



HUMBERSIDE FIRE AND RESCUE SERVICE

Service Improvement

Realistic Training and Development - Use of Off-Station Venues Policy

Owner	Executive Director of Corporate Services
Responsible Person	Head of Health, Safety and Environment
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What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) acknowledges the importance of realistic training in the development of competent operational personnel and takes account of instructions contained in National Operational Guidance (NOG).

The Service recognises it is necessary to expose operational personnel to risk on the training ground to prepare them for the hazards they may encounter while responding to incidents. It is committed to providing realistic initial, continuation and specialist training that may expose operational personnel to an appropriate degree of controlled risk. This training may take place on Service premises or at an off-station venue.

Safety assessments of training and exercise sites form an integral part of this process and **Managers must ensure that all venues are inspected and safe, for their intended use prior to training commencing.**

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. AIM AND OBJECTIVES

The aim and objective of this policy is to explain how the Service will ensure the realistic training and development of competent operational personnel. Whilst controlling the known hazards and risks associated with training taking place at off-station venues.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)

- Legal References
 - [The Management of Health and Safety at Work Regulations 1999](#)
- National Guidance Reference
 - Operations

5. REALISTIC TRAINING AND DEVELOPMENT

Training should be based on potential scenarios likely to be encountered on the incident ground. Realistic scenario-based training and development activities which expose people to an element of risk may be undertaken, provided:

- Any exposure to risk is essential to achieve clear and established learning outcomes.
- The risk is not disproportionate to the benefits.
- Effective supervision and safeguards are in place.
- People are prepared for the planned exposure by virtue of previous training and development.
- Effective briefing and debriefing arrangements are in place.

When planning any training and development activity it is vital that:

- Suitable and sufficient risk assessments have been completed, remain current and are available to all personnel.
- The activity is based on nationally agreed National Operational Guidance, DEFRA con ops and the organisational Integrated Risk Management Plan.
- The methods and resources to be used in delivery of the activity are identified, prioritised, confirmed and allocated.
- Learning is prioritised and programmed to meet the needs of the Service and the individual.
- Whenever practicable, activities should be designed to accommodate the learning styles of people either as individuals or team members.
- The realism to achieve the objectives of the activity is subject to the risk assessment process. All relevant health and safety findings must be actioned.
- Whilst participating in training and development activities, the extent of a person's progress must be appropriately assessed.

6. TRAINING STRATEGIES

The development and implementation of training must always be in conjunction with organisational need and Service Policy.

7. RISK ASSESSMENT

A risk assessment must be completed for the training site and the specific activities involved.

The Health, Safety and Environment Plan (HSEP) Manager responsible for the premises will carry out an assessment of training areas at Service premises at least annually, in accordance with the HSEP.

Prior to the use of any off-station training site a NEBOSH Certificate or IOSH Managing Safely qualified, uniformed manager must carry out the inspection and produce suitable and sufficient risk assessments.

The inspection should be carried out jointly with the representative body's appointed safety representative.

This assessment must be formally recorded on the electronic health and safety management system using the Off-Site Risk Assessment Form (HS_14a). Personnel who are planning to carry out training at off station venues that require a new or reviewed risk assessment should give at least 30 days' notice of the inspection to safety representatives. If safety representatives are unable to attend, then the inspection should proceed, and a task generated on the electronic health and safety management system by the manager for the relevant safety representative to scrutinise the risk assessment.

The originating manager must incorporate relevant changes and notify the safety representative of the outcome.

8. REDUCING THE RISK

Risk identified during realistic training and assessment of training areas will be similar in nature to those risks encountered on the incident ground. Relevant information is provided by many sources

Supervision of personnel is an important part of risk reduction and control during training and development.

Personnel taking part in the training must be fully briefed on the findings of the risk assessment. This brief should include the identified hazards, associated risks and the control measures to be implemented. Safety managers appointed for the session must receive a specific brief relating to their role.

9. TRANSFERABILITY OF KNOWLEDGE, SKILLS AND UNDERSTANDING

The risk-critical nature of the work of HFRS means that the competent performance of its people is vital. Competent performance involves the ability to successfully transfer learning from one situation to another. This is fundamental to successful individual development and achieving organisational flexibility. Opportunities that allow the transfer of learning gained from one particular activity to be applied in another should be exploited whenever possible. In some cases, the transfer and 'application' of knowledge, skills and understanding is relatively straightforward, in others it may be necessary for some additional supportive learning to take place.

10. EMPLOYEE'S DUTIES

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation which may present a serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements.

11. REVIEW

Immediately prior to any training, the supervisory manager must carry out a review of the relevant risk assessments. This is to ensure that they are still suitable and sufficient and that the control measures are adequate. Any significant changes will require a reassessment by a suitably qualified uniformed manager accompanied by a Safety Representative.

Each off-station training venue must be re-assessed by a National Examination Board for Occupational Safety and Health (NEBOSH) Certificate or Institute of Occupational Safety and Health (IOSH) Managing Safely qualified, uniformed manager, at least every 2 years and on other occasions that include:

- A change in control measures
- A significant change in the work carried out or the environment it is carried out in.
- Any other reasons to suspect that the original assessment is no longer valid or could be improved upon.

Safety representatives must be invited to attend the re-assessment.

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

Health, Safety & Environment Section