

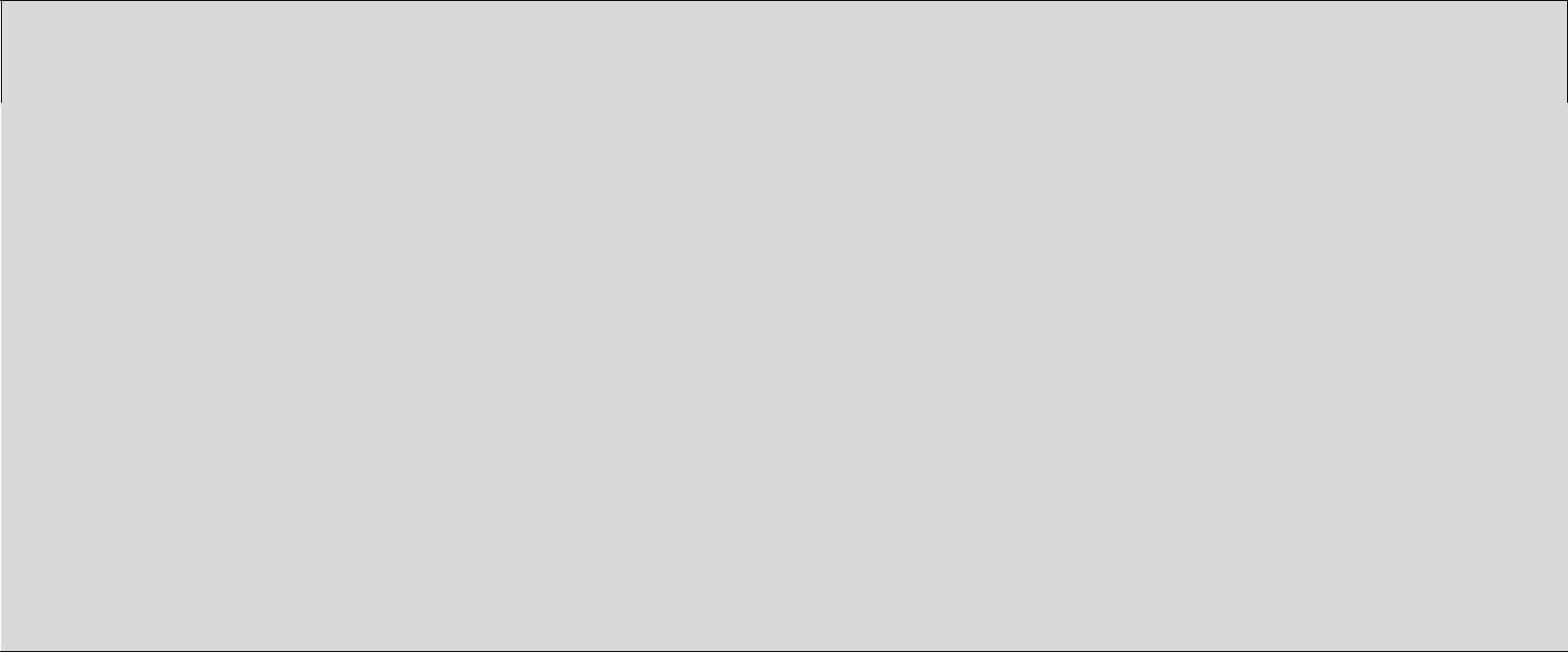
**COMHAIRLE CONTAE MHAIGH EO**

**MAYO COUNTY COUNCIL**

**Mayo County Council**

**Candidate Information Booklet**

**(Please read carefully)**

****

**Post of: Retained Firefighter**

**Closing Date: 4:00 p.m. Thursday, 11th June, 2020.**

**Completed Application Form (4 copies) should be returned to:**

**HR Officer**

**Human Resources Section**

**Mayo County Council**

**Áras an Chontae**

**The Mall**

**Castlebar**

**Co. Mayo F23 WF90**

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|  | **COMHAIRLE CONTAE MHAIGH EO**  **MAYO COUNTY COUNCIL** |  |

**CONTEXTUAL BACKGROUND**

Mayo is a large rural County, which covers an area of 2,159 sq. miles and has a population of approximately 130,425 people, making it one of the largest fire authority areas in the country.

Mayo County Council is a large rural local authority which employs over 1,200 staff across 4 Municipal Districts in the County. The Council has 30 elected members and an annual revenue budget of almost €139 million for 2019. The corporate headquarters are located at Áras an Chontae, The Mall, Castlebar and there are four Municipal Districts Castlebar, Ballina, Claremorris and West Mayo.

Mayo County Council provides a diverse range of services across a large geographic area. Key service areas include Planning, Transportation, Emergency Services, Motor Tax, Water, Environment, along with Housing, Libraries and Sports & Amenities. These operations are supported by internal services which include IS, Corporate, Finance and Human Resource functions. Mayo County Council’s focus is on delivering quality services to the people of Mayo, to promote Mayo Nationally and Internationally at every opportunity and to enhance the Community and Commercial development of the county.

Mayo County Council has a statutory obligation, as a fire authority, under the Fire Services Acts 1981 and 2003, (a) to make provision for the prompt and efficient extinguishing of fire, for the protection of and rescue of persons and property from injury by fire, (b) establish and maintain a fire brigade and premises, and (c) make adequate provisions for the reception of and response to call for the assistance of the fire brigade.

Mayo County Council is at the heart of the local community and is a key provider of economic and social development in Mayo. Our vision is to develop, nurture and sustain Mayo as a County which is Sustainable, Inclusive, Prosperous and Proud. The Council’s mission is to promote the well-being and quality of life of our citizens and communities in Mayo and to enhance the attractiveness of the County as a place in which to live, work, visit, invest in and enjoy.

There is a diverse demographic across urban and rural communities with tourism bringing seasonal changes in population and activity in the county. The Wild Atlantic Way, The Greenway, Knock Airport, industrial zones and geographic location coupled with the unique landscape and heritage add to the diversity of activity in the County.

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**MAYO FIRE SERIVCE**

**THE COMPETITION:**

Mayo County Council is currently inviting applications from suitably qualified persons for the post of Retained Firefighter.

**JOB DESCRIPTION:**

***Qualifying Criteria***:

* Persons appointed must live and work within a reasonable distance of the Fire Station in which they are employed. A reasonable distance will normally be 2.4 km or less from the Fire Station. However, other locations in excess of the 2.4 km from the Fire Station may be considered reasonable if the travel time does not exceed 4 minutes and the Council are satisfied that it does not adversely affect turn out times. The distances are measured from the place of employment and from their primary residence (home) to the Fire Station. On receipt of a fire or other emergency call they should be in attendance at the station within five minutes;
* Applicants shall possess adequate literacy and numeric skills to allow them to carry out their duties in a competent and safe manner. Applicants will have to undertake literacy and numerical skills tests as part of the selection process;
* Applicants will also have to undertake physical tests, including tests for vertigo, claustrophobia, dexterity and endurance as part of the selection process;
* Applicants will be required to undertake and successfully pass a medical examination before recruitment;
* Applicants who are successful shall be prepared to undertake any Fire Service training courses deemed necessary to refresh and/or enhance their capability to carry out their role in a competent and safe manner;
* Possession of a Category BE and Category C Driving Licence would be an advantage though not essential for recruitment. Applicants must hold both a valid Category B Licence and a valid Learner Permit for Category C licence on appointment.

***Essential Requirements***:

Mayo County Council provides a 24-hour 365 day emergency response to the people of Mayo and certain areas of adjoining counties via twelve fire brigades and a complement of 118 personnel. A Retained Firefighter working within this organisation is an essential part of a disciplined and well structured team which provides an emergency response to the community in which he / she works and resides in.

The ideal candidate will be a highly motivated person, with a strong sense of community commitment and shall demonstrate a high level of competency in:

* **Communication/Interpersonal Skills**
* **Teamwork/Working with Others**
* **Adaptability/ Flexibility**
* **Relevant Knowledge/Organisational Awareness**

**Communication/Interpersonal Skills**

Demonstrates effective interpersonal and communication (verbal and written) skills including skills in multi-disciolinary working and the ability to collaborate with colleagues.

**Teamwork/Working with Others**

Demonstrate a clear understanding of Teamwork and group dynamics and contributes fully to the team effort and plays an integral part in the smooth running of teams without necessarily taking the lead.

**Adaptability/ Flexibility**

Adjusts to changing environments whilst maintaining effectiveness. Modifies his or her approach to achieve a goal. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

**Relevant Knowledge/Organisational Awareness**

Demonstrates an understanding and knowledge of the Local Government services and structure including the Retained Fire Service.

Demonstrates an awareness of the operational abilities of Mayo Fire & Rescue Service and the demands placed on members of the Retained Fire Service.

Demonstrates an understanding and knowledge of company policies and procedures (including Health and Safety) and the ability to conform with same.



**COMHARILE CONTAE MHAIGH EO**

**MAYO COUNTY COUNCIL**

# TERMS OF ENGAGEMENT OF RETAINED FIRE PERSONNEL

Any reference to County Council or Council hereunder shall be interpreted as Mayo County Council.

1. **CHARACTER:**

He/She must be of good character. The County Council may make whatever enquiries it considers necessary to satisfy this condition.

1. **AGE:**

He/She must be not less than 18 years of age on the first day of the month in which the latest date for receipt of applications occurs. A birth certificate must be submitted to the County Council as proof of age on or prior to employment.

1. **RETIREMENT:**

3.1 On reaching 55 years of age, he/she shall cease employment. His/her contract of employment may be extended for a defined limited period subject to the firefighter making an annual application for an extension of employment and to being certified as medically fit to continue in employment by the Council’s medical examiner.

3.2 No extension of employment will be provided beyond the date of the firefighter’s 58th birthday.

1. **SUPERANNUATION:**

4.1 For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as outlined below:-

* 3.5% of net pensionable remuneration, and
* 3% of pensionable remuneration.

4.2 Pension and retirement lump sum based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

4.3 In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

1. **HEALTH:**

5.1 Candidates must be free from any defect, physical or psychological condition and must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

5.2 Before recruitment, in order that conditions as to health may be ascertained, a candidate must undergo and pass such medical examination in accordance with **The Medical Standards for Recruitment to the Retained Fire Service** (which may include x-ray and/or other special tests) as the County Council consider necessary. The medical examiners will be nominated by the County Council. Payment of the medical examiner(s) fees for the above examination will be made by the firefighter. These costs may be recouped from the County Council only on his/her appointment to the Fire Service.

5.3 A firefighter shall:

1. at any time, if requested by the County Council, undergo such medical assessment(s) by medical examiner(s) as nominated by the County Council in accordance with the **Occupational Health Scheme for Members of the Retained Fire Service.**
2. undergo a periodic medical assessment(s) by a medical examiner(s) nominated by the County Council in accordance with the **Occupational Health Scheme for Members of the Retained Fire Service.**

5.4 Payment of a medical examiner(s) fees will be made by the County Council for the above examinations. The County Council shall not be responsible for any expense involved in having any medical defects discovered pertaining to a medical examination remedied.

5.5 Retention in the employment will depend on satisfactory reports by medical examiner(s) and the general condition above as to health.

**6. EDUCATION:**

Candidates must have attained a suitable level of education to enable him/her to undergo successfully the appropriate training and to perform his/her duties satisfactorily as a firefighter.

1. **PROBATION:**

7.1 From the date of commencement of employment, there shall be a period of one year during which he/she shall be on probation.

7.2 During or at the end of the period of probation, the firefighter’s employment will be terminated unless the County Council is satisfied that he/she has been satisfactory in all respects.

1. **TRAINING:**

8.1 During the probationary period a recruit shall attend and pass:-

1. A 3 week Firefighting Skills Course for Recruit Firefighters;
2. A 2 week Using Breathing Apparatus (Initial Wearer’s) Course (successfully passing the *Firefighting Skills Course for Recruit Firefighters* is a prerequisite to this Course) and
3. A 1 week Using Breathing Apparatus (Compartment Fire Behaviour) Course (successfully passing the *Using Breathing Apparatus (Initial Wearer’s) Course* is a prerequisite to this Course).
4. A 2 day Emergency Services driving Standard Level 1 course
5. Any other course that the Council may deem necessary.

8.2 In the event of a person being unsuccessful in the *3 week Firefighting Skills Course for Recruit Firefighters* they will have their contract of employment terminated with immediate effect and will not be afforded an opportunity to repeat the course other than for a medical condition that prevented the person from successfully completing the course or at the discretion of the Chief Fire Officer. However, the person will not be precluded from applying for a place on a panel for any posts advertised at a later date.

8.3 Failure to successfully pass any of the courses described in Section 8.1 during the probationary period, will result in the termination of employment at the end of the said probationary period.

1. **DRIVING LICENCES:**

9.1 A candidate must hold a current valid Category B licence on appointment. He/She should also hold both a valid Category C and valid Category BE driving licence on appointment.

9.2 Where the candidate does not hold such valid licences (Categories C and BE) on appointment he/she must at least hold a valid learner permit for Category C licence and obtain the full licences within the timeframe outlined below:

|  |  |
| --- | --- |
| **DRIVING LICENCE CATEGORY** | **TIMEFRAME**  **(From Date of Commencement of Employment)** |
| Category C | 6 months |
| Category BE | 9 months |

9.3 Failure to obtain same will result in the termination of his/her employment.

9.4 All costs incurred in obtaining both the Category C and Category BE must be borne by the individual. There is no provision for recoupment of the costs associated with same.

9.5 He/She shall cooperate with any further Driver Training necessary to achieve and maintain the Emergency Services Driving Standard Level 3 qualification

9.6 The employee must notify the Chief Fire Officer immediately, and in writing, should they have their driving licence suspended or removed as a result of a driving offence, medical condition or for any other reason.

1. **DRILLS AND OTHER FURTHER TRAINING:**

10.1 He/She shall attend and participate in drills and shall undergo from time to time courses and further training as required or deemed appropriate by the Council. The location(s) of the training shall be decided by the County Council.

## 10.2 Drills shall be held at such frequency as decided by the County Council.

10.3 He/She shall cooperate with any new training regimes for firefighters / fire officers including off-station, mid-week or weekend training as deemed necessary by the Chief Fire Officer.

10.4 The level of training to be successfully undertaken shall be such as to enable the employee to carry out competently and effectively the various operations required in the Fire Service, including inter alia, driving, the operation of pumps, ladders, crash rescue and emergency equipment, hydrant testing, etc. and such other matters and requirements as may arise from time to time.

10.5 The employee shall be expected to acquire a level of training and knowledge as to enable him/her to interchange with and act as substitute for all personnel at operational level in the Fire Service of the County Council.

1. **RESIDENCE AND PLACE OF EMPLOYMENT:**

11.1 Successful candidates must live and work within a reasonable distance of the Fire Station in which they are employed. A reasonable distance will normally be considered to be 2.4 km or less from the Fire Station. However, other locations in excess of the 2.4 km from the Fire Station may be considered reasonable if the travel time does not exceed 4 minutes and the Council are satisfied that it does not adversely affect turn out times. The distances are measured from the place of employment and from their primary residence (home) to the Fire Station.

11.2 Persons appointed will be required to show documentary evidence of the address of their primary residence prior to being appointed. Such evidence may include, but is not limited to, House/ Car insurance policy documents, bank statements, correspondence from the Revenue Commissioners, tenancy agreement etc. The council reserve the right to seek any other documentation deemed necessary to ensure that it is satisfied that the evidence is provided.

11.3 On receipt of a fire or other emergency call the employee should be in attendance at the station **within five minutes**. A change of residence or place of employment, which would take them outside a reasonable distance as defined in 11.1 above from the fire station, will result in termination of their service. The Fire Authority should be immediately notified of any proposed change in either their primary residential address or place of employment. The council reserve the right to make whatever checks deemed necessary to satisfy themselves that the change of address complies with 11.1 above.

1. **ATTENDANCE AT DRILLS AND FIRES/INCIDENTS:**

12.1 In the case of drill and fires/incidents there is a **liability** on firefighters to attend. This is the basis on which a retainer is paid.

12.2 The onus of arranging to receive a call out alarm shall rest with members. A pager, whose care & battery condition is the responsibility of the Firefighter, is issued to each Firefighter to enable him/her receive notification of emergency calls.

12.3 Notwithstanding any other disciplinary action that the County Council may apply, payment of the retainer fee for any quarter may be withheld where the Firefighter fails to attend an absolute minimum of 75% of incidents and 85% of drills during that quarter.

12.4 The Firefighter shall attend within the “maximum attendance time” which shall be set for each station by the Chief Fire Officer. The “turnout time” and “maximum attendance time” shall be set in accordance with “Retained Firefighter’s Agreement with Local Government’s Management Services Board on Revised Pay and Conditions of Employment – 1999”.

12.5 Where a Chief Fire Officer considers that an individual or group of Firefighters are not meeting this liability to a standard he/she considers reasonable in all of the circumstances, he/she will have the right to withhold the retainer as follows:

- 50% in the first Quarter

- 100% in the second Quarter in any twelve months

12.6 A Firefighter will receive four weeks’ notice of the intention to withhold the retainer. Any further failure to meet the liability will be dealt with through the Disciplinary Procedure.

12.7 Any Firefighter who has a grievance regarding the withholding of the payment can process their grievance through the agreed procedures.

1. **AVAILABILITY:**

13.1 Written evidence from the employer as to availability must be provided and the County Council, in its sole discretion, shall decide as to whether the availability, as so evidenced, is acceptable.

13.2 Self-employed persons must provide written evidence as to availability.

13.3 Such written evidence must cover a candidate’s availability for initial training and, on recruitment, for fire and other calls, drills, training, and such other duties which he/she may be required by the County Council to perform.

13.4 If the County Council deems his/her attendance to be unsatisfactory, it may terminate his/her service.

1. **DUTIES:**

14.1 He/She must comply with the terms outlined in the chapter entitled ‘***Regulations for Fire Brigade Personnel’***

14.2 In the event of failure to respond promptly to fire or other calls, the firefighter may be the subject of disciplinary action.

1. **REMUNERATION:**

***Training and Courses, etc (Other Fire Drills):***

15.1 During recruit training courses and courses lasting one day and upwards, the County Council shall pay drill fee rates in lieu of wages.

***Fire, Drill and Retainer Fees:***

15.2 He/She shall be paid at the appropriate approved national rates of Fire and Drill fees and Retainer fees.

* 1. The current retainers (effective 1st September 2019) are as follows:

|  |  |  |
| --- | --- | --- |
| **RETAINER ALLOWANCE** | | |
| **Service** | **Duration** | **Allowance** |
| 0-2 | 2 Years | €8,033.00 |
| 2-5 Years | 3 Years | €8,927.00 |
| 5-10 Years | 5 Years | €10,010.00 |
| 10+ Years |  | €11,001.00 |

* 1. The current fire / drill fees (effective 1st September 2019) are as follows:

|  |  |  |
| --- | --- | --- |
| **HOURLY RATE OF ATTENDANCE** | | |
| **Drill** | **Fire - Day\*** | **Fire - Night / Weekend** |
| €21.19 | €42.38 (1st Hour)  €21.19 (Subsequent Hour) | €84.76 (1st Hour)  €42.38 (Subsequent Hour) |

***\* Day is 08:00 – 22:00 all weekdays excluding Bank Holidays***

1. **SICK PAY:**

16.1 Where a member becomes incapacitated as a result of serious illness or injury, retainer fee shall be paid for twelve weeks on receipt of a Medical Doctor’s report. The retainer fee may be extended to six months depending on the merits of the case and the applicant’s attendance records. Extended sick leave would generally only be extended to a member on one occasion only.

16.2 Where a member is absent on sick leave he/she must inform the Station Officer. If the period of sick leave extends for more than two consecutive days he/she must submit a sick leave certificate from a medical practitioner to the Council.

1. **ANNUAL LEAVE:**

Annual leave shall be provided in accordance with the organisation of Working Time Act, 1997. Holiday Pay will be paid accordingly as per agreed national guidelines as issued by the LGMA and/or Government.

1. **CLOTHING:**

18.1 Each Firefighter on appointment will be issued with all appropriate Personal Protective Clothing and Equipment which shall be stored in the Fire Station.

18.2 A Firefighter will be required to return to the Council on request and, in any event, on their leaving / retiring from the Fire Service all property and equipment which are either issued to him/her personally or are under his/her control.

1. **GENERAL:**

He/She must comply with all conditions of employment for part-time retained firefighters as set out in all relevant national agreements for Retained Firefighters.

1. **GRIEVANCE PROCEDURE:**

The terms of the Council’s Grievance and Disciplinary Procedures, or any other grievance /disciplinary procedures agreed at national level between the LGMSB and the Trade Union representing retained firefighters, shall apply to the employee.

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**COMHARILE CONTAE MHAIGH EO**

**MAYO COUNTY COUNCIL**

# GRIEVANCE PROCEDURE FOR FIRE BRIGADE PERSONNEL

1. Any grievance or dispute, which arises, shall, in the first instance, be discussed between the employee(s) concerned and the immediate superior Officer.
2. In the event of failure to reach a satisfactory settlement, the matter shall be referred to the Chief Fire Officer within five days. The Council’s Grievance and Disciplinary Procedures will be followed.
3. If it is considered necessary by either party, they may call upon the Shop Steward or Union Representative to be present at the discussion as appropriate.
4. In the event of failure to effect a settlement, the matter at issue shall then be referred in writing by the Union to the Council.
5. The Council and the Unions Representative shall arrange to meet to attempt to achieve a settlement.
6. Should the parties fail to reach agreement, the matter shall then be referred to the Labour Court, Labour Relations Commission, Rights Commissioner or other appropriate outside body.
7. In the case of a grievance or dispute being processed through the foregoing procedure, no stoppage of work or non co-operation with the Council will occur.

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 **COMHARILE CONTAE MHAIGH EO**

**MAYO COUNTY COUNCIL**

# REGULATIONS FOR FIRE BRIGADE PERSONNEL

1. Every member must report for duty with the utmost speed on notification of a fire call. The onus of arranging to receive a call-out alarm shall rest with the members.
2. Every member must remain at duty until:
3. The fire has been extinguished or other emergency has passed and the brigade has returned to the station and the equipment has been carefully and properly stored away and the party dismissed by the Officer in Charge;
4. Dismissed by the Officer in Charge; or
5. Relieved by another member on the order of the Officer in Charge.
6. No member shall leave his/her post unless the prior approval of the Officer in Charge is obtained and no member shall relieve another member without the prior approval of the Officer in Charge.
7. The personnel of the Mayo County Council Fire Brigade are divided into three groups:
8. Station Officers
9. Sub-Officers
10. Firefighters
11. Each Station Officer is responsible for the training, direction, welfare and control of his/her brigade and the upkeep of all appliances and equipment. While dealing with a fire or other emergency incident the Station Officer (Incident Commander) must ensure that the efforts of the brigade are directed towards the saving of saveable life and property.
12. Each Station Officer shall submit a completed fire report form in respect of each fire or other emergency incident attended by his/her Brigade. He/she shall also enter the details of the incident in the Occurrence Book which shall be kept up to date at all times. He/She shall report any Officer or Firefighter under his/her control for failure to attend or unpunctual attendance at any fire, drill or other training session.
13. Each Sub-Officer is responsible for the condition of the Fire Station premises and equipment and shall report immediately to the Station Officer any damage to either premises or equipment. In the absence of the Station Officer the Sub-Officer shall be responsible for carrying out the duties of Station Officer in addition to his/her own duties.
14. Firefighters are responsible for carrying out fire fighting duties under the direction of the Officers and for the carrying out of such other orders as may be given them from time to time by an Officer either in writing or verbally.
15. Any member of the Fire Brigade who:-

* Fails to carry out his/her duties in a smart and efficient manner;
* Fails to take proper care of his/her equipment;
* Fails to carry out an order from a superior Officer given either verbally or in writing;
* Causes any damage to premises or equipment through carelessness;
* Adopts a negative or obstructional attitude likely to interfere with the smooth and efficient working of the brigade;
* Attempts to introduce issues which have no bearing on Fire Brigade duties, such as, personal grievances between members, politics, religion, etc.;
* Attempts directly or indirectly to intimidate any member into any particular action against his/her will

shall be reported immediately to the Chief Fire Officer who will investigate the matter. Any member guilty of any of the above may be the subject of disciplinary action as per the Council’s Grievance and Disciplinary Procedures.

1. Any member of the Fire Brigade who is unpunctual at drill shall not be paid drill fees and where a member is absent (without leave) from two consecutive drills he/she may be the subject of disciplinary action as per the Council’s Grievance and Disciplinary Procedures.
2. Each member of the Fire Brigade shall while engaged on Fire Brigade duties at incidents, training, travelling to or from incidents and while on the Fire Brigade premises carry out his/her duties in a smart and efficient manner. Any slovenliness or otherwise unsatisfactory carrying out of his/her duties on the part of any member of the Fire Brigade shall be reported to the Chief Fire Officer for necessary disciplinary action.
3. Each member of the Fire Brigade who volunteers for Fire Brigade service must be prepared to accept the many risks entailed and to fulfil to the best of his/her ability his/her duty as a Fire-Fighter in the saving of life, the fighting of fires and the saving of property from damage.
4. Each member must pass satisfactorily a test to be carried out by the Chief Fire Officer before being admitted as a member of the Fire Brigade and must pass any such further tests, as the Chief Fire Officer may deem necessary.
5. Any Officer appointed to the Fire Brigade may be promoted or reduced as found necessary in the interests of the fire service.
6. All personnel are covered by an insurance policy in relation to injury at work in the Fire Service.
7. Each member must agree to the introduction of any new technology and to operate/ implement same.

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**COMHARILE CONTAE MHAIGH EO**

**MAYO COUNTY COUNCIL**

# SELECTION TESTS FOR FIRE BRIGADE PERSONNEL

CANDIDATE INFORMATION SHEET

1. **INTRODUCTION:**

As part of the Recruitment and Selection Procedure for applicants to the retained Fire Service, you will be asked to undertake a number of physical tasks including tests for vertigo, claustrophobia, dexterity and endurance etc. Prior to undertaking such tests, you are requested to complete Form FS1 contained in Appendix A and submit the document as outlined on the form.

* 1. This Information Sheet explains the tests which must be carried out as part of the selection process for Retained Firefighters in Mayo Fire Service. The five tests outlined below must be successfully carried out and within the stated time constraints where appropriate:

1. Literacy/ Numeracy Test
2. Ladder Climb Test
3. Casualty Evacuation Test
4. Equipment Carry Test
5. Confined Space Test
6. Ladder extension Test

1.2 Your attention is drawn to the following important points;

1. You will be required to be suitably attired in work type clothes or tracksuit. Full firefighter PPE must be worn and will be provided.
2. You will be given a Safety Brief before each test;
3. Any candidate who fails to carry out the instructions of the Safety Brief or an instruction by any Assessor will be deemed to have failed that test and will take no further part in the selection process.
4. If you are unclear or require clarification on any aspect of the Safety Brief it is important that you ask.
5. Candidates must pass all **six** tests in order to participate further in the selection process.
6. You will be required to sign a declaration that you are;
7. fit and well and are not aware of any illness/injury which would prohibit you from undertaking the tests.
8. not under the influence of alcohol, recreational drugs or medication that would impede your ability to carry out the tests safely.

1.3 Any candidate who presents with an injury will not be allowed to carry out the tests. Notwithstanding the above, any candidate who, in the opinion of the Assessors, appears to be under the influence of alcohol or recreational drugs will not be permitted to carry out the tests.

1. **LITERACY & NUMERACY TEST:**
   1. Literacy and Numeracy Test Pass Requirement -

To complete the test successfully, you must demonstrate a basic competency in reading, writing and mathematics.

* 1. Literacy and Numeracy Test Procedure -

1. You will answer a small number of questions based on your understanding of a brief passage of text given to you;
2. You will transcribe a passage of text read aloud to you by the Assessor;
3. You will carry out a number of simple mathematical calculations.
4. **LADDER CLIMB TEST:**
   1. Ladder Climb Test Pass Requirement -

To complete the test successfully, you must demonstrate confidence going up the ladder, applying the correct technique and coming down again.

* 1. Ladder Climb Test Procedure -
  2. You will be required to climb the ladder to the final extension section of the 13.5 metre ladder - you will be told when to stop;
  3. Clip onto ladder, release your hands from the ladder; outstretch your arms to the side;
  4. You will be asked to look to the ground on both sides and identify a number of letters/numbers/shapes held out to you by the Assessor;
  5. Regain your handhold and descend to the ground. You should complete this task in a safe and controlled manner. You will be wearing a full body harness and will be attached to a fall-arrest device.
  6. A Safety Officer will demonstrate the correct mounting, climbing and dismounting procedure from the ladder.

**4. EQUIPMENT CARRY TEST:**

* 1. Equipment Carry Test Pass Requirement -

To complete the test successfully, you will need to combine endurance, upper and lower body strength and co-ordination and complete the test within 4 minutes.

* 1. Equipment Carry Test Procedure -

1. You will be carrying equipment over the length of the course, moving around the two cones, which will cover a distance of 25 metres. The items are laid out in the order which they are to be used.
2. You will start level with the start line holding a hose reel at waist height;
3. Run the hose a distance of 25m to the second cone and place it down;
4. Run/jog back to the start and pick up the two coils of 70mm diameter delivery hose (one in each hand);
5. Carry them up and down the course for four lengths of 25m returning to the start and place them down in the marked space;
6. Pick up one coil of 70mm diameter delivery hose by the centre lugs and carry, holding it at chest height, a distance of 25m to the second cone and place it down, then jog three lengths of 25m arriving back at the start;
7. Pick up and carry one length of suction hose and one basket strainer up and down the course 4 lengths of 25m returning to the start and place them down in the marked space;
8. Run/jog up and down the course 4 lengths of 25m;
9. You will also be asked to couple a pair of instantaneous couplings together.
10. Your time will start when the Assessor says ‘3-2-1-GO’ and will stop when you cross the finish line with all tasks carried out.
11. **You do not have to remember** the sequence of events as the Assessor will guide you.
12. You must not run with equipment other than the hose reel at the start, though you may run or jog when not carrying equipment.
13. **CASUALTY EVACUATION TEST:**
    1. Casualty Evacuation Test Pass Requirement -

To complete the test successfully you will need to combine upper and lower body strength and co-ordination and complete the test in 40 seconds.

* 1. Casualty Evacuation Test Procedure -

1. Firmly grasp the carrying handle at the back of the dummy’s head with both hands;
2. Keeping your body upright and your back neutral pick up dummy so that you can straighten your back whilst keeping your legs bent;
3. Drag the dummy from the start cone, walking backwards along the 50m route to the finish line;
4. You will be guided by the Assessor so there is no need to turn around to look for obstacles;
5. The dummy weighs 50kg.

### CONFINED SPACE TEST:

6.1 Confined Space Test Pass Requirement -

To complete the test successfully you will need to demonstrate an ability to work and path find in zero visibility conditions.

6.2 Confined Space Test Procedure -

1. You will be required to negotiate a path through a number of rooms and a confined space in limited darkness;
2. You will start the test wearing a breathing apparatus set complete with an open port facemask;
3. Make your way through the door following the left hand wall & proceed along the left hand wall negotiating obstacles and doors as found;
4. You will also be required to crawl through a confined space when directed by the Assessor;
5. The finish will be indicated by the Assessor tapping you on the shoulder and saying ‘STOP’;
6. You may withdraw yourself from the test at any time;
7. You will be withdrawn from the test if the Safety Officers think you are suffering unduly during the test.

**7. LADDER EXTENSION TEST:**

3.1 Ladder Extension Test Pass Requirement -

To complete the test successfully, you must demonstrate the ability to extend and lower the 10.5 m ladder while also engaging the pawls as appropriate.

3.2 Ladder Extension Test Procedure -

a) You will be required to extend the 10.5 to a height of 9m - you will be told when to stop;

b) You will be asked to engage the pawls to stop the ladder from lowering;

c) You will then be required to disengage the pawls and lower the ladder safely to the housed position;

e) A Safety Officer will demonstrate the correct procedure for this test in advance.

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