

Corporate wear for FRS staff engaged in community safety activities

New policy number: **704**
 Old instruction number:
 Issue date: **1 April 2010**
 Reviewed as current: **2 September 2022**
 Owner: **Assistant Commissioner, Fire Safety (Statutory and Community)**
 Responsible work team: **Community Safety Department**

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1 Introduction

- 1.1 Fire and Rescue Service staff are provided with appropriate corporate wear and Personal Protective Equipment (PPE) where relevant to their roles. This enables them to be clearly identified as Brigade staff and maintains a professional image.
- 1.2 The staff covered by this policy are:
- (a) Education Officers.
 - (b) Firesetters Intervention Scheme staff.
 - (c) Outreach staff.
 - (d) Fire Cadets Coordinators.
 - (e) FRS staff in the Area Admin Team (CS).
 - (f) FRS staff in the Area Admin Team (Support) who support community safety activities on an occasional basis.
 - (g) FRS staff in the central Policy and Strategy Team who deliver prevention activities such as road and water safety.
- 1.3 This policy provides details of the agreed specification for corporate wear and how to order it. It should be noted that corporate wear should only be worn when engaged in official Brigade activities. Staff are responsible for ensuring their clothes are maintained in a good condition. Staff are personally responsible for the safe custody of all items.

2 Description of specification

- 2.1 For staff in all groups with the exception of (e) and (f) in paragraph 1.1 above, a specification is agreed by the manager and Procurement Department, reflecting the requirement.
- 2.2 For FRS staff in the CS Area Admin Team group (e) above, the approved specification is as follows:
- 3 x polo shirts (black).
 - 1 x water repellent jacket and 1 fleece which can be zipped into the jacket.
- Note:** shoes, socks, trousers etc are **not** provided.
- 2.3 For FRS support staff in the Area Admin Team, group (f) above, the approved specification is as follows and will be provided and used according to demand:
- 1 polo shirt (black)
 - 1 fleece (black)

The Area Team Leader (CS) will be responsible for ordering and issuing the corporate wear described in paragraphs 2.2 and 2.3 above.

3 Personal protective equipment (PPE)

- 3.1 PPE will not normally be required for staff covered by this policy but team and area staff managers should make an assessment of risks to health and safety under Regulation 6 of The Personal Protective Equipment at Work Regulations 1992 and provide any PPE accordingly.

4 Ordering

- 4.1 Items of corporate wear are only replaced when they are deemed unfit for use and on recommendation of the line manager. Articles of clothing remain the property of the Brigade and must not be sold or passed onto third parties. Once an item has been deemed no longer fit for purpose it should be returned to the Operations Support Centre. On their last day of service, staff are to return all items of personal equipment and clothing for recycling.
- 4.2 The following procedure should be followed for items no longer required:
- The line manager to condemn item or clothing in condemned stores record.
 - Clothing returned for recycling should be washed and cleaned. Place item(s) in recycling sack (POMS item no S2012 (sack, uniform recycling)) and return to the Operations Support Centre.
- 4.3 On a new appointment to role the line manager will order the items required by each new member of staff.

Subsequent orders should be made through the POMS ordering system.

5 Review

- 5.1 This policy is to be reviewed with reference to:
- Policy number 936 – Control room staff uniform.
 - Policy number 533 – Uniform and personal equipment.
 - Fire Safety Regulation Policy Note A010:a10.

6 Consultation

- 6.1 This policy is to be reviewed in consultation with:
- Procurement Department.
 - Health and Safety Department (BJCHSW).

Document history

Assessments

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

EIA	02/08/2013	SDIA	05/08/2013	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
Page 2, para 1.1 and 2.2	Changes to job titles and teams. Change to more generic term.	13/09/2016
Throughout Page 3, para 5.1	Owner title and department and team name amended to reflect the change in organisational structure and governance (the abolition of the London Fire and Emergency Planning Authority.) References to policy number 145 removed as this is now cancelled and replaced with policy number 936.	07/01/2019
Throughout Page 3, paras 4.1, 4.2 and 4.3	Changes made throughout this policy please re-read to familiarise yourself with the content. Updates to terminology.	04/09/2019
Page 2, para 1	Updates to team names.	02/09/2022
Page 2, para 2.3	Updates to show each staff member is entitled to one fleece rather than an area stock.	02/09/2022

Subject list

You can find this policy under the following subjects.

Community fire safety	Dress code

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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