



HUMBERSIDE FIRE AND RESCUE SERVICE

# **Service Delivery Support**

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## **Operational Equipment**

<b>Owner</b>	<b>Director of Service Delivery Support</b>
<b>Responsible Person</b>	<b>Head of Fleet and Equipment</b>
<b>Date Written</b>	<b>December 2016</b>
<b>Date of Last Review</b>	<b>March 2021</b>
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## 1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) have developed a programme of Standard Testing, training and instruction of personnel in equipment use and maintenance, standard stowage of equipment, and procedures for the identification and recovery of equipment.

## 2. EQUALITY AND INCLUSION STATEMENT

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## 3. AIMS AND OBJECTIVES

To provide working procedures to ensure safe operation of all equipment throughout the Service and to ensure that all personnel will have the necessary information, instruction, training and supervision to enable them to test and operate all equipment safely and effectively.

## 4. GUIDANCE INFORMATION

### Standard Tests

#### Responsibility

Station based Managers/Director of Emergency Response will be responsible for the efficiency of appliances and operational equipment and it is part of their duty to see that these are regularly tested in accordance with the current guidance.

#### Frequency and Method of Testing

Details of all aspects of testing are to be found in the Fleet & Equipment Section (Fleet & Equipment) of the Corporate Information Portal (CIP) Standard Tests.

## 5. STANDARD EQUIPMENT AND STOWAGE

#### General

The issue and stowage of operational equipment for all pumping appliances within the Service shall be in accordance with this Policy. Stowage lists for each type of pumping appliance are issued by the Fleet & Equipment Section and are to be used to check vehicle inventories at station and on the incident ground.

The standard stowage system is controlled by the Fleet & Equipment Section, any necessary consultation with other parties is to be undertaken by them.

Operational Equipment Stowage

The stowage lists are devised and issued only by the F+E Section. All stowage lists are available on the Corporate Information Portal (CIP).

**All pumping appliances are to be stowed as indicated on the sheets.**

Amendments to standard stowage can only be made following consultation and upon receipt of written authorisation from the Fleet & Equipment Section.

Appliances must be stowed according to the issued lists.

Only equipment stated on the stowage sheets shall be carried. Should it be identified that equipment other than that stipulated be required operationally, all of the relevant information is to be submitted to the Fleet & Equipment Section, via the Emergency Preparedness (EP) Section.

Cleaning and Maintenance

All equipment and lockers shall be maintained in a clean and serviceable condition.

Dirty equipment should not be restowed without cleaning unless it is impractical to do so and must be cleaned at the first available opportunity. For example, hose reels may be cleaned on the fireground in most circumstances. Where this is not possible, dirty items of equipment must be cleaned on return to station.

Cleaning of equipment is a generic part of the after-use tests for all items of operational equipment.

Equipment Stowage Sheets

**HUMBERSIDE FIRE AND RESCUE SERVICE**

**TECHNICAL SERVICES SECTION**

**LOCKER NAME     3     CAB**

APPLIANCE STOWAGE AND CHECK SHEET

APPLIANCE: **1**     SCANIA     REG NO: **4**     A123 VDU

TYPE: **2**     WLR

EQUIP TYPE <b>5</b>	DESCRIPTION <b>6</b>	EACH WEIGHT <b>7</b>	TOTAL WEIGHT <b>8</b>	APPROVED QUANTITY <b>9</b>	ACTUAL QUANTITY <b>10</b>	NOTES <b>11</b>
B00	BA Set Standard	4.5	18.0	4		
B02	Distress Signal Unit DSX	0.5	2.0	4		
B06	Board BA Entry Control	4.9	4.9	1		
B23	Bracket Board BA	1.0	1.0			

## Key

- 1** Appliance, Designates the design of pumping appliance to which the sheet refers, i.e., Rapier or Scania etc.
- 2** Type, Refers to the type of appliance:
  - a) *(WLR) Water Ladder Rescue.*  
A pumping appliance which carries a 13.5m ladder and hydraulic rescue equipment.
  - b) *(WRL) Water Ladder.*  
A pumping appliance which carries a 13.5m ladder but no hydraulic rescue equipment.
  - c) *(WTR) Water Tender Rescue.*  
A pumping appliance which carries a 10.5m ladder and hydraulic rescue equipment.
  - d) *(WRT) Water Tender.*  
A pumping appliance which carries a 10.5m ladder but no hydraulic rescue equipment.
- 3** Locker Name, Each pumping appliance locker has a designated generic name:
  - a) Inside Cab. (CAB)
  - b) Nearside Front. (N.S.F)
  - c) Nearside Middle. (N.S.M.)
  - d) Nearside Rear. (N.S.R)
  - e) Pump/Roof. (P.R)
  - f) Offside Rear (O.S.R)
  - g) Offside Middle (O.S.M.)
  - h) Offside Front. (O.S.F)
- 4** Registration Number, The registration number of the appliance to which the particular set of stowage sheets refer.
- 5** Equipment Type, Each item of operational equipment is designated by a computer coded number. This assists with identification of specific items of equipment. This information should be included on all equipment reports.
- 6** Description, Each item of operational equipment is identified by generic names. The principle used is that the item name is followed by the description, e.g. Axe Hand. These are always used in the singular.
- 7** Each Weight. The weight of each individual item of equipment.

- 8 Total Weight, The total weight of a specific equipment type carried on a pumping appliance.
- 9 Approved Quantity, The approved quantity if carried on an appliance.
- 10 Actual Quantity, The Actual quantity if not carried on an appliance.
- 11 Notes: For any relevant notes that may be required; e.g. sent for repair / test.

### Amendment Procedures

Should any amendments be required following an operational equipment issue, the Fleet & Equipment Section must be informed. The Fleet & Equipment Manager will complete the necessary consultation process and instruct Emergency Services Fleet Management (ESFM) to carry out the necessary work. Following approval by the relevant Sections an amended equipment stowage sheet/s will be issued together with any additional equipment.

**No other modification work is to be carried out to Service appliances.**

## 6. MARKING OF EQUIPMENT

### General

The marking of all firefighting and ancillary equipment will be in accordance with this Policy. The objective being that all items of HFRS equipment should be distinguishable from those used by any other persons or organisations and also to facilitate the tracing of items to their station of origin and for standard test recording purposes.

### General Equipment Marking

Where practicable all items should be labelled stamped or painted with the month and year of issue to the station concerned, e.g. 1/09 above or below station marking.

All firefighting and ancillary equipment must be marked in the same manner throughout the Service. The standard format for marking equipment consists of three identifiers, **e.g.** HUMBERSIDE F&R YX08ABC 3

The first identifier, HUMBERSIDE F&R, allows equipment used at multi agency or regional incidents to be easily identified as that belonging to Humberside Fire and Rescue Service. Where space is limited HF&RS may be used.

The second identifier, YX08ABC, uses the registration number of the appliance to which the equipment is issued. This allows equipment to be easily returned to the correct location within the Service.

The third identifier is the individual item number; this will start at one and run consecutively according to how many items of a particular piece of equipment are held on the appliance.

Self-adhesive labels are available from ESFM to assist with the marking process. Requests for self-adhesive labels should be made to ESFM at [esfmworkshop@humberside.pnn.police.uk](mailto:esfmworkshop@humberside.pnn.police.uk)

### Marking of Breathing Apparatus

All breathing apparatus sets and cylinders will be marked, throughout the Service, in accordance with this Policy.

### Breathing Apparatus Sets

Sets will be numbered on the back plate with an indelible marker. The facemask visor will also be marked with a reverse lettering label affixed to the inside bottom centre of the visor. All labels will be attached by breathing apparatus maintenance personnel.

## **7. EQUIPMENT USED AT INCIDENTS**

### Equipment Left at Incidents

All appliances must be checked, before leaving the fire ground or incident, for equipment discrepancies. Where circumstances permit, the Officer in Charge of the appliance and their crew will recover all equipment before leaving the fire ground or scene of incident.

When it is necessary to leave equipment at an incident, the Officer in Charge of the appliance will draw up a list of the items left, which will be handed to the Officer in Charge of the Command Unit (if in attendance) or the Officer in Charge of the incident who will then arrange for the items to be located and returned when circumstances permit. An Equipment Recovery Officer should be nominated for this purpose.

On return to the station a full appliance inventory check will be carried out and any missing items listed for the information of the Duty Watch Manager. Details should be telephoned to Service Control for the attention of the Equipment Recovery Officer.

The Duty Watch Manager of the station from which equipment is missing should liaise with the Equipment Recovery Officer for the return of missing equipment.

Every effort must be made to locate and recover missing equipment within 48 hours after the incident. If at the end of this period items are still outstanding, a report must be submitted by the Duty Watch Manager of the station to the ER SM giving full details of the loss and action taken. On receipt of the report the ER SM will carry out a full investigation and then will submit a report via the ER Manager to Fleet & Equipment Section.

### Equipment Used at Incidents

On return to station from an incident a full examination and after use test of all equipment used will be carried out, particular attention being given to ladders, lines, slings and all lifesaving equipment. The results of all tests will be entered in the standard test book. Any item failing the standard test should be made the subject of a written report to F+E



Section, from the ER SM via the ER Manager who will take the necessary action to obtain replacements if required.

#### Equipment Damaged at Incidents, including lost or stolen items

Equipment damaged as a direct result of being used at an incident should be impounded and held for inspection purposes by an appointed officer from the Emergency Preparedness (EP) Section.

Equipment replacement should be requested using the Tranman System for repair or replacement of items damaged, lost, stolen or contaminated etc., For all equipment, an Operational Equipment Report Form ([TS03 Form](#)) should be completed by the Duty Watch Manager and sent to the ER SM who will then forward the documents to the Technical Services Section via the ER Manager.

For fixed equipment, i.e. pump, the driver of the vehicle from which the damaged equipment originated should complete a vehicle accident report form and enter, where appropriate, details of damage etc., to the item or items.

For fixed equipment i.e. pump, the relevant sections of Tranman are to be completed.

The aforementioned procedure also applies to equipment damaged or destroyed by carelessness or neglect, however, in these cases a written report must also be submitted to EP Section by the ER SM via the ER Manager.

If damage to equipment occurred and resulted in a 'near miss' then this must also be reported on the H&S reporting system. If damage to equipment occurred as a result of a vehicle collision, then this must also be reported on the H&S reporting system.

## **8. FAILURE OF EQUIPMENT**

### General

Any item of Service equipment which fails at any time is to be impounded immediately by the Officer in Charge who is to ensure that the unit is preserved in its failed state pending expert examination.

### Reporting Procedure

For Service equipment, a written report from the Officer in Charge is to be submitted, through the ER Manager to the Chief Fire Officer and Chief Executive detailing the circumstances under which the equipment failed. This report shall include the following information:

- When the failure occurred
- The purpose for which the equipment was being used
- The personnel present
- Events leading up to the failure

- Any apparent signs of failure, and
- The date and result of the last standard test (if applicable)

A further report will be necessary if the failure is determined as a dangerous occurrence under RIDDOR Service Orders (Health & Safety):

- <https://www.rivosafeguard.com/>

**Note:** For failure of B.A. equipment see also H&S reporting system.

In the case of failures involving injury to any person the Officer in Charge must also comply with the reporting procedure detailed in Service Policy SP10\_3 Planning Implementing.

Employees have a duty to report any accident, injury, equipment failure or near miss no matter how trivial they may seem. In certain circumstances it is also a legal requirement to inform the Health and Safety Executive (HSE).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), requires any injury/accident at work causing an absence from duty for over Seven days, or a listed dangerous occurrence, or a major injury or disease, to be reported to the HSE within certain time limits and on specified forms. These regulations cover employees, self-employed persons and persons receiving training or employment.

## 9. EQUIPMENT EVALUATION

### Procedure

To ensure that items of equipment undergoing evaluation or research can be effectively monitored, the following procedure will be adopted.

Evaluations or research of operational equipment by the Service will be managed by the EP Section.

The extent of the evaluation or research will be determined by the EP Section.

Conclusions and documentation of all trials will be under the control of the EP Section and the Fleet & Equipment Section.

Guidance Notes appertaining to use, design, known limitations, specific Health & Safety instructions and any other relevant information will be prepared and issued with the equipment to be evaluated by the EP Section and the Fleet & Equipment Section.

Instructions in the use of the equipment will be arranged where necessary by the EP Section and the Fleet & Equipment Section.

The equipment to be evaluated will be issued by the EP Section to the appropriate location with the Evaluation Report Form stating the time limit set for the evaluation and the date of return. After this date the equipment must no longer be used without express permission of the EP Section.

On completion of the evaluation trial the equipment will be returned along with the completed Evaluation Report Form to the EP Section.

The EP Section and the Fleet & Equipment Section will ensure that an analysis report for the item(s) tested is compiled and submitted to TMT in the form of a briefing note along with all associated paperwork.

On conclusion of the trials, the outcome will be made known and all relevant documentation will be held by the EP Section.

## **10. EQUIPMENT INSPECTION FOR INSURANCE PURPOSES**

### Introduction

Statutory requirements determine that various items of Fire and Rescue Service equipment are to be examined by a competent person.

### Equipment

Items of operational equipment that will require inspection are designated under two main headings:

Lifting accessories and Lifting machines

Items falling into these categories are as follows:

- Lifting accessories\_(Inspected six monthly)
- Pulley Blocks and associated ropes
- Shackles
- Wire slings and strops
- Chain slings
- Eye bolts

Working at Height and Line Rescue equipment

- Lifts in office blocks

Lifting Machines (Inspected annually)

- Trolley jacks
- Hydraulic rescue equipment
- Tirfor Jack
- Vehicle winches and cables
- Tail lifts
- Bottle jacks

All items of equipment covered by the insurance policy are required to be clearly marked in accordance with Service Policy so that they can be individually identified.

The safe working load of equipment must also be displayed. Hydraulic jacks and RTC rescue kits must have the safe working load clearly displayed on every component. Any box or container housing such equipment must also be marked indicating the type of equipment and its safe working load.

Oxygen and compressed air cylinders used by the Service all have current test certificates. Because of the constant movement of cylinders between stations these certificates are held by the Fleet & Equipment Section and are available for inspection if required.

### Periods of Inspection

The maximum periods between inspections are determined by legislative requirements. The competent person may reduce the time periods as they see fit.

### General

Only authorised inspectors are to be allowed on Fire and Rescue Service premises. A list of such inspectors will be issued to stations at the commencement of each insurance contract. This list should be displayed on the station.

Inspectors will liaise with Watch Managers before the inspection to arrange a mutually convenient date and time. On the agreed date all of the required equipment shall be made available for inspection. Proof of identity of the inspector is to be checked before authorising entry.

Following an inspection the Inspector will leave an inspection form with the duty Watch Manager, this form will detail any serious concerns and items to be removed from service ASAP. When the inspector leaves the station the following course of action will be taken.

- An e-mail is generated automatically and sent to the responsible officer in the Fleet & Equipment Section.
- One hard copy will be sent to the responsible officer in Fleet & Equipment. This original is kept on file and a copy will be sent to the applicable station via e-mail, Stations should read this report and take any action required to remedy any defects. Stations are to keep these records for a minimum of five years.
- If a defect has been reported, or observations noted by the inspector, stations must reply to the responsible officer within 28 days confirming remedial action has been taken where necessary.

Defects will be categorised Type A and B defects.

#### Type A defect

- Defects which give rise to imminent danger and require attention immediately.

## Type B defect

- Defects found which could in time give rise to danger and require attention within the specified time period\*

The inspectors have the authority to remove equipment from service and in the case of Type A defects on height safety equipment remove it or put it beyond use. Although this is seldom done, the duty Watch Manager will be informed, the item is then to be sent immediately to Fleet & Equipment Section.

A copy of the Type A defect is automatically sent to the enforcing authority and notification sent to the responsible officer Fleet & Equipment.

\* As determined by the Competent Person.

The insurance inspection does not preclude the equipment from being tested in accordance with the current standard test instructions.

Watch Managers should inform the Fleet & Equipment Section in writing of any amendments to the current insurance schedule and in particular pay attention to any of the above equipment which is relocated at any time.

## 11.HOSE

### Delivery Hose Disposition, Appliance Allocations

Delivery hose is to be allocated as shown in; Corporate Information Portal (CIP), Directorates, Fleet and Equipment Servicing and Maintenance, Documents, Shared Documents, Standard Stowage.

### Service Markings

The markings as briefed previously should start with HUA for 45mm and HUC for 70mm, it then will have a two figure station identifier, followed by a three figure hose number.

The numbers will readily identify the following, for example **HUA01001**

- **HU** that it belongs to Humberside Fire & Rescue,
- **A** = 45mm or **C**= 70mm i.e. the size of hose,
- **01** (e.g. Central) - the station where it is in use,
- **001** etc. - a unique serial number

If in the future a piece of hose is repaired or replaced, using the Tranman system the old number will be retired and the record for that hose whilst it had that number will be archived, once repaired or replaced the next available serial number for the station concerned, will then be given to the replacement hose and it brought to station.

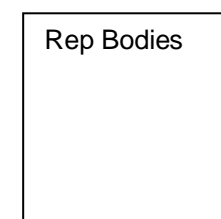
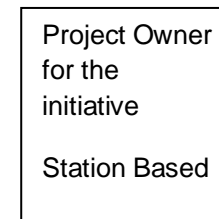
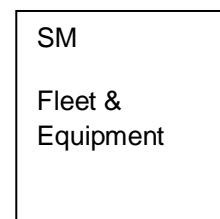
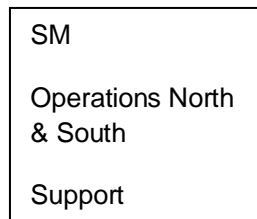
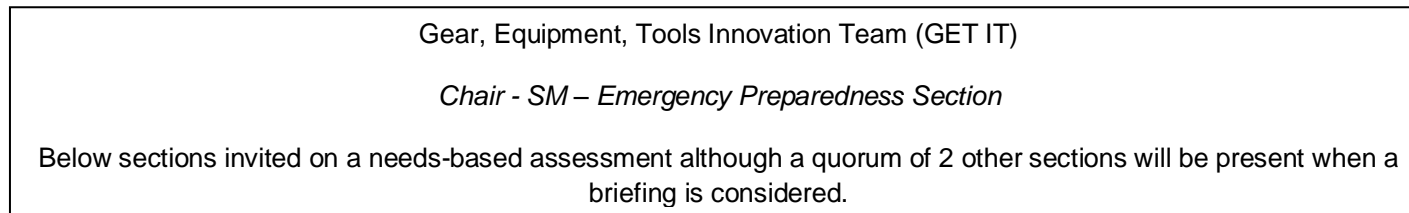
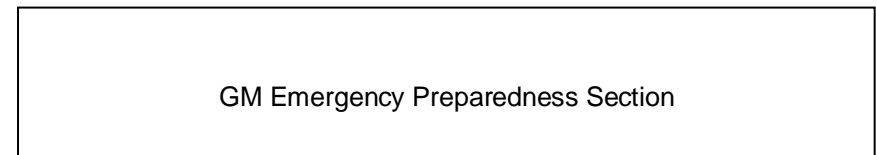
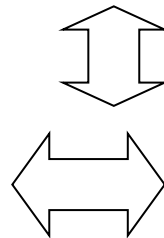
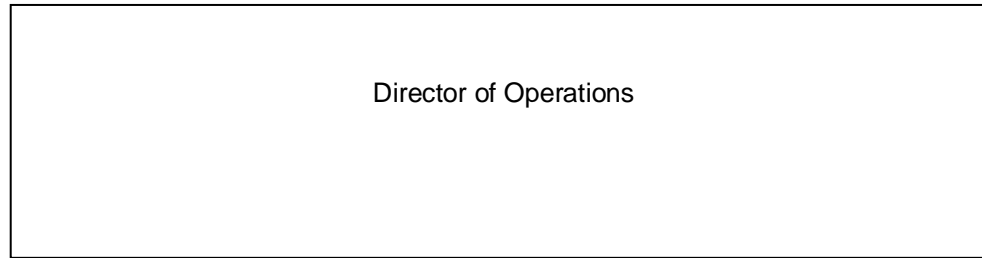
## 12. OPERATIONAL VEHICLES, PROCEDURES AND EQUIPMENT FRAMEWORK

The management of operational appliances, equipment and procedures is a critical function to Service delivery. The Framework uses a three tier approach of Strategic, Tactical and Operational.

Operational Watch Managers and Station Managers provide support at an operational level as part of the Services' overall Governance arrangements and its purpose is to support the Tactical Management Team (TMT) at a tactical level.

TMT provides support in the Tactical operational arena, as part of the Services' overall governance arrangements and its purpose is to support the management of the operational vehicles, procedures and equipment function of HFRS.

APPENDIX A



No strategic group is in attendance at this present time(TMT – should the procurement have a service wide multi-directorate impact)

## APPENDIX B

### Gear, Equipment, Tools Innovation Team (GET IT)

#### TERMS OF REFERENCE

##### PURPOSE

The Gear, Equipment, Tools Innovation Team (GET IT) is designed to allow operational personnel a means of identifying, researching and trialling equipment that could improve the operational response of the service. It is constituted under the auspices of the Emergency Preparedness Team to develop the Service in regards to all aspects of Equipment and where necessary Policy changes.

##### MEMBERSHIP

Emergency Preparedness Station Manager (Chair)
Fleet and Equipment Manager
Training Section
Operational Station Managers North / South
Health & Safety
Union Representative
Project Owner (Where appropriate)

Meetings shall be held in line with requests from station personnel in a timely and efficient manner. The Emergency Preparedness will assess the submission and co-ordinate the meetings as required with the relevant sections attending.

A minimum of 2 others sections should be present for the meeting to be deemed quorate. Substitutes may be designated provided they have sufficient empowerment for decision making.

##### TERMS OF REFERENCE

The GET IT programme is to act as a support to the Emergency Preparedness Section by ensuring that equipment issues are identified, researched and trialled at the appropriate level. Any matters that have a strategic impact would be referred to the GM of Emergency Preparedness for information or approval.

The GET IT process where necessary will support the establishment of a task & finish group as necessary to deliver objectives.



The GET IT process supports the Service's Operational Assurance processes by:

- working on behalf of the Emergency preparedness Section to ensure the completion of specific project work linked to operational equipment and policies where appropriate;
- commissioning operational personnel the leadership and opportunity to undertake research and development regarding operational equipment and equipment;
- identifying and anticipating tactical issues regarding operational equipment;
- assessing new, emerging and changing risks and opportunities arising from any aspects of operational equipment, and identifying areas for development/improvement;
- identifying, managing and implementing changes in operational procedures to meet future organisational needs, ensure health, safety and welfare, whilst promoting continuous improvement;

### **REPORTING**

The project will report to the GM Operational Response within these terms of reference. A Decision Register shall be maintained.

### **REVIEW**

The Terms of Reference and membership shall be reviewed at least annually.

**If you require further guidance on this document, please contact**

**the Fleet and Equipment Section**

[FleetEquipment@humbersidefire.gov.uk](mailto:FleetEquipment@humbersidefire.gov.uk)

**Version History**

Date of Amendment	Responsible Person	Details of Amendment	Consultation Required	Director Approval	Comments
1/4/2021	A Day	Removal of East Hull compressor	No	L Plunkett	