

## HEREFORD & WORCESTER FIRE AND RESCUE SERVICE

### RISK MANAGEMENT - BUSINESS IMPACT ANALYSIS

#### Purpose

This form needs to be used when compiling all Service/Policy Instructions (SPI's) and relevant PMM and FRA Papers, to **measure and address the business impact your policy or documentation has on the Service**. You should use this form **as a tool to guide** your completion of the proposed documentation and **identify how it links** to Service priorities (Corporate Plan) and current policy framework. This process will improve the Service's management of Corporate Risk and Equality and Diversity. This summary will enable Principal Management and Authority Members to be confident that all Corporate considerations have been **addressed prior to approval**.

|                                 |  |   |   |   |                                      |
|---------------------------------|--|---|---|---|--------------------------------------|
| <b>PMM Papers</b> (please tick) |  | <b>FRA Committee Papers</b> (please tick) | ✓ | <b>Service Policy/Instruction</b> (please tick) |                                      |
| <b>Paper/Policy Title:</b>      | <b>Budget Committee Report to FRA Meeting 14 September</b> |   |   | <b>Author</b>                                   | <b>Jon Hall, PO, Service Support</b> |
| <b>Purpose:</b>                 | <b>To approve the recommendations of the Committee</b>     |   |   |   |                                      |

Please identify the implications/considerations in the space provided (Comments). Please complete all fields. Make sure you have addressed all relevant corporate considerations within your document.

| <b>Corporate Considerations</b>      | <b>✓</b> | <b>Comments</b>  |
|--------------------------------------|----------|--|
| <b>Resource Implications</b>         | x        | Management of the Assets of the Service, refurb works at Kidderminster fire station and budget re-allocation to enable design works to proceed for IRMP Strategy.  |
| <b>Legal</b>                         | x        | Health and Safety at Work Act 1974 and related Codes of Practice, the Disability Discrimination Act 1995 and Equality and Diversity objectives   |
| <b>Facilities (Property)</b>         | x        | A number of our existing Fire Stations require significant investment to bring them to an acceptable modern standard which is fit for purpose. Also provides for replacement stations, where required.   |
| <b>Financial</b>                     | x        | At its 18 February 2009 meeting, the Authority approved the levels of capital investment for 'IRMP' Schemes Kidderminster works estimated at £0.153m.  |
| <b>Human Resources</b>               |          |  |
| <b>Strategic Policy Implications</b> | x        | The AMP will ensure the appropriate provision and management of land and buildings to deliver corporate objectives including local, regional and national objectives and to align with the Service's IRMP.   |
| <b>Operational Issues</b>            | x        | The AMP will provide additional realistic training facilities. the Service will construct strategic training facilities to provide wide ranging training and learning scenarios. Operational needs of the Service are represented on the Property Strategy Group |
| <b>Partnership Issues</b>            | x        | Spatial Strategies, RCC, Operational needs of the Service are represented on the Property Strategy Group   |
| <b>Reputational Issues</b>           | x        | External bodies are consulted on aspects of this plan when this is appropriate. To promote and encourage community involvement where practicable by providing suitable facilities. Staff moral and public profile require proper assets for Service.             |

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| Corporate Considerations |   | Comments   |
|--------------------------|---|--|
| Environmental Issues     | x | The Service will implement an ISO 14001 compliant environmental management system (EMS) which strives to reduce the Service's impact on the environment. |
| Data Quality Issues      | x | Property data is held on a central physical asset database.  |
| Equality/Ethical Issues  |   | <i>Complete Equality Impact Assessment (EIA) Screening Process (page 3).</i>   |

Using the information above you are required to complete the table overleaf with any risks that need to be addressed and incorporated into appropriate Risk Registers.

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## Managing Risk

The Risk Score is derived from the level of Impact and the Likelihood, calculated from the Strategic Risk Matrix – please see below.

| Risk Identified                                      | Inherent Risk Evaluation | Control Measures                   | Residual Risk Evaluation | Opportunities                 | Risk Evaluation |
|--|--------------------------|------------------------------------|--------------------------|-------------------------------|-----------------|
| Failure of maintenance and renewal of our properties | Risk Score<br>8          | Adopt and implement AMP 2009 /2013 | Risk Score<br>5          | New facilities within Service | Risk Score<br>3 |

|        |        |   |   |  |
|--------|--------|---|---|--|
| Impact | High   | Important risks - may potentially affect provision of key services or duties<br><br>6   | Key risk- may potentially affect provision of key services or duties<br><br>8   | Immediate action needed - serious threat to provision and/or achievement of key services or duties<br><br>9                    |
|        | Medium | Monitor as necessary - less important but still could have a serious effect on the provision of key services or duties<br><br>3 | Monitor as necessary - less important but still could have a serious effect on the provision of key services or duties<br><br>5 | Key risks - may potentially affect provision of key services or duties<br><br>7  |
|        | Low    | No action necessary<br><br>1  | Monitor as necessary - ensure being properly managed<br><br>2   | Monitor as necessary- less important but still could have a serious effect on the provision of key services or duties<br><br>4 |
|        |        | Low   | Likelihood  | High   |

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## Equality Impact Assessment (EIA) Screening Process

The purpose of an EIA is to work out how a policy or legislative proposal will affect people from different minority groups. **For the purposes of this assessment due consideration should be given to all six areas of equality i.e. Race, Gender, Disability, Sexual orientation, Age, Religion or Belief.** If there are any equality issues, refer to the [EIA Flowchart](#) ensuring that there are no likely adverse affects on minority groups. Until the screening process is complete, it is to be assumed that all policies are relevant to the equalities duties. Please complete the following in detail:

| Nature of Activity/Report/Policy   | Potential Impact (Yes/No) | Explanation<br>If 'yes', please expand.   |
|--|---------------------------|---|
| • Does this impact upon the six strands of Equality legislation?<br>If yes, please state which groups i.e. Race, Gender, Disability, Age, Sexual Orientation, Religion or Belief | Yes                       | The Disability Discrimination Act 1995 and Equality and Diversity objectives of the Service. Gender specific facilities, compliance with DDA, prayer rooms. |
| • Is there any evidence to suggest that different groups have different needs, experiences, issues and priorities with regards to this activity area or policy?                  | Yes                       | Community consultation will lead to targeted needs being met on designated Community Stations   |
| • Does the activity/policy identify and take account of diverse needs?   | Yes                       | All new builds, refurbishment and maintenance work will comply with latest legislation requirements   |
| • Have any previous activities/policies raised Equality and Diversity considerations for this particular activity/policy?  | Yes                       | DDA and Gender specific welfare and rest facilities   |
| • Is the activity/policy meant to overcome inequalities or eliminate barriers? For example harassment, bullying, eliminate stereotypes or other types of disadvantage?           | Yes                       | New and enhanced facilities will improve the quality of the work place and lead to a legally compliant workplace and less disadvantaged personnel           |
| • If so, should there be equality objectives?  | Yes                       | DDA compliance and Gender specific welfare facilities are measured  |
| • Are there measures in place to initiate change to the activity/policy if it is not delivering the objective defined at the outset?   | Yes                       | Property Strategy Group   |
| • Is there any evidence that any part of the proposed activity/policy could discriminate unlawfully, directly or indirectly?   | Yes                       | Some facilities will remain with restricted access for people with a disability   |
| • Is the proposed activity/policy likely to affect or promote relations between different groups?  | Yes                       | Community Stations will engage more closely with the community they support   |
| • Is there the potential to enhance equality of opportunity through this activity/policy?  | Yes                       | Community Stations engaging with the Community they serve   |
| • Have consultations indicated that the particular activity/policy creates problems specific to any groups?  | No                        |   |
| • Does the Service currently collate data specific to this activity for equality monitoring?<br>If no monitoring takes place, speak to the Equality and Diversity Officer.       | Yes                       | Welfare and DDA compliance  |

**If you have answered 'Yes' or 'Not Known' to any of these questions, the proposed activity may be relevant to the equality duties. Please seek advice from the Equality and Diversity Manager who will assist you with carrying out a full impact assessment.**

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