



SHROPSHIRE

Fire and Rescue Service

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BRIGADE ORDER TRAINING NO. 3

PART 5

SPECIALIST VEHICLE TRAINING AND ASSESSMENT

BRIGADE ORDER TRAINING NO 3

PART 5 – SPECIALIST VEHICLE/EQUIPMENT TRAINING AND ASSESSMENT

PURPOSE

The Shropshire Fire & Rescue Service will ensure that all personnel who are required to operate specialist vehicles in the course of their employment are competent to do so. This order details the steps taken by the Brigade to ensure that competence

STRATEGIC AIMS AND OBJECTIVES

In Strategic Aim 3 we state that the “Shropshire Fire and Rescue Service will Secure the Highest Level of Safety and Welfare for all Staff by Providing Effective Supervision, Training, Equipment and Systems of Work”. This order assists us in working towards that strategic aim.

ROLES, RESPONSIBILITIES AND REVIEW

The **Personal Development Manager** is responsible for ensuring this Order is implemented across the Brigade and will be responsible for the day to day operation of the Order.

The **Personal Development Manager** will review this order annually in *December* and as and when organisational changes take place.

BACKGROUND

Many employees of the Brigade are required to operate specialist vehicles as part of their employment. Risk assessment of vehicles and tasks carried out have guided the Brigade in developing this training and assessment strategy.

The Order relates specifically to operational personnel required to operate the equipment however personnel from Brigade Workshop will also require initial competence based training and regular refresher training based on individual need.

There are 8 specialist vehicles/equipment covered by this order. They are:

- HIAB (Rescue Tender)
- Bushy Hall Winch (Rescue Tender)
- Hook and Lift System (Multi-lift)
- MacDonald Kane Pod System
- Heavy Pumping Unit
- Water Carrier
- Turntable Ladder
- Aerial Ladder Platform
- 4X4 Land Rover
- Pinsgauer 6X6
- Pinsgauer Winch

(To aid clarity this order only covers the operation of specialist vehicles. Training and assessment in the driving of vehicles is covered in separate training orders.)

RESPONSIBILITIES

ALL OPERATORS

- As an operator of a specialist vehicle you must take responsibility for the way you operate the vehicle whilst employed by the Brigade.
- You must apply the skills imparted by the Brigade and carry out continual risk assessment of conditions thus ensuring that you operate the vehicle safely at all times.
- You must bring to the attention of the Brigade any impediment to your ability to operate the vehicle.
- You must inform the Brigade if you feel that you require further training and attend any training or assessment that you are nominated for.
- You must inform the Brigade of any information that is pertinent to the assessment of your competence.

- Report any suggestions for improving standards of operation through normal channels.
- Any grievances arising out of competence decisions by the Driving Instructors must be directed to the Personal Development Manager.

LINE MANAGERS

- You must monitor the operating standards of your staff. This can be direct monitoring such as in the case of Lff or Sub Officers in charge of vehicles, or indirect monitoring by analysing accidents and near misses.
- You must ensure that operators are able to attend any training or assessment sessions that they are nominated for.
- Operational line managers must include 'operating specialist vehicles' as part of any incident debrief.

PERSONAL DEVELOPMENT MANAGER

- Is responsible for ensuring that operator standards within the Brigade meet standards set down nationally or locally by Policy Group.
- Is responsible for ensuring that special vehicle trainers and assessors have the necessary skills to do their job.
- Is the Officer who will deal with any grievances arising out of competence decisions by the Driving Instructors.
- Will audit the delivery of training and assessments ensuring the most effective method of training provision.

BRIGADE SPECIALIST VEHICLE INSTRUCTORS/ASSESSORS

- Will ensure that their own competence is maintained.
- Will ensure that operating standards are maintained to the required level by the application of competence based training and assessment.
- Will report the results of all training and assessment to the person being trained and the Training Administration Manager.

LOCAL SPECIALIST VEHICLE INSTRUCTORS

- Will ensure that their own competence is maintained.
- Will ensure that operating standards are maintained to the required level by the application of competence based training and assessment.

- Will report the results of all training and assessment to the person being trained and, if necessary, to the Brigade Instructors/Assessors.

TRAINING ADMINISTRATION MANAGER

- Receive and act upon results of assessment received from Instructors.
- Produce reports as required on the performance of training and assessment.

SPECIFIC TRAINING AND ASSESSMENT PROCEDURES

INSTRUCTOR TRAINING

In the case of Wholetime Station each Watch on the home Station, of the relevant appliance will have one local instructor. They will be a competent instructor and will have achieved the competences set out in the relevant operators' manual.

In the case of Retained stations there will be a maximum of two local instructors. They will be a competent instructor and will have achieved the competences set out in the relevant operators' manual.

To demonstrate Continuous Professional Development each Local Instructor will record training and assessment sessions in their competence record and will also attend a Specialist Vehicle Instructor's seminar every three years.

HIAB

INITIAL TRAINING/ASSESSMENT

All personnel permanently posted to work on the home station of the Rescue Tender will receive an initial course in the operation of the HIAB. This competence based course will be delivered by the Rescue Tender instructors based on the Station. Final competence assessment will be carried out by the Brigade Specialist Vehicle Instructor.

The initial course should be carried out within the first year of being posted to the Station for qualified fire-fighters. Probationers should receive the course immediately following their successful completion of their probationary period.

No person who is not yet competent is to operate the HIAB without competent supervision.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the HIAB in their competence record.

Once per year the Local instructor will carry out a formal assessment of the operator and if the operator requires it develop a programme of training to bring the operator up to the required standard.

Local instructors will ensure that each operator is given sufficient practise in the use of the HIAB to maintain competence. This will be a minimum of one operation in any six month period.

All continuation training will be based on the information contained in the HIAB operators manual, available at Training Centre and on Station.

BUSHY HALL WINCH

INITIAL TRAINING/ASSESSMENT

All personnel permanently posted to work on the home station of the Rescue Tender will receive an initial course in the operation of the winch. This competence based course will be delivered by the Rescue Tender instructors based on the Station. Final competence assessment will be carried out by the Brigade Specialist Vehicle Instructor.

The initial course should be carried out within the first year of being posted to the Station for qualified fire-fighters. Probationers should receive the course immediately following their successful completion of their probationary period.

No person who is not deemed competent will operate the winch without competent supervision.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the winch in their competence record.

Once per year the Local instructor will carry out a formal assessment of the operator and if the operator requires it develop a programme of training to bring the operator up to the required standard.

Local instructors will ensure that each operator is given sufficient practise in the use of the winch to maintain competence. This will be a minimum of two operations in any 12 month period.

All continuation training will be based on the information contained in the winch operators manual, available at Training Centre and on Station.

HOOK AND LIFT SYSTEM (MULTI LIFT)

INITIAL TRAINING/ASSESSMENT

Hook and Lift operators will be Brigade LGV drivers.

Each person who is required to operate the multi lift system will demonstrate competence after a one day initial course.

The course will be run by a competent instructor, normally the specialist vehicle instructor based at Training Centre.

The required competences will be contained in the Multi lift operators manual kept on station and at Training Centre.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the Multi Lift in their individual competence record.

Once per year the Brigade instructor will carry out a formal assessment of the operator and, if the operator requires it, develop a programme of training to bring the operator up to the required standard.

Local instructors will ensure that each operator is given sufficient practise in the use of the Multi Lift to maintain competence. This will be a minimum of one operation in any 6 month period.

All continuation training will be based on the information contained in the Multi Lift operators manual, available at Training Centre and on Station.

MACDONALD KANE POD SYSTEM

INITIAL TRAINING/ASSESSMENT

MacDonald Kane Pod operators will be Brigade LGV drivers.

Each person who is required to operate the pod system will demonstrate competence after a one day initial course.

The course will be run by a competent instructor, normally the specialist vehicle instructor based at Training Centre.

The required competences will be contained in the Pod operators manual kept on station and at Training Centre.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the Pod system in their individual competence record.

Once per year the Brigade instructor will carry out a formal assessment of the operator and, if the operator requires it, develop a programme of training to bring the operator up to the required standard.

Local instructors will ensure that each operator is given sufficient practise in the use of the Pod system to maintain competence. This will be a minimum of one operation in any 6 month period.

All continuation training will be based on the information contained in the Pod operators manual, available at Training Centre and on Station.

HEAVY PUMPING UNIT

INITIAL TRAINING/ASSESSMENT

Personnel must demonstrate to the Brigade Specialist vehicle instructor that they are competent before they are passed out to operate the HPU.

The initial training will take place on station delivered by the station HPU instructor. This training will be based on the HPU operators manual available on station and at Training Centre.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the HPU in their individual competence record.

Once every two years the Brigade instructor will carry out a formal assessment of the operators and, if required, develop a programme of training to bring the operator up to the required standard.

HPU instructors will ensure that each operator is given sufficient practise in the use of the Pod system to maintain competence. This will be a minimum of one operation in any 6 month period.

All continuation training will be based on the information contained in the HPU operators manual, available at Training Centre and on Station.

WATER CARRIER

INITIAL TRAINING/ASSESSMENT

Personnel must demonstrate to the Brigade Specialist vehicle instructor that they are competent before they are passed out to operate the Water Carrier.

The initial training will take place on station delivered by the station Water Carrier instructor. This training will be based on the Water Carrier manual available on station and at Training Centre.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the Water Carrier in their individual competence record.

Once every three years the Brigade instructor will carry out a formal assessment of the operators and, if required, develop a programme of training to bring the operators up to the required standard.

Water Carrier instructors will ensure that each operator is given sufficient practise in the use of the appliance to maintain competence. This will be a minimum of one operation in any 6 month period.

All continuation training will be based on the information contained in the Water Carrier manual, available at Training Centre and on Station.

TURNTABLE LADDER

INITIAL TRAINING/ASSESSMENT

All operators of the TTL must satisfactorily demonstrate their competence to the Brigade Specialist Vehicle Instructor before they are passed out to operate the TTL operationally.

The initial course will be of four days duration with an assessment carried out on the fourth day.

The competence requirements for operators is contained in the TTL operators manual, available at Training Centre and on Station.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the TTL in their individual competence record.

Once every two years the Brigade instructor will carry out a formal assessment of the operators and, if required, develop a programme of training to bring the operators up to the required standard.

Station TTL instructors will ensure that each operator is given sufficient practise in the use of the appliance to maintain competence. This will be a minimum of one operation in any 3 month period.

All continuation training will be based on the information contained in the TTL manual, available at Training Centre and on Station.

AERIAL LADDER PLATFORM

INITIAL TRAINING/ASSESSMENT

All full operators of the ALP must be passed out to drive the ALP operationally. Cage operators do not need to be drivers.

All platform operators of the ALP must satisfactorily demonstrate their competence to the Brigade Specialist Vehicle Instructor before they are passed out to operate the ALP operationally.

The initial course will be of four days duration with an assessment carried out on the forth day.

The competence requirements for operators are contained in the ALP operators manual, available at Training Centre and on Station.

CONTINUATION TRAINING/ASSESSMENT

Operators should record all operational and training use of the ALP in their individual competence record.

Once every two years the Brigade instructor will carry out a formal assessment of the operators and, if required, develop a programme of training to bring the operators up to the required standard.

Station ALP instructors will ensure that each operator is given sufficient practise in the use of the appliance to maintain competence. This will be a minimum of one operation in any 3 month period.

All continuation training will be based on the information contained in the ALP manual, available at Training Centre and on Station

AUDIT AND REVIEW

The Brigade will audit specialist vehicle/equipment training and competence standards in the following ways.

- All accidents with this equipment are reported. The Safety Manager will provide a quarterly summary of these reports to Policy Group. These reports will guide the Group in further review of Training.
- The Personal Development Manager, Competence Manager and Training Support Manager will carry out a detailed audit of 1 course during each year to monitor standards of instruction.