that you have been unfairly disadvantaged or discriminated against, please write to the Chief Fire Officer. You can be assured that your complaint will be investigated thoroughly and that a statement of the outcome of the investigation will be made available to you.

Official Use Only	
Recruitment No.	
Candidate No.	



## Highlands & Islands Fire & Rescue Service APPLICATION FOR APPOINTMENT

**Please complete this form and return it to District Office**

The information provided in this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful the Highlands & Islands Fire & Rescue Service, hereafter referred to as the Service, may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the Data Protection Acts 1984 and 1998. Please note that the Service may approach third parties to verify the information that you have given. By signing this application form you will be providing the Service with your consent to all these uses. Before completing this form applicants are strongly encouraged to refer to the guidance notes which are enclosed. Only the information contained within this form will be used for the purposes of short-listing, with those successfully passing this stage being called forward for the next stage of the recruitment and selection process.

<b>POSITION APPLIED FOR:</b>
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### 1. ABOUT YOURSELF

First Name(s)	<input style="width: 90%;" type="text"/>	NI Number	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>	Date of Birth	<input style="width: 90%;" type="text"/>
Address	<input style="width: 100%; height: 60px;" type="text"/>		
Postcode		Tel. No. Day	<input style="width: 90%;" type="text"/>
		Tel. No. Home	<input style="width: 90%;" type="text"/>

E.mail address \_\_\_\_\_

### 2. ELIGIBILITY TO WORK IN THE UK

Are you eligible for employment in the United Kingdom? Yes/No (please delete)

In accordance with the Asylum and Immigration Act 1996 you will need to demonstrate your eligibility for employment in the UK. If your application is successful, you will need to confirm your eligibility for employment

by providing one piece of documentation, in its original format, which will be copied and retained on your personal record file, with the original being returned to you.  
The guidance notes detail examples of such documents.

Official Use Only	
Recruitment No.	
Candidate No.	

### 3. JOB SHARING/PART TIME

Are you applying for this post on a Job Share Basis? Yes/No\*

Are you applying for this post on a Part Time Basis Yes/No\*

Please state your preferred employment arrangements (days/hours) \_\_\_\_\_

### 4. REASONABLE ADJUSTMENTS (please see guidance for advice on this section)

Highlands & Islands Fire & Rescue Service is committed to making reasonable adjustments and meeting its duties under the Disability Discrimination Act (DDA).

If you have a disability or long term health condition that you feel would require us to make reasonable adjustments please provide details of these below.

### 5. PRESENT POST

Post title

Period of Notice

Employer's name and address

Brief description of duties in present role, including reasons for leaving and final salary

**6. EMPLOYMENT HISTORY (continue on a separate sheet if required)**

Please provide a brief description of duties in previous roles with the most recent first, including reasons for leaving and final salary. Please include any unpaid/voluntary work.

Employer's name & address	Post title & brief description of duties	Period of employment i.e. start/end date	Reason for leaving & final salary

**7. QUALIFICATIONS AND TRAINING**

Name of establishment	Dates attended (from/to)	Subjects	Qualifications gained/or if awaiting results please state

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Please state if you have membership of any professional bodies, giving details

\_\_\_\_\_

## 8. SPECIAL DETAILS

Driving Licence Details: Do you have a full current driving licence? Yes/No (please delete)

If yes, please detail any endorsements/penalty points \_\_\_\_\_

To ensure fairness and openness, please indicate whether you have any close connections with any elected member of the Fire Board, or any senior employees of the Service.

If yes, please give details. \_\_\_\_\_

## 9. CRIMINAL CONVICTIONS

Please give details of all convictions spent or unspent

Offence	Where convicted or charged	Date	Penalty

### Disclosure of Criminal convictions

I agree to any enquiry being made to the Scottish Criminal Records Office for information on any record of convictions relating to me.

\*Signature

Date

N.B This section must be signed by **ALL** applicants.

## 10. REFEREES

Please complete this section naming two persons who must not be related to you but one should be your present employer (if employed). Requests for references to your employer will not be made until the final stages of the application.

Name	Address	Professions	Capacity Known
1.			
2.			

**11. MONITOR**

Have you entered details on the Equal Opportunities Monitoring form?	Yes		no	
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State how you became aware of this vacancy (eg publication name)	
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**12. ADDITIONAL INFORMATION**

Please state why you are applying for this post and highlight any knowledge or skills you consider relevant to this position. Please include any skills or knowledge gained through voluntary work, unpaid work, community activities, or through domestic or family experience. We are particularly interested in any examples you can provide where you have respected diversity, worked with others, worked in challenging situations or have been aware of the need to work safely.

### 13. DECLARATION

Canvassing of any members or officers of Highland & Islands Fire Board, directly or indirectly, in connection with an appointment under the Fire Board will disqualify the candidate.

**I declare that to the best of my knowledge the information given in this application is true and correct and I understand that providing information which is false or misleading shall disqualify me from appointment or if discovered after appointment I may be liable to dismissal without notice.**

Signed

Date

HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

EQUAL OPPORTUNITIES IN EMPLOYMENT MONITORING FORM

Application for the post of: \_\_\_\_\_

Ref No: \_\_\_\_\_

Please answer the following questions using the guidance notes overleaf:

**1 What is your ethnic group?**

**A WHITE**

Scottish

Other British:

English

Other, please specify

Any other white background, please specify \_\_\_\_\_

Welsh

Irish

**B MIXED**

Any Mixed background, please specify \_\_\_\_\_

**C ASIAN, ASIAN SCOTTISH, ASIAN ENGLISH, ASIAN WELSH, OR OTHER ASIAN BRITISH**

Indian

Bangladeshi

Any other Asian background, please specify \_\_\_\_\_

Pakistani

Chinese

**D BLACK, BLACK SCOTTISH, BLACK ENGLISH, BLACK WELSH, OR OTHER BLACK BRITISH**

Caribbean

Any other Black background, please specify \_\_\_\_\_

African

**E OTHER ETHNIC BACKGROUND**

Any other background, please specify \_\_\_\_\_

**2 I am:**

Male

Female

**3 I am:**

Married/Civil Partnership

Other

**4 I would consider myself as having a disability**

Yes

No

**5 I belong to the following religious group:**

Church of Scotland

Roman Catholic

Buddhism

Muslim

None

Other please specify: \_\_\_\_\_

Church of England

Other Christian, please specify

Hinduism

Judaism

Sikhism

**6 What is your sexual orientation?**

Bisexual

Gay man

Gay woman/Lesbian

Heterosexual/Straight

Transgender

Other

**7 My date of Birth is:** \_\_\_\_\_

**8 How did you find out about this vacancy?:** \_\_\_\_\_

**HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE**  
**EQUAL OPPORTUNITIES POLICY IN EMPLOYMENT**  
**GUIDANCE NOTES**

**POLICY STATEMENT**

Highlands & Islands Fire & Rescue Service is working towards equality in employment and has adopted a policy which aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, ethnic or national origin, marital status, sexual orientation, age, class, ethical or religious beliefs, disability, trade union affiliation, or any unrelated medical condition, or is being disadvantaged by conditions or requirements which cannot be shown to be justified.

**WHY HAVE AN EQUAL OPPORTUNITIES POLICY**

An equal opportunities policy can eliminate the possibility of unfair or unlawful discrimination and can contribute to ensuring that all job applicants are considered solely on merit.

**MONITORING**

The process of monitoring helps to measure overall progress (from applying for a job and joining, to leaving the job) and shows whether equal opportunities policies are effective.

The information is treated in strictest confidence and will play no part in the selection process. This section will be separated from the rest of the form before your application is considered.

**DETAILS FOR COMPLETION OF THIS SECTION ARE AS FOLLOWS:-**

- |   |                    |   |
|---|--------------------|---|
| 1 | ETHNIC GROUP       | Please answer this question by choosing one section from A to E, then tick the appropriate box to indicate your cultural background. If your cultural background is other than those stated, please specify in the space provided.  |
| 2 | GENDER             | Please answer this question by ticking the appropriate box.   |
| 3 | MARITAL STATUS     | Please answer this question by ticking the appropriate box.   |
| 4 | DISABILITY         | Please indicate whether or not you consider yourself to have a disability by ticking the appropriate box. A disability may be a physical or mental illness which has a long term adverse effect on a person's ability to perform day-to-day activities. Further guidance can be obtained from your local Employment Service office. |
| 5 | RELIGION           | This may be defined by reference to religious belief or lack of religious belief.<br><br>Please answer this question by ticking the appropriate box.  |
| 6 | SEXUAL ORIENTATION | Please answer this question by ticking the appropriate box. If you tick other, please specify.  |
| 7 | DATE OF BIRTH      | Please answer this question by writing your Date of Birth excluding the day, ie Month and Year only, eg December 1972.  |
| 8 | ADVERTISEMENT      | Please state where you saw the advertisement for this post in the space provided eg Job Centre, Inverness Courier, Website etc.   |

# HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

## JOB DESCRIPTION FIREFIGHTER

### JOB PURPOSE

To work within the community providing information and advice on safety and to respond to emergency incidents in a safe and appropriate manner.

### KEYS

#### 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, often in their own homes.
- Assist in service initiatives, programmes and strategies to reduce fire calls.

#### Emergencies

- Respond immediately and safely to emergency calls and requests for assistance, as required.
- 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 within the Community.
- Be sensitive to the needs of others particularly with regard to fairness at work issues.

#### Health and Safety

- Recognise 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.

#### 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, attendance at a training facility outside our Service area may be required.

### **Personal Fitness**

- Maintain the required level of physical and medical fitness necessary to carry out all the duties of 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 firefighting resources provided for Fire and Rescue 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 the Data Protection Act 1998.
- Keep personal records up to date.

## Firefighter Rolemap

Ref	Title
FF1	Inform and educate your community to improve awareness of safety matters
FF2	Take responsibility for effective performance
FF3	Save and preserve endangered life
FF4	Resolve operational incidents
FF5	Protect the environment from the effects of hazardous materials
FF6	Support the effectiveness of operational response
FF7	Support the development of colleagues in the workplace
FF8	Contribute to safety solutions to minimise risks to your community
FF9	Drive, manoeuvre and redeploy fire service vehicles

# HIGHLANDS & ISLANDS FIRE & RESCUE SERVICE

## POLICY ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

### *Policy Statement*

#### **General Principles**

1. Highlands and Islands Fire and Rescue Service complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997 (“the 1997 Act”), for the purposes of assessing applicants' suitability for employment purposes, voluntary positions, licensing and other relevant purposes. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters. This policy is available to anyone who wishes to see it on request.

#### **Usage**

2. We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within Highland and Islands Fire and Rescue Service is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the express consent of the individual. We notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing, and any further relevant information.

#### **Handling**

3. Highland and Islands Fire and Rescue Service recognises that, under section 1241 of the 1997 Act, it is a criminal offence to disclose Disclosure information to any unauthorised person. We, therefore, only pass Disclosure information to those who are authorised to see it in the course of their duties. Highland and Islands Fire and Rescue Service will not disclose information provided under subsection 113(B)(5)2 of the 1997 Act, namely information which is not included in the Disclosure, to the applicant.

#### **Access and Storage**

4. We do not keep Disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

#### **Retention**

5. We do not keep Disclosures or Disclosure information for any longer than is required after a recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances

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1 The Serious Organised Crime and Police Act 2005 (“the 2005 Act”) Schedule 14, Paragraph 12 amended section 124

2 Subsection 163(2) of the 2005 Act inserted subsection 113B into the 1997 Act. Subsection 113B(5) of the 2005 Act replaces subsection 115(8) of the 1997 Act.

which justify retention for a longer period. The same conditions relating to secure storage and access will apply during any such period.

## **Disposal**

6. Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. Highland and Islands Fire and Rescue will ensure that Disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not retain any image or photocopy or any other form of the Disclosure information. We will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

## **Umbrella Bodies**

7. Before acting as an Umbrella Body (i.e. a body which countersigns applications for Standard or Enhanced Disclosures on behalf of another organisation), Highland and Islands Fire and Rescue will take all reasonable steps to ensure that the organisation on whose behalf we are acting will comply with the Code of Practice, and in full accordance with this policy. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any body or individual at whose request applications for Disclosures are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.