



JOB RELATED FITNESS TESTING POLICY AND PROCEDURE



Job Related Fitness Testing Policy and Procedure

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Section 1 – Policy Intentions

1.1 Policy Statement

- 1.1.1 The Police and Crime Commissioner and Chief Constable are committed to ensuring that officers maintain appropriate standards of physical fitness throughout their service to perform their duties safely and effectively, and to supporting those whose standard of fitness requires improvement.
- 1.1.2 This policy and its associated procedures comply with the nationally agreed arrangements for annual fitness testing of police officers. Its provisions extend to include individuals transferring to or re-joining Gloucestershire Constabulary, officers on secondment, those returning from maternity leave or career break and student officers in their probationary period.

Section 2 – Policy Wording and Procedural guides

1.1 Introduction

- 1.1.1 Appropriate levels of physical fitness are an important part of an officer's role.
- 1.1.2 The Chief Constable can, at any time, withdraw an officer's authorisation to hold their post or specialist role where they are considered physically unsuitable to continue the role. On that basis there is a requirement for all officers who are required to undertake Officer Safety Training to successfully undertake and pass an annual fitness test to the standard laid down in this procedure.
- 1.1.3 If the People Services Centre (PSC) have received formal confirmation of an officer's retirement or resignation date, there is no requirement for that officer to undertake the Job Related Fitness Test if the date falls prior to their OST qualification expiring.
- 1.1.4 Appropriate support mechanisms are built in to the process to assist those who experience difficulty in maintaining general levels of fitness, or where illness or injury has become a factor.
- 1.1.5 Home Office Circular 43/2004 details the testing procedure for the basic Job Related Fitness Test (JRFT) for general police officer recruits. These test standards form the basis from which the national guidelines for annual fitness testing are set.
- 1.1.6 Any officer who fails or refuses to comply with this policy and procedure may face misconduct proceedings.

1.2 Equality Act 2010 and the Job Related Fitness Test

- 1.2.1 Home Office Guidance – Disability in the police service section 31 states “The national recruitment standards ensure that physical, eyesight, fitness and health requirements are evaluated against discrimination legislation for sex, race, disability and age. The standards are set out in Police Regulations 2003 and in Home Office circulars.”
- 1.2.2 Home Office Guidance – Disability in the police service section 32 states “Fitness is a requirement of the role/office of constable. The fitness test assesses whether a candidate has the necessary level of fitness needed to undertake police officer safety training. These standards cannot be altered; all officers need to meet the minimum requirements, as these determine whether or not individuals will



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be able to do their jobs safely, protecting themselves, their colleagues and the public from danger and harm.”

- 1.2.3 If, at any stage, an officer has a disability that a medical officer or Occupational Health Unit (OHU) believe would prevent them from undertaking or passing the fitness test, reasonable adjustments in the form of an alternative, but comparable, testing method may be considered to establish their fitness. Gloucestershire, along with many other forces use the Chester Treadmill Test.

1.3 Pre Test Forms

- 1.3.1 JRFT Medical Screening Form: As part of the fitness test process and procedure officers are required to complete a JRFT Medical Screening Form, Appendix B. This self-assessment questionnaire is part of the risk assessment for JRFT and is approved by an Occupational Health Specialist to ensure that the individual's health is not placed at risk when performing the JRFT. This form does not need to be sent to any of the training team.
- 1.3.2 Learning & Development will issue the JRFT Medical Screening Form to officers at least six weeks prior to the JRFT. If you answer YES to any of the questions in page 2 of the form (Appendix B), you must arrange to see Occupational Health (OH) for further assessment to determine if you are able to take the test. You should send the completed form to the OH Nurse and copy in your supervisor so they can facilitate a referral.
- 1.3.3 If you have already seen OH regarding one of the questions on Page 2 of the form (Appendix B), prior to receiving this document, and it has been agreed that you can participate fully, you do not need to make another appointment.
- 1.3.4 Should your medical circumstances change between receiving this document and the date for your training, please ensure you seek appropriate medical advice in advance of attending training.
- 1.3.5 Physical Education Officers (PEOs) are not able to give medical advice and must not be consulted in relation to injuries.
- 1.3.6 On the day of the JRFT, participants will be required to sign the event register confirming that there has been no change in their personal circumstances since considering the JRFT Medical Screening Form.
- 1.3.7 Officers cannot attend the JRFT without considering the JRFT Medical Screening Form and signing the event register. Without the fitness test officers cannot carry out personal safety training/specialist training. Without personal safety training/specialist training officers cannot continue on full/specialist duties, unless an extension has been authorised by their supervisor having considered any possible risks.
- 1.3.8 The Police Standards of Professional Behaviour place a requirement on officers to be fit for duty. Any failure to consider the JRFT Medical Screening Form and the subsequent process of attendance may constitute a breach of those standards and place the individual liable to misconduct proceedings.

1.4 Fitness Test Standards

- 1.4.1 Home Office Circular 43/2004 states that the standard to which the bleep test should be run is Level 5.4. This applies to both male and female candidates, irrespective of age or any other diversity strand.



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1.4.2 Prior to the commencement of the test, participants will be given the opportunity to warm up and the test rules will be explained. The bleep test then follows. The test is of a progressive nature (bleep test) formatted at 15 metres per shuttle.

1.5 Fitness Test - General

1.5.1 All police officers in Gloucestershire Constabulary are required to take the annual JRFT as a pre-selection for undertaking Officer Safety Training.

1.5.2 Officers who wish to practice the JRFT prior to the date of their test, or who have failed and want to monitor their improving fitness by attempting an informal test prior to re-test can attend the HQ Sports Hall of a Tuesday anytime between 0830 and 0930 or from 1600 onwards for this purpose. The Sports Hall is also available from 0800 to 1200 on Thursdays mornings. Outside of these regular times, officers can contact Tascor (ext. 4220) to book the Sports Hall if available.

1.5.3 Officers with concerns about achieving the fitness standard may seek the advice and support of the PEOs in preparing for the test.

1.6 Officers with Medical Considerations

1.6.1 If an officer has suffered illness or injury that is evidenced with medical certification, then additional time will be allowed to take the relevant fitness test. If necessary the Force Medical Advisor (FMA) will be consulted with regard to the period deemed necessary to allow them to fully recover from their illness or injury. A referral must be made to the OHU (with a copy of that referral forwarded to the PSC) if an officer is identified as being unable to take the test.

1.6.2 Where an officer who has suffered injury/illness has been signed back as fit to attempt the test and the timeframe of injury/illness has rendered them in a de-conditioned state, consideration should be given to allowing them a reasonable amount of time prior to attempting the test in order that they may regain condition. 'Reasonable amount of time' will be determined on a case by case basis, after consultation amongst the individual, PEO, OHU and, if necessary, the PSC.

1.6.3 Officers who have had major surgery or other significant medical intervention less than 6 months prior to the JRFT will be permitted to opt out of the fitness test at that time. If the officer wishes to proceed with the JRFT a referral will be made to OHU to confirm they are medically fit to undertake the test.

1.6.4 Where the OHU confirm the officer as unfit to take the JRFT due to medical reasons they will not be subject to Unsatisfactory Performance Procedures (UPPs).

1.6.5 If an injury or health issue is brought to the attention of the PEO on the day of the test the officer will be instructed to return to their normal place of work. The PEO will advise their line manager who will be required to refer the officer to OHU to establish fitness to proceed with the JRFT.

1.7 Officers who are Pregnant

1.7.1 A pregnant officer will not be obliged to undertake the JRFT if they do not wish to do so; the test may be postponed until after the birth. If an officer has been pregnant or given birth within a period of 6 months prior to the date of their JRFT they may choose whether to take the JRFT or not.

1.7.2 If they wish to take the JRFT then a referral will be made to OHU to assess their medical fitness to undertake the test. OHU will be required to specify a cut-off date before which the officer must take the test. If the test is not conducted before the cut-off date expires, the officer will be referred back to



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the OHU for a revised assessment. Any assessment must also consider the safety to participate in officer safety training also.

1.7.3 If the officer fails the fitness test they will be required to meet with the PEO. Automatic referral back to OHU for guidance on the feasibility of adhering to the retake time frames as laid out in Section 1.5 of the Police Officer Annual Fitness Test Procedure [Appendix A](#) will occur. A re-test will not take place unless OHU confirms the officer's fitness to undertake the test.

1.7.4 Where OHU assess a pregnant officer as fit to take the JRFT, the officer and the PEO will be required to complete the Pregnancy Support Form [Appendix C](#) on the day the test takes place. Pregnant officers should bring with them a copy of Appendix C.

1.8 Officers who are Diabetic

1.8.1 Where OHU assess an officer with diabetes as fit to take the JRFT, the officer and the PEO will be required to complete the Diabetic Support Form [Appendix D](#) on the day the test takes place. Diabetic officers must ensure the training team are aware and bring with them a copy of Appendix D.

1.9 Officers on Secondment

1.9.1 The Duty Planning Unit (DPU) will arrange for all individuals seconded from the Force to undertake annual OST refresher which will be preceded by the JRFT. This can be undertaken within the seconded organisation or may involve the officer returning to Gloucestershire.

1.10 Officers Returning from Maternity/Career Break

1.10.1 Officers returning from maternity or career break will have a training needs analysis conducted by their Line Manager on their return. Part of this assessment will include OST and the JRFT.

1.11 Clothing

1.11.1 Officers undertaking the JRFT should wear appropriate physical training clothing and footwear.

1.12 Physical Education Officers (PEOs)

1.12.1 All PEOs delivering the JRFT test must be qualified by way of:

- Basic First Aid (Emergency First Aid at Work)
- Defibrillator use
- Assessor or equivalent

1.13 Changing Facilities

1.13.1 The standard changing facilities at Police Headquarters are in communal changing rooms.

1.14 Appeals

1.14.1 Any appeals against any part of this policy should be made in writing and addressed to the Learning & Development Inspector in the first instance. Should the appellant be dissatisfied with the outcome of their appeal they may refer the matter for a final decision to the Head of Human Resources.



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1.15 Failures

1.15.1 The arrangements to be followed where an officer fails to achieve the required standard are specified at Section 1.5 of the Police Officer Annual Fitness Test Procedure [Appendix A](#).

1.16 Data Collection

1.16.1 The Constabulary is required to collect results from our JRFT programme and supply them via an on-line survey provided by the College of Policing (CoP) on a six-monthly basis.

1.16.2 CoP will use this data to audit the number of passes and failures and understand how specific groups of individuals (e.g. age, sex, individuals with a disability) are performing against the required national standard.



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Section 3 - Relevant Legislation

Equality Act 2010
Health Act 2009

The requirement for annual fitness testing has been impact assessed by the College of Policing¹.

The development of this Policy and associated Procedures has taken account of the following:-

- Home Office Circular 43/2004;
- National Recruitment Standards – Revision to the Job Related Fitness Test for Police Recruitment;
- Home Office notification of changes to police officer pay and conditions of service;
- The Home Secretary's acceptance of Recommendation 33 of the Winsor Review, the introduction of an annual fitness test;
- College of Policing Guidance for the implementation of annual job related fitness tests for the Police Service of England and Wales, published September 2014.

Section 4 - Related References/Policies

Attendance Management Policy

Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.

¹ Appendix 3 of the College of Policing Document "Implementation – Job Related Fitness Tests for the Police Service of England and Wales, September 2014, Winsor Recommendation 33"



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Appendix A - Police Officer Annual Fitness Test Procedure

1.1 Administration

- 1.1.1 Learning & Development will be responsible for sending out the JRFT Medical Screening Questionnaire to all officers at least six weeks prior to their allocated Officer Safety Training (OST) date, when they will undertake the JRFT at the start of that event. The six weeks period allows time for any returns to be processed.
- 1.1.2 If you answer YES to questions 1, 2 or 3 you must refer to Occupational Health for further assessment to determine if you are able to take the JRFT. Please complete the form as necessary and forward to Occupational Health, please also copy in your Supervisor.
- 1.1.3 The names of officers fit to undertake the test, including those who have been reviewed by OHU, will be confirmed to the Duty Planning Unit (DPU). DPU will book the officers' attendance and inform the officers' line manager.
- 1.1.4 Any officer who may not be fit to undertake the test by virtue of their JRFT Medical Screening Questionnaire will be referred to the OHU for further investigation.

1.2 Occupational Health Unit (OHU)

- 1.2.1 OHU will be involved throughout this process.
- 1.2.2 OHU will review any JRFT Medical Screening Questionnaires containing positive responses.
- 1.2.3 If an officer fails the JRFT, the PEO will consult with their line manager and OHU to determine whether they are fit to return to their role. If they are NOT considered fit, relevant referrals will be made (Section 1.5 below refers).

1.3 Fitness Standards

- 1.3.1 Officers must achieve a level of 5.4 on the bleep test in order to pass.
- 1.3.2 There is no upper body strength test.



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- 1.3.3 The Job Related Fitness standards apply to all police officers whose role requires them to undertake annual Officer Safety Training.
- 1.3.4 If an officer has been previously diagnosed with high blood pressure (systolic >160 / diastolic >100) they must consult with OHU in relation to their safety to undertake the test and subsequent officer safety training. This may include a further blood pressure check.
- 1.4 Fitness Test - General**
- 1.4.1 Officers will be assessed for fitness once a year at the start of their Officer Safety Training day.
- 1.4.2 Passing the test is a prerequisite for attending and participating in the annual OST event. An officer who for any reason does not undertake a fitness test within 12 months of successfully completing a previous test may have their authorisation to remain on operational duties temporarily suspended until they successfully complete the test. This will be determined by their supervisor who may consult with the Learning & Development Inspector and the Head of Human Resources.
- 1.5 Test Failure**
- 1.5.1. If an officer fails the JRFT, then the PEO and OHU will consult their line manager to determine whether they are fit to return to their role. If they are NOT considered fit, relevant referrals will be made.
- 1.5.2 Officers failing the test may have their authorisation to conduct operational duties temporarily suspended. This will be determined by their supervisor who may consult with the Learning and Development Inspector in consultation with the Head of Human Resources.
- 1.5.4 Officers failing the test will be referred to the PEO in order for supportive training to take place and a supportive fitness improvement plan agreed and documented. A copy of the agreed fitness improvement plan will be sent to the officer's line manager.
- 1.5.5 The JRFT must be re-taken within **2** months of the failed test.
- 1.5.6 If an officer fails on their second attempt at the test then they will be referred to the FMA to assess their medical fitness. The officer's line manager will consult with the Learning and Development Inspector and Head of Human Resources to determine whether they are fit to return to their role. A further test must take place within **2** months of the failed test.
- 1.5.7 No subsequent failures will require a FMA referral unless specifically requested.
- 1.5.8 Where an officer fails the JRFT on their third attempt, they will enter the first stage of the Unsatisfactory Performance Procedure (UPP). This will be managed by their line manager with support from the PSC.



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- 1.5.8 Where this stage is reached, officers **may** be permitted to take **reasonable** duty time for fitness training, provided this is authorised by their line manager after consultation with a PEO and the PSC.



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Appendix B – JOB RELATED FITNESS TEST MEDICAL SCREENING QUESTIONNAIRE

Name: Collar Number:

Contact telephone Number: Date:

The purpose of this questionnaire is to ensure that your health is not placed at risk when you perform the Job Related Fitness Test (JRFT).

If you do not have any of the medical conditions listed below, no further action is necessary and you do not need to complete the form.

If you answer YES to questions 1, 2 or 3 you will be referred to occupational health for further assessment to determine if you are able to take the JRFT. Please complete the form as necessary and forward to Occupational Health, please also copy in your Supervisor.

1. Do you have any injury, ailment or condition which could inhibit your participation in the JRFT?

If 'yes', please specify

2. Are you currently being investigated or receiving treatment for a heart or cardiovascular condition?

If 'yes', please specify

3. **Females Only** : Are you pregnant or have you given birth within 6 months of your JRFT due date?

.....

If you answered Yes to any – please send to OH and your supervisor. You will need to see occupational health before OST. If your answer is No to all questions you do not need to complete the form.

Signature: _____



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Appendix C – PREGNANCY SUPPORT FORM

Officer's Name:..... Collar No:.....
 PEO conducting JRFT: Staff Number:.....

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Has the officer had a FMA/OHU Referral? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the PEO seen the FMA's written authorisation that confirms the officer may safely take the test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the officer happy to undertake all elements of the fitness test? (If no, please provide details below of elements not happy to undertake) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If the officer is not happy to undertake the test do they wish to discuss consideration to defer it? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Officer's signature Collar No. Date

PEO signature Collar No Date

NO PREGNANT OFFICER SHALL BE PERMITTED TO UNDERTAKE THE FITNESS TEST WITHOUT OHU/FMO AUTHORISATION



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Appendix D – DIABETIC SUPPORT FORM

Name:..... Collar Number:.....

Activity: **ANNUAL JOB RELATED FITNESS TEST**

Yes No

Doctor stated fit to conduct activity in writing prior to the event?

Have you consumed sufficient food of the correct type
(namely carbohydrate) to sustain physical exertion?

1. Are you a *Type 1 or Type 2 (Diet controlled) diabetic?

**Please circle type applicable to you.*

PLEASE STATE LOCATION OF:-

Type 1: Insulin

Sugar monitor

Type 2: Insulin tablets

All Types: Sugary food/drink

**DON'T RUN TO EXHAUSTION
STAY WITHIN YOUR COMFORT ZONE**

Signature

Date

PEO's signature

Staff Number



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Hypoglycaemia = Sugar level of the blood falls below normal level

Brain function is affected. Level of consciousness may deteriorate rapidly.

Occurs when:

- a) Too much insulin is injected
- b) A meal is missed
- c) Insufficient carbohydrate in the meal
- d) Prolonged, strenuous or unusual exercise is taken without adjusting diet or insulin.

Treatment:

- Sit casualty down, give them a sugary drink, and if ineffective give them more. Follow this with sweet food.
- Monitor and reassure.
- If no improvement dial 999.

Hyperglycaemia = Sugar level too high. Need insulin to reduce it

Treatment:

- Oversee self-administer of insulin to lower blood sugar.

If not available or if no improvement, call for an ambulance 999.

If casualty becomes unconscious place in recovery position, monitor breathing and response levels.