

Brigade funeral arrangements

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Owner: **Assistant Director, Communications**
Responsible work teams: **Internal Communications and Events**

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1 Introduction

- 1.1 This policy outlines the arrangements which the Brigade will make for funerals for current and retired operational staff and for fire and rescue staff (FRS) staff.
- 1.2 In all cases, the wishes of the deceased's family are paramount, subject to the demands of the service. It must also be remembered that any death is an extremely emotional occasion and the family must be treated with the upmost sensitivity.

2 Types of funerals

- 2.1 If a member of the Brigade dies as a result of injuries sustained on the incident ground, the Brigade will bear all the costs of a public or official funeral. In such circumstances, **a brigade funeral with full honours** will be organised centrally by the Events Team in the Communications Department. Where the dependants prefer to arrange a funeral privately, the Brigade will offer a grant of £4,500 which is intended to meet a substantial proportion of the cost of the funeral. This grant is to be reviewed every three years from 2012.
- 2.2 If a serving firefighter or FRS member of staff dies in other circumstances on or off duty, subject to the family's wishes, the Brigade will assist in organising **a brigade funeral**. This type of funeral will not be funded by the Brigade.
- 2.3 If a retired firefighter dies, subject to the family's wishes, **a retired member's funeral** will be arranged. This type of funeral will not be funded by the Brigade.
- 2.4 In the case of **a private funeral**, there will be very little brigade involvement except where requested by the family (e.g. colleagues and friends to attend as requested). This type of funeral will not be funded by the Brigade.

3 Brigade funeral with full honours

- 3.1 The funeral will be organised centrally by the Events Team in the Communications Department. The senior officer, who has been appointed by the Commissioner to deal with family liaison, will liaise between the family and the Events Team.
- 3.2 Having regard to the wishes of the family and depending on the type of service/ceremony required, **a brigade funeral with full honours** can involve all, or some, of the following:
 - An aerial appliance to transport the coffin (from the funeral directors or family home to the place of service/cemetery or crematorium, as appropriate).
 - The draping of the union flag over the coffin.
 - The placing of the deceased's helmet and medals on the coffin (in addition to any wreaths).
 - The Brigade Standard and members of the Brigade Ceremonial Team present at the service venue/cemetery/crematorium.
 - Uniformed pall bearers (in undress uniform with white gloves and white belts).
 - A guard of honour (in undress uniform with caps, medals and gloves for station commanders and above. Undress uniform with caps and medals for sub officers and below).
 - A cortege of appliances may be provided, subject to approval. Once approval is obtained, the final arrangements are to be made through the relevant borough commander.
- 3.3 On the day of the funeral, flags should be flown at half mast from sunrise to sunset throughout the Brigade, at all Brigade locations where flags are normally flown. This is the **only** type of brigade funeral where flags will be flown at half mast.

- 3.4 Arrangements will have been made for positioning the guard of honour and the Brigade Ceremonial Team outside the place of service. The Events Team will take responsibility for organising the seating arrangements for the service in liaison with the family. Depending on the distance from the funeral directors/family home to the service, the pall bearers will march either side of the aerial appliance or ride next to the coffin on the aerial appliance and then dismount a short distance from the cemetery/crematorium. If the chief mourners do not wish to walk in the procession they will travel by car directly behind the aerial appliance.

4 Brigade funeral

- 4.1 The Brigade funeral will be organised by a senior officer (of at least station commander), normally from the deceased's local area, appointed by the Deputy Commissioner - Operations or Assistant Director - People Services for FRS staff. They will act as both the family liaison officer and the officer in charge of the funeral and will contact the family and explain the funeral arrangements offered by the Brigade. Subject to the wishes of the family, **a brigade funeral** can involve all, or some, of the following:

- A uniformed presence.
- The placing of the deceased's helmet and medals on the coffin (in addition to any wreaths).
- The Brigade standard and a guard of honour provided by members of the Brigade Ceremonial Team (subject to the demands of the service).
- Uniformed pall bearers (in undress uniform with white gloves and white belt). This duty may be undertaken by station staff/colleagues.
- A uniformed presence from adjacent stations and/or colleagues of the deceased (subject to the demands of the service).
- One appliance and its crew from the local station may be provided at the venue, but not as part of a cortege. Once approval is obtained, the final arrangements are then made through the relevant borough commander.

- 4.2 The liaison officer will also discuss the service arrangements, floral donations, charity contributions, etc., with the family and subject to their wishes will:

- Contact the Internal Communications Team in the Communications Department to discuss any comms messages that need to be sent to staff. They will also be directed to the appropriate section on Hotwire to share details of the funeral.
- Rehearse with pall bearers at the funeral directors, with hearse at the place of worship and at the graveside/crematorium.
- Rehearse with the Brigade standard bearer and members of the Ceremonial Team, at place of worship/crematorium and with the guard of honour.
- Provide escort for any family members if required.

5 Retired members' funeral

- 5.1 Subject to the wishes of the family, **a retired members' funeral** can include:

- Medals on coffin.
- The Brigade standard bearer (subject to the approval of the Deputy Commissioner Operations and availability).
- Retired Members Association (RMA) standard bearer.

In addition, subject to the approval of the Deputy Commissioner, Operations, and based on operational demands, a brigade guard of honour, one appliance and its crew from the local station may be provided at the venue, but not as part of a cortege. Once approval is obtained, the final arrangements are then made through the relevant borough commander.

If requested, the RMA can be contacted via the welfare fund on 020 7407 3964.

6 Private funeral

- 6.1 If a brigade presence is requested, the relevant head of service or in the case of a FRS member of staff, the head of department concerned, will decide the appropriate attendance.

7 Other information

Expenses

- 7.1 Expenses for additional travelling, out of pocket expenses and subsistence will be reimbursed in line with the Brigade's policy, only for official brigade attendees i.e. Standard bearers.

Equipment needed

- 7.2 Any items needed for the funeral, for example white gloves and belts for pall bearers, can be arranged via the Events Team Manager from the Communications Department. Please note that any equipment borrowed needs to be returned in the same condition it was received.

Funeral passing a fire station

- 7.3 Where the cortege passes a fire station or is requested to pass the deceased's fire station, appliances and personnel at the location may form a guard of honour outside the station. The officer in charge will bring the guard of honour to attention as the cortege passes. They will take the salute and then stand the guard of honour at ease. Personnel are to wear personal (PPE).

Communications

- 7.4 The Communications Department can send out messages from the [Communications Team](#) mailbox.
- 7.5 In the event of a death in service, one or more email messages will have already been sent to notify staff. After consultation with the family of the deceased, details of the funeral arrangements will be posted in the Funerals' section of Events on *hotwire* <http://hotwire/events/> and an email message will be sent to all staff with a link to the posted arrangements.
- 7.6 In the event of a death of a retired member of staff, the member of staff liaising with the deceased's family should enter details of the funeral arrangements in the Funerals' section of Events on *hotwire* <http://hotwire/events/>. The details should include the time and date of the funeral, the former role or position of the deceased, directions and parking arrangements as necessary. Any other arrangements as agreed with the family and in line with the relevant protocols set out in this policy should be highlighted. The member of staff should then email the [Communications Team](#) mailbox with an email message to send to all staff with a link to the posted arrangements.

Other support

- 7.7 The LFB welfare fund is also available to offer help and support for funerals for operational and FRS staff, subject to the wishes of the family. They can be contacted on 020 7407 3964.

Document history

Assessments

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

EIA	07/11/2012	SDIA	31/10/2012	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 1	Owner details updated from Head of Communications to Head of marketing.	13/02/2014
Page 5	'Subjects list' table - template updated.	05/12/2014
Throughout	Top management review changes made to the content of this policy.	16/06/2015
Page 2	Funeral grant increased by inflation. This grant is for a private funeral only, when this type of funeral is opted for rather than a brigade funeral with full honours.	27/01/2017
Throughout	Changes have been made to team and department names to reflect the abolition of the London Fire and Emergency Planning Authority which has now been replaced with the London Fire Commissioner.	12/11/2018
Page 1 Page 2 Page 3	Change to responsible work teams. Change watch managers to sub officers (role to rank amend). Point 4.2 amended to reflect change of process/teams.	15/10/2019
Throughout	Updated wording from Authority to Brigade.	23/07/2020
Throughout	This policy has been temporarily suspended due to the current pandemic and a warning heading has been added with contact details.	25/02/2021
Throughout	This policy has been unsuspending and warning heading removed.	11/07/2023

Subject list

You can find this policy under the following subjects.

Funeral arrangements	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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