

Accommodation on fire stations

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Old instruction number: **MAN:D005:a5**
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Owner: **Assistant Commissioner Fire Stations**
Responsible work team: **Central Operations**

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1 Introduction

- 1.1 This policy explains how accommodation, in particular toilet, washing, changing and resting areas for staff at fire stations, are to be managed.
- 1.2 Where issues arise which cannot be resolved by reference to this policy, it is recommended that consultation takes place, at local management level, with those directly affected by the issue. Any decision reached must be with the agreement of the Borough Commander and have included advice from the Inclusion Team.
- 1.3 All accommodation will provide toilet, changing, and washing facilities for all station-based staff and visitors, to include as a minimum:
 - Separate changing, washing and toilet accommodation for fire fighters that meet health and safety requirements.
 - Appropriate resting arrangements for firefighters.
 - Centrally located and available floor plans of every station showing layout and location of all accommodation for staff and visitors.

2 Accommodation arrangements

- 2.1 Accommodation for station based staff is provided for the separate and exclusive use by fire fighters. Day to day issues arising from the use of these facilities are the responsibility of local officers.
- 2.2 The accommodation in non Privacy for All converted stations is allocated according to the make up of each watch. Should changes to station based staff (except sub/stn officers) make reallocation of the accommodation necessary on a watch by watch basis, this would require careful management, and may only be undertaken with the agreement of the Deputy Assistant Commissioner, in consultation with the Inclusion Team and FBU. The Inclusion Team are to keep records of all consultations and results, and use them to provide consistency in descisions across the Brigade. Physical changes will require the additional agreement of Property Services.
- 2.3 Station management will make sure that a minimum of one toilet with suitable sanitary towel dispensers/disposal facilities and one shower unit with changing area is designated at each station for the exclusive use of women, and a minimum provision of one toilet and shower unit with changing area will be designated for the exclusive use of men.
- 2.4 Toilets in larger wash rooms which house shower cubicles will be designated as appropriate to the gender balance of the station/watch on duty.
- 2.5 All accommodation will be fitted with appropriate signage and their location will be identifiable from a plan of the station layout which will be located at the main/normal entrance to the station. This is to make sure that all visitors to the station including staff (standbys) and members of the public can easily identify appropriate facilities.
- 2.6 Accommodation allocated for the use of local managers will remain for that purpose.

3 Privacy for All

- 3.1 London Fire Brigade is implementing gender neutral resting rooms for firefighters in line with the current watch strength at each LFB station. Each resting room should include a privacy lock on door, operable from the inside with provision for emergency access whilst guarding against accidental intrusion, space for a long size bed (2130mm x 760mm) and four individual boot lockers with top boxes, to allow a locker for each watch. At the end of each shift staff are

expected to clear away personal effects and leave the room in an acceptable state for the next occupant to use.

- 3.2 Lockers are to be clearly labelled with the name of the individual and the watch they are on. The Stand By locker is to be clearly labelled as such, and not used for any other purpose.
- 3.3 LFB is implementing single use washing facilities. At the end of the project each station should include at least one shower and toilet facility that is designated for each of the following categories: gender neutral, male, female. The appropriate signage should be used in each case.

4 Same sex designated spaces

- 4.1 The safety of all staff is our priority and feeling secure in our stations and workplaces is an essential element of this. Single sex spaces should be respected for their designated use at all times. Specifically, spaces designated for women, same sex and gender neutral should be respected and provide dignity for those who use them. This includes toilets, washrooms, restrooms, locker room, changing facilities and women, men and gender neutral spaces.
- 4.2 A zero-tolerance approach will be taken in all cases where a person enters or uses facilities not designated for them. Any misuse of these facilities should be reported to the officer in charge or Station Commander where appropriate.

5 Further information and guidance

- 5.1 In the first instance, information and guidance will be provided by the relevant Borough Commander supported by the Inclusion.
- 5.2 The Inclusion Team may be contacted on 020 8555 1200 extension 30652, or send an e-mail to Inclusion@london-fire.gov.uk.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	27/02/2024	SDIA	29/09/2023	HSWIA	04/08/2023	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Paras.2, 4.1,4.7	Deleted.	21/10/2008
Paragraph 1	The term "instruction" has been replaced by "policy"	29/06/2010
Throughout	Reviewed as current, no changes made.	30/07/2010
Throughout	Reference to "Equalities Services" has been replaced by the "Corporate Management Team" in line with the Top Management Review.	19/10/2011
Page 2, para 2 Page 2, para3.2 Throughout	Section 2 rewritten in line with current practice (nothing new). Email address updated. Reviewed as current.	29/08/2014
Page 3	Subjects list and Freedom of Information Act exemptions tables updated.	29/01/2015
Throughout	Reviewed as current, all references to the Corporate Management Team changed to Inclusion Team.	13/12/2017
Page 1	Owner title changed to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with London Fire Commissioner.	03/09/2018
Throughout	Last amended date added to confirm the change of organisational governance.	03/12/2018
Throughout	Role to rank changes made to content.	15/10/2019
Page 2, para 2.2	'Technical and Service Support' replaced with 'Technical and Commerical Services'.	23/07/2020
Page 1	Policy owner transferred from People Services to Assistant Commissioner Fire Stations – Central Operations	06/10/2022
Throughout	Policy reviewed as current, with amendments due to Privacy for All and Same sex designated spaces.	27/02/2024

Subject list

You can find this policy under the following subjects.

Accommodation	Brigade premises
Equalities	Fire stations

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification