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This circular is	<b>For information</b>	No response required	
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Status	<b>This circular concerns the arrangements for the mobilisation in convoy of emergency response vehicles to large scale incidents.</b>		

# Convoy arrangements for emergency response vehicles

## Issued by:

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## Addressed to:

**The Chair of the Fire and Rescue Authority  
The Chief Executive of the County Council  
The Clerk to the Fire and Rescue Authority  
The Clerk to the Combined Fire and Rescue Authority  
The Commissioner of the London Fire and Emergency Planning Authority  
The Chief Fire Officer**

## Please forward to:

## Summary

This circular outlines the procedures and guidance to be adopted when emergency response vehicles are mobilised, in convoy, to large scale incidents, as detailed in the National Guidance Document entitled 'Movement of Emergency Response Vehicles to Assistance Calls at Large Scale Incidents'.

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## Convoy arrangements for emergency response vehicles

### 1.0 Introduction

1.1 Following discussions between the Chief Fire Officers Association and the Association of Chief Police Officers, the Roads Policing Operations Forum has ratified the contents of the attached National Guidance Document.

### 2.0 Background

2.1 The National Guidance Document is intended to assist in the pre-planning, formulation and mobilisation of emergency response vehicles to assistance calls at large scale events where it is considered that the most effective means of travel would be in a convoy. Vehicles and equipment issued under the New Dimension programme – including Incident Response Units, Urban Search and Rescue units, High Volume Pumps and Mass Decontamination support units – are the principal focus of the document. However, the procedures detailed do not preclude use by an FRS when responding to calls for assistance under existing mutual aid arrangements.

2.2 The National Guidance Document details the following key considerations that must be made in order to effectively and safely move large numbers of vehicles to an incident:

- The factors around the initial decision to mobilise in a convoy.
- Considerations around assembling a convoy (including appliance preparation, route planning and crew briefings).
- Procedures for the identification of appliances and the use of national radio call signs.
- Guidance for Convoy Commanders and appliance drivers on convoy speed, correct spacing of vehicles, road position for a variety of road classes and the correct use of visual and audible warning devices.
- The actions to be taken by Convoy Commanders should a vehicle break down or be involved in a road traffic collision.
- Guidance on the use of police escorts should the convoy pass through a force area that has the resources to provide such escorts. This also includes inter-service radio communications and details the specific role of the Convoy Commander with regard to the decision to utilise police escorts and the overall conduct and command of a convoy.
- Guidance regarding the frequency of fuel and welfare stops whilst en route.

### 3.0 Next Steps

3.1 FRSs may wish to consider the guidance when deploying large numbers of resources to incidents.

**Brian Ward**

**New Dimension**

**NATIONAL GUIDANCE ON THE  
ASSEMBLY, STRUCTURE, DEPLOYMENT AND COMMAND OF  
FIRE AND RESCUE SERVICE VEHICLE CONVOYS**

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## **1. INTRODUCTION**

- 1.1. This document is provided as a guide to the Fire and Rescue Service (FRS) on the assembly, structure, deployment and command of a convoy of FRS vehicles, to assist in pre-planning for the response to large scale incidents.
- 1.2. The content of this document has been approved by the Association of Chief Police Officers (ACPO) Roads Policing Operations Forum (RPOF).
- 1.3. Assembly and deployment of a convoy should be considered in any circumstances where the operational movement of FRS vehicles would be better facilitated by moving in convoy than moving independently.
- 1.4. When determining whether a convoy is appropriate a balance should be drawn between the benefits of travelling in convoy measured against the additional time taken to assemble and brief a convoy before it is deployed.
- 1.5. The distance to be travelled by vehicles to get to the Convoy Assembly Point (CAP) and to travel from the CAP to the incident is an important factor in determining whether a convoy is appropriate. Exercises have shown that convoy assembly and deployment can take between 30 and 80 minutes. The required speed of response for time critical incidents should be considered as a major factor.

## **2. REQUESTS FOR ASSISTANCE**

### **2.1. Local Mutual Aid Arrangements**

Any FRS may make a request for assistance to a neighbouring FRS through existing mutual aid arrangements. Such requests should be made using existing arrangements and via existing communication channels. In these circumstances it would not normally be necessary to assemble and deploy into a convoy. (Assembly and deployment of a convoy should be considered subject to the guidance in Section 1 above.)

### **2.2. Regional and National Mutual Aid Arrangements.**

- 2.2.1. In circumstances where local mutual aid agreements do not provide appliances and personnel on the scale required, any FRS may make a request for further assistance to be provided from other FRS.
- 2.2.2. Such requests should be directed from the mobilising Control of the FRS requesting assistance (the requesting FRS) to the FRS National Coordination Centre (FRSNCC).
- 2.2.3. The FRSNCC will contact other FRS's (assisting FRS) additional to those already mobilised under local mutual aid arrangements and request assistance in the form of appliances and personnel as required by the mobilising control of the requesting FRS.

- 2.2.4. In these circumstances it is the responsibility of the assisting FRS to consider the most appropriate method of deployment taking into account section 1 above. This may not necessarily be in convoy form.
- 2.2.5. If the decision is made to assemble and deploy a convoy, the assisting FRS should nominate a CAP to which all appliances, vehicles and personnel should proceed for assembly, briefing and subsequent deployment.
- 2.2.6. The requesting FRS should nominate a location as a receiving area for the assisting FRS to report to upon arrival. Depending on the circumstances this should be either a Strategic Holding Area (SHA) remote from the incident or a Marshalling Area closer to the incident. In some cases this may be a Rendezvous Point (RVP) at or near the incident.
- 2.2.7. The requesting FRS should provide a co-ordinator at the nominated receiving area so that assisting FRS personnel can be briefed and organised for deployment.

### **3. CONVOY ASSEMBLY**

- 3.1. Vehicles from the assisting FRS which will form a convoy should be ordered to assemble at a CAP, a single predetermined location.
- 3.2. FRS should pre-plan to CAP risk assess suitably sized sites to the North, East, South and West of their FRS geographical area of responsibility.
- 3.3. A Convoy Commander will be appointed by the assisting FRS mobilising control and will be in overall control of the assembly, structure, command and deployment of the convoy. The Convoy Commander need not necessarily be the senior FRS officer present.
- 3.4. A log for each vehicle should be completed and a copy provided to the Convoy Commander (see example at Appendix 1).
- 3.5. The Convoy should only consist of vehicles and personnel essential for the deployment of the assets required. Officers should travel in vehicles that enable effective radio and telephone communications. Travelling in one appliance together and redistributing crew members into another may best achieve this.
- 3.6. The CAP should have fuel, water and toilet facilities available.

### **4. APPLIANCE PREPARATION**

Prior to arrival at the CAP, FRS vehicles should be subjected to a daily routine test and fuel, water and oil levels should be checked and replenished as required.

## **5. ROUTE PLANNING**

- 5.1. The route from the CAP to the destination should be planned in detail before the convoy is deployed. The Convoy Commander should inform the mobilising control of the assisting FRS and the FRSNCC of the planned route, the position they are heading for and their estimated time of arrival (ETA).
- 5.2. The FRSNCC will inform all FRS's on the planned route that the convoy will be passing through. On receipt of this information, the mobilising control of each FRS should inform their local Police control.
- 5.3. Planned routes should, where possible, make use of motorways and dual carriageways in order to reduce impediment of the convoy by other vehicles and traffic control methods. The shortest route may not be the quickest.

## **6. BRIEFING**

- 6.1. All personnel should be fully briefed by the Convoy Commander or a nominated deputy before the convoy leaves the CAP. This briefing must as a minimum include:
  - The name of the Convoy Commander and the Convoy Commander's position in the convoy
  - The convoy destination and purpose
  - The composition of the convoy
  - The details of any convoy escort known at that time
  - The planned route, timings and planned stops en route
  - Locations of secondary assembly areas en route where the convoy can re-assemble in the event that portions of the convoy become detached
  - Arrangements for re-fuelling and other logistical issues
  - The maximum planned convoy speed
  - Call signs to be used by the convoy, details of the radio channel(s) to be used to control the convoy and to liaise with any convoy escort
  - The procedure to be followed in the event of an accident, breakdown of an appliance or other event that causes the convoy to be disrupted
  - Other safety related issues associated with the deployment of the convoy

## **7. DRIVERS**

- 7.1. Driving in a convoy requires a high level of concentration and can be very tiring. Consideration should be given to this during the 'convoy briefing' stage.
- 7.2. Depending on the length of the journey a secondary assembly area may be prearranged and driver rotations made.

## **8. APPLIANCE IDENTIFICATION**

- 8.1. Each FRS should provide each appliance and vehicle with an A4 size encapsulated self-coloured card indicating:
  - The appliance national call sign
  - The appliance type (fire, search and rescue, decontamination, etc.)
- 8.2. The card should be positioned in the bottom nearside of the dashboard of an appliance and fully visible through the appliance windscreen.

## **9. CALL SIGNS AND COMMUNICATIONS**

- 9.1. Once a decision has been taken to mobilise vehicles by convoy, the Convoy Commander will ensure all resources in the convoy adopt their national call signs. This will be confirmed with the convoy's mobilising control. (A Convoy Disposition Record is attached at Appendix 2.) Radio communications within a convoy will be used only  
  
as directed by the Convoy Commander.
- 9.2. Radio messages to locations external to the convoy such as progress reports to the FRSNCC will be made by the Convoy Commander or a nominated deputy, using the national call sign.
- 9.3. Communications within a convoy will normally be made using VHF channel 21 or channel 22 or using FRS UHF handheld radios as directed by the Convoy Commander. Call signs within a convoy should be based on national call signs.
- 9.4. Communications strategy will be reviewed subject to the adoption of Airwave (TETRA) systems.

## 10. CONVOY SPEED, SPACING, ROAD POSITION & WARNING DEVICES

- 10.1. A convoy should travel as one body and should not be split into sub groups.
- 10.2. Each FRS should liaise with their local police traffic department and agree local arrangements detailing the circumstances when a police escort would be appropriate.
- 10.3. While in motion, vehicles should travel at the target speed set by any police escort or the Convoy Commander if there is no police escort available. The maximum speed should be set realistically, ensuring the slowest vehicle is capable of safely maintaining that speed in all road and weather conditions. It should be noted that certain FRS vehicles are limited to 56mph without the use of 'blue lights'.
- 10.4. Consideration should be given to the need for identifying the front and rear of the convoy by the use of blue lights.
- 10.5. Where a police escort is provided, dipped headlights should be used by day and by night. Blue-flashing lights should not be used, except when crossing junctions and when other localised circumstances dictate (subject to local arrangements.) In any event, the use of rear strobe lights when mobile should be prohibited.
- 10.6. Each driver remains responsible for compliance with road traffic regulations.
- 10.7. Overtaking other service vehicles in a convoy is **NOT** permitted (except in the case of breakdown or collision).
- 10.8. When travelling on dual-carriageways and motorways the Convoy Commander will decide whether to use the inside or outside lane, depending upon circumstances at the time e.g. number of lanes available, density of traffic flow, travel distance, weather conditions. Advice should be sought from the police escorting the convoy. If there is no police escort, it is more likely that the inside lane will be the preferred option. This gives a more flexible approach to the operation.
- 10.9. When the convoy is to exit a dual carriageway or approaches a junction the lane to be used for the manoeuvre should be taken at an early stage to allow for the full convoy to take the appropriate position.
- 10.10. Where the convoy crosses a roundabout, junction or traffic management system the lead vehicle should be used to safely prevent access to traffic to allow progress of the convoy re-joining at the rear of the convoy.
- 10.11. Where separate convoys converge on to a common route, it is important that they remain as separate convoys (this is to avoid confusion and in case it becomes necessary to re-direct one convoy to another destination).

## **11. VEHICLE BREAKDOWN**

- 11.1. In the event of a vehicle breakdown (other than on a motorway, see below) or a vehicle being unable to proceed, the person in charge of the defective vehicle will inform the Convoy Commander by radio. The Convoy Commander should bring the convoy to a temporary halt if safe to do so.
- 11.2. If the disabled vehicle can be quickly repaired then the convoy should wait and then subsequently redeploy together.
- 11.3. If the disabled vehicle has to be recovered, the driver (and any other crew members required) should remain with the vehicle to assist with recovery. The rest of the crew should proceed in other appliances where safe to do so.
- 11.4. Disabled vehicles should, as far as is possible, be left in a position where they are not a hazard to other traffic and with, at least, one driver to assist with recovery. Personnel left with a disabled appliance should always be left with a means of communicating with the FRSNCC.
- 11.5. The Convoy Commander will inform the FRSNCC of any disabled vehicles.
- 11.6. The FRSNCC will inform the assisting FRS of the situation and the details of the vehicle requiring recovery. It will be the responsibility of the assisting FRS to arrange for recovery.

## **12. ROAD TRAFFIC COLLISIONS**

- 12.1. In the event of a vehicle in the convoy becoming involved in a road traffic collision (RTC), the officer in charge of the vehicle will inform the Convoy Commander by radio. The Convoy Commander should bring the convoy to a temporary halt.
- 12.2. The Convoy Commander will ensure:
  - Protection of the collision scene (in conjunction with any Police or Highways Agency officers in attendance)
  - Arranging rescue and first aid treatment of the injured, handing over to appropriate Emergency Services
  - Summoning any additional emergency services needed to deal with the RTC
  - The Officer in Charge of the vehicle involved has the resources required to instigate host FRS procedures for FRS vehicle involved in RTC

### **13. SEPARATION OF VEHICLES FROM THE CONVOY**

- 13.1. Where a vehicle becomes separated from the convoy the officer in charge of the vehicle should attempt to contact the Convoy Commander by radio for instructions. If it is not possible to contact the Convoy Commander the officer in charge of the vehicle should contact the FRSNCC.
- 13.2. The FRSNCC will then contact the Convoy Commander informing him/her of the detachment. The Convoy Commander will decide whether to proceed with the convoy or wait until the detached vehicle rejoins the convoy.

### **14. POLICE ESCORTS**

- 14.1. Police escorts are most useful when the convoy has to move through congested areas with cross roads, traffic lights, roundabouts and other junctions. Their use diminishes where the majority of the travel route is undertaken on motorways. Where police are unable to provide an escort, or the escort is delayed, the Convoy Commander will decide whether the convoy will proceed without a police escort.
- 14.2. Police vehicles work with airwave communication device, which are currently not in full use throughout the Fire Service. New Dimension vehicles are fitted with the system and may be used to communicate with a Police escort.
- 14.3. Whilst the advice of escorting police is likely to be valuable, it should be remembered that the Convoy Commander has the responsibility for all command decisions relating to the route, progress and conduct of the convoy.

### **15. REST PERIODS, BREAKS AND REFUELLING**

- 15.1. Convoy Commanders must consider welfare arrangements for convoy personnel.
- 15.2. Appliances may have a maximum range of only 100 miles therefore refuelling stops should be planned accordingly. The refuelling breaks should be arranged, where possible, to take place at motor-way/major road service areas. These can be expected to offer 24/7 operation, large well lit parking, toilet and welfare facilities, feeding, public telephones and fuel. Please note that not all 'out of town' type shopping complexes parking areas are constructed for the weight of LGV vehicles. Where possible, vehicles should be marshalled / parked in their convoy configuration.
- 15.3. During the planning of a convoy route, consideration should be given to informing the management responsible for the identified service area of the convoy(s)' ETA (where possible).

- 15.4. Where multiple convoys are expected to use common routes, there should be liaison between Convoy Commanders and the FRSNCC to ensure, as far as possible, that two convoys do not arrive at a single service area at the same time.
- 15.5. Vehicles must not be left unattended at any time.

## **16. RE-ENTRY TO MOTORWAYS AND MAJOR ROADS**

Convoys should leave CAPs in convoy order.

**FRSNCC CONTACT NUMBER: 01274 684 914 or 01274 707 746**

**CONVOY LOG**

**CALL SIGN**

**NATIONAL CALL SIGN**

**APPLIANCE TYPE**

**APPLIANCE REGISTRATION NUMBER**

**RIDERS**

ROLE	NAME	SERVICE NUMBER

**REMARKS**





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## NEW DIMENSION PROGRAMME

### Generic Process Hazard Analysis/Risk Assessment: Development of Resilience Convoy Guidance Document

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User Division New Dimension Programme  
Created by: Brian Ward; Regional Resilience Co-ordinator  
Approved by: Pat Chapman; Command & Control Capability Manager  
Date Approved:

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**New Dimension Programme**

Hazard Analysis/Risk Assessment

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[Approved only at point of formal sign off]

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### Authorisation

Document Authorised by:
Pat Chapman; Command & Control Capability Manager

### Document History

Version	Date of Issue	Author(s)	Reason for Issue
0.1	07 March 2008	Brian Ward	Initial Draft

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<b>Version</b>	<b>Name</b>	<b>Organisation</b>	<b>Copy No.- where applicable</b>
0.1	Brian Ward	Fire & Resilience Directorate	e-copy

## Generic Assumptions

The following generic assumptions have been applied to all the hazard analysis and risk assessments developed for the New Dimension equipment. These control measures apply across all operations likely to be undertaken by personnel operating the equipment and are reflected in the written procedural guidance developed by the New Dimension Programme. Where specific exceptions apply to these generic statements they will be included in the hazard analysis and risk assessment for that item of equipment. These are generic assessments intended to inform the local risk assessment process and development of appropriate safe systems of work and they should not be read as an exhaustive statement.

- All personnel have received Dynamic Operational Risk Assessment Training (DRA) (Duty of FRS).
- All personnel using New Dimension equipment will have received information, instruction & training in the safe use of the equipment (ND/FSC training packages).
- All personnel will wear correct PPE/RPE, when using the equipment, whether in operations or in training; appropriate to task (PPE Regulations). Appropriate PPE may be supplied by the New Dimension Programme. Appropriate PPE/RPE will be supplied by the host FRS for general duties as appropriate to task.
- Incident Command System (ICS) training will have been provided for all operational personnel and supervisory officers (IC) and the principles of ICS are applied at all incidents/training areas/places of work (Duty of FRS).
- A safety briefing (ICS) will be given to all personnel.
- Cordons will be used to denote traffic routes, and demarcation of hazardous areas. (where applicable).
- Where natural lighting is insufficient the Incident Commander will ensure all training areas/incident ground sectors are suitably & sufficiently illuminated.
- All accident, injuries and near misses are investigated and reported as required by the New Dimension reporting requirements. Where applicable the requirements of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) will be applied.
- A review of risk assessments will be undertaken following accidents, injuries, near misses and operational and training de-brief information.
- The requirements for inter agency liaison, training and communications, as dictated by the Civil Contingencies Act 2004 will be complied with by the host FRS.
- Noise/Vibration outputs will be provided where appropriate and consequently dictate hearing protection/working time requirements.
- There will be provision of information, instruction and training for the Noise at Work Regulations by host FRS.

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<b>GENERIC PROCESS HAZARD ANALYSIS</b>			
<b>Description of activity, process or equipment assessed:</b>	<p>An assessment for the development of generic guidance to FRS/FRA to assist mobilisation to category 4 type incidents and training events: Movement of Emergency Response Vehicles to Assistance Calls to Catastrophic Incidents; a guidance document for the Assembly, Structure and Operation of a Convoy.</p> <p>This is a generic assessment intended to inform local risk assessment processes and development of appropriate safe systems of work and should not be read as an exhaustive assessment.</p>	<b>Date prepared:</b>	<b>February 2007</b>
<b>Associated documentation:</b>	DCOL New Dimension Convoy Procedures, Fire Service Manual Volume 3 Health and Safety <i>Operational Risk Assessment (1.1, 1.2)</i> . Fire Service Manual Volume 2 Incident Command	<b>Review Date:</b>	<b>February 2008</b>

Ref	Hazard/Activity	Consequence	Cause	Outcome	Recommendation
1.0	responding	Vehicle breakdown	Vehicle maintenance Pre-use checks	In ability to respond	<ul style="list-style-type: none"> <li>➤ Existing FRS Policies &amp; procedures on pre-use vehicle &amp; equipment checks</li> </ul>
2.0	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions Collision with other road users, pedestrians, road furniture etc	Poor driving techniques Inappropriate actions of other road users Distracted pedestrians	fatalities major/ minor injuries to Emergency Service personnel and members of the public Equipment damage	<ul style="list-style-type: none"> <li>➤ Recommend inclusion of convoy procedure in future versions of Fire Service Manual V2 Incident Command</li> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort,</li> <li>➤ Effective navigation aids</li> </ul>
2.1	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions	Vehicle breakdown Puncture	fatalities major/ minor injuries to Emergency Service personnel and members of the public Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Maintenance Policies</li> <li>➤ FRS Repair &amp; Recovery</li> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> </ul>

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Ref	Hazard/Activity	Consequence	Cause	Outcome	Recommendation
					<ul style="list-style-type: none"> <li>➤ National agreement / facilities for Police escort,</li> </ul>
2.2	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Disruption of convoy	Vehicle breakdown  Run out of fuel	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Maintenance Policies</li> <li>➤ FRS Repair &amp; Recovery</li> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ FRS re-fuelling policies</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures to include advice on vehicle re-fuelling; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort,</li> </ul>
2.3	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Disruption of convoy	Vehicle breakdown  Run out of fuel  Breakdown in vehicle communications; communications between convoy vehicles	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Maintenance Policies</li> <li>➤ FRS Repair &amp; Recovery</li> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ FRS re-fuelling policies</li> <li>➤ FRS/ND vehicle communications: all with method of inter vehicle communications</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures to include advice on vehicle re-fuelling; nomination with duties &amp; responsibilities of a convoy commander. Included procedures for breakdown in inter vehicle communications</li> <li>➤ National agreement / facilities for Police escort,</li> </ul>
2.4	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	Vehicles converging	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort,</li> </ul> <p>Effective navigation aids</p>

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Ref	Hazard/Activity	Consequence	Cause	Outcome	Recommendation
2.5	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	Low light conditions  Seasonal conditions  Weather conditions	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures; use of distance between vehicles to mitigate hazards; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort,</li> </ul> Effective navigation aids
2.6	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	Driver distracted by other convoy vehicles visual and audible warning devices	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices used only as required by convoy guidance</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort,</li> </ul> Effective navigation aids
2.7	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	Driver : welfare to include rest, feeding, toiletries	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ Route planning by convoy commander to include rest breaks, welfare etc</li> <li>➤ National agreement / facilities for Police escort,</li> <li>➤ Prior notification of service station operators of intended route and preparation for large numbers of FS vehicles</li> </ul> Effective navigation aids
2.8	Responding to a Strategic Holding Area; formation of a convoy	Convoy disruption	Only front & rear vehicle travelling with audible/ visual warnings  Prime movers inability to travel at no more than 56mph  (66mph with blue lights)	Delayed response/ arrival at incident	Ref 10.4 & 10.5 of convoy document: for discussion  During daylight blues less of a distraction, at night would cause driver fatigue over distance

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Ref	Hazard/Activity	Consequence	Cause	Outcome	Recommendation
2.9	Responding to a Strategic Holding Area; formation of a convoy	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	Vehicles converging	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS Implementation of GRA 1.2</li> <li>➤ Authorised FRS driver competent to drive the appliance , EFAD Qualified for 'blue light' driving, PSV qualified for Minibus etc</li> <li>➤ visual and audible warning devices</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort, notification of Police forces of route of convoy by FRSNCC/ INCC</li> </ul> Effective navigation aids
2.10	Responding to a Strategic Holding Area; formation of a convoy	Convoy disruption	Toll roads	Delayed response/ arrival at incident	<ul style="list-style-type: none"> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort, notification of Police forces of route of convoy by FRSNCC/ INCC</li> <li>➤ Prior notification of Toll road operators of intended route and preparation for large numbers of FS vehicles</li> </ul> Effective navigation aids
3.0	Vehicle accident responding to a Strategic Holding Area; formation of a convoy	All as above as appropriate	All as above as appropriate	fatalities major/ minor injuries to Emergency Service personnel and members of the public  Equipment damage	<ul style="list-style-type: none"> <li>➤ FRS existing accident procedures</li> <li>➤ FRS existing lone working procedures</li> <li>➤ Production &amp; Utilisation of Convoy procedures; nomination with duties &amp; responsibilities of a convoy commander</li> <li>➤ National agreement / facilities for Police escort, notification of Police forces of route of convoy by FRSNCC/ INCC</li> </ul>
4.0	Return: post incident in convoy	Convoy disruption	Migration of the traffic	Confusion & disruption	Use of all as above & appropriate for return to FRS post incident

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GENERIC PROCESS RISK ASSESSMENT			
<b>Description of activity, process or equipment assessed:</b>	An assessment for the development of generic guidance to FRS/FRA to assist mobilisation to category 4 type incidents and training events: Movement of Emergency Response Vehicles to Assistance Calls to Catastrophic Incidents; a guidance document for the Assembly, Structure and Operation of a Convoy. This is a generic assessment intended to inform local risk assessment processes and development of appropriate safe systems of work and should not be read as an exhaustive assessment.	<b>Date prepared:</b>	<b>February 2007</b>
<b>Associated documentation:</b>	DCOL New Dimension Convoy Procedures, Fire Service Manual Volume 3 Health and Safety <i>Operational Risk Assessment (1.1, 1.2)</i> . Fire Service Manual Volume 2 Incident Command	<b>Review Date:</b>	<b>February 2008</b>

Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
1.0	responding	Vehicle breakdown	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	Existing FRS/FRA Policies & Procedures for Appliance & Equipment pre-use/ change of shift inspection prior to use DCOL 4/2004 Associated documentation	N	Re-affirmation of existing control measures Development of convoy guidance for category 4 type incidents Exercise / drills to familiarise FRS personnel and test systems	5	2	10	A
2.0	Responding to a Strategic Holding Area; formation of a convoy: Poor driving techniques Inappropriate actions of other road users Distracted pedestrians	Road Traffic Collisions Collision with other road users, pedestrians, road furniture etc	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA All drivers of FRS vehicles [Blue light] EFAD or equivalent competent FRS vehicle maintenance Policies & procedures Associated documentation	N	Re-affirmation of existing control measures Development of convoy guidance for category 4 type incidents Exercise / drills to familiarise FRS personnel and test systems ND FRSNCC/ INCC reporting procedures	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
2.1	Responding to a Strategic Holding Area; formation of a convoy: Vehicle breakdown  Puncture	Road Traffic Collisions	FRS Personnel  Emergency Service Personnel  Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A
2.2	Responding to a Strategic Holding Area; formation of a convoy: Vehicle breakdown  Run out of fuel	Road Traffic Collisions  Disruption of convoy	FRS Personnel  Emergency Service Personnel  Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
2.3	<p>Responding to a Strategic Holding Area; formation of a convoy: Vehicle breakdown</p> <p>Run out of fuel</p> <p>Breakdown in vehicle communications; communications between convoy vehicles</p>	<p>Road Traffic Collisions</p> <p>Disruption of convoy</p>	<p>FRS Personnel</p> <p>Emergency Service Personnel</p> <p>Members of the public</p>	5	3	15	<p>FRS/FRA existing driving Policies</p> <p>All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA</p> <p>All drivers of FRS vehicles [Blue light] EFAD or equivalent competent</p> <p>FRS vehicle maintenance Policies &amp; procedures</p> <p>Associated documentation</p>	N	<p>Re-affirmation of existing control measures</p> <p>Development of convoy guidance for category 4 type incidents</p> <p>Exercise / drills to familiarise FRS personnel and test systems</p> <p>ND FRSNCC/ INCC reporting procedures</p>	5	2	10	A
2.4	<p>Responding to a Strategic Holding Area; formation of a convoy: Vehicles converging</p>	<p>Road Traffic Collisions</p> <p>Collision with other road users, pedestrians, road furniture etc</p>	<p>FRS Personnel</p> <p>Emergency Service Personnel</p> <p>Members of the public</p>	5	3	15	<p>FRS/FRA existing driving Policies</p> <p>All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA</p> <p>All drivers of FRS vehicles [Blue light] EFAD or equivalent competent</p> <p>FRS vehicle maintenance Policies &amp; procedures</p> <p>Associated documentation</p>	N	<p>Re-affirmation of existing control measures</p> <p>Development of convoy guidance for category 4 type incidents</p> <p>Exercise / drills to familiarise FRS personnel and test systems</p> <p>ND FRSNCC/ INCC reporting procedures</p>	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
2.5	Responding to a Strategic Holding Area; formation of a convoy: Low light conditions Seasonal conditions Weather conditions	Road Traffic Collisions Collision with other road users, pedestrians, road furniture etc	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA All drivers of FRS vehicles [Blue light] EFAD or equivalent competent FRS vehicle maintenance Policies & procedures Associated documentation	N	Re-affirmation of existing control measures Development of convoy guidance for category 4 type incidents Exercise / drills to familiarise FRS personnel and test systems ND FRSNCC/ INCC reporting procedures	5	2	10	A
2.6	Responding to a Strategic Holding Area; formation of a convoy: Driver distracted by other convoy vehicles visual and audible warning devices	Road Traffic Collisions Collision with other road users, pedestrians, road furniture etc	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA All drivers of FRS vehicles [Blue light] EFAD or equivalent competent FRS vehicle maintenance Policies & procedures Associated documentation	N	Re-affirmation of existing control measures Development of convoy guidance for category 4 type incidents Exercise / drills to familiarise FRS personnel and test systems ND FRSNCC/ INCC reporting procedures	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
2.7	Responding to a Strategic Holding Area; formation of a convoy: Driver : welfare to include rest, feeding, toiletries	Road Traffic Collisions  Collision with other road users, pedestrians, road furniture etc	FRS Personnel  Emergency Service Personnel  Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A
2.8	Responding to a Strategic Holding Area; formation of a convoy: Only front & rear vehicle travelling with audible/ visual warnings  Prime movers inability to travel at no more than 56mph  (66mph with blue lights)	Convoy disruption	FRS Personnel  Emergency Service Personnel  Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
2.9	Responding to a Strategic Holding Area; formation of a convoy: Vehicles converging	Road Traffic Collisions Collision with other road users, pedestrians, road furniture etc	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A
2.10	Responding to a Strategic Holding Area; formation of a convoy: Toll roads	Convoy disruption	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A

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Ref. No.	Activity	Hazard	Person at Risk	Sev	L	R	Existing Control Measures	Res	Further Control Measures Required: please refer to recommendations above	Sev	L	R	Res
3.0	Vehicle accident responding to a Strategic Holding Area; formation of a convoy: All as above as appropriate	All as above as appropriate	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A
4.0	Return: post incident in convoy: Migration of the traffic :	Convoy disruption	FRS Personnel Emergency Service Personnel Members of the public	5	3	15	FRS/FRA existing driving Policies  All LGV/ PSV type vehicles: personnel competent to drive with appropriate licences as required by FRS/FRA  All drivers of FRS vehicles [Blue light] EFAD or equivalent competent  FRS vehicle maintenance Policies & procedures  Associated documentation	N	Re-affirmation of existing control measures  Development of convoy guidance for category 4 type incidents  Exercise / drills to familiarise FRS personnel and test systems  ND FRSNCC/ INCC reporting procedures	5	2	10	A

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## RISK RANKING METHODOLOGY

Ranking risks is necessary in order to identify their relative importance. The degree of risk associated with a particular hazard depends on the likelihood of it causing an accident and the probable severity of the consequence of such an accident. The focus in applying this methodology is the risk faced by a single typical member of the Occupation responsible for carrying out the task giving rise to the hazard.

This ranking system involves classifying likelihood (in terms of frequency) and severity each on a five point scale and then multiplying them both together to give the risk ranking as follows:

This matrix gives possible ranking values as follows:

### RISK = SEVERITY x LIKELIHOOD

The ranking values can then be grouped into three broad classes of risk:

Critical Risks	16 – 25	HIGH
Significant Risks	8 – 15	MEDIUM
Minor Risks	1 – 7	LOW

		SEVERITY				
		5 Single or multiple fatalities	4 Major disabling injury	3 Injury resulting in 3 or more days off	2 Minor Injury	1 Accident or near miss with no harm arising
LIKELIHOOD	5 Very likely to occur	25	20	15	10	5
	4 Probable	20	16	12	8	4
	3 Possible	15	12	9	6	3
	2 Remote	10	8	6	4	2
	1 Improbable	5	4	3	2	1

## RISK TERMINOLOGY

Term	Definition
Accident	An unplanned and uncontrolled event which gives rise to harm.
Consequence or impact	The outcome of an accident.
Controls	Measures that may be introduced with the intention of reducing risk.
Harm	Any kind of safety loss, including fatalities and injuries
Hazard	Anything with the potential to cause harm (or loss).
Incident/ Near miss	An unplanned and uncontrolled event that does <b>not</b> give rise to harm, but which under different circumstances <b>could</b> have resulted in an accident.

Term	Definition
Likelihood (L)	The number of occasions on which a given event is expected to occur over a given time.
Mitigation	Reduction in risk due to the introduction of risk controls.
Rating	The rate given to the control measures associated with the hazard and risk; either High, Medium or Low
Result (Res)	The result based on the existing control measures or prior to implementing further control measures, in order to reclassify the rating to achieve the desired result. Being either: <ul style="list-style-type: none"> <li>▪ adequately controlled <b>A</b>;</li> <li>▪ not adequately controlled <b>N</b>;</li> <li>▪ or the group requires specialist advice <b>U</b>.</li> </ul>
Risk (R )	A combination of the likelihood of the harm occurring and the severity of the consequences.
Severity (Sev)	A measure of the significance of consequences.

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