



# SHROPSHIRE

## Fire and Rescue Service

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**BRIGADE ORDER  
TRAINING  
NO. 2**

**PART 10**

**ATTENDANCE ON  
INTERNAL  
BRIGADE  
TRAINING/  
ASSESSMENTS**

Reference

Author

Status

Date

TRG2PT10

J Wagstaff

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12/06

## BRIGADE ORDER TRAINING NO 2.

### **PART 10 – ATTENDANCE ON INTERNAL BRIGADE TRAINING/ASSESSMENTS**

#### **PURPOSE**

The Service delivers centrally run training and assessment in those skills that are deemed to be risk critical or where local training cannot provide sufficiently realistic scenarios. This training and assessment is vital for the safe and efficient delivery of our service on the incident ground. Where staff, fail to attend these assessments they potentially put themselves and their colleagues at risk. Their level of service to the public may also suffer.

This order sets out the guidelines for training/assessment attendance and explains the outcomes for staff should they continually fail to attend when nominated.

#### **STRATEGIC AIMS AND OBJECTIVES**

<b>Strategic Aims</b>	<b>Corporate Objectives</b>
<b>2</b>	<b>5,6 &amp; 7</b>
<b>3</b>	<b>8 &amp; 9</b>
<b>6</b>	<b>16</b>

#### **ROLES, RESPONSIBILITIES AND REVIEW**

The **Assistant Chief Officer** is responsible for ensuring this Order is implemented across the Brigade.

**Training Delivery Manager** will be responsible for the day to day operation of the Order.

The **Training Delivery Manager** will review this Order biennially in **December** and as and when organisational changes take place.

## **INTRODUCTION**

Operational personnel require a range of core skills necessary for them to carry out their role in a safe and competent manner. These core skills are acquired through attendance on initial courses and maintained by completion of the station annual training programme.

However, firefighting, rescue and first aid techniques are constantly changing and currency must be maintained through the regular attendance for assessments. Only through regular assessment can fire fighters maintain their competence and operational readiness. As a result, the Brigade takes adequate precautions to protect the Health Safety and Welfare of staff who are unable to maintain or update their level of competence through failure to attend when required to do so.

## **ATTENDANCE ON COURSES**

Providing a training prospectus that meets the many and varied needs of the organisation in an effective and efficient manner is a complex process. There is very little scope to provide courses other than the minimum required to ensure all staff attend at the appropriate time. Cancellation of a course results in financial loss to the organisation as well as disruption and additional work for all involved and will only be considered as a last resort. It is important therefore that students make every effort to attend a course once nominated.

It is recognised that RDS staff may need to make arrangements with, or take leave from their normal employers to attend and that for Wholetime staff it may not be possible to arrange training during a normal day shift. Therefore to make this process as customer friendly as possible every effort is made to allow students to choose the date they will attend in advance. Once this date has been chosen students must attend unless sick.

For Wholetime staff once the course date has been agreed and entered on the rota the dates will effectively become duty days and any failure to attend will be treated as absent from duty.

RDS Station Managers should record when their staff are to attend courses in the station diary and review this monthly with staff to ensure the course dates are not inadvertently overlooked. RDS staff, who for reasons linked to the main employment, are unable to attend on the date they have chosen should bring this to the attention of their Line Manger at the earliest opportunity. The Line Manager should, in the first instance, consider the possibility of exchanging the date with another member of the station. If this cannot be achieved the Training Centre must be advised as soon as possible.

# FIRST AID TRAINING

## COURSE DETAILS

Course syllabus based on Health & Safety First Aid at Work Approved Code of Practice.

### Health & Safety First Aid at work (HSFAaW)

**Initial:** Two successive weekends, Saturday and Sunday.

**Renewal:** One weekend, Saturday and Sunday.

All instruction carried out by Shropshire Ambulance Service (Examination by Occupational Health).

To enable the brigade to meet its legal responsibility to provide First Aid in the workplace all LGV drivers of EFAD status will be qualified to the Health & Safety First Aid at Work (HSFAaW) standard.

To maintain their qualification, First Aiders will be required to renew their qualification within three years of initial training and subsequently every three years.

All new Wholetime recruits will be qualified to HSFAaW standard as part of their basic training and will renew to extend qualification to six years. At this point a decision will be made regarding their future potential status as an LGV driver and a second renewal will be offered or not, as appropriate.

Personnel who successfully complete LGV initial training must qualify to HSFAaW if not already qualified within 12 months of entering the driver programme.

## FAILURE TO ATTEND

Certificate Renewal courses will be offered to students on appropriate dates prior to expiry of the qualification. Those students who fail to attend will be required to complete an initial course to regain their qualification.

Students who fail to attend the course due to sickness will be offered a place on the next available course. Failure to attend this course will result in a review of the student's driving status.

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## **BREATHING APPARATUS WEARER TRAINING/ASSESSMENT**

Training syllabus based on Fire Service Circular 8/1981 (Training of Fire fighters in Breathing Apparatus).

### **COURSE ASSESSMENT DETAILS**

<b>Whole-time Initial:</b>	Completed as part of Basic Training Course
<b>Assessment:</b>	One day per year
<b>Retained Initial:</b>	Eleven-day course at Brigade Centre for Training
<b>Assessment:</b>	One day per year

Watch-based Wholetime operational personnel and all operational retained staff must be qualified Breathing Apparatus wearers.

Initial instruction will be given on recruit basic training courses and thereafter will be assessed on an annual basis.

### **NOMINATION PROCEDURE ASSESSMENT**

At the beginning of each training year all staff will be offered dates to attend their Breathing Apparatus assessment as part of the modular assessment system.

The programme is flexible to allow each student to choose a date best suited to them. Details of nomination procedures are set out in **Brigade Order Training 2 Part 4 – Course Nomination Procedure.**

### **FAILURE TO ATTEND**

Wholetime staff who are unable to attend their assessment due to sickness will be re-nominated for the next available assessment where staffing permits.

Retained staff who are unable to attend their assessment will be offered an alternative date. It should be noted that weekend places are limited and therefore alternative dates offered may be Monday to Friday.

Staff who, fail to attend on the alternative date will be interviewed by their District Officer to investigate the reasons for non-attendance and, where appropriate, offered another date.

Where dates suitable for the individual fall outside the current training year, personnel will normally not be considered for operational duties from 1 January of the following year, until the successful completion of a refresher course.

Under these circumstances whole-time personnel will be allocated ‘modified duties’ until the successful completion of an assessment.

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Retained personnel will have their pagers withdrawn and will not be required to respond to call-outs or to attend their station other than for Training/Drill nights until the successful completion of an assessment.

The member of staff will then be given the opportunity to attend an alternative assessment as soon as possible. If he/she fails to attend formal action will be taken.

## **TACTICAL FIREFIGHTING TRAINING/ASSESSMENT**

Tactical Firefighting Training (TFFT) syllabus based on D.C.O.L. 11/1999, The Fire Service Manual and the TFFT Compliance Document.

### **COURSE ASSESSMENT DETAILS**

**Initial:** Completed as part of Breathing Apparatus initial training  
**Assessment:** One day every three years

Tactical Firefighting Training develops skills and awareness vital for the safety of Fire fighters and those they serve. Watch-based whole-time operational personnel and all retained staff must maintain currency in this core skill to protect their health, safety and welfare on the fireground.

### **NOMINATION PROCEDURE ASSESSMENT**

As part of the modular assessment programme students will be offered dates every three years for a one-day TFFT assessment to be carried out in tandem with the Breathing Apparatus annual assessment.

The programme is flexible to allow each student to choose a date best suited to them. Details of nomination procedures are set out in Brigade Orders Training 2 Part 4.

### **FAILURE TO ATTEND**

Whole-time staff who are unable to attend their assessment due to sickness will be re-nominated for the next available assessment where staffing permits.

Retained staff who are, unable to attend their assessment date will be offered an alternative date. It should be noted that weekend dates are limited and therefore the alternative date may be a weekday.

Staff who, fail to attend the second date offered will be interviewed by their District Officer to investigate the reasons for non-attendance and, where appropriate, offered another date.

Where dates suitable for the individual fall outside the current training year, personnel will not normally be considered for operational duties from 1 January of the following year, until the successful completion of an assessment.

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Under these circumstances whole-time personnel will be allocated 'modified duties'. Retained personnel will have their pagers withdrawn and will not be required to respond to call-outs or to attend their station other than for Drill nights.

The member of staff will then be given the opportunity to attend another assessment as soon as possible. If he/she fails to attend discipline action will be taken.

## **ROAD TRAFFIC COLLISION TRAINING/ASSESSMENT**

Road Traffic Collision (RTC) Training syllabus based on D.C.O.L. 9/1994 (Attendance at Road Accident).

### **COURSE ASSESSMENT DETAILS**

**Whole-time Initial:** Completed as part of Recruit basic training.  
**Assessment:** One day every three years to include Trauma Care element.  
**Retained Initial:** One-day initial (held in tandem with one-day initial Trauma Care).  
**Assessment:** One day every three years to include Trauma Care element.

Road Traffic Collision Training develops skills and awareness vital for the safety of Fire fighters and those they serve. Watch-based wholetime operational personnel and all retained staff must maintain currency in this core skill to protect their health, safety and welfare at incidents.

### **NOMINATION PROCEDURE ASSESSMENT**

As part of the modular assessment programme students will be offered dates every three years for a one day RTC assessment to be delivered in tandem with the Breathing Apparatus assessment.

The programme is flexible to allow each student to choose a date best suited to them. Details of nomination procedures are set out in **Brigade Orders Training 2 Part 4 – Course Nomination Procedure.**

### **FAILURE TO ATTEND**

Whole-time staff who are unable to attend their assessment due to sickness will be re-nominated for the next available assessment where staffing permits.

Retained staff who are unable to attend their Assessment will be offered an alternative date. It should be noted that places at weekends are limited; therefore the alternative date may be a weekday.

Staff who fail to attend on the alternative date will be interviewed by their District Officer to investigate the reasons for non-attendance and, where appropriate, offered another date.

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Where dates suitable for the individual fall outside the current training year, personnel will not normally be considered for operational duties from 1 January of the following year, until the successful completion of an assessment.

Under these circumstances whole-time personnel will be allocated 'modified duties'. Retained personnel will have their pagers withdrawn and will not be required to respond to call-outs or to attend their station other than for training and Drill nights.

The member of staff will then be given the opportunity to attend another assessment as soon as possible. If he/she fails to attend discipline action will be taken.

## **TRAUMA CARE TRAINING/ASSESSMENT**

Syllabus based on Shropshire Ambulance training scheme

### **COURSE DETAILS**

**Whole-time Initial:** Completed as part of Recruit basic training.  
**Retained Initial:** One-day with pre learning package (held in tandem with RTC initial).

All instruction carried out by Shropshire Ambulance Service

Trauma Care training provides Fire fighters with the level of skill necessary to provide basic, but vital, trauma treatment at incidents until the arrival of the Ambulance Service.

### **NOMINATION PROCEDURE ASSESSMENT**

Following initial training, Trauma Care assessment will be incorporated into the Road Traffic Collision assessment module and therefore no separate assessment module will be necessary.

## **LARGE GOODS VEHICLE DRIVER TRAINING/ASSESSMENT**

Syllabus based on Driving Standards Agency (DSA) LGV Driver Training Manual.

### **COURSE DETAILS**

#### **Large Goods Vehicle (LGV)**

**Initial:** Five days (where possible this will include a test by the Driving Standards Agency DSA)  
**Assessment:** N/A

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## **Emergency Fire Appliance Driving (EFAD)**

<b>Initial:</b>	Four days
<b>Whole-time assessment:</b>	Three days to include Blue Light element over next 4 years
<b>Retained assessment:</b>	Three days to include Blue Light element over next four years

Blue Light training/assessment will take place only once. Subsequent assessments will be of one day duration and take place every three years.

Operational personnel who are required to drive fire appliances as part of their duties will be required to pass a DSA LGV driving test.

To be eligible to take the test and associated training they must first have obtained a provisional licence and passed the written test.

LGV drivers who are required to drive fire appliances under 'blue light' conditions must also complete an EFAD course, including specialist blue light training.

Prior to attending the EFAD course they must have completed a minimum of 24 hours non-emergency driving in varied conditions within a period of not less than three months. They should also have obtained a current Health & Safety First Aid at Work certificate.

### **NOMINATION (EFAD ASSESSMENT)**

Students are nominated for assessment in the final year of their EFAD currency. Whole-time personnel are assessed during their normal duty shift provided staffing levels are maintained.

Retained personnel are offered dates for assessment in their annual training prospectus.

### **FAILURE TO ATTEND**

Personnel who fail to attend assessment due to sickness will be re-nominated.

Staff who, fail to attend an alternative assessment will be interviewed by their District Officer to investigate the reasons for non-attendance and, where appropriate, offered another date.

Where dates suitable for the individual fall outside the current training year and EFAD currency expires, personnel will not be considered for emergency driving duties from the 1 January of the following year, until the successful completion of an assessment.

## **SPECIALIST VEHICLE OPERATION**

Syllabus based on manufacturer/operator's guide.

### **COURSE DETAILS**

**Initial/assessment:** Duration and frequency dependent on vehicle see Brigade Order on Specialist Vehicle Training.

### **NOMINATION ASSESSMENT**

Operational and Workshops personnel required to operate specialist vehicles as part of their duties will be required to complete the appropriate initial course.

Once qualified as operators, staff will attend assessments at intervals determined as satisfactory to monitor their skills for each particular vehicle. Wholetime and Workshops personnel will be assessed during their normal duty shift provided staffing levels are maintained.

Retained personnel will be offered dates for assessment in their annual training prospectus.

### **FAILURE TO ATTEND**

Personnel who fail to attend assessment due to sickness will be re-nominated.

Staff who, fail to attend an alternative assessment will be interviewed by their District Officer to investigate the reasons for non-attendance and, where appropriate, offered another date.

Where alternative dates fall outside the current training year and currency expires, personnel will not normally be considered for specialist vehicle duties from the 1 January of the following year, until the successful completion of an assessment.

## **RECORDING SKILLS AND COMPETENCE**

Details of assessments attended and operational driving experience should be entered on the Individual Training Records.

## **AUDIT AND REVIEW**

The following data will be recorded following review of the procedures in this order.

- Numbers of personnel failing to attend first nominated assessment.
- Numbers of personnel failing to attend second nominated assessment.
- Details of interviews by District Officers following failure to attend assessment.
- Numbers of Fire fighters not on normal duties due to failure to attend assessments.

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