

# Merseyside Fire and Rescue Service

## Equality Impact Assessment Form

<b>Title of policy:</b>	<b>MFRS Business Continuity Plan</b>
<b>Department:</b>	<b>Strategic Planning Department</b>
<b>Date:</b>	<b>10<sup>th</sup> November 2011</b>
<p><b>1: What is the aim or purpose of the policy</b></p> <p><i>This should identify “the legitimate aim” of the policy (there may be more than one)</i></p>	
<p>To advise MFRS staff of the process and procedures for activation and deactivation of specific Organisational/Directorate/Departmental Business Continuity plans.</p>	
<p><b>2: Who will be affected by the policy?</b></p> <p><i>This should identify the persons/organisations who may need to be consulted about the policy or procedure and its outcomes (There may be more than one)</i></p>	
<p>In the event of a major Business interruption event the specific Business Continuity plans will be activated/de-activated. Depending on the interruption, any and all staff at various locations may be impacted as a result of the activation of the BCP. This may include, but not be limited to, relocation/movement of staff, re-training of staff, counselling of staff and bereavement counselling to some degree.</p>	
<p><b>3. Monitoring</b></p> <p><i>Summarise the findings of any monitoring data you have considered regarding this policy. This could include data which shows whether the policy is having the desired outcomes and also its impact on members of different equality groups.</i></p>	
<p><b>What monitoring data have you considered?</b> BCP plan has been to CLT &amp; Authority and a BS 25999 audit by Siemens conducted and showed</p>	<p><b>What did it show?</b> At the advent of the Flu Pandemic last year CLT met daily and considered updates from HPA and central Government. MFRS implemented its own BCP for Flu Pandemic .Recent Power outage was also managed using BCP concepts. These instances showed that</p>

areas that need addressing, they being the dissemination of information about BCP and access to the various plans within MFRS	MFRS reacted well to the Power outage and the Pandemic, in that staff applied the relevant BCP to the issues, communicated the updates to staff ref Pandemic, provided advice and guidance on cleanliness. Staff were available to man areas where power had been lost and provide core services until power was restored.
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<b>4: Research</b>	
<i>Summarise the findings of any research you have considered regarding this policy. This could include quantitative data and qualitative information; anything you have obtained from other sources e.g. CFOA/CLG guidance, other FRSs, etc</i>	
<b>What research have you considered?</b> BS 25999 audit on BCP by Siemens, Internal & External audit of BCP. They being the dissemination of information about BCP and access to the various plans within MFRS	<b>What did it show?</b> That MFRS had a number of areas that needed addressing following the BS25999 audit using spider diagrams; these issues have been addressed and re-scored accordingly. Internal & External audit gave “considerable assurances” of MFRS process and procedures, being the highest recommendation audit can give. Following the Siemens BCP audit the BCM document was posted on the MFRS internet and training provided to senior managers within MFRS, revision of BCP plans was undertaken and access has been widened to others within each department depending on grade.
<b>5. Consultation</b>	
<i>Summarise the opinions of any consultation. Who was consulted and how? (This should include reference to people and organisations identified in section 2 above) Outline any plans to inform consultees of the results of the consultation</i>	
<b>What Consultation have you undertaken?</b> Plan has been to CLT and Authority and is posted on the MFRS internet. Internal & External Audit of BCP practises in MFRS.	<b>What did it say?</b> Internal & external Audit gave “Considerable Assurance” of MFRS BCP practises, which is the highest recommendation they can make indicating that MFRS is in good shape to manage a BCP incident should they occur. Both CLT/Authority signed off the BCM document and the associated Policy as being fit for purpose.

## 6. Conclusions

*Taking into account the results of the monitoring, research and consultation, set out how the policy impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)*

### **(a) Age**

BCP will impact older staff within MFRS depending on the incident, Pandemic may affect this age group more than others? Ease of egress and access may also be problematic and associated BCP plans should consider this group and have remedies in place.

### **(b) Disability including mental, physical and sensory conditions)**

BCP will impact this group in terms of egress and access from MFRS sites and remedies put in place to address these issues, to allow ease of egress/access and notification of Fire/Flood. Bombs etc. Pandemic may also impact this group to a greater extent depending on any underlying medical conditions.

### **(c) Race (include: nationality, national or ethnic origin and/or colour)**

BCP may impact this group depending on whether they are familiar with English as a second language; communication of the BCP plans to those within this group will need to be a consideration.

### **(d) Religion or Belief**

No perceived affect on this group

### **(e) Sex (include gender reassignment, marriage or civil partnership and pregnancy or maternity)**

This group may be affected, particularly if they are the registered carer for children, older relatives or disabled as the affects, particularly pandemic, may impact those that are cared for. Which in turn may affect the ability of those within this group to attend the workplace, in financial or emotional terms.

### **(f) Sexual Orientation**

No perceived impact on this group

### **(g) Socio-economic disadvantage**

BCP will impact all staff within MFRS depending on the severity of event and individual Organisational/Departmental BCP as the ability to work may be compromised and a loss of income may also have an impact

## 7. Decisions

*If the policy will have a negative impact on members of one or more of the protected groups, explain how the policy will change or why it is to continue in the same way. If no changes are proposed, the policy needs to be objectively justified as being an appropriate and necessary means of achieving the legitimate aim set out in 1 above.*

The BCP plans are designed to cater for all MFRS employees and the revision and renewal of all Organisational/Department plans will highlight any issues concerning the protected groups early and allow managers to instigate mitigation methods to reduce and remove and such obstacles.

## 8. Equality Improvement Plan

*List any changes to our policies or procedures that need to be included in the Equality Action Plan/Service Plan. **None from this EIA***

Action Planned	Responsibility of	Completed by

For any advice, support or guidance about completing this form please contact the [DiversityTeam@merseyfire.gov.uk](mailto:DiversityTeam@merseyfire.gov.uk) or on 0151 296 4237

The completed form should be emailed to the Diversity Team at the above address for inclusion on the Diversity Action Group Agenda