



# DORSET & WILTSHIRE FIRE AND RESCUE SERVICE

## EPR 14 - Crewing

To be used in conjunction with [People Policy Statement](#)

### Employee Performance & Reward (EPR)

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## 1 Purpose & Definition

- 1.1 In order for the Service to function effectively and to make sure operational duties are performed well, workplaces must be appropriately and adequately staffed.
- 1.2 A flexible approach to resource allocation is paramount for an Emergency Service to maximise effectiveness. In making these allocations our priorities are the health, safety, and welfare of members of staff.
- 1.3 This document sets out the agreed crewing arrangements for:
- Wholtime Duty System (WDS) shift
  - Fire Control
  - Day crewing and Day duty
  - On-Call Duty Systems (formally Retained Duty System-RDS).

## 2 Procedure Principles

- 2.1 The table below indicates the appliances that are primary crewed by WDS shift, Day crewed and Day duty (Ferndown) members of staff within Dorset & Wiltshire Fire and Rescue Service (DWFRS):

Station	Duty Systems	WDS Primary Appliances
Chippenham*	Day Crewed & On-Call	P1 + water + boat + rope
Christchurch	WDS & On-Call	P1 + wading
Ferndown	Day Duty & On-Call	P1
Poole	WDS & On-Call	P1 + P4 + animal + water + rope
Redhill	WDS	P1
Salisbury	WDS & On-Call	P1 + ALP + animal + water
Springbourne	WDS	P1
Stratton	WDS & On-Call	P1 + animal + water
Swindon	WDS & On-Call	P1 + ALP
Trowbridge*	Day Crewed & On-Call	P1 + HRU + water + rope
Westlea*	Day Crewed	P1
Westbourne	WDS	P1 + ALP
Weymouth	WDS & On-Call	P1 + water + rope

\*includes Day Crewed responding as On-Call from 18:00

Term WDS refers to Wholetime shift system in order to differentiate hours of work from Day Crewing duty system.

## 2.2 Crewing

2.2.1 The following crewing principles apply:

- **Christchurch & Redhill Park**  
Station establishment of 24, Watch strength of six, safe crewing of four.
- **Control**  
Establishment of 28, Watch strength of seven, standard crewing of five, safe crewing of four.
- **Westbourne**  
Station establishment of 32, Watch strength of eight, safe crewing of four on pumping appliance and two on ALP (Primary crewing ALP).
- **Swindon**  
Station establishment of 36, Watch strength of nine, standard crewing of five on pumping appliance and two on ALP (Primary crewing ALP).
- **Salisbury, Springbourne, Stratton St Margaret & Weymouth**  
Station establishment of 28, Watch strength of seven, standard crewing of five.
- **Chippenham, Trowbridge**  
Station establishment of 14, Watch strength of seven, standard crewing of five.
- **Westlea**  
Station establishment of 12, Watch strength of six, safe crewing of four.
- **Ferndown**  
Please refer to separate Local Agreement with regards to crewing (Ferndown Fire Station Local Agreement, sections 1.1 and 1.2).
- **Poole**  
Station establishment of 48, Watch strength of 12, standard crewing of nine (five on 1<sup>st</sup> appliance and four on the 2<sup>nd</sup> appliance).

## 2.3 “Standard” Crewing level

- 2.3.1 “Standard” crewing is deemed as the optimum number of members of staff used to operate an appliance and its equipment, in order to undertake tasks at incidents and for which adequately equipped riding positions are provided on appliances.
- 2.3.2 Appliances can be crewed above “Standard” crewing provided adequately equipped riding positions are provided. However, the number of seats, for

example; the maximum number of people that can be accommodated, is not the deciding factor in determining crewing.

2.3.3 The standard crewing levels are:

- First pump (P1) – crew of five
- Second pump (P2) – crew of four
- Primary crewed aerial appliance – crew of two.

2.4 **“Safe” Crewing Level**

2.4.1 In order to operate the appliance and its equipment safely, and undertake tasks safely and efficiently at incidents, a “Safe” crewing level is required, and an appliance will be taken off the run if riders drop below the “Safe” crewing levels.

2.4.2 The differences between “Standard” and “Safe” crewing levels are shown below:

Appliance type	Standard crew	Safe crew
Pumping appliance	Five	Four
BA Support Unit	Two	One
Off Road Light (OLV/L4T)	Two	One
Control	Five	Four

2.4.3 All other support appliances have Standard and Safe crewing of two unless otherwise agreed.

2.4.4 Technical Rescue team sizes are detailed within the appropriate Operational and National Guidance documents and are summarized in [Technical Rescue Crewing Levels](#) supporting document.

2.4.5 Response Plans and pre-determined attendances for all incident types have been agreed across the Networked Fire Services Partnership (NFSP) using evidence from the Task Analysis which is based on four riders for each appliance. Firefighter safety is not compromised when operating with ‘Safe’ crewing levels.

2.4.5.1 For example, if two appliances are mobilised with crews of four and the Action Plan for that incident type requires nine crew members then Control Staff will mobilise a third appliance.

2.5 **Alternate crewing of special appliances**

2.5.1 The following are principles for ‘Alternate’ Crewing of Specialist Appliances such as ALPs and Technical Rescue:

- a) The alternate crewing principle is based on satisfying the first call.
- b) If a call is received for the pumping appliance first, this is mobilised which could then leave the specialist appliance off the run.
- c) Should the specialist appliance subsequently be required, the next quickest specialist appliance is mobilised.

- d) If there is significant delay in the next quickest specialist appliance, then give consideration for the host station to be released from the original incident and return to their station to crew the specialist appliance.
- e) If a call is received for the specialist appliance first this is mobilised which could leave the pumping appliance off the run.
- f) If the special is based on a WDS and On-Call station, On-Call members of staff are alerted to bring the pump back on the run.

### 2.6 Degradation Plan

- 2.6.1 During times of severe crewing shortages such as pandemic flu, severe weather, fuel shortages and industrial action the degradation plan is used in conjunction with the Service business continuity arrangements and appropriate incident response plan.
- 2.6.2 This plan involves the removal of crewing from specific appliances depending on the number of staff available.
- 2.6.3 The decision to take an appliance off the run must be taken with consideration of Service wide appliance availability and strict adherence to a formal list is not always appropriate. This will be managed by the Duty Manager on a case by case basis.

### 2.7 Principles for covering crewing shortfalls

- 2.7.1 Details on crewing shortfalls can be found in [Crewing Shortfall Procedure EPR 15](#).

### 2.8 Principles for Excess Crewing Levels

- 2.8.1 Where the numbers of on-duty members of staff exceed the crewing levels stated in [section 2.2](#), managers are to use the following hierarchy of principles when redeploying members of staff:
  - a) Where crewing levels are below those stated in section 2.2 staff members are detached from other WDS stations where the levels exceed the crewing levels stated in section 2.2.
  - b) Redeploy members of staff to cover pumping appliances which are off the run- in conjunction with the Service Degradation Plan and according to Service need. This is to be discussed with Service Control Centre (SCC) and the Duty Manager in conjunction with On-Call Support Officers and are dictated by local priority.
  - c) Redeploy members of staff to cover specialist appliances which are off the run; it is necessary to have the adequate skillset and does not include resilience appliances.
  - d) Redeploy members of staff to enhance pumping appliances at 'Safe' crewing levels.
  - e) Consider granting additional leave.
  - f) If appliances are taken off the run for reasons other than crewing (for example, defects, or long-term maintenance) the crewing resource is to be redeployed in line with the principals above.
  - g) When covering On-Call stations this should be to enhance the crewing and not displace On-Call members of staff who are already providing cover.

2.8.2 For further guidance on WDS staff undertaking detached duties at On-Call stations can be found in the Supporting Information - [Wholetime Crew Detached Duties to On-Call stations](#).

### 2.9 Public Holidays

2.9.1 Crewing levels will not be reduced on Public Holidays ([Wholetime Duty System Arrangements Collective Agreement, Section 16.1. Addendum2](#)).

## 3 Responsibilities

### 3.1 All Members of Staff

3.1.1 Members of staff have responsibilities under the [Health and Safety at Work Act 1974](#) for their own safety and that of others.

### 3.2 Watch Management Teams

3.2.1 The Watch Management Team are responsible for maintaining planned levels of crewing, with appropriate skill sets, at all stations.

### 3.3 Station Managers

3.3.1 Station Managers are responsible for the monitoring of crewing at their respective stations.

### 3.4 Service Control Centre (SCC)

3.4.1 The SCC manages and directs calls regarding crewing to the appropriate Watch Management Team, On-Call Support Officer or Station Managers.

### 3.5 Duty Manger

3.5.1 The Duty Manager provides guidance and support to Watch Management Teams and On-Call Support Officers regarding disposition of appliance cover and any associated degradation planning.

### 3.6 On-Call Support Officers

3.6.1 On-Call Support Officers liaise with Watch Management Teams to identify and resolve crewing issues.

### 3.7 Area Management Teams

3.7.1 Area Management teams are responsible for monitoring and resolving crewing issues with a wider Service impact.

## 4 Monitoring & Assurance

### 4.1 Learning and Development

4.1.1 This procedure is raised with all new members of staff at induction and is available on the [Policies and Procedures](#) area of CONNECT.

### 4.2 Procedure Management

- 4.2.1 This procedure will be reviewed and updated in line with changes in legislation, local agreements and good practice.

## 5 Document Reference

### 5.1 Document References

[EPR 7 – Expenses and Allowances](#)

[EPR 15SI – Shortfalls, Supporting Information](#)

[EPR 16 – Overtime Procedure](#)

[Wholetime Duty System Arrangements Collective Agreement](#) and Addendum2 to the Collective Agreement– a Corporate Library Document

[Ferndown Collective Agreement](#) – a Corporate Library Document

[Scheme of Conditions of Service Sixth Edition 2004 \(updated 2009\) “Grey Book”](#)

[EPR 29 - Wholetime Staff Undertaking On-Call Duties as Secondary Employment](#)

[Health and Safety at Work Act 1974](#)

### 5.2 Supporting Information

[Wholetime Crew Detached Duties to On-Call stations \(Crewing Shortfall Procedure\) \(EPR 15SI\)](#)

[Cross Border Working Training Notes \(EPR 14SI\)](#)

[Technical Rescue Crewing Levels \(EPR 14SI\)](#)

## 6 Document Management

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Owner	Review Date	Author	Status
Craig Baker	01/04/2020	Colin Owen	Published

### 6.1 Version Control:

Version	Page & Par Ref	Date	Changes Made	Authorised By
V3.0	Entire document	28/03/2019	Final Check prior to publication	Tonya Saben
V(2.4) 3.3	Whole Document	26/03/2019	All changes agreed by Karen Adams following consultation.	C Owens
V(2.3) 3.2	Updated with results of consultation in March 2019 following release of suite of documents	21/03/2019	Added supplementary Tech Rescue document and minor additions as a result of consultation.	
	Updated with		2.4.5.1 updated to control	

V(2.2) 3.1	results of consultation process	12/12/2018	will mobilise	
TCV2	Entire document	24/10/2018	Plain English and formatting suggestions, kept On-Call rather than RDS	Tonya Saben
V2.1	Whole document	10-9-18	2.3.3 Sentence changed to 'Standard crewing levels are' followed by actual crewing numbers  2.4.2 BA support unit: standard crewing changed to 2 from 3; safe crewing changed to 1 from 2  All document: Community Station Managers referred to as Station Managers	C. Baker
V2.1	Whole document	30-8-16	Insertion of current crewing levels  Removal of crewing shortfall details  Alignment to updated Collective Agreement v1.4	
V2.0	Page 1 & 7	18/06/2018	Updated Policy reference in accordance to new framework.	Tonya Saben
V1.0	Page 8	25/09/2017	Conformation of links listed in Section 5.2 – document ready for publication	Graham Kewley
V0.11	Page 7	25/09/2017	Added links and updated Section 5.1	Tonya Saben
V0.10	Entire Document	05/09/2017	Formatting and linking	Tonya Saben
V0.9	Entire document	25/07/2017	Revised	C Baker
TCV	Entire Document	14/03/2017	Track changes and formatting suggestions	Tonya Saben
V0.8	Page 1-11	3/3/2017	Reviewed by DC Kewley	C Baker



V0.5	Page 1-12	02/02/2017	Consultation with key managers	S Legg
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