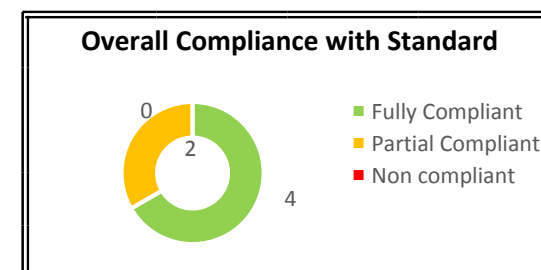


EMERGENCY RESPONSE DRIVING FIRE STANDARD IMPLEMENTATION TOOL

Please fill in the contact details below:	
Fire and Rescue Service	Merseyside Fire & Rescue Service
Contact Name	
Contact Email Address	
Contact Phone Number	



Criteria	Description	Priority			Impact			Compliance			
		Low	Medium	High	Low	Medium	High	Fully Compliant	Partially Compliant	Non Compliant	Chart
1	Comply with legislation and guidance that applies to emergency response driving	7	1	0	8	0	0	7	1	0	
2	Adopt and align their emergency response driver training to the NFCC Emergency Response Driver and Instructor Framework	4	0	0	4	0	0	1	3	0	
3	Adopt and align their emergency response driver instructor training to the NFCC Emergency Response Driver and Instructor Framework	5	0	0	5	0	0	5	0	0	
4	Ensure that records of driver competency and refresher training are kept and maintained	1	0	0	1	0	0	1	0	0	
5	Ensure that their driver training provision is periodically independently quality assured	1	0	0	1	0	0	1	0	0	
6	Ensure that both managers who are responsible for emergency response driving and those working as driving instructors, contribute to the continual improvement of driver training standards by communicating, sharing learning and experiences	3	0	0	3	0	0	3	0	0	
Total		21	1	0	22	0	0	18	4	0	

Introduction

This spreadsheet has been created to assist FRS when planning the implementation of this Fire Standard. It provides a facility to record actions that have been taken, or need to be taken, to move toward achieving the Fire Standard. When first completed, it will provide a benchmark from which progress over time can be measured. The spreadsheet is inteded to used to assist FRS with their planning and implementation, but it will also provide useful evidence for HMICFRS inspections. Time-stamped versions of this spreadsheet will show progress being made with individual action points over time. The Dashboard provides a pictorial overview of the level of compliance.

The spreadhseet is intended as a tool to assist FRS and they are therefore free to make any changes they wish to it if it aids their planning and implementation of this Standard.

Instructions for Use

The spreadsheet has been set-up to record actions for each Criteria listed in the 'To Achieve...' section of the Fire Standard.

Criteria Tabs

1. Move to the Tab for Criteria 1. In column A, define the work that needs to be done to achieve complaince with the criteria (tasks). The template provides for up to 10 actions/tasks to be added, but further rows can be added to the table as required (down to row 50, after which some formulas on the Dashboard will stop working). Overtyp e'Task 1/1' with an actual action/task. Even work that has already been completed can be recorded here to show the extend of the work that was carried-out.

2. In Column B, set the Priority for the action. Select high, medium or low from the drop-down list. Some tasks will be considered to be a higher priority than others, and this information will allow FRS to plan work to address high priority matters first. Lower priority matters can be addressed later.

3. In Column C, record the Impact that the Action will have on complaince. Select high, medium or low from the drop-down list. To progress an action plan in a timely manner, FRS may choose to address tasks likely to have the greatest impact first, although this information must also be considered in conjunction with the Priority (Column B).

4. In Column D, the level of compliance for each task should be recorded in the drop-down list. If the task requires new work and no progress has yet been made, then the task should be recorded as Non-compliant. If some work has been completed but the task is incomplete, then the the task should be recorded as Partially Compliant. And if all work is complete, the task should be recorded as Fully Compliant.

5. The cell in D2 will automatically update to reflect the lowest level of complaince that exists in the task below. This information is then used to populate the 'Overall Complaince' graph at the top of the Dashboard.

6. Repeat the process for each Criteria tab.

Dashboard

1. The Dashboard sheet has been locked (protected) to prevent accidental changes being made to formula. However, competent users can unprotect the sheet and make changes as required.

2. Only cells C4 to C7 allow data to be entered on the Dashboard, without unprotecting the sheet.

3. The Dashboard provides a summary view of the state of compliance against the standard. If versions are recorded over time, they will illustrate the progress being made. Easrly versions are likely to show high levels of non-compliance, with much work to be done. But later versions should show more tasks complete, with fewer outstanding. The doughnut graphs should change from Red, to Amber to Green over time.

4. The most significant graph on the Dashboard is the 'Overall Compliance' graph at the top. It provides an 'at a glance' overview of the state of complaince with the standard. It provides a summary of data in cell D2 on each criteria tab. For senior managers, this single graph provides the simplest indication of the state of play.

Hidden Lists Tab

There is one hidden tab on the spreadsheet which can be revealed if necessary by 'Unhiding' (right click on the tabs). It contains the data used in drop-down lists and is also used to collate some data used for graphs. The information on this sheet should not normally need to be altered, which is why the tab is normally hidden from view.

Comply with legislation and guidance that applies to emergency response driving	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is MFRS fully compliant with this Criteria?			Partially Compliant				
Road Traffic Act (1991)	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
Road Traffic Regulation Act (specifically Section 87)	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
Road Safety Act 2006 – Section 19 *Not yet enacted*	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
The Road Vehicle (Construction & Use) Regulations	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
Motorways Traffic (England & Wales) Regulations	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
The Traffic Signs Regulations and General Directions	Low	Low	Fully Compliant	N/A	N/A	N/A	Captured as part of the EFAD/ELVD pre-learning module ERDT and the Law
NFCC Emergency response driver and instructor framework	Medium	Low	Partially Compliant	Phil Ion	1st April 2022	EFAD Course • 2 delegates: 1 Instructor • 80 hrs contact time (10 days) with Night-time Drive compulsory ELVD Course (previous EFAD) • 2 delegates: 1 Instructor • 80 hrs contact time (10 days) with Night-time Drive compulsory ELVD Course (not previous EFAD) • 2 delegates: 1 Instructor • 120 hrs contact time (15 days) with Night-time Drive compulsory	All other aspects of the framework are compliant due to full compliance with the preceding guidance, High Speed Driver Training (HSDT) 2014, which is the basis for the Fire Standard for Driving.
Assessment forms linked to the above framework	Low	Low	Fully Compliant	N/A	N/A	N/A	All assessment paperwork captured in the Fire Standard for Driving has been adopted from April 2021
Task 1/9							
Task 1/10							
Task 1/11							

Adopt and align their emergency response driver training to the NFCC Emergency Response Driver and Instructor Framework	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is MFRS fully compliant with this Criteria?			Partially Compliant				
EFAD Initial Course	Low	Low	Fully Compliant	Phil Ion	01/04/2022	EFAD Course <ul style="list-style-type: none"> •2 delegates:1 Instructor •80 hrs contact time (10 days) with Night-time Drive compulsory 	All other aspects of the framework are compliant due to full compliance with the preceeding guidance, High Speed Driver Training (HSDT) 2014, which is the basis for the Fire Standard for Driving.
ELVD Initial Course (previous EFAD)	Low	Low	Partially Compliant	N/A	N/A	ELVD Course (previous EFAD) <ul style="list-style-type: none"> •2 delegates:1 Instructor •80 hrs contact time (10 days) with Night-time Drive compulsory We currently deliver. ELVD courses are 1:1, 1 week. This will become 2:1 10 days	We are creating a new course for these candidates and looking at the impact of taking SMs away from their duties for 10 days.who have driven EFAD previously being 5 days 1:1
ELVD Initial Course (not previous EFAD)	Low	Low	Partially Compliant	Phil Ion	01/04/2022	ELVD Course (Not previous EFAD) <ul style="list-style-type: none"> •2 delegates:1 Instructor •120 hrs contact time (15 days) with Night-time Drive compulsory This is an increase of 10 days over the current course we deliver to account for no experience in Blue Light Driving.	We are creating a new course for these candidates and looking at the impact of taking SMs away from their duties for 3 weeks. Possibly Merseyside Police conducting these courses
Night Time Drive included in the above 3 courses	Low	Low	Partially Compliant	Phil Ion	01/04/2022	The addition of a night time drive for initial blue light response courses namely, EFAD, ELVD (previous EFAD) and ELVD (not previous EFAD)	We are creating a new 10 day EFAD Course, 10 day ELVD course (previous EFAD) and 15 day ELVD course (not previous EFAD) which will include a night time drive. We are also considering the impact on both delegates and trainers working hours and potential changes to contracts to reflect this.
Task 2/5							
Task 2/6							
Task 2/7							
Task 2/8							
Task 2/9							
Task 2/10							

Adopt and align their emergency response driver instructor training to the NFCC Emergency Response Driver and Instructor Framework	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is MFRS fully compliant with this Criteria?			Fully Compliant				
National College of Policing (NCP) Response Driving Instructor course delivered by Merseyside Police (MP) Driving School (3 weeks)	Low	Low	Fully Compliant	N/A	N/A	N/A	This course is over and above the NFCC Fire Standard for Driving
Emergency Fire Appliance Driver (EFAD) Instructor course delivered by Senior Instructors in-service in line with the NFCC Emergency Response Driver and Instructor framework (3 weeks)	Low	Low	Fully Compliant	N/A	N/A	N/A	This course is fully compliant with the NFCC Fire Standard for Driving
Emergency Fire Appliance Driver (EFAD) and Emergency Light Vehicle Driver (ELVD) Assessor course delivered by Senior Instructors in-service in line with the NFCC Emergency Response Driver and Instructor framework (2 weeks)	Low	Low	Fully Compliant	N/A	N/A	N/A	This course is fully compliant with the NFCC Fire Standard for Driving
Association of Driving Instructors (ADI) qualification	Low	Low	Fully Compliant	N/A	N/A	N/A	This course is over and above the NFCC Fire Standard for Driving
Emergency Light Vehicle Driver (ELVD) Instructor course delivered by Senior Instructors in-service in line with the NFCC Emergency Response Driver and Instructor framework (2 weeks)	Low	Low	Fully Compliant	N/A	N/A	N/A	This course is fully compliant with the NFCC Fire Standard for Driving
Task 3/6							
Task 3/7							
Task 3/8							
Task 3/9							
Task 3/10							

Ensure that records of driver competency and refresher training are kept and maintained	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is MFRS fully compliant with this Criteria?			Fully Compliant				
Records of training undertaken, competency achieved and refreshers to maintain competency ongoing.	Low	Low	Fully Compliant	N/A	N/A	N/A	We maintain records on all our drivers from intial LGV and EFAD courses, through continuation training including additioanl skills such as Driver Fams and EFAD/ELVD refreshers undertaken every 3 years in service. We keep the records in a specifically created sharepoint site. GDPR is fully embedded and implemented.
Task 4/2							
Task 4/3							
Task 4/4							
Task 4/5							
Task 4/6							
Task 4/7							
Task 4/8							
Task 4/9							
Task 4/10							

Ensure that their driver training provision is periodically independently quality assured	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is FRS fully compliant with this Criteria?			Fully Compliant				
Instructor assessment and standardisation and quality assurance	Low	Low	Fully Compliant	N/A	N/A	N/A	<p>Instructor Revalidation of Quals and Peer Assessments</p> <ul style="list-style-type: none">•National College of Policing (NCP) Response Driving Instructor revalidation delivered by Greater Manchester Police (GMP) Driving School (1 day) every year•Emergency Fire Appliance Driver (EFAD) Instructor Peer Assessment delivered by colleague instructors in-service in line with the NFCC Emergency Response Driver and Instructor framework (1 day) every 6 months.•Emergency Fire Appliance Driver (EFAD) Instructor External Peer Assessment delivered by Senior Instructors from regional services from the North West (NW) Region Driver Training Advisory Group (DTAG) in line with the NFCC Emergency Response Driver and Instructor framework (1 day) every year.•Approved Driving Instructors (ADI) qualification periodic Standards Check completed by DVSA•Emergency Light Vehicle Driver (ELVD) Instructor Peer Assessment delivered by colleague instructors in-service in line with the NFCC Emergency Response Driver and Instructor framework (1 day) every year.
Task 5/2							
Task 5/3							
Task 5/4							
Task 5/5							
Task 5/6							
Task 5/7							
Task 5/8							
Task 5/9							
Task 5/10							

Ensure that both managers who are responsible for emergency response driving and those working as driving instructors, contribute to the continual improvement of driver training standards by communicating, sharing learning and experiences with the NFCC network of fire and rescue service driving instructors and centres through a. Engaging on the NFCC Workplace online forum b. Supporting the national Driver Training Advisory Group (DTAG) through regional structures c. Considering appropriate representation at relevant national events and conferences	Priority	Impact	Compliance	Work assigned to	Projected date for completion	Description of work needing to be done	Evidence of Compliance
Is FRS fully compliant with this Criteria?			Fully Compliant				
NFCC Workplace Online Forum	Low	Low	Fully Compliant	N/A	N/A	N/A	All members of the team are members and regularly contribute to the NFCC online forum
Attendance at regional DTAG meetings	Low	Low	Fully Compliant	N/A	N/A	N/A	I and periodically members of the team attend all regional DTAG meetings. We share good practice and joint operational learning with national bodies. We try where possible to adopt common practice and provide assistance and support to each other where we can.
Representation at National Events	Low	Low	Fully Compliant	N/A	N/A	N/A	The Regional chair of the NW DTAG attends and feeds back minutes and full overview to the group.
Task 6/4							
Task 6/5							
Task 6/6							
Task 6/7							
Task 6/8							
Task 6/9							
Task 6/10							