



HUMBERSIDE FIRE AND RESCUE SERVICE

OPERATIONAL TRAINING

OPERATIONAL TRAINING POLICY

Owner	Director of People and Development
Responsible Person	Head of Training
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1. INTRODUCTION

This Policy will provide details of how the Operational Training Department will deliver its obligations regarding the training of operational personnel.

The Training Department will deliver its obligations through the embodiment of our Service values.

We will offer dependability to the training requirements of the Service, with passionate staff and innovative solutions.

We will lead the Service forward, continually reviewing, evolving and growing professionally, to provide the highly trained staff expected from our customers.

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. AIM

To ensure HFRS operational personnel can legally, safely and effectively, respond to and manage operational incidents to their completion.

4. LEGAL

HFRS is legally bound to provide effective training for its operational staff and the following Acts and Regulations will dictate and guide.

- Fire Service Act 2004
- Civil Contingencies Act 2004
- Human Rights Act 1998
- Health and Safety at Work Act 1974
- Road Safety Act 2006
- Management of Health and Safety at Work Regulations 1999
- Working at Height Regulations 2005

Further guiding documents, such as the NOG and JESIP programme, will be followed where appropriate, and referenced in the relevant, individual, core topic guidance.

5. TRAINING PLANNING AND DELIVERY

The Training Department will be responsible for the initial acquisition of skill and re-assessment of staff, across the following core topics.

We will provide flexibility within our planning and structure to deliver the training requirements, for On-Call and Wholetime staff only.

The Response Directorate TNA will be one of the primary drivers for the resourcing and delivery of training.

Recruits

Wholetime

Primary responsibility for providing the training systems and availability, for delivering recruit Fire-Fighters to the Response Directorate.

5 WM posts will be held within the department, for the delivery of Recruit training.

Recruit Fire-Fighters will be trained to satisfy the core requirements of the role and delivered into the TFFP as satisfying the learning outcomes of the 14-week course.

The learning requirements of initial training will include areas outside of the Operational Training Department's core areas. Areas such as Hazmat, Confined Space and Community Safety may be included within the programme but out-sourced to those with the appropriate skill-set.

Continuation and development training, to satisfy the TFFP and local risk profiles, will be planned, delivered and recorded at Station and District level, with or without the assistance of the Training Department.

On-Call

Primary responsibility for providing the training systems and availability, for delivering recruit On-Call Fire-Fighters to the Response Directorate.

5 WM posts will be held within the department, for the delivery of Recruit training.

Recruit Fire-Fighters will be trained to satisfy the core requirements of the role and delivered into the TFFP as satisfying the learning outcomes of the 37day course.

The learning requirements of initial training will include areas outside of the Operational Training Department's core areas. Areas such as Hazmat, Confined Space and Community Safety may be included within the programme but out-sourced to those with the appropriate skill-set.

Continuation and development training, to satisfy the TFFP and local risk profiles, will be planned, delivered and recorded at Station and District level, with or without the assistance of the Training Department.

Breathing Apparatus and CFBT

Initial skill acquisition

- 12-day course combined.

Delivered within the On-Call and Wholetime Recruits' courses

Refresher

- BA: One half (½) day's tuition and assessment every 2 years, with pre-learning requirements via LearnPro.
- CFBT: One half (½) day's tuition and assessment every 2 years, with pre-learning requirements via LearnPro.

Water Rescue

Initial skill acquisition

- Responder: 2-day course.
- Technician: 4-day course.

Delivered within the On-Call and Wholetime Recruits' courses.

Refresher

- Technician: 1-day course, every 3 years
- Technician Exercise Day: 1 day, in class 2 water, every year.
- Technician:
 - East Hull
 - Central
 - Bransholme
 - Goole
 - Immingham East
 - Scunthorpe and
 - Grimsby
- Responder: Delivered locally every 3 years.

Water Rescue: Boat

Initial skill acquisition

4-day course

Operator courses will follow the station TNA and be delivered jointly between on-station trainers and OSWM staff.

Boat response is located at:

- Goole
- Scunthorpe
- Grimsby and
- Bransholme

Refresher

Skills must be re-assessed every 3 years via a 1-day course.

Working at Height

Initial skill acquisition

- Level 1: 1-day course
- Level 2: 3-day course

Delivered within the On-Call and Wholetime Recruits' courses

Refresher

- Level 1: 3 hours, every 3 years. All other stations, other than those listed below.
- Level 2: One day every three years:
 - Scunthorpe
 - Grimsby
 - Goole
 - Bridlington and
 - West Hull

Level 3

Acquisition and refresher training to be completed locally.

Where recruits are posted to Immingham East, Initial L3 skill acquisition will sit with the Training Department.

- L3 Quality Assurance: 3-day process provided annually by Lyon Rescue

Road Traffic Collision

Initial skill acquisition

- 5-day course

Delivered within the On-Call and Wholetime Recruits' courses

Refresher

- 3 month rolling programme of training.

Delivered locally through on-station RTC Advisors.

The initial skill acquisition and re-assessment of RTC Advisors is the responsibility of the Training Department.

Incident Command

Initial skill acquisition

- Level 1: 3-day Foundation course.
- Level 2: ICL2 course at the Fire Service College
- Level 3: ICL3 course at the Fire Service College

Refresher

- Level 1: 2-day course every two years
- Level 2: Industry partnered assessment every two years
- Level 3: Industry partnered assessment every two years

Immediate Emergency Care

Initial skill acquisition

- 5-day course

Delivered within the On-Call and Wholetime Recruits' courses

Refresher

Delivered locally through on-station IEC Instructors.

Driver Training

All aspects of driving within the Service are delivered with the Driver Training Department.

No initial skill acquisition or refresher training will be delivered locally.

Marine

Initial skill acquisition

- 1-day course

Delivered within the Wholetime Recruits' course

Refresher

One day, every three years, for “alongside” stations:

- Bransholme
- Immingham East
- Scunthorpe
- Grimsby
- Central and
- Goole.

6. CORE TOPIC ACTION PLANS

The links below to guidance, provide finer detail of each topic's obligation.

- Recruits – Wholetime
- Recruits – On-Call
- Breathing Apparatus
- Compartment Fire Behaviour Training
- Water Rescue
- Working at Height
- Road Traffic Collision
- Incident Command
- Driver Training
- Immediate Emergency Care
- Marine
- Boat

7. TRAINING NEEDS ANALYSIS

TNA documents will provide the scrutiny between guidance and core topic learning outcomes.

8. ASSESSMENT OF COMPETENCY

All courses provided through the Training Department are assessable and failure to attain the required standard will result in a change of status for the respective student's competency.

The Training Response Competency Policy will provide guidance on the outcome of a failure to meet the required standard.

Remedial training following assessment failure will be managed locally and on-going maintenance of competence will be the responsibility of the Response Directorate.

Where this failure, or failures, forms part of their recruits' training, an assessment of their suitability for role will be conducted.

This will, of course, follow a period of remedial training, through an Individual Development Plan with the appropriate Instructor support.

A failure of one core element of the Recruits' Course, will be the standard marker for a suitability review between the training managers and Human Resources.

Recording

We will create, hold and maintain effective records, for the reporting of student competency.

9. ASSETS

Operational Training has two main training centres, these being:

- HQ and
- Immingham West Station.

Recruit Training

Immingham West will host recruit training, with residential accommodation for 20 students and associated welfare.

Breathing Apparatus

- Centres at HQ and Immingham West with "live fire".

Local training centres at:

- Bridlington
- Scunthorpe
- Grimsby and
- Beverley

With heat and smoke facilities.

CFBT

- Two Attack boxes and one Demo box at Immingham West.

Marine

- Marine centre at Immingham West with “live fire” (Gas).

Working at Height

Height centres at:

- HQ and
- Immingham West

Incident Command

- Command Suite at HQ.
- Mobile command suite for station training.

RTC

- RTC centre at Immingham West

Water Rescue

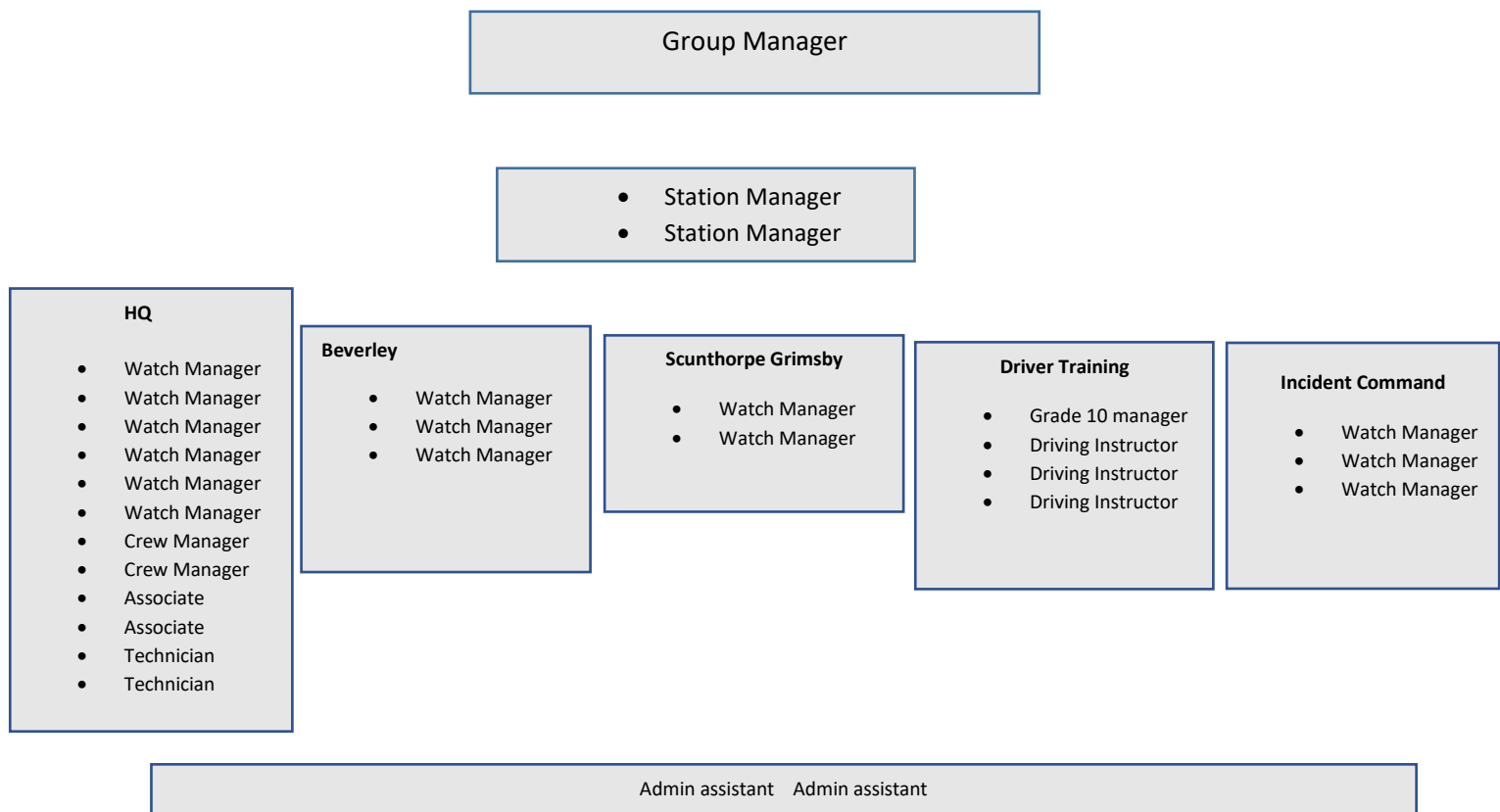
Third party venues at:

- Tees Barrage White Water Centre, Stockton and
- Slenningford Water Mill

Driver Training

- Joint facilities at Courtland Road Police Training Centre

10. STAFFING



11. INSTRUCTOR COMPETENCE

Our Instructor competence will stand as an exemplar to the Service as a whole.

We will deliver training with highly skilled and qualified staff, who will hold the appropriate qualifications, to safely and effectively deliver core training.

Teaching institutions, commercial practice and guidance will be followed to determine the appropriate level at which our Instructor training sits.

All Instructors will hold a minimum of a Level 3 Adult Teaching qualification.

Further details can be found within the Training Action Plans.

12. QUALITY ASSURANCE

Individual Action Plans will detail the Quality Assurance programme for the respective topic.

**OPERATIONAL TRAINING
OPERATIONAL TRAINING POLICY**

The department is committed to providing a quality teaching establishment for operational staff and is currently working towards an imbedded Quality Assurance process.

We will ensure, going forward, that we hold a recognised L4 Quality Assurance qualification within the department, with a lead officer from 2019.

**If anyone requires any further guidance /information regarding this document,
please contact Operational Training.**