

Uniform and personal protective equipment excluding structural firefighting PPE

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Contents

- 1 Introduction 2
- 2 Scales of issue 2
- 3 Issue arrangements 2
- 4 Fitting of uniform 2
- 5 Special fitting..... 2
- 6 Minimum periods of wear 2
- 7 Kit inspection 2
- 8 Reserve stock 3
- 9 Safe custody of uniform and personal equipment 3
- 10 Laundry, dry cleaning and fumigation 4
- 11 Repairs and alterations to uniform 4
- 12 Transfer, retirement or discharge from the brigade 4
- 13 Marking equipment..... 4
- Appendix 1 – Scale of issue: personal clothing and equipment – list of tables 5
- Appendix 2 – Arrangements for issue of personal clothing and equipment 13
- Appendix 3 – Laundry, dry cleaning, repair and fumigation 14
- Appendix 4 – Procedures for dry cleaning and laundering..... 17
- Appendix 5 – Procedure for repairs and alterations to uniform 19
- Appendix 6 – Arrangements for the transfer, retirement or discharge from the brigade 21
- Appendix 7 – Role markings 23
- Document history..... 24

1 Introduction

- 1.1 This policy outlines the scales of issue of clothing and personal equipment to uniformed staff but excludes structural firefighting PPE. This is contained in Policy number 693 - Structural firefighting personal protective equipment (PPE).

2 Scales of issue

- 2.1 Each uniformed member of the Brigade is issued with clothing and personal equipment as prescribed in Tables 1 to 8 of Appendix 1.

3 Issue arrangements

- 3.1 Initial and general issue arrangements for clothing and personal equipment are to be made as outlined in paragraph 2 above. Staff should follow the method of issue described in Appendix 2.

4 Fitting of uniform

- 4.1 The sub/station officer or appropriate line manager and the individual concerned must make sure that uniform issued is of a suitable size and fit. Any items for exchange must be returned in accordance with the procedure at paragraph 3 of Appendix 2, unmarked and in original packaging where possible.

5 Special fitting

- 5.1 Special fitting items will be provided where an individual's requirement is outside the standard ranges available.

6 Minimum periods of wear

- 6.1 Items of uniform and personal equipment are only replaced when they are unfit for further service and on recommendation of the sub/station officer or appropriate line manager. It is the duty of all personnel to make sure that full economic wear is obtained from each article. It is the responsibility of personnel and of the sub/station officer or appropriate line manager to make sure all items are available and in a serviceable condition.
- 6.2 If it is necessary to issue items before the minimum periods of wear have expired (as detailed in Table 12 of Appendix 1), the sub/station officer/line manager is to be informed. Any item which is identified as being of poor quality should be forwarded to the Corporate Procurement Services section in the Procurement Department, 169 Union Street, BHQ with a brief explanation.

7 Kit inspection

- 7.1 Station commanders are authorised to carry out an inspection of kit of any member of the Brigade below the role of sub/station officer at any time when:
- Circumstances make inspection appropriate (e.g. on retirement or resignation).
 - When loss or damage is reported or suspected.
- 7.2 All available items of uniform and equipment should be produced for inspection and the inspecting officer must be satisfied they are in good order and are properly marked in accordance with Table 11 of Appendix 1.
- 7.3 Any item(s) or equipment not produced, except articles recorded as being laundered or repaired, is to be made the subject of an investigation by the appropriate line manager. In each case where

an item(s) is not accounted for to the satisfaction of the inspecting officer, a report must be submitted to the inspecting officer's line manager.

8 Reserve stock

- 8.1 Reserve stocks are to be held at the locations indicated on Tables 9 and 10 of Appendix 1 to this policy and are to be used to provide for laundering, emergency replacements or other service contingencies.

9 Safe custody of uniform and personal equipment

Personal responsibility

- 9.1 Excluding structural firefighting PPE which is not the property of the Brigade, articles of clothing, uniform or personal equipment provided or issued to members of the Brigade are the property of the Brigade. They must be condemned by the sub/station officer or appropriate line manager before replacement and returned at any time when called for. Items of clothing, uniform, PPE, personal equipment etc. issued by the Brigade must not be sold, or passed on to third parties. Any breach of this policy will constitute a disciplinary offence and may lead to dismissal.

Note: Each member of the Brigade is personally responsible for the safe custody and good condition of all items of personal issue uniform and equipment. The sub/station officer or appropriate line manager is responsible for making sure that the provisions set out in this policy are met.

- 9.2 Once an item of clothing has been condemned as no longer fit for purpose the sub/station officer should make arrangements for the item(s) of clothing to be returned to the Operations Support Centre via the Day Van service for recycling. Items of clothing from members of the Brigade who retire or leave the Brigade's service should also be returned for recycling.

- 9.3 The following procedure should be followed:

- Sub/station officer or appropriate line manager to condemn item of clothing in condemned stores record.
- Clothing returned for recycling should be washed and cleaned. Place item(s) of clothing in recycling sack (POMS part number S2012) and return it to the Operations Support Centre.

- 9.4 Uniformed staff may be required to pay the full replacement value for lost or damaged articles if the loss or damage was caused or contributed to by their fault. Any loss or damage should be reported in writing (form 10) by the individual concerned without delay to the sub/station officer or appropriate line manager. The sub/station officer or appropriate line manager should then arrange an investigation for missing item(s) as soon as possible and must submit the report to the sub/station officer's line manager within seven days.

Personnel absent from duty

- 9.5 If a member of staff reports sick, the sub/station officer or appropriate line manager must make sure the uniform and personal equipment which is not secured in their personal locker is collected and placed in store. When a member of staff is transferred to the sick pool after 28 days absence, arrangements should be made to return PPE clothing in accordance with instructions contained in Policy number 693 – Structural firefighting personal protective equipment (PPE). This policy also contains guidance on re-ordering of items on return to duty.

10 Laundry, dry cleaning and fumigation

- 10.1 For information about the laundry, dry cleaning and fumigation procedures see Appendix 3. Full procedural details are listed in Appendix 4.

11 Repairs and alterations to uniform

- 11.1 For information about the procedure for carrying out alterations or repairing clothing items of personal issue, see Appendix 5.

12 Transfer, retirement or discharge from the brigade

- 12.1 The procedure for dealing with clothing and personal equipment issue arising from transfers, retirement or discharge of personnel from the brigade is described in Appendix 6.

13 Marking equipment

Marking

- 13.1 All uniform and personal equipment is to be clearly marked with the name of the person to whom it is issued. It is the responsibility of the individual concerned to make sure all items are marked. The sub/station officer should make sure this has been done as indicated in Table 11 of Appendix 1.

Method of marking

- 13.2 Items of clothing and personal equipment issue should be marked as described in Table 11 of Appendix 1. Appendix 7 of this policy describes the rank markings to be worn by operational personnel.

Appendix 1 – Scale of issue: personal clothing and equipment – list of tables

	Page
1. Scale of issue: trainee firefighter	7
2. Scale of issue: firefighter to leading firefighter	8
3. Scale of issue: sub officer	9
4. Scale of issue: firefighter to sub officer – specialist skills	10
5. Scale of issue: station officer	10
6. Scale of issue: station commander and above	10
7. Scale of issue: officers on transfer from another Brigade	11
8. Scale of issue: control officers	11
9. Reserve stock maintained at Resource Management Centre	12
10. Reserve stock maintained at stations	12
11. Marking of clothing and equipment	12
12. Periods of minimum wear and issue entitlement	12

Table 1 Scale of Issue: trainee firefighter

Item	Initial issue	Final Issue
♦ Structural Firefighting PPE as per Policy number 693 – Structural firefighting personal protective equipment (PPE)		
1. Fire tunic – PPE	****	
2. Overtrousers – PPE	****	
3. Fire boots, leather	****	
4. Fire boots, rubber	****	
5. Insoles	****	
6. Footbeds	****	
7. Belt line and pouch	1	
8. Fire hood	****	
9. Gloves (Pair) – firefighting – PPE	****	
10. Fire helmet – PPE	****	
11. Whistle and whistle strap	1	
12. Radiation/Hazchem card	1	
13. Resuscitation pack	1	
♦ Undress uniform		
14. Cap with cloth peak (lightweight)	1	
15. Cap badge	1	
16. Shirt, blue	1	
17. Undress trousers, tailor made	1	
18. Trousers belt	1	
19. Undress skirt, tailor made (if requested)	1	
20. Undress jacket, tailor made	1	
21. Tie	2	
22. Uniform socks	5	
23. Uniform shoes DM style**	2	
24. Epaulettes	1	
25. Tights or stockings (black) annual allowance***		
26. Medal ribbons – according to entitlement	1	
♦ Workwear uniform		
27. Jacket	1	
28. Shirt, blue	4	
29. Trousers, blue	3	
30. T-shirt, red	5	
31. Sweatshirt, V neck	1	
♦ Maternity wear		
32. Shirt, polo	4	
33. Sweatshirt	1	
34. Skirt*	3	
35. Trousers*	3	
36. Dress*	3	
37. Shoes, DM style, lace up**	1	

Item	Initial issue	Final Issue
♦ Miscellaneous items		
38. Pillow		2
39. Pillow case		1
40. Sleeping Bag		1
41. Stuff Bag (for sleeping bag)		1
42. Mattress cover	1	

Notes:

- Made to measure uniforms – women firefighters should be measured by a woman tailor.
- Maternity wear may be issued at any time during the training period.
- Items in column 3 are for issue on completion of training.

* - Skirt, trousers and dress any combination to a total of three garments.

** - Shoes – women may also choose to wear their own footwear with undress uniform, as long as the shoes are black and maintain a professional standard of appearance in keeping with undress uniform.

*** - Tights – an annual allowance of £20 can be claimed.

**** - For details see Policy number 693 – Structural firefighting personal protective equipment (PPE).

Table 2: Scale of issue: firefighter to sub/station officer

Item	Initial issue	Final Issue
♦ Firefighting uniform PPE		
1. Fire tunic – PPE	****	
2. Overtrousers – PPE	****	
3. Fire boots, leather	****	
4. Fire boots, rubber	****	
5. Belt line	1	
6. Fire hood	****	
7. Gloves (Pair) – PPS	****	
8. Fire helmet yellow shell– PPE	****	
9. Whistle and whistle strap	1	
10. Radiation/Hazchem card	1	
11. Resuscitation pack	1	
♦ Undress uniform		
12. Cap with cloth peak (lightweight)	1	
13. Cap badge	1	
14. Shirt, blue	1	
15. Undress jacket, tailor made	1	
16. Undress trousers, tailor made	1	
17. Trouser belt	2	
18. Undress skirt, tailor made (if requested)	1	
19. Tie	2	
20. Uniform shoes, DM style**	2	
21. Role markings – appropriate to role	1	
22. Tights or stockings, black***		
23. Medal ribbons – according to entitlement		

Item	Initial issue	Final Issue
♦ Workwear uniform		
24. Jacket	1	
25. Trousers, blue	3	
26. Shirt, blue	4	
27. T-shirt, red	5	
28. Sweatshirt	1	
29. Socks	3	
♦ Maternity wear		
30. Shirt	4	
31. Sweatshirt	1	
32. Skirt*	3	
33. Trousers*	3	
34. Dress*	3	
35. Shoes, DM style, lace up**	1	
♦ Miscellaneous items		
36. Pillow	1	
37. Pillow case	1	
38. Sleeping Bag	1	
39. Stuff Bag (for sleeping bag)	1	
40. Mattress cover	1	

Notes:

- Made to measure uniforms – women firefighters should be measured by a woman tailor.

* - Skirt, trousers and dress – any combination to a total of three garments.

** Shoes – women may also choose to wear their own footwear with undress uniform, as long as the shoes are black and maintain a professional standard of appearance in keeping with undress uniform.

*** - Tights – an annual allowance of £20 can be claimed.

**** - For details see Policy Number 693 – Structural firefighting personal protective equipment (PPE).

Table 3: Scale of issue – sub officer

Item	Scale
Sub officers are issued all items as described in Table 2 with the following variations:	
1. Fire helmet PPE – white shell	See Policy number 693 – Structural firefighting personal protective equipment (PPE)
2. Shirt, white	2

Table 4: Scale of issue – firefighter to sub officer – specialist skills

Item	Scale
Officers are issued items to the scales prescribed in Table 2 or 3, and, additionally as follows:	
♦ River Service Personnel	
1. Cap cover, river service	2
2. Gill all weather coat	1
3. Gill safe overtrousers	1
4. Deck boots	2
5. Sailing boots (knee length)	1
6. Winter jumper	1
7. Balaclava	1
8. Sea socks	2
9. Gloves, waterproof	1
10. Eye Protection (Sunglasses)	1
♦ Fire Safety Officers, Technical Officers and sub officer's on attachment to Fire Safety	
11. Shirts, white	5
12. Gloves, leather	1
13. Lightweight jacket, waterproof	1
14. Document case	1
15. Dust coat	1
16. Safety helmet	1
17. Hand lamp	1

Table 5: Scale of issue – station officer

Item	Scale
Station officer are issued all items as described in Table 2 with the following variations:	
1. Fire helmet PPE – white shell	see Policy number 693 – Structural firefighting personal protective equipment (PPE)
2. Shirt, white	2
3. Gloves, leather	1

Table 6: Scale of issue – station commander and above

Item	Scale
The provisions as detailed in Table 5 apply with the following variations:	
1. Cap different by role Group Commander to Brigade Manager	1
2. Overcoat, Officer's. tailored made	1
3. Role markings appropriate to the role	1
Note: Sleeping bags not issued.	

Table 7: Scale of issue – officers on transfer from another brigade

Item	Scale
1. Firefighter to sub/station officer 2. Station Commander and above	As prescribed in Table 2 subject to the modifications prescribed in Tables 4, 5 and 6 as applicable.

Table 8: Scale of issue – control officers

Item	Scale	Number/Minimum wear period
♦ Undress Uniform		
1. Cap	2	1 per 1 year
2. Cap badge	2	
3. Shirt, white	4	4 per 1 year
4. Jacket, tailor made	2	1 per 1 year
5. Trousers, tailor made	2	1 per 1 year
6. Tie	2	2 per 1 year
7. Socks	3	3 per 1 year
8. Shoes	2	1 per 1 year
9. Role markings, appropriate to the role	1	1 per 1 year
10. Skirt, tailor made	1	1 per 1 year
11. Tights or stockings, black, annual allowance ***	10	10 per six months
12. Shoes, DM style lace up**	1	1 per 1 year
♦ Workwear uniform		
13. Anorak	1	1 per 3 years
14. Sweat shirt	1	1 per 18 months
15. NATO style pullover, V neck	1	1 per 18 months
♦ Maternity wear		
16. Long sleeved blouse, white	4	
17. Sweat shirt	2	
18. Skirt	3*	
19. Trousers	3*	
20. Dress	3*	

Notes:

- Made to measure uniforms – women personnel should be measured by a woman tailor.
- Shoes, court (local purchase) – an annual allowance of £40 will be payable

* - Skirt, trousers and dress – any combination to a total of three garments.

** - Shoes – women may also choose to wear their own footwear with undress uniform, as long as the shoes are black and maintain a professional standard of appearance in keeping with undress uniform.

*** - Tights – an annual allowance of £30 can be claimed.

Table 9: Reserve stock maintained at Resource Management Centres

Item	Stock Level
1. Acme thunderer whistles	40
2. Resuscitation packs	40

Table 10: Reserve stock maintained at stations

Item	Stock Level
1. Mattress cover	1
2. Pillow	3
3. Pillow slip	6
4. Sleeping bag	3

Table 11: Marking of equipment

Item	Where marked	Method of marking
Structural Firefighting PPE	as per Policy number 693 – Structural firefighting personal protective equipment (PPE)	
Jacket, Undress	On label	Ball-point pen
Trousers	Inside waistband each side of opening	Ball-point pen
Overcoat	On label	Ball-point pen
Raincoat	On label	Ball-point pen
Anorak	On label	Ball-point pen
Jacket, workwear	On label	Ball-point pen
Belt, trouser	Inside at centre	Ball-point pen
Sleeping bag	On label	Ball-point pen
Pillow slip	Diagonally at corner	Ball-point pen
Gloves, officer's	Inside on cuff	Ball-point pen
Shoes, leather	Inside both shoes (inner sides)	Indelible marker
Shoes, training	Inside both shoes (inner sides)	Indelible marker
Cap	Inside head liner	Indelible marker
Mattress cover	Underneath	Indelible marker
Pillow	Diagonally at corner	Indelible marker
Mattresses, foam (on stations)	On underside	Indelible marker

Table 12 – Periods of minimum wear and issue entitlement

Item	Number issued and timescale
♦ Undress uniform	
1. Cap with cloth peak (lightweight)	1 in 5 years
2. Shirt, blue	1 in 1 year
3. Shirt, white	5 in 1 year*
4. Tee shirt, white	4 in 1 year
5. Undress jacket, tailor made	1 in 6 years

Item	Number issued and timescale
6. Undress trousers, tailor made	iv in 6 years
7. Undress jacket, officer's, tailor made	iv in 1 year
8. Undress trousers, officer's, tailor made	iv in 1 year**
9. Car/rain coat	iv in 3 year
10. Overcoat, officer's, tailor made	iv in 5 years
11. Tie	iv in 1 year***
12. Socks	3 in 1 year
13. Shoes	iv in 1 year
14. Shoes, DM Style	iv in 2 years
15. Belt	1 in 18 months
♦ Workwear uniform	
16. Jacket	1 in 3 years
17. Trousers, blue	1 in 12 months
18. Shirt, blue	3 in 1 year
19. T shirt, red	4 in 1 year
20. Sweat shirt,	1 in 2 years
♦ Miscellaneous items	
21. Anorak	1 in 3 years
22. Sleeping bag	1 in 2 years
23. Pillow	1 in 2 years
24. Pillow case	1 in 2 years
25. Eye Protection (Sunglasses	1 in 3 years****

* - Any permutation of long and/or short sleeved

** - 2 pairs in alternate years

*** - 2 for station officer and above.

**** River Service Personnel only.

Appendix 2 – Arrangements for issue of personal clothing and equipment

Initial issue

1. Following fitting out of trainee firefighters on the induction day, an initial issue order (Table 1, Appendix 1) is to be submitted via the POMS system.

Replacement of uniform

2. Items of uniform and personal equipment are only replaced when they are unfit for further service and on recommendation of the sub/station officer or appropriate line manager. It is the duty of all personnel to make sure that full economic wear is obtained from each article. Orders for replacement should be submitted via the POMS system.

Ill-fitting items

3. Where items of uniform received are ill fitting email Purchasing Unit HQ (PurchasingUnitHQ@london-fire.gov.uk) for details of the return instructions and where possible include details of the original POMs ID. Requests for replacement item(s) should be submitted via the POMS system.

Role markings

4. Where replacement role markings are required, these are to be submitted via the POMS system.

Urgent items

5. The Purchasing Unit HQ should then be contacted with your request by either highlighting the item concerned on the Order Status page and using the Contact Us or email using the following address PurchasingUnitHQ@london-fire.gov.uk.

Condemnation of footwear

6. The sub/station officer or appropriate line manager has the authority to condemn footwear items. Condemned shoes are to be retained by the sub/station officer and returned for recycling in accordance with the procedure set out in paragraph 9. The sub/station officer is to order replacement footwear via the POMS system. Also any orders for special fitting items should be submitted via the POMS system using the descriptive text page.

Appendix 3 – Laundry, dry cleaning, repair and fumigation

Introduction

- 1 This policy sets out the arrangements for laundering, dry cleaning, repairing and fumigating items **other than structural firefighting PPE**. The procedures to be used are set out in Appendices 4 and 5.

Laundry, dry cleaning, repair and fumigation.

- 2 Laundry, dry cleaning and repair work is carried out by contractors under arrangements which provide for a weekly collection and delivery to/from all Brigade premises. Articles for dry cleaning, laundry and repair will be collected and delivered at the same time by the contractor.

Items to be sent to the contractor

- 3 The items detailed in paragraph 10 of this Appendix should be sent either for dry cleaning, laundering or repairs as required. Privately owned items must not be sent for cleaning by the contractors at the Brigade's expense.

Specialist cleaning

- 4 Specialist cleaning will be required for:
 - Proban items.
 - Working rig garments.
 - RTC tabards and jackets.
 - Items contaminated after working near, on or in water (other than PPE).

The above items require specialist processing as specified in paragraph 10 (iii) of this Appendix. Contaminated items must be placed in a water soluble bag (POMS part number S1732) inside a heavy duty plastic bag for collection by the contractor, with the contents and type of contamination clearly labelled. Refer also to Policy number 584 – Firefighter decontamination, for general guidance on decontamination procedures.

Frequency of laundering/dry cleaning

- 5 Articles should be sent for laundering or dry cleaning whenever the sub/station officer considers this necessary.
- 6 All structural firefighting **PPE** will be collected and laundered separately by Bristol Uniforms. **Under no circumstances are any Bristol Uniform owned PPE items to be given to the nominated laundry/dry cleaning contractor.**

Procedure for dry cleaning, laundering and repair

- 7 The procedures for dry cleaning, laundering and repair are detailed in **Appendix 4**. Repairs should be performed by the laundry and dry cleaning contractor. Requests for repair should be detailed on Form 5907 for laundered items and on Form 4329 for dry cleaned items.

Private dry cleaning of undress uniforms and officers' raincoat

- 8 Private dry cleaning contractors should only be used in exceptional circumstances and only with the prior approval of the sub/station officer/budget holder. Individual allowances for dry cleaning per clean are:

NATO Jumper	£2.45
Jacket	£3.75

Trousers	£2.45
Skirt	£2.45
Anorak	£4.25

- A VAT receipt is to be obtained from the dry cleaner in each case to use as a petty cash voucher for reimbursement from petty cash (collection tickets are not receipts). The reimbursement should not exceed the individual allowance for each item. Claims where no petty cash facilities are available should be submitted using the online link to the Expenses claim process on Hotwire. This receipt, together with reasons explaining the circumstances of each case are to be submitted by the sub/station officer to the line manager/budget holder.
- Dry cleaning of raincoats should normally be undertaken not more than once a year. If a raincoat becomes badly soiled within a year of dry cleaning, an application for its further dry cleaning must be made by e-mail to a more senior officer than the holder of the coat. It is essential that the cleaning of a raincoat is accompanied by re-proofing as the cleaning fluids tend to remove the proofing compound. A VAT receipt must accompany all claims for reimbursement.

Fumigation of bedding at stations

- 9 The sub/station officer is to contact the Property Helpdesk Officer (extension 89100) to arrange the fumigation of bedding and personal equipment on the station used by any member of the Brigade believed to be suffering from or in contact with contagious or infectious diseases.

10 Lists of items for laundry, dry cleaning and repair

(iv) Laundry Items	Dry Cleaning Items
Apron (Cooks)	Anorak
Oven Gloves	Curtain
Boiler Suit	Jacket (Undress)
Table Cloth	Trousers (Undress) Skirt (Undress)
Hand Towel	Jumper (NATO)
Bath Towel	Overcoat (Undress)
Tea Towel	Raincoat
Tabards, Reflective	Raincoat (Re-proofing where necessary)

(ii) The articles listed below are to be laundered not less frequently than the intervals indicated:

Item	Interval
Mattress cover – used with sheets	6 months
Sleeping bags	6 months
Mattress cover – used without sheets	6 months
Pillow cases	3 weeks
Sheets	4 weeks
Blankets	4 weeks
Sleeping bag (station stock)	After use and every 6 months

(iii) The items below require **specialist** processing:

- **Proban cotton items:** contractor has washing instructions.
- **Heavily soiled Proban cotton items:** the instructions to the contractor stipulate that items may be laundered or dry cleaned.
- **Working rig garments:** items must be dry cleaned and returned suitably wrapped, pressed and provided with a wire coat hanger.

- RTC tabards and jackets: for laundering.
- **Items contaminated after working near, on or in water (other than PPE):** the contractor has instructions for laundering and must press items before return.

(iv) Items for repair

Undress Trousers:	Seam Zip Waistclip Pocket, Patch/Sew Pocket, Replace (Half Pocket) Shorten Leg Length Belt Loop
Workwear Trousers	Shorten Leg Length
Undress Jacket:	Button Lining Pocket Seam Shorten Sleeve
Undress Skirt:	Zip (21 cm) Hook and Bar (Waistband) Button (Waistband) Seam Lining Hem

Appendix 4 – Procedures for dry cleaning and laundering

Record book

- 1 A laundry book (Form 5907) and a dry cleaning book (Form 4329), both of which consist of serially numbered documents, in quadruplet, are to be used for recording all collections, deliveries and outstanding items with the exception of PPE. Guidance for the cleaning of PPE is contained within Policy number 693 – Structural firefighting personal protective equipment (PPE).

Handing in of laundry and dry cleaning at station

- 2 Articles for laundering, dry cleaning or repair are to be handed to the sub/station officer (or a responsible nominated person) who is to list them on the front of the Form 5907 (for laundry) or Form 4329 (for dry cleaning) against the name and watch of the person to whom they were issued. Personnel are to ensure that the articles they hand in are recorded in the appropriate book. The sub/station officer is to record items which are station property as distinct from personal issue. The words 'station stock' are to be written in the "name" column against such items.

Collection by contractor

- 3 When the laundry and dry cleaning is collected, the contractor representative's signature is to be obtained in the spaces provided on Form 5907 (for laundry) and Form 4329 (for dry cleaning). The white, blue, and pink copies of each form are to be handed in with the laundry and dry cleaning to the contractor's representative. The green copy of each form is to be kept in the book as a station copy.

Return of laundry and dry cleaning

- 4 The blue and pink copies of the Forms 5907 and 4329 will be returned by the contractor with the completed work. The items returned from the cleaning contractor are to be checked against the green copy by the sub/station officer.

Items not returned

- 5 Any discrepancies revealed by the checking of the completed work on its return are to be notified to the contractor **within 5 days**, and recorded in the "comment" column of the blue and green copies of the Form 5907 and 4329 as appropriate. Where discrepancies are not rectified by the contractor by the next delivery/collection or if it becomes a matter of dispute with the contractor, details are to be forwarded by email to the Purchasing Unit HQ Union Street BHQ via the station commander.

Replacement of missing items

- 6 Where the contractor has agreed that responsibility for the loss of an item rests with the contractor, a replacement item can be ordered by directly entering the item(s) on the POMS system. An email must be sent to the Purchasing Unit HQ, Union Street via the station commander with details of the missing item (including relevant docket numbers) in order that financial compensation can be obtained from the contractor for the loss.
- 7 If a dispute with the contractor arises regarding responsibility for the loss of an item then an email with details of the missing item should be sent to the Purchasing Unit HQ via the station commander, who will take the matter up with the contractor direct. If the sub/station officer is

satisfied that the item has been lost, a replacement item can be ordered by directly entering the item(s) on the POMS system.

- 8 Non Brigade clothing or equipment is not to be accepted from the contractor in lieu of missing items.

Items returned after ordering replacements

- 9 If missing items are returned after replacements have been ordered, the sub/station officer is to email the Purchasing Unit HQ immediately to cancel the item(s). If replacement items have already been received, but have not been issued then they must be returned to stock in accordance with the appropriate returns procedure. If there is any doubt as to the appropriate action to take, email the Purchasing Unit HQ for instructions.

Appendix 5 – Procedure for repairs and alterations to uniform

Repairs (not Footwear)

Fair wear and tear

- 1 Minor repairs to some clothing garments can be actioned by the Brigade's laundry and dry cleaning contractor who provides a weekly collection and delivery service (see Appendix 3 for details). Repairs to uniform, should first be assessed of the economic benefit of repairing the garment in relation to the cost of garment. The Purchasing Unit HQ should be contacted by email for advice.

Damage

- 2 Request for non PPE uniform requiring repair due to damage should be discussed with Procurement Department before any decision is made on repairing the garment(s).

Note: In the case of structural firefighting PPE items no local repairs are to be undertaken in any circumstances, the items are to be serviced by Bristol Uniforms as per Policy number 693 – Structural firefighting personal protective equipment (PPE).

Repairs (footwear)

- 3 Footwear repairs for the Brigade are carried out by a contractor who maintains a collection and delivery service via Operations Support Centre.(OSC) No shoe repairs are carried out on Fireboots or air cushioned sole shoes (DM style). Shoe repairs are ordered using the POMS system for all leather soled shoes. Rubber stick-a-soles are also available on POMS for new or repaired shoes.
- 4 When a shoe repair is required a requisition is to be entered on POMS (part number C229 shoe repair and Stick-A-Soles). After the requisition has been authorised an order will be raised by the Purchasing Unit. Once the order has been raised a copy of the POMS order should be printed from the order review details screen. The copy order should be placed in the shoe sack with the shoes and sent to the OSC via the Day Van Service. A stock of sacks can be obtained via POMS by ordering part number S2308 (sack, woven for shoe repair dispatch)
- 5 If repairs are not satisfactory the sub/station officer or line manager should notify the Purchasing Unit HQ by email.
- 6 No items of footwear other than those issued by the Brigade are to be submitted for repair or replacement at the Brigade's expense.
- 7 There is no provision within the contract for the repair of air cushioned sole (DM style) shoes. Such footwear requiring repairs can be condemned by sub/station officers/line managers, with replacements being ordered as necessary.

Alterations

- 8 No item of uniform is to be altered by Brigade personnel that would result in a change in appearance of the item of clothing in relation to its design. With the exception of PPE clothing (i.e. structural firefighting uniform) alterations to ensure a better fit can be made, at the employees own expense, with the approval of their line manager. Minor alterations to clothing garments can also be actioned by the Brigade's laundry and dry cleaning contractor who provides a weekly collection and delivery service.

- 9 For significant alterations to the undress uniform the request should be entered on the POMS system. The alteration required must be clearly stated in the descriptive POMS text. An order will subsequently be raised by Procurement Services and sent to the Brigade's nominated tailor for action. No alterations affecting the style of uniform are allowed.

Appendix 6 – Arrangements for the transfer, retirement or discharge from the brigade

Transfer of personnel

Within the brigade

- 1 The individual should take all their uniform, personal equipment to their new station. The arrangements for transfer of structural firefighting PPE are contained in Policy number 693 – Structural firefighting personal protective equipment (PPE). The sub/station officer of their former station is to make a personal check of the member's kit on their last tour of duty preceding transfer. Details of any items not available (e.g. shoes under repair etc.) are to be inserted in the remarks space in item 3 in Form 184. This form is to be prepared in duplicate and should include details of any outstanding replacement(s) due.

To other brigades

- 2 All items of personal equipment and clothing are to be returned by the transferring employee. Items that have not been worn or used are to be handed in to the sub/station officer for returning to the OSC via the Day Van Service. Items that have been worn are to be returned for recycling in accordance with section 9 on page 4 of this policy.
- 3 All items of structural firefighting PPE must be returned in accordance with the guidance contained in Policy number 693 – Structural firefighting personal protective equipment (PPE) as they are the property of Bristol Uniforms.

From other brigades

- 4 Personnel transferring from another Brigade are not to place items of personal clothing or equipment from their previous Brigade into service. Arrangements for the issue of items are to be made in accordance with the provisions set out in section 2 on page 3 of this policy.

Retirement, resignation or discharge from the brigade

Surrender of clothing and personal equipment

- 5 On their last day of employment before retiring or discharge from the Brigade (or earlier by prior agreement with the sub/station officer or appropriate line manager), personnel are to return all items of personal equipment, clothing and PPE. Where items of clothing have been worn, the procedure for recycling of clothing set out in paragraph 9.1 on page 4 of this policy is to be applied and they are to be returned to the OSC via the Day Van Service. Personal issue equipment is to be handed in. The unauthorised retention of any used or unused issued clothing, by an individual, particularly LFB marked/badged and PPE clothing may be regarded as an act of theft, and the police are likely to be notified.
- 6 All items of structural firefighting PPE must be returned in accordance with the guidance contained in Policy number 693 – Structural firefighting personal protective equipment (PPE). These items are the property of Bristol Uniforms.

Trainee firefighters

- 7 Trainee firefighters at the Training Centre who leave the Brigade are to hand in to their squad instructor all items of personal equipment, and clothing on their last day of duty. PPE should be returned in accordance with Policy number 693 – Structural firefighting personal protective equipment (PPE).

Items not surrendered on leaving

- 8 In the event that an individual retiring, transferring or discharged from the Brigade fails to hand in items as detailed the Brigade will seek reimbursement of the full cost of replacement of any items not returned.

Appendix 7 – Role markings

Role	Markings for Undress Uniform and Coat	Marking for Cap
Brigade Manager –Commissioner for Fire and Emergency Planning	Embroidered role markings as follows: Large impeller within laurel wreath with two small impellers above arranged one above the other. Gorget patch of black with centre cord of red embroidered oak leaves on lapels of undress jacket.	Embroidered Brigade badge. Two rows of silver oak leaves on peak.
Brigade Manager – Assistant Commissioner	Embroidered role markings as follows: Large impeller within laurel wreath with one small impeller above. Gorget patch of black with centre cord of red on lapels of undress jacket.	Embroidered Brigade badge. One row of silver oak leaves on peak.
Area Manager – Deputy Assistant Commissioner	Embroidered role markings as follows: Large impeller within laurel wreath with 2mm silver bar across base.	Embroidered Brigade badge. One 10mm row of raised silver embroidery on peak.
Group Commander	Chrome role markings as follows: Large impeller within laurel wreath.	Embroidered Brigade badge. One 10mm row of raised silver embroidery on peak.
Station Commander	Chrome role markings as follows: Three large impellers arranged one above the other.	Metal Brigade badge. Plain cloth peak.
Station Officer	Chromerank markings as follows: Two large impellers arranged one above the other.	Metal Brigade badge. Plain cloth peak.
Sub Officer	Two horizontal 12mm chromium bars	
Leading Firefighter	One horizontal 12mm chromium bars.	Metal Brigade badge. Plain cloth peak.
Firefighter	Nil	Metal Brigade badge. Plain cloth peak.
Trainee Firefighter	Nil	Metal Brigade badge. Plain cloth peak.

Document history

Assessments

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

EIA	19/02/09	SDIA	H - 26/09/11	HSWIA		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
Throughout	Policy updated to take account of the New Generation PPE as detailed in Policy Number 693. Please read this policy to familiarise yourself with the changes in content and refer to PN693 on Hotwire for details of the new PPE.	07/04/2010
Throughout	Updated the property department's helpdesk extension number	21/05/2010
Pages 10 and 13, Appendix 1 Tables 4 and 12	Inclusion of reference to Sunglasses for River Service Personnel only.	23/02/2012
Page 1	The next review date has been updated to 30 September 2013, as requested by Kush Saini.	01/02/2013
Throughout	Road traffic accidents/RTAs updated to road traffic collisions/ RTCs as requested by Andy Roe.	11/09/2013
Throughout	As a result of the introduction of new workwear clothing and other changes to procedural processes. Policy reviewed as current.	12/08/2014
Page 24	Subjects list and Freedom of Information Act exemptions tables updated.	29/01/2015
Page 23	Reference to the Deputy Commissioner removed due to the TMR.	23/03/2016
Throughout Page 1	This policy has been reviewed as current. Next review date set as requested by Mark Atkinson. Owner title changed to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	31/08/2018
Throughout	As a result of the role to rank changes job titles in this document have been updated	15/10/2019
Page 23, App 7	As a result of the role to rank changes, the rank markings for Station Officers, Sub Officers and Leading Firefighters have changed.	15/11/2019
Page 3, para 9.1 and 9.2	'Authority' changed to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	11/05/2020

Page/para nos.	Brief description of change	Date
Throughout	Brigade Distribution Centre (BDC) changed to Operations Support Centre. 'Authority' changed to Brigade or LFC as appropriate.	08/12/2021

Subject list

You can find this policy under the following subjects.

Equipment – protective	Supply
Uniform	PPE

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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