

**CFRS**

**Policy**

**Fitness for Grey Book Staff**

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| Approved By | DLT |
| Approved Date | 28/01/2019 |
| Policy Applies To | All employees covered by the NJC for Local Authority Fire and Rescue Services, Grey Book. |

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1. Introduction
   1. The Fire Service Fitness procedure is intended to assist all Cumbria Fire and Rescue Service operational personnel with maintaining the adequate levels of fitness for their role within the organisation. All personnel will continue to undergo an annual fitness assessment delivered by the Service Fitness Advisor and Associate Fitness Instructors, by means of either a Multi Stage Fitness Test (MSFT) or Chester Treadmill Walk Test (CTWT). Where further assessment is needed, this will be done so by means of the Drill Ground Test (DGT).

## Cumbria Fire and Rescue Service, together with the representative bodies, are committed to the development of a Healthy Workforce who are able to meet the demands of the Service and their role throughout their career.

## The aim is to secure a fit and healthy workforce that is attainable through education, the provision of appropriate equipment, facilities and support.

## All personnel will be encouraged to adopt a healthy lifestyle and to take advantage of the facilities available to undertake appropriate fitness training in relation to their specific role.

1. [Scope](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)
   1. This procedure applies to all employees covered by the NJC for Local Authority Fire and Rescue Services, Grey Book.
2. Principles
   1. Cumbria Fire and Rescue Service along with Cumbria County Council have a duty of care to all Fire Service personnel, to ensure the safety of its staff and members of the public on an incident ground.
   2. The procedure will ensure that:

* All CFRS operational personnel maintain an adequate level of fitness appropriate to their role, to ensure the safety of themselves, colleagues and members of the public during Fire-fighting operations.
* All fitness tests are managed appropriately so that all CFRS operational personnel undertake an annual fitness assessment.
* All CFRS personnel will have access to adequate gym provision on station in order to maintain/improve their aerobic fitness level, and train for their annual fitness assessment.

1. [Procedure](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)
   1. All CFRS operational personnel will undergo an annual fitness assessment. Fire-fighter (FF) to Crew Manager (CM) will be tested from April 1st until October 1st and Watch Manager (WM) and above will be tested from October 1st until April 1st. Managers can, if they wish, join in with Fire-fighter to Crew Manager Multi-Stage Fitness Tests. Personnel may undergo more than one assessment a year if they fail to meet the aerobic standard or have been absent from operational duties for more than 3 months.
   2. Fire-Fighter – Watch Manager Level

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| --- | --- | --- | --- |
| **Result** | **Aerobic Capacity (ml.O2.kg.min)** | **Bleep Test (level.shuttle)** | **Chester Treadmill Walk Test (time)** |
| **Pass Standard**  (Annual Re-Test) | 42.3 | 8.8 | 12 mins |
| **Development Zone** (DGT 31 day re-test)  (Capability Informal) | 35.6 – 42.2 | 6.8 – 8.7 | 10 – 11 mins 59 sec |
| **Removal from Ops** (4 Week Re-Test)  (Capability Formal) | Below 35.6 | Below 6.8 | Below 10 mins |

* 1. Station Manager – Chief Fire Officer Level

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| --- | --- | --- | --- |
| **Result** | **Aerobic Capacity (ml.O2.kg.min)** | **Bleep Test (level.shuttle)** | **Chester Treadmill Walk Test (time)** |
| **Pass Standard**  (annual re-test) | 42.3 | 8.8 | 12 mins |
| **Development Zone** (retest frequency by professional judgement) | 35.6 – 42.2 | 6.8 – 8.7 | 10 – 11 mins 59 sec |
| **Incident Command Duties ONLY** (3 month re-test, Capability Informal) | 31.4 – 35.5 | 5.5 – 6.7 | 8 – 10 mins |
| **Removal from Ops** (4 week re-test)  (Capability Formal) | Below 31.4 | Below 5.5 | Below 8 mins |

1. Personnel (FF-WM) who record an aerobic capacity below 42.3 ml/O2/kg/min but above 35.6 ml/O2/kg/min will be required to undertake further assessment by means of Drill Ground Test (DGT) within 31 days of their initial fitness assessment (MSFT/CTWT).

Personnel who record an aerobic capacity of 42.3 ml/O2/kg/min or above (11 minutes 11 seconds DGT) at time of this assessment will pass fit for 12 months.

Personnel who continue to record an aerobic capacity below 42.3 ml/O2/kg/min (more than 11 minutes 11 seconds DGT) will remain on operational duties, be placed on Capability (Informal Stage) and require a further Drill Ground Re-Test within 3 months.

Personnel will be given advice, training and support to improve their fitness from the Service Fitness Advisor / Associate Fitness Instructors.

Upon failure to achieve an aerobic capacity of 42.3 ml/O2/kg/min at time of 3 month re-test, personnel will be subsequently removed from operational duty. This will result in the progression to the second stage of the Capability Procedure (First Formal Stage)

1. Personnel (FF-WM) who record an aerobic capacity below 35.6 ml/O2/kg/min will be immediately removed from operational duties and placed on a 4 week training programme under the supervision of the Service Fitness Advisor / Associate Fitness Instructors. They will be given support and advice throughout this 4 week period and meet with the Service Fitness Advisor or Associate Fitness Instructors weekly for training. They will be re-tested at the end of the 4 weeks or sooner if agreed by the Service Fitness Advisor and the individual. Failure to achieve an aerobic capacity at or above 35.6 ml/O2/kg/min will automatically result in the onset of the Capability Procedure (1st Formal Stage).
2. Personnel (SM-CFO) who record an aerobic capacity between 31.4 ml/O2/kg/min and 35.6 ml/O2/kg/min will be required to undergo a 3 month re-test and be placed on Capability (Informal Stage), this will be done on a case by case basis. During this time personnel will have access to advice and support from the Service Fitness Advisor / Associate Fitness Instructors.

Upon continued failure to meet the minimum aerobic standard of 35.6 ml/O2/kg/min at time of this re-test personnel will be removed from operational duty and commence with Capability (1st Formal Stage).

1. Personnel (SM-CFO) who record an aerobic capacity below 31.4 ml/O2/kg/min will be immediately removed from operational duties and placed on a 4 week training programme under the supervision of the Service Fitness Advisor / Associate Fitness Instructors. They will be given support and advice throughout this 4 week period and meet with the Service Fitness Advisor or Associate Fitness Instructors weekly for training. They will be re-tested at the end of the 4 weeks or sooner if agreed by the Service Fitness Advisor and the individual. Failure to achieve an aerobic capacity at or above 31.4 ml/O2/kg/min, will result in the onset of the Capability Procedure (1st Formal Stage).
2. Guidance on the implementation of the fitness procedure is contained in Appendix 1.



**Appendix**

**1**

# Fitness Procedure Guidance

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**Philosophy**

**Aims**

1. Cumbria Fire and Rescue Service, together with the representative bodies, are committed to the development of a Healthy Workforce who are able to meet the demands of the Service and their role throughout their career.
2. The aim is to secure a fit and healthy workforce that is attainable through education, the provision of appropriate equipment, facilities and support.
3. All personnel will be encouraged to adopt a healthy lifestyle and to take advantage of the facilities available to undertake appropriate fitness training in relation to their specific role*.*

**Introduction**

**Physical Stress**

1. The physical stress imposed on Fire-fighters can be very severe.
2. Pre-incident, Fire-fighters may experience immediate anxiety when the alarm sounds or by high-speed traffic manoeuvres en-route.
3. During the incident prolonged exposure to thermal stress, high anxiety levels, heavy work and the inhalation of pollutants are also related to an increase in heart rate.
4. It is therefore essential that each individual achieves and maintains an acceptable level of fitness in order to prepare them for the task ahead.

**Safety and Supervision**

**Legal Aspects**

1. The fitness procedure is designed to ensure the Service discharges its ‘duty of care’ under the Health and Safety at Work Act 1974 to all those undertaking, or affected by, the provision of fitness training. This does not however, release individuals from their responsibilities under section 7 and 8 of the Health and Safety at Work Act 1974 i.e.

* To take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
* To co-operate with the employer to enable the employer to comply with statutory duties for Health and Safety.
* No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions.

**Physical Training Equipment**

**Legal and Testing Regime**

1. The equipment provided has been purchased by the Service and introduced in accordance with the Provision and Use of Work Equipment Regulations (1998) and the Service health and safety policy.  Accordingly, it has been approved for use in physical training activities and in the manner specified in any associated risk assessments.
2. No equipment, other than that provided by Cumbria Fire and Rescue Service, will be used on Fire Service premises or by personnel when on duty.  The servicing, moving or re-assembly of equipment or machinery must only be carried out by a competent person.

**General Precautions**

**Induction**

1. Where required, specific health and safety advice is included in this document, the following points are however general precautions that should be taken when carrying out physical training activities.

* Only employees who have received induction in the use of fitness equipment may undertake training.
* Personnel undertaking physical training - should be fit and well;
* Always warm up prior to exercising and warm down on conclusion;
* Always train within your own capabilities and be mindful that you have to respond to the requirement of your role.
* Do not wear watches, rings or other items of jewellery during physical training sessions.

1. It must be recognised that individuals have a responsibility to maintain a level of fitness appropriate to their role, for this reason the Service encourages individuals to adopt an active healthy lifestyle both at work and in their own time.
2. All personnel should ensure they have received appropriate induction training prior to using the fitness training equipment provided, in the case of new trainees this is particularly important and should form part of the standard induction procedure.
3. Remember that the aim of training is to improve fitness and associated health, not reduce it by causing unwanted injuries.

**The Fitness Training Programme**

**Training and use of Equipment**

1. In order to be effective, physical training sessions should be structured, practical, enjoyable, varied, personally rewarding, have clear objectives and be regular in frequency. In order to avoid injury any training session must include a warm-up/down.
2. The warm up should last between 5 – 10 minutes and be carried out in accordance with the initial gym induction given by an Associate Fitness Instructor or Fitness Advisor. The warm up must be structured and designed to raise body temperature by approximately two degrees in order to warm muscles and loosen joints, thus preventing injury. This procedure should be reversed on warm down which should last approximately 5 – 10 minutes.
3. All stretches should be of an active nature, no BALLISTIC i.e. bouncing or PASSIVE i.e. assisted stretching should be used.
4. When using fixed exercise equipment individuals should be made clearly aware of the capabilities of the equipment and their own capabilities and should only exercise at a level advised by the Associate Fitness Instructor.
5. Individuals should always remain within their “target zone” when exercising. The Service Fitness Advisor or Associate Fitness Instructor should be consulted when first establishing this figure.
6. It is not practical for all physical training activity to be supervised by Associate Fitness Instructors. Therefore personnel must restrict their activities to physical training for which they have previously received instruction and which has been properly risk assessed.

**Type and Frequency of Training**

**Aerobic Fitness**

1. Improved aerobic fitness is only achievable by regularly exercising the heart in a progressive but controlled manor.
2. Advice from the British Heart Foundation suggests that in order to improve cardiovascular performance exercise should be progressive and at a level appropriate to the individual, often referred to as the “Target Zone”. This will be derived prior to personnel starting their training.
3. It is the intention of the Service to maintain a fitness programme which concentrates on all aspects of physical fitness including: cardiovascular endurance, strength and flexibility.
4. The Service Fitness Advisor/Associate Fitness Instructors are available for consultation by all personnel to provide guidance on a suitable fitness training programme.

**Safety**

1. Before commencing any physical training activity it is essential that the following safety rules are enforced:

* Ensure availability of Service issue clothing suitable for use under fire kit if exercising whilst on duty or available to attend calls
* Prior to mobilising all personnel to be correctly dressed in accordance with current mobilising procedures.

1. Personnel must not exercise to a degree where they are unable to respond to an operational incident.

**Training Time**

1. Personnel may train in their ‘down time’ when on station at the discretion of their line manager or before/after work hours. No allotted ‘fitness training’ time will be scheduled during work hours.
2. Personnel when available may practise for the DGT as part of their operational training regime at the discretion of their line manager. The DGT could form part of a drill based scenario or be a drill by its own accord.

**Gym Provision**

1. All CFRS whole-time station gyms have a large range of cardiovascular and strength equipment. On-Call stations have a combination of cardiovascular equipment; some larger stations also have strength equipment.

**Fitness Assessments - Fire-Fighter to Watch Manager**

Annual fitness assessments will be undertaken for all operational employees up to and including the role of Chief Fire Officer.

1. Regardless of age, operational personnel recruited to Cumbria Fire & Rescue Service will attain a minimum VO2 score of 42.3 mls/O2/kg/min.
2. Due to the risks inherent in the operational environment, personnel Fire-fighter to Watch Manager level will be withdrawn from operational duties where an aerobic capacity is below 35.6 mls/O2/kg/min and will be placed on Capability (First Formal Stage). Personnel will be placed on a tailored fitness programme, be given advice and training and be required to undertake a 4 week re-test (MSFT or CTWT).
3. Personnel, Fire-fighter to Watch Manager level who do not achieve a VO2 of 42.3 mls/O2/kg/min but are equal to or above 35.6 mls/O2/kg/min will fall into the ‘Development Zone’ and will be retested within 31 days by means of DGT.
4. Upon continued failure to reach an aerobic capacity of 42.3 ml/O2/kg/min at time of this 31 day re-assessment, personnel will be placed on a tailored fitness programme, be given advice and training and be required to undertake a 3 month Drill Ground Re-Test. During this time personnel will be under Capability (Informal Stage).
5. Personnel who fail to achieve the required VO2 standard at time of a 3 month re-test will be removed from operational duty and placed on Capability (First Formal Stage). At this time personnel will continue to follow their fitness programme and have weekly training from the Service Fitness Advisor / Associate Fitness Instructors. Personnel at this point will be subject to a 31 day re-test, they will have the option of MSFT, CTWT or DGT.
6. Only qualified Fitness Advisor or Associate Fitness Instructors may supervise the fitness assessment. The normal approved method of assessing aerobic fitness will be the Chester Treadmill Walk Test (CTWT) or Multi Stage Fitness Test (MSFT).Gas analysis using a treadmill or bike may be used where Occupational Health see fit. Drill Ground Testing (DGT) will be used as a method of re-assessment and for return to work.
7. All testing will be subject to a strict Par Q assessment and will be supervised by the Service Fitness Advisor or Associate Fitness Instructors.

**Fitness Assessments – Station Manager to Chief Officer**

Senior Managers (Station Manager and above) will be tested annually and will be given the option of joining in with a stations MSFT or being tested individually using the CTWT. The Service has adopted a ‘fitness for role’ approach, as the physical demands placed upon this group of managers are different to Supervisory Managers and Fire-fighters. If the result is below the aerobic standard of 42.3 mls/O2/kg/min a remedial fitness programme and re-test may be organised but professional judgement shall be applied as to the action needed on an individual basis.

1. Station Managers and above will be limited to undertaking Incident Command duties only on the fire ground where they record an aerobic capacity below 35.6 mls/O2/kg/min and will be required to undertake a 3 month re-test, they will be placed on Capability (Informal Stage), this will be reviewed on a case by case basis.
2. If at time of re-test, aerobic capacity is still below 35.6 mls/O2/kg/min personnel will be removed from operational duties and placed on Capability (First Formal Stage). They will follow a tailored fitness programme, be given advice and training and be required to undertake a 31 day re-test.
3. Any manager (SM – CFO) who records an aerobic capacity below 31.4 mls/O2/kg/min will be removed from all operational duties, including incident command duties and commence Capability (First Formal Stage).
4. Only qualified Fitness Advisor or Associate Fitness Instructors may supervise the fitness assessment. The normal approved method of assessing aerobic fitness will be the Chester Treadmill Walk Test (CTWT) or Multi Stage Fitness Test (MSFT).Gas analysis using a treadmill or bike may be used where Occupational Health see fit.
5. All testing will be subject to a strict Par Q assessment and will be supervised by the Service Fitness Advisor or Associate Fitness Instructors.

**Drill Ground Fitness Test**

1. The Drill Ground Fitness Test (DGT) is a functional fitness assessment in which personnel require both cardiovascular fitness and strength endurance, being progressive in nature. The DGT is timed and personnel must complete the test within 11 minutes 11 seconds to pass, equivalent to an aerobic capacity of 42.3 ml.kg.min.
2. As the DGT is functional to the fire-fighting role, the test is to be completed in full PPE including flash hood and helmet. The test requires a level space of 25 meters (appropriate drill yards have been assigned) as well as a range of Fire-fighting equipment including: Fire Appliance with charged Hose Reel Jet, BA Set (minus mask), 4 lengths of 70mm Hose, 55kg manikin dummy and a 25kg Barbell. The lay-out of the test can be found below.
3. The research and development of the DGT can be found by following this link <http://www.cfoa.org.uk/21702> and selecting the ‘criterion tests and standards for UK FRS’ presentation. Alternatively further information can be found on the CFOA website – People and Organisational Development – Managing Physical Fitness.

**Recoding and Reporting Procedures**

1. Associate Fitness Instructors will send all results to the Service Fitness Advisor. Personnel who do not achieve the minimum standard as a result of their annual fitness test should be reported to the duty manager who will remove them from operational duties.
2. At the earliest opportunity the Service Fitness Advisor / Service Fitness Instructors should complete the necessary 503a form, stating the named person is unfit for operational duty. The 503a should be sent to the Service Fitness Advisor, Line Manager of the person in question, Locality Nurse, and Occupational Health Administrator.
3. Unfit personnel should be referred to Occupational Health to determine if there is any medical reason why they failed to pass their fitness test. Following referral to the Occupational Health Department, where there are no underlying medical issues, personnel will be passed on to the Service Fitness Advisor for specific fitness training and support.
4. Where an individual has failed to reach the minimum standard during their Annual Fitness Test or any other aspect of fitness assessment the Service Fitness Advisor will work with the individual, over a period of time, to ensure that their fitness levels improve to the required standard.  Every opportunity will be given to personnel to attain the required levels of physical fitness. Continued failure to reach the minimum fitness standard, or any other aspect of fitness assessment including targets set by the Service Fitness Advisor will result in the individual’s manager addressing it under the Capability Procedure for Grey Book employees.
5. In cases where medical issues will preclude the individual from undertaking physical training or from achieving the required levels of fitness, Occupational Health will make recommendations to the line manager (minimum Station Manager) based upon the medical issues involved.  Where referral has been made to Occupational Health in the case of an individual who has not reached the required levels of fitness and no medical issues are identified and further counselling and training has not been successful then Occupational Health will refer the matter to the line manager (minimum Station Manager) who will address it under the Capability Procedure and Guidance for Grey Book employees.

**Injuries Reporting**

1. Injuries sustained during physical training activities must be recorded in accordance with Service Accident Procedures.

**Functional Fitness Test Guidance Note:**

The test will be conducted over a 25mt course. To pass the test the participant must complete all elements of the test within 11mins and 11 seconds.

An assessment of the ground conditions/environmental factors must be conducted prior to the test. Participants must be rigged in full PPE inclusive of flashood and gloves. The Facilitator will require a clip board inclusive of instructions, RPE chart, pen and stop watch.

**Equipment:**

* 4 x collapsible cones and tape measure – to mark out the 25mt court
* 1 x 25kg Barbell
* 1 x BA set rigged with cylinder, with mask removed
* 1 x 50m Charged Hose Reel with closed Branch
* 1 x 55kg Drill Manikin
* 1 x Salvage Sheet
* 4 x 70mm rolled/ready-made Hose
* 1 x First Aid Kit with AED (Defib)

All Participants will be briefed with the running order of the test. Correct manual handling techniques will be demonstrated. The participant is encouraged to check the setup of the hose and BA set prior to commencing the test.

**Test Standards:**

* Observers’ and facilitators’ are not permitted to physically assist the participant to complete the test i.e. assistance with donning the BA set etc.
* The test will start once the participant picks up the 25kg barbell
* Participants must clearly start and finish each shuttle stepping on or past the 25mt course line/marker.
* The test must be completed in the order as detailed: First, Second then Final Section
* Participants are not permitted to run/jog when carrying the barbell, or whilst dragging the manikin.
* Running/jogging is permitted when carrying and running out hose reel and hose, and at all other times.
* The barbell must be carried with both hands holding it to the front of the body, over hand, under hand or a combination grip is permitted. Carrying the barbell in any other way i.e. over the shoulder or across the chest in a cradle grip is not permitted.
* The BA set must be rigged correctly with all set straps fastened.
* The participant will lock their arms under the manikin’s arms and drag the manikin walking backwards. The facilitator will walk with the participant when carrying out the casualty drag to act as safety officer.
* The facilitator will write down the time elapsed at the end of each section, will provide encouragement and will inform the participant of progress.
* At the end of the test: The facilitator will ask the participant for their RPE score and record this along with the finish time. A copy of the test will be given to the participant at their request.

**Functional Fitness Test Protocol:**

First Section - Equipment Carry 25KG Barbell Protocol (NOTE: For H&S reasons jogging/running **is not** permitted on this section of the test):

* Pick up Barbell – Walk 8 x 25mt - Put down Barbell

Second Section - Casualty Evacuation Protocol (NOTE: For H&S reasons jogging/running **is not** permitted on the casualty drag):

* Put on BA – Drag HR 1x 25mt - Put HR Branch down
* Jog/Walk back 1 x 25mt – Pick up HR Bight – Drag HR 1x 25mt – put Hose down
* Pick up HR Branch – Drag HR 1x 25mt – put HR Branch down
* Pick up Casualty – Drag 2 x 25mt - put Casualty down
* Take off BA Set

Final Section - Hose Run Protocol (Jogging/running **is** permitted on this section of the test):

* Jog/Walk 8 x 25mt
* Pick up 2 x 70mm Hose – Jog/Walk 3 x 25mt – put 1 x Hose down
* Carrying 1 x hose: Jog/Walk 1 x 25mt – put Hose down
* Run out 1 x Hose – Run out 1 x Hose
* Jog/Walk 2 x 25mt
* Pick up 2 x 70mm Hose – Jog/Walk 1 x 25mt – put 1 x Hose down
* Carrying 1 x hose: Jog/Walk 1 x 25mt – put Hose down
* Run out 1 x Hose – Run out 1 x Hose
* Jog/Walk 8 x 25mt

Rating of Perceived Exertion

(RPE)

|  |  |
| --- | --- |
| **Perceived Exertion Score** | **Exercise Intensity** |
| **6-7** | **No exertion at all** |
| **8-9** | **Very light exertion** |
| **10-11** | **Light exertion** |
| **12-13** | **Moderate/Medium exertion** |
| **14-15** | **Hard/Heavy exertion** |
| **16-17** | **Very strenuous exertion** |
| **18-20** | **Extremely hard to maximum exertion** |
|

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# Functional Fitness Test Protocol:

NOTE: Jogging/Running IS allowed

NOTE: Jogging/Running NOT allowed for drag

NOTE: Jogging/Running NOT allowed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRST NAME** | | **SURNAME** | | **AGE** | | **GENDER** | **STN/WATCH** | **ROLE** |
|  | |  | |  | |  |  |  |
| **SERVICE No** |  | | **Ethnic Origin** | |  | | | |

STANDARDS: the Functional Fitness Test must be completed in the order as shown: First, Second then Final Section. Equipment will be of standard as stated. Deviation from the standards will result in an uncompleted test.

First Section:

Equipment Carry: 25KG Barbell Protocol:



Time:

FINISH

START

Second Section:

Casualty Evacuation Protocol:



**PUT**

**BA**

**ON**

**TAKE**

**BA**

**OFF**

Time:

25 M

25 M

25 M

Final Section:

Hose Run Protocol:

Time:

RPE:

Pass = 11mins11sec

KEY:

25kg Barbell carry

(Charged) Hose Reel Drag

Place Hose Reel down

Walk/Jog

55kg Casualty Drag

Double (70mm) Hose Carry

Single (70mm) Hose Carry

Place Hose down

Run out Hose