

## DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY Health and Wellbeing Policy

The Dorset & Wiltshire Fire and Rescue Authority (DWFRA) is the combined fire and rescue authority for its area, as defined within sections 1 and 2 of the Fire and Rescue Services Act 2004. This document contains the Authority's policy on health and wellbeing. Through this policy DWFRA will meet its employment law obligations and aims to be a good practice employer. This policy is underpinned by a set of procedures that are associated with the health and wellbeing arena.

DWFRA is fully committed to ensuring that Dorset & Wiltshire Fire and Rescue Service (DWFRS) strives to be an employer of choice by creating a safe, healthy and supportive internal environment that is effectively managed, legally compliant and provides opportunity for a good balance between professional and personal lives for our employees.

Staffing is our largest single financial commitment, and it is therefore imperative that we effectively manage and support our people, ensuring that we achieve the aims of the organisation in the most efficient way.

The Service will provide education, health and well-being support through a range of services and activities to promote and support a healthy working environment and good standards of fitness that align to national requirements.

This will be achieved by:

- being customer focussed
- providing professional advice
- developing and embedding appropriate procedures as guidance for all managers and staff throughout the employment cycle.

These procedures will be underpinned by core values, which define the behaviour for all staff.

Part  
One

**Purpose, Process & Outcomes**

**Detailed Info**

<b>Part Two</b>	<b>Document References</b>	<a href="#" style="background-color: #800000; color: white; padding: 5px; text-decoration: none; border-radius: 5px;">Detailed Info</a>
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<b>Ref No:</b>	WS5 P10	<b>FRS:</b>	DWFRS
<b>Date of Issue:</b>	16/01/2016	<b>Review Due:</b>	16/01/2019
<b>Version No:</b>	V1.0	<b>Review Completed:</b>	DD/MM/YYYY

## Part One – Purpose, Process & Outcome

The reason(s) for which something is done, created or exists; individuals involved and what we wish to achieve as an end result.

<b>Purpose</b>
<b>Why is this policy needed?</b>

As a Fire and Rescue Authority, we need to:

- aim to employ the best people to ensure effective and efficient delivery of our service
- attract and retain a diverse and inclusive workforce that is reflective of the community we serve
- make sure our managers and staff are supported, working and behaving in line with our values and preferred behaviours
- promote a values-led culture of support, performance and improvement
- make sure consistent, fair and transparent treatment for all employees
- support the health, fitness and well-being of our staff
- be a leading example of good employment practice and comply with employment law.

<b>Process</b>
<b>How we will meet the above requirements?</b>

We will provide health assessments through an Occupational Health provision to make sure our staff are fit to carry out their role. We will actively manage the health and wellbeing of our staff and provide additional support when it is needed.

We will adopt the national firefighter fitness standards set out in the Fire and Rescue National Framework for England, and ensure are staff are supported to maintain these requirements.

We have developed a suite of procedures, processes and systems to support this policy. The procedures and practices that flow from them will be reviewed and impact assessed to

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ensure that they continue to provide excellent advice and guidance to our employees, and ensure that any adverse effects on particular groups of people are avoided.

Our procedures are based on sound legislative principles, relevant conditions of service and good practice, and provide clear guidance to managers and staff. Our procedures and practices will comply with employment law. They will follow the principles of ACAS (Advisory, Conciliation and Arbitration Service) and the CIPD (Chartered Institute of Personnel and Development), two national independent bodies that are recognised for good practice in all aspects of workplace relations and employee law.

Our processes and systems are in place to ensure that we fulfil our human resource administrative commitments and manage our people data effectively and securely.

### Outcome

### Success of the Policy? (How will this Policy be assured?)

We will:

- make sure compliance with legislative and statutory regulations
- monitor compliance through the audit programme
- review progress quarterly on the key issues and strategic risks regarding its people
- engage with our people and representative bodies to seek improvement
- review current procedures, processes and systems to ensure they are fit for purpose
- review the effectiveness of this policy once a year and publish the results within the Annual Statement of Assurance.

### Review Date:

This policy will be reviewed at least every three years or will be brought back to Members if requirements change.

## Part Two – Document References, Document Management & Version Control

### Document Management:

Policy Reference: Health & Wellbeing			
Owner	Review Date	Author	Status
Chief Fire Officer	16/01/2016	Louise Feilding	Published

### Version Control:

Version	Page & Par Ref	Date	Changes Made	Authorised By
V1.0	Entire Document	18/01/2016	Put detail back into Policy Template after receiving authorised version from	T Saben

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Previous Versions				

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