

# Control room staff uniform

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Owner: **Assistant Commissioner, Operational Resilience and Control**  
Responsible work team: **Control and Mobilising**

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## **1 Purpose of uniform**

- 1.1 The purpose of uniform is to project a professional, smart image of the Brigade, clearly identify Brigade control staff to the public, on occasions, and to provide staff with functional clothing that is appropriate.
- 1.2 Uniform is to be worn correctly at all times. Control room staff are permitted to wear jewellery with uniform.
- 1.3 Appropriate role markings should be worn. Control room staff are to ensure that they are in possession of a complete set of work wear uniform when on duty.

## **2 Work wear uniform**

- 2.1 Work wear is to be worn by all Control room staff whilst on duty. Work wear uniform consists of:
  - Shirt or polo shirt.
  - T- shirt.
  - V - neck sweatshirt.
  - Trousers or skirt.
  - Socks.
  - DM style shoes or court style shoes.
  - Belt (optional).
  - Fleece.

### **Notes**

- 2.2 The total number of either skirts or trousers is two, in any combination, i.e. two skirts only, two pairs of trousers only, or one skirt and one pair of trousers.
- 2.3 Control commanders may order leather soled shoes.
- 2.4 Staff conditioned to work a 5-day week may order one additional shirt.

## **3 Undress uniform**

- 3.1 Undress uniform will only be worn for official functions, ceremonies, and events, including but not limited to:
  - Public inquiries and formal hearings.
  - Honours and awards ceremonies.
  - Christmas carol service.
  - Wimbledon lawn tennis championships (stewarding duties).
- 3.2 There will be no personal issue of undress uniform for all staff up to Control Commander.
- 3.3 Control will retain a stock of undress uniform items. These are available for loan, after which they will be returned for dry-cleaning and storage.
- 3.4 Any member of staff whose undress uniform requirements cannot be met from the stock, will be required to submit a written request to the Brigade control senior managers, including a justification. If authorisation is granted, the uniform item(s) will be returned for storage after the event.
- 3.5 A white shirt and tie, to wear as part of undress uniform will be issued as and when required.
- 3.6 Items of maternity wear are available for staff to order when required.

- 3.7 Items that are a requirement of a person's faith may be worn at work, as long as the item satisfies standards of appearance and health and safety issues.

## **4 Replacement uniform**

- 4.1 Items of uniform and personal equipment will only be replaced when they are no longer fit to be worn. It is the duty of all control room staff to ensure that full economic wear is obtained from each article.
- 4.2 Uniform items will be replaced on a one for one basis, when they are no longer serviceable. All old items of uniform are to be returned for recycling or disposal.
- 4.3 Upon leaving London Fire Brigade due to retirement, resignation or transfer, staff must return all items of uniform for secure disposal or recycling.

## **5 Care of uniform**

- 5.1 All uniform should be kept clean and pressed; staff are expected to maintain a high standard of dress at all times.

## **6 Alterations**

- 6.1 Prior written permission must be obtained from the BCSC before any alterations to uniform are carried out.
- 6.2 No alteration is permitted which would affect the style of the uniform.

## Appendix 1 – Work wear uniform

<b>Control Officer (CO), Assistant Control Commander (ACC) and Control Commander (CC)</b>	<b>Quantity</b>
Short sleeve shirts	4
T-shirts/polo shirts	4
Sweatshirt (v-neck)	1
Trousers or skirt	2 pairs
DM style shoes or court shoes	2 pairs
Epaulettes	1 pair
Socks (black)	3 pairs
Tights/stockings (black)	

<b>DAC (Control)/Senior Control Commander</b>	<b>Quantity</b>
Undress jacket (made to measure)	1
Black trousers or skirt (made to measure)	1
Blue trousers or skirt	2
Cap and badge (officer's) cloth badge for SCC	1
Short sleeve shirt (white) for undress	As required
Short sleeve shirt (blue)	5
T-shirt/polo shirt	5
Tie	2
Socks	3 Pairs
Tights/stockings (black)	
Shoes (PVC, leather soled or court shoes)	2 Pairs
Role markings and buttons	

### Notes

1. Long sleeve shirts are available for medical reasons, the request must be supported by BCSC.
2. Tights or stockings (black) - an annual allowance of £30.00 may be claimed towards the purchase cost.
3. Cardigans – an annual allowance of £40 may be claimed towards the purchase cost.
4. The Brigade provide standard DM shoes and court shoes available from the Purchase Order Management System (POMS) catalogue. If these items are unavailable from POMS, staff are permitted to obtain a suitable pair of DM or court shoes and claim reimbursement up to a maximum of £40.00 under the local purchase arrangements.
5. Court shoes – must be plain black without buckles or any embellishment; and in keeping with the professional standard and appearance of uniform.

# Document history

## Assessments

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

EIA	20/12/2018	SDIA		HSWIA	17/12/2018	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 3, para 3.6 Page 3, para 3.7	Maternity wear - advice added. Items required by a person's faith –advice added.	04/01/2019
Throughout	Removal of Principal Operations Manager.	17/09/2019
Page 5	Addition of note 3, cardigans can be purchased.	20/12/2019
Throughout	Addition of a skirt available for all control staff and removal of reference to admin section.	16/06/2021
Throughout Page 2, para 2.3 - 2.7 Appendix 1	Removal of "blouses". Addition of red polo shirts available for CRO and black polo shirts for AOM's and above. Additional para added to specify difference between CRO, AOM and OM uniform. Updated to reflect new roles of DAC (Control) and Senior Control Commander.	23/03/2022
Throughout	Change of colour to workwear. BCSM to BCSC and OM to Control Commander.	19/10/2023
Page 4	Updated the skirts/trousers for DAC Control SCC.	27/10/2023

## Subject list

You can find this policy under the following subjects.


## Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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