



Rescue and Fire Fighting Service (RFFS)

Rescue and Fire Fighting Service Vehicle Driving

Information Paper

IP-3

Information on RFFS Emergency Response Vehicle Driving

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Issue 1, April 2012

Preface

The following document is made available on the Civil Aviation Authority (CAA) website to promote and develop best practice within the RFFS. It is offered as information to the RFFS and should not be seen as CAA policy, requirements or guidance which are normally communicated by a Civil Aviation Publication (CAP), Safety Directive (SD), Safety Notice (SN) or Information Notice (IN).

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1 Introduction

This Information Paper provides information on aerodrome Rescue and Fire Fighting Service (RFFS) emergency response vehicle driving. CAP 168 *Licensing of Aerodromes* sets out in Chapter 8, paragraph 4.5 the elements of a response Safe System of Work (SSoW). This paper provides considerations for those dealing with emergency response driving both on and off an aerodrome. It also takes account of the [Vehicle Rollover Group report](#) published in January 2011 and the recommendation that *'An Aerodrome Vehicle Training Guide should be developed which takes account of relevant driving regulations, Driver Certificate of Professional Competence requirements and advice from the CFOA Emergency Response Driving Group.'* This Information Paper is designed to satisfy that recommendation.

2 Information

The guidance in this document is intended to inform a hazard analysis, risk assessment and the development of a safe system of work. From this system the necessary training to reflect the risks can be identified. The training can be delivered in a number of ways and means. For example the knowledge and understanding can be by classroom input or interactive means; the practical training can be assisted by simulations and the assessments can be written, interactive and practical. Examples are provided to assist with developing the above.

3 Aerodrome Response Objective

The International Civil Aviation Organisation (ICAO) sets out Standards and Recommended Practices (SARPs) for international aviation. These SARPs are adopted by the UK and set out in CAP 168 *Licensing of Aerodromes*. They include numbers of RFFS vehicles and objective response times for those vehicles to attend an aircraft accident and commence fire fighting.

As part of the oversight arrangements at aerodromes the CAA will expect the response objective to be demonstrated and recorded. This time objective places pressure on all parts of the response system, and in particular the drivers.

4 Emergency Driving

An emergency response may include a route both on the aerodrome and the public highway with each attracting its own specific requirements in terms of driving requirements and competence.

The subject of new driving standards for a response on the public highway is still under consideration by the Department for Transport (DfT). It will be considering drafting the new regulations in the near future. On 24 April 2008 the Chief Fire Officers Association (CFOA) advised its members to seek an agreement with airports under Section 15 and 16 of the Fire and Rescue Services Act 2004 on their response outside the airport boundary.

5 National Highway Emergency Response Driving Standards

The development of the new standards is in response to the Road Safety Act 2006, which introduces significant changes to the Road Traffic Regulations Act 1984. In essence, these changes mean that only drivers who have satisfactorily completed a course of training in driving vehicles at high speed will be exempt from posted speed limits when the vehicle is being used for 'fire and rescue authority purposes... or for ambulance or for police or Serious Organised Crime purposes.' It also supports regulations so that only those driver trainers who have completed the necessary course will be able to deliver driver training at this level.

For the purposes of the new standards, 'driving at high speed' is defined as follows: 'a driver, from an emergency service, is driving at high speed when he or she legally decides to use the exemption and exceed the speed limit, on any stretch of road, so as to enable them to arrive at an incident or carry out other activities of the service where the higher speed was necessary', such as:

- attending an emergency call;
- investigating, preventing or stopping the commission of a crime;
- helping a member of the public who is in urgent need of emergency assistance.

High speed should be construed as any speed which exceeds that of any statutory speed limit in force on the road at that time. It might also be interpreted as a speed which is below the statutory speed limit, but in excess of a speed which would be appropriate to the prevailing road conditions at the time.

Regulation 3 of the Road Vehicles Lighting Regulations 1989 (Interpretation) clarifies the term 'emergency vehicle':

'A motor vehicle of any of the following descriptions:

- (a) a vehicle used for fire brigade, ambulance or police purposes;'

Whilst emergency vehicles are responding to an emergency call and the use to which the vehicle is being put is hindered, they are exempt from some motoring regulations; however, they are not exempt from the offence of Section 3 Road Traffic Act 1988: careless or inconsiderate driving.

6 Current Situation

The principal role of the RFFS is to provide an immediate intervention at aircraft accidents to save lives by creating survivable conditions within the aircraft fuselage. To achieve this aim and to comply with CAP 168 requirements firefighters may have to drive at high speed. At some locations, the Airport Fire Service delivers a domestic response to areas outside of the airside boundary which may involve high speed driving on the public roads.

The Road Traffic Regulations Act 1984 Section 87 (as will be amended by S 19 of the Road Safety Act 2006) deals with the exemption from posted speed limits. The proposed amendment is:

- '(1) No statutory provision imposing a speed limit shall apply to any vehicle on an occasion when –
- (a) it is being used for fire and rescue authority purposes of, for, or in connection with the exercise of any function of a relevant authority as defined in Section 6 of the Fire (Scotland) Act 2005, for ambulance purposes or for Police or Serious Organised Crime Agency purposes.
 - (b) it is being used for other prescribed purposes in such circumstances as may be prescribed.'

The issue with the above relaxation is that the vehicle must be used for fire and rescue authority purposes and as such, does not apply to the aerodrome RFFS. However, as detailed in (b) above, aerodrome RFFS vehicles could take advantage of the relaxation if they were prescribed by regulation.

There are two alternatives:

- a) Any supporting service to enter into a mutual aid agreement with a prescribed service allowing it to be used for their purposes;
- b) Accepting that all fire services both on and off the airport premises are under the responsibility of the 'fire and rescue authority' and attendance by services is under the control of the local authority and therefore for their purpose. This approach could be viewed as carrying too much risk as it could be tested in law.

As a result of this an agreement under Section 15 and 16 of the Fire and Rescue Services Act 2004 needs to be in place at all RFFS locations in the UK.

As part of the development of the High Speed Driver Training guidance the CAA has made a submission to the DfT setting out the case for prescribing the RFFS at UK licensed aerodromes to allow them to take advantage of the exemption from speed limits.

Other CAPs covering this subject include CAP 699 *Standards for the competence of Rescue and Firefighting Service (RFFS) personnel employed at United Kingdom licensed aerodromes*, CAP 642 *Airside Safety Management* Chapter 4, CAP 700 *Operational Safety Competences* and CAP 790 *Requirement for an Airside Driving Permit (ADP) Scheme*.

As Category 2 responders under the Civil Contingencies Act 2004, RFFS staff would also be required to attend incidents off-airport. Part 1 Sections (2)(i), S(4), S(5), and S(7) detail the requirements that would be placed on a Category 2 responder.

At present, under the terms and conditions of MoUs (where they are in place), RFFS staff respond off-airport to a variety of incidents.

7 Human Factors

There can be no doubt that human factors are a large and significant factor in vehicle accidents. These factors can be broken into imposed and self-imposed pressures. At all stages of the response system of work the influence of these pressures must be considered and reduced. Whether it is the professional pride of the driver, the influence of the supervisor/instructor or peer pressure of the crew it must be factored into the response and the training of the driver and other personnel.

8 Driver Competence

At present, responsibility for setting standards and training drivers to ensure their competence lies with their employer. When the regulations under the Road Safety Act 2006 are enacted there will be common standards for the competence of emergency response drivers who need to exceed the speed limit on the public highway. The standards will not include occupational needs, role and the type of driving being undertaken. These aspects will need to be added to the basic emergency response driver training to complete the health and safety needs of each organisation.

Any driver must be competent in their role. There will be a process that will be followed to identify the response requirements, the topographical features of the response area, the types and nature of the response vehicle that will inform the competence requirements of the driver. Those requirements can then be met in a number of ways, however the end result must be to a set standard and be monitored and assured.

In summary the following must be in place:

- An assessment of the use of the vehicle;
- An assessment of the topography where it will be used;
- A suitable vehicle, fit for purpose;
- Policies and procedures to define and implement standards;
- Competence standards to match the above;
- Suitable routes to competence, such as training or accreditation of prior learning;
- Assessment of competence;
- Maintenance of competence;
- Monitoring and review.

9 Driver Certificate of Professional Competence

The Driver Certificate of Professional Competence (Driver CPC) is a new qualification for professional bus, coach and lorry drivers. It has been introduced across Europe with the aim of improving road safety and helping to maintain high standards of driving.

Depending on when a driver gained his/her vocational licence, he/she will get their Driver CPC either through having 'acquired rights', or by passing initial qualification tests. The initial qualification tests can be taken at the same time as vocational driving tests.

Driver CPC is valid for five years. New drivers who have qualified via the initial qualification route will receive a Driver Qualification Card (DQC), which they can show as proof that they hold Driver CPC. Existing drivers will receive their DQC when they have completed their 35 hours of periodic training.

The Driver CPC aims to improve road safety by helping drivers of buses, coaches and lorries maintain and develop the skills and knowledge they need. It covers subjects such as knowing how to load a vehicle safely, and how to comply with relevant rules and regulations such as drivers' hours.

9.1 Exemptions from Driver CPC Requirements

A Driver Certificate of Professional Competence (Driver CPC) is not required if the vehicle:

- has a maximum authorised speed not exceeding 45 kilometres per hour;
- is used by, or under the control of, the armed forces, civil defence, the fire service and forces responsible for maintaining public order;
- is undergoing road tests for technical development, repair or maintenance purposes, or is a new or rebuilt vehicle which has not yet been put into service;
- is used in states of emergency or assigned to rescue missions;
- is used in the course of driving lessons for any person wishing to obtain a driving licence or a Driver CPC;
- is used for non-commercial carriage of passengers or goods or for personal use;
- is carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle is not the driver's principal activity.

10 Training of Drivers for Response Driving on the Public Highway

Currently there are standards for driving emergency vehicles on the public highway set down by a number of bodies and organisations. Generally they consist of roadcraft, a theoretical test, attitude training and a response assessment. Some organisations use internal providers and some contract out all or part of the elements.

At present an emergency service working group has developed student and instructor competencies, occupational standards and quality assurance measures. These will be finalised by the Department for Transport, circulated for consultation and then issued as Codes of Practice.

Qualifications for drivers are likely to be developed that will be aligned to the National Occupational Standard FF 19 in CAP 699 to take account of the fact that there will be no 'Grandfather rights' under the new legislation and that drivers will need to be able to demonstrate their competence.

Driver training will be competency based and will need to be provided by high speed driving instructors.

The DfT's position regarding this is clear, i.e. if a person has not received high speed driver training then that person cannot drive at speed on the public highway.

The new regulations are proceeding but no implementation date has been set.

11 Summary

The development of new driving standards for emergency response on the public highway is in response to the Road Safety Act 2006, which introduces significant changes to the Road Traffic Regulations Act 1984. In essence, these changes mean that only drivers who have satisfactorily completed a course of training in driving vehicles at high speed will be exempt from posted speed limits on the public highway. As a result of the new standards, Airport Fire Managers will need to consider the following:

- All RFFS personnel who are required to drive vehicles under emergency response conditions must receive emergency response driver training. Existing Emergency Fire Appliance Driving (EFAD) or suitable alternatives, suitable for the aerodrome environment, will almost certainly cover most people and satisfy the Code of Practice¹;
- Emergency response driver training should be provided by driver instructors who have competence relevant to the response;
- Fire Service Managers will need to ensure that all drivers receive suitable training;
- Until such time as the RFFS is recognised as a prescribed user under the Road Traffic Regulation Act 1984 Section 87 (as amended by S 19 of the Road Safety Act 2006), an MoU between the aerodrome and their local authority Fire and Rescue Service to cover an off-airfield response should be in place;
- Driver CPC is now in force and may need to be considered;
- Airport manoeuvring areas are not covered by the new high speed training requirements, however aerodrome bye-laws may stipulate road safety conditions in these areas. The Health and Safety Executive may well use the content of bye-laws and Codes of Practice in any injury enquiry into the management of operations etc.;
- Airport roads may be covered by the S87 RTRA 1984, which is the amended legislation.

¹ The standards brought in by the Road Safety Act are intended to be set out in a Code of Practice.

12 CAP 168

CAP 168 Chapter 8 Section 4 sets out the elements of a response Safe System of Work that must come together to deliver an effective and safe response. These elements should be considered as part of the risk assessment that is used to develop the training requirements.

These elements are:

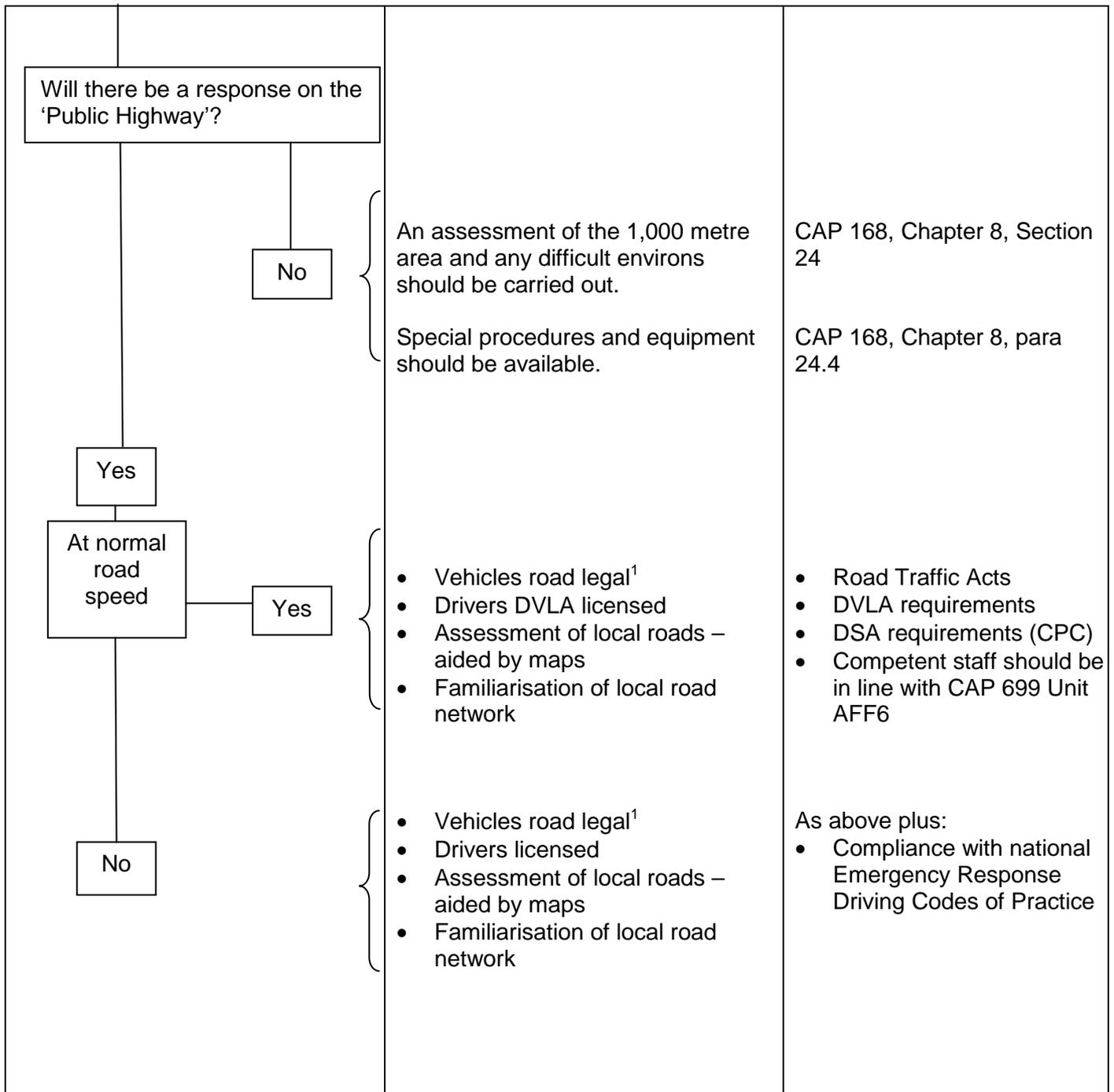
- a) Standard Operating Procedures;
- b) Call handling;
- c) Alerting system;
- d) Position of the fire station or standby area;
- e) Position of the training area where a response may be made from;
- f) Suitable access roads and routes;
- g) Visibility and surface conditions;
- h) A clear route;
- i) Vehicle performance;
- j) Vehicle maintenance;
- k) Effective equipment;
- l) Competent staff;
- m) Communications;
- n) An effective safety culture;
- o) Effective leadership and incident command;
- p) Human factors;
- q) Monitoring and review including records.

13 Driver Training Flowchart

The [Vehicle Rollover Group report](#) contained a flowchart to aid decision-making for the RFFS in assessing risks and constructing an effective and safe response system. The flowchart has been updated to reflect subsequent changes since the report was published.

Appendix A – Driver Training Flowchart

Flowchart	Requirements	Source
<pre> graph TD Q[Do the RFFS vehicle drivers carry out emergency response driving?] -- Yes --> A["A 'Response Safe System of Work' must be in place."] Q -- No --> R["Requirements list"] </pre>	<ul style="list-style-type: none"> • Vehicles should be fit for purpose¹ • Vehicles to be maintained • Drivers competent • Records kept <p>High Speed is defined as ‘Any speed, which exceeds that of any statutory speed limit in force on the road at that time or exceeding any speed restriction on the vehicle being driven. The speed may also be below the speed limit but in excess of a speed of other vehicles using the road at that time.’ In essence, when an emergency vehicle is travelling faster than other traffic and needs to overtake or the other vehicles to yield, it will be travelling at high speed.</p> <p>A Response Safe System of Work includes a number of elements that must come together to deliver an effective and safe response. A comprehensive Hazard and Risk Analysis should be conducted over the optimum response routes within the aerodrome boundary that RFFS vehicles are likely to use to achieve the Operational Objective.</p>	<ul style="list-style-type: none"> • Driving licence – national and/or airport • Airport rules • Bye-laws • CAP 168, Ch 8, para 4.5 • CAP 790 • Provision and Use of Work Equipment Regulations 1998 (PUWER) <p>Emergency Response Driver Training Advisory Group Report 2008.</p> <p>CAP 168, Chapter 8, para 4.5</p> <p>Competent staff should be in line with CAP 699 Unit AFF6.</p>



Guidance:

¹ www.dft.gov.uk/vosa/publications/manualsandguides/safetyandmaintenanceguides.htm

Appendix B - Emergency Response Driving Framework

Requirements	Evidence	Further Information/Considerations
Policy	<ul style="list-style-type: none"> Policy Document Why? - 168 What? - response How? - SsoW Who? - train, oversight 	http://www.hse.gov.uk/pubns/indg275.pdf <ul style="list-style-type: none"> CAA requirements CAP 168, Chapter 8, paragraph 4.5 Training Seat belts & crew safety Driving in combines References
Risk Assessment (RA)	RA document based on HSE guidance	<p>HSE - Five Steps</p> http://www.hse.gov.uk/risk/fivesteps.htm <ol style="list-style-type: none"> Identify the hazards Decide who might be harmed and how Evaluate the risks and decide on precaution Record your findings and implement them Review your assessment and update if necessary
Safe System of Work (SSoW) Or Standard Operating Procedure (SOP)	Procedures	http://www.hse.gov.uk/humanfactors/topics/04procedures.pdf <ul style="list-style-type: none"> Scope – see CAP 168, Chapter 8, para 4.5 Roles and responsibilities Instructor competence Monitor & review Driver training aims http://www.hse.gov.uk/workplacetransport/personnel/initialtraining.htm <ul style="list-style-type: none"> Driver training objectives Driving training Competency assessments Records Routes Off-airfield response Response time exercises
Training	<ul style="list-style-type: none"> Training objectives Individual training needs Individual learning & development plan 	<p>Records of training aligned to AFF6</p> <p>Driver training considerations:</p> <ul style="list-style-type: none"> Vehicle checks Controls Managing hazards e.g. by effective observation, anticipation and planning Control and steer vehicle safely and accurately Making progress Cornering Vehicle positioning Signalling Parking Manoeuvring Attitude and behaviours

Monitor/Review	<ul style="list-style-type: none"> • Policy • SSoW • Training • Operational incidents • Audit • Records 	<p>HSE guidance investigations Audit and review Monitor the effectiveness of your health and safety policy, paying particular attention to:</p> <ul style="list-style-type: none"> • compliance with standards; • standards that are absent or inadequate; • achievement of stated objectives within given time scales; • injury, illness and incident data - analyses of immediate and underlying causes, trends and common features. <p>Further guidance - http://www.hse.gov.uk/pubns/indg275.pdf</p> <p><u>Investigating Accidents and Incidents</u></p> <p>HSE publish a step-by-step guide that will help all organisations to carry out their own health and safety investigations. 'Investigating accidents and incidents' explains why you need to carry out investigations and takes you through each step of the process:</p> <ul style="list-style-type: none"> • Gathering information • Analysing the information • Identifying risk control measures • The action plan and its implementation <p>For further information: http://www.hse.gov.uk/pubns/books/hsg245.htm</p>
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Appendix C – CAP 699 National Occupational Standard AFF6

Unit AFF6		Site and Position Fire Service Vehicles at Incident Site
Elements	AFF6.1	<i>Drive Fire Service vehicles to incident site.</i>
	AFF6.2	<i>Manoeuvre, position and re-deploy Fire Service vehicles.</i>
SCOPE OF THIS UNIT		
As this unit applies across a range of working contexts, the following guidelines apply at element level:		
Element AFF 6.1	Drive Fire Service vehicles to incident site.	
This element concerns your ability to ensure that your vehicle is ready for use and your ability to plan the optimum route to events whilst taking account of factors which may influence progress. Additionally, this element is concerned with your ability to ensure your vehicle arrives at the event safely, undamaged and in optimum response time.		
Element AFF 6.2	Manoeuvre, position and re-deploy Fire Service vehicles.	
This element concerns your ability to site your vehicle in a safe and secure location at the event, operate the vehicle in a manner that does not exceed its capability and, following the event, return your vehicle to its next appointed location.		
EVIDENCE NEEDS TO BE OF YOU:		
<ul style="list-style-type: none"> • Completing the checks carried out to ensure your vehicle is ready for immediate response. • Selecting routes to incidents and where factors may influence progress identifying alternatives. • Delivering the vehicle undamaged and in the optimum response time. • Positioning your vehicle in a safe and secure location at incidents. 		
NOTE: Evidence can be supplemented by questioning.		
KEY WORDS AND CONCEPTS		
These definitions are provided to explain how key words and concepts are used in this unit:		
Incident	Any occurrence requiring an emergency response.	
Promoting a positive image	Understanding of how attitude affects behaviour and therefore perception of others. Calm and professional manner under stress.	
Records	Relating to the vehicle as required by your organisation.	
Re-deploy	Locate at next operational position.	
Relevant regulations	Road traffic law, aerodrome policy and procedures, civil law (duty of care), health and safety law, highway code, road craft, human aspects of driving and any applicable legal exemptions.	
Systems	Radio communication.	
Warning devices	Audible and visual alarms and warnings.	

Unit: AFF6		Site and Position Fire Service Vehicles at Incident Site	
Element:		AFF6.1	Drive Fire Service vehicles to incident site.
You must ensure that:		NOS	You must know and understand:
1) You take action to ensure that you and your vehicle are ready to immediate response.		FF9.1a	<p>Health and Safety</p> <ul style="list-style-type: none"> Hazards and risks of the workplace affecting people and the environment. How to apply practices that maximise the health, safety and welfare of yourself and others in the workplace. How to make and apply decisions based on the assessment of risk. <p>Organisation</p> <ul style="list-style-type: none"> Applicable CAA, Fire Service and other legislation. Record systems and their use. <p>Personal and Interpersonal</p> <ul style="list-style-type: none"> How to communicate clearly and effectively with the range of people involved. How to treat colleagues and members of the public with respect and consideration, taking account of, and accepting diversity. Lines and methods of communication and reporting in the workplace. <p>Technical</p> <ul style="list-style-type: none"> Dimensions, weight limits and capabilities of Fire Service vehicles. How and when to apply exemptions from the road traffic legislation. How and when to use vehicle warning devices and systems. The requirements for availability, operational readiness. How to apply defensive driving techniques when driving to incidents. How to report accidents, damage and defects involving Fire Service vehicles. How to ensure that equipment is securely stowed. How to undertake routine maintenance of vehicles. Capabilities and limitations of operational equipment.
2) You treat all colleagues and members of the public in a manner that promotes a positive image of yourself and your organisation.		FF9.1e FF9.1h	
3) Applicable aerodrome regulations are not contravened.		FF9.1d	
4) You continually assess the driving conditions and modify your driving to minimise risk to yourself and others.		FF9.1h	
5) You confirm factors affecting response to incidents with the relevant people.		FF9.1h	
6) You plan your route according to the nature of the incident and local conditions.		FF9.1b	
7) You drive within your own capabilities, whilst not exceeding the limitations and capabilities of the vehicle.		FF9.1c FF9.1f	
8) You use warning devices only when they are appropriate to the need of the response.		FF9.1g	
9) You inform relevant people of factors affecting the condition and response of the vehicle.		FF9.1i	
10) You return your vehicle to operational readiness at the earliest opportunity in accordance with instruction from incident command.		FF9.1a	

Unit: AFF6		Site And Position Fire Service Vehicles At Incident Site	
Element:	AFF6.2	<i>Manoeuvre, position and re-deploy Fire Service vehicles.</i>	
You must ensure that:		NOS	You must know and understand:
1) You manoeuvre and site the vehicle to maximise the use of the vehicle at the incident, avoiding undue risk to the vehicle, yourself and others.		FF9.2a	<p>Health and Safety</p> <ul style="list-style-type: none"> Hazards and risks of the workplace affecting people and the environment. How to apply practices that maximise the health, safety and welfare of yourself and others in the workplace. How to make and apply decisions based on the assessment of risk. <p>Organisation</p> <ul style="list-style-type: none"> Applicable CAA, Fire Service and other legislation. Record systems and their use. <p>Personal and Interpersonal</p> <ul style="list-style-type: none"> How to communicate clearly and effectively with the range of people involved. How to treat colleagues and members of the public with respect and consideration, taking account of, and accepting diversity. Lines and methods of communication and reporting in the workplace. <p>Technical</p> <ul style="list-style-type: none"> Dimensions, weight limits and capabilities of Fire Service vehicles. How and when to apply exemptions from the Road Traffic Act. How and when to use vehicle warning devices and systems. The requirements for availability, operational readiness. How to report accidents, damage and defects involving Fire Service vehicles. How to ensure that equipment is securely stowed. How to site and operate appliances. Capabilities and limitations of operational equipment.
2) You deploy the vehicle so that operational equipment is accessible for immediate use and at the closest possible position to the incident.		FF9.2a FF9.2b	
3) Your siting and positioning of the vehicle does not impede access to and/or progress of operations.		FF9.2b	
4) You disengage any unnecessary systems and devices, taking account of the needs of the incident, local conditions and security of the vehicle.		FF9.2c	
5) You manoeuvre the vehicle upon departure from the incident within the constraints of local traffic management schemes, regulations and requirements.		FF9.2d	
6) You report any vehicle damage, defects and deficiencies to the relevant people within specified timescales.		FF9.2f FF9.2g	
7) Your operation of the vehicle does not exceed its capabilities and enables you to achieve the objectives.		FF9.2e FF9.2h	

Appendix D – Application to Smaller Aerodromes

It is recognised that the guidance in this paper is comprehensive and that smaller aerodromes may consider its application to be too onerous. This appendix sets out an example of how the guidance can be kept focused and appropriate.

1 Example based on fictitious Mid-Shires Aerodrome

1.1 Policy

Mid-Shires aerodrome has a Safety Management System (SMS) to ensure that all operations at the aerodrome are conducted in a safe manner. The SMS is constructed to comply with company, national and regulatory requirements. The objective of the SMS, this policy and any Standard Operating Procedure (SOP) is to minimise the risk of accidents and injury to persons, damage to aircraft and property arising from an emergency fire and rescue response.

If responding to an incident off the airfield the vehicles will be driven within the normal road and driving regulations and requirements. Blue lights and warning devices may be used to assist with progress and warn other users of the vehicle presence but only within the normal rules for driving on the public highway.

The company policy is to provide seat belts for all vehicles: they should be worn on all occasions.

1.2 Risk Assessment

In accordance with company policy risk assessments have been carried out in accordance with Health and Safety Executive (HSE) guidance and the findings are reflected in the standard operating procedures and training requirements. The risk assessments are available in the operations office.

1.3 Standard Operating Procedure (SOP) for emergency response driving

- a) This SOP is designed to add to the airside driving scheme requirements. An emergency response driver must have as a prerequisite an airside driving pass;
- b) Only those drivers who have carried out the required emergency response training and passed the assessment are permitted to drive the fire and rescue vehicles whilst responding to an emergency;
- c) A response Safe System of Work contains a number of elements which are set out in the training programme. The assessment consists of a multiple choice question paper followed by an on-airfield assessment;
- d) Records of emergency response drivers are contained in the airside driving permit scheme database;
- e) Pre-planned response routes have been identified and are compliant with timed response requirements. The 'drive to arrive' principle² is a core requirement within the driver training programme.

² To be effective at an incident you must first arrive at it safely.

1.4 Training

The training of emergency response drivers will consist of initial and refresher training using the following structure.

The training will cover or refresh the following subject areas:

- Vehicle checks;
- Controls;
- Managing hazards e.g. by effective observation anticipation and planning;
- Control and steer vehicle safely and accurately;
- Making progress;
- Cornering;
- Vehicle positioning;
- Signalling;
- Parking;
- Manoeuvring;
- Attitude and behaviours;
- Pre-determined routes;
- Off-airfield response;

1.5 Monitoring and Reviewing

- a) The aerodrome SMS includes regular audits to ensure standards are maintained.
- b) All accidents or incidents must be investigated in line with the aerodrome SMS and HSE guidance.