

HUMBERSIDE FIRE AND RESCUE SERVICE

Service Improvement

Standards of Dress Policy

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Responsible Person	Head of Corporate Assurance
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1. INTRODUCTION

By its appearance, the Fire and Rescue Service uniform represents professionalism and pride in those that wear it. It also inspires confidence from the public and portrays the positive corporate identity of the Service during work activities. All employees act as ambassadors for the Service and the way Humberside Fire and Rescue Service (HFRS) employees present themselves is important, not only to the image of the Service, but may also have health and safety implications. Guidance within this document will provide information to all employees relating to acceptable standards of dress and appearance for all circumstances likely to be encountered as a result of employment with HFRS.

HFRS will maintain a positive public image through the application of uniform dress codes and standard of appearance.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees, and service users.

3. AIM AND OBJECTIVES

To ensure that the dress and appearance of all staff meets with Service requirements.

To ensure that all staff are aware of the acceptable standards of dress and appearance and to ensure that these standards are adhered to throughout the Service.

A review of continued compliance including monitoring of staff affected by this policy will be undertaken by the policy owner.

4. ASSOCIATED DOCUMENTS

- Equality Impact Analysis
- Legal References

- o Personal Protective Equipment (PPE) Regulations 1992
- Health and Safety at Work Act 1974
- COSHH Regulations 2002.
- National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service
- National Guidance
 There is no specific National Guidance relating to this policy.

5. DRESS CODES

Staff are provided with a range of clothing which is appropriate for a variety of activities and circumstances. Staff are required to wear the clothing appropriate for the activity being undertaken in accordance with the guidance below and detailed in the Appendices. This will ensure all are appropriately protected for the activity and present a corporate uniform image.

Corporate Uniform will be worn by all operational and Control Room staff when on duty, and by support staff **undertaking a public facing role**, where appropriate for the activity. Corporate uniform will take different forms which relate to the type of activity. The items which constitute each Dress Codes and the activities and occasions on which each of the Dress Codes should be worn are described in Appendix A.

If staff are unable to wear the clothing provided by the Service on the grounds of religious or medical reasons, or if the corporate uniform is not practical or suitable for the task or situation in hand, the line manager will support the staff member with a locally agreed alternative, if practicable. Alternative dress should always be smart/smart casual and appropriate to the role being carried out. A decision record should be completed to capture that decision.

In certain circumstances, middle and senior management will wear formal dress uniform when standard uniform may not be conducive to that occasion (see Appendix A).

Uniformity of Appearance

Supervisory managers are responsible for ensuring that all staff under their responsibility are uniformly attired according to the duties being performed and that the clothing is maintained to a high standard.

The following will apply:

- When wearing corporate uniform, the appropriate role markings must always be attached to the shoulder straps.
- Medals, medal ribbons, either cloth or enamel, awards, and commendations, must be worn in accordance with Section 8.
- Long Service badges are not to be worn on standard uniform
- Badges related to nationally recognised events, celebrations or campaigns can be worn if endorsed by the organisation.

- All other badges, e.g. FBU, 9/11 USA flags etc., are not permitted and must not be worn on the uniform. Maintaining uniformity is important and must be managed Service wide, however, as a supportive organisation we are open to suggestions. If a group or individual has a suggestion to wear additional and alternative insignia this should be forwarded through their line manager for consideration at the appropriate level.
- Any other article of clothing, i.e., non-uniform shirts, tee-shirts are not to be worn when on duty.
- Shirts are to be tucked into trousers and must be worn with HFRS issue trousers by all staff issued with uniform.
- Specific guidance on hairstyle, facial hair and the wearing of jewellery is provided within this document.
- When either the 'Beanie hat' or baseball cap is worn, the HFRS insignia must be to the front of the forehead.
- The wearing of the thermal 'Beanie' hat / baseball cap should be limited to their intended use and not for formal occasions.

Wearing of HFRS issue clothing whilst not at work

Staff may not wear HFRS issue clothing whilst not at work other than when travelling to or from any place at which they are reporting for work, in which case the wearing of uniform is permissible.

Due consideration must also be given to the UK Threat level.

6. CARE OF UNIFORM AND PERSONAL EQUIPMENT

It is the responsibility of individual staff to maintain all items of uniform and Personal Protective Equipment (PPE) issued to them by the Service to a high standard.

In any instance of failure to take proper care of any item of personal issue on the part of an individual, the line manager will submit a report to the relevant Director, through their Head of Function stating the circumstances. The report should indicate if investigation has revealed any negligence.

Disposal of HFRS Badged Uniform

Badged uniform which is no longer required should be returned to stores for secure disposal. This is to aid in the prevention of bogus callers and ensure disposal is securely achieved in line with our commitment to environmental sustainability. Staff are invited to keep their old uniform should they wish to. The Fire Fighters Charity clothing bins will accept old uniform for recycling, however badges must be removed from garments prior to depositing any garments.

7. WEARING OF IDENTIFICATION (ID) CARDS

All staff are issued with an identification card, the purpose of which is two-fold.

To provide proof of identity of the holder.

• To empower officers to enter premises in accordance with relevant legislation.

Personal identification cards will be provided to reflect the need to facilitate examination by persons with sight difficulties. Cards will bear print, of at least size/font 14 and enlarged photograph. Cards will also bear the Service's telephone contact number to allow householders to verify the identities of staff.

Operational Firefighters and Supervisory Managers.

Operational firefighters and supervisory managers must wear ID cards when conducting all non-firefighting activities involving members of the public. The wearing of ID cards will enable members of the public to immediately identify the officer they are dealing with.

The wearing of ID cards underneath, or on fire kit during operational incidents, exercises or drills is prohibited.

Uniformed Staff and Managers

When wearing uniform an HFRS issue ID card should always be worn. The wearing of the badge will enable members of the public to immediately identify the officer they are dealing with.

All Staff

ID badges will be worn, and visible, by staff that might reasonably be expected to deal with members of the public.

Validation of Identity Guidance – Service Control

If Service Control receives a call from a member of the public requesting validation of identity, the following information needs to be obtained from the caller:

- the name and Service number of the individual presenting the ID card:
- is the picture a true likeness of the individual?
- is this a pre-arranged visit?
- the stated reason for the visit
- The status of the individual (are they alone or accompanied, is there a Service vehicle present).

Service Control staff should then access the current Information System and initiate a search enquiry using the name and Service number provided.

Using the information provided, identification can be verified by requesting the caller obtain the date of birth of the visitor.

Service Control can then confirm whether the individual is a serving member of the Service.

If it is identified that the date of birth does not match the information provided on the

staff record, Service Control must contact the Police and notify them of a potential bogus caller and request their immediate attendance.

The caller is then to be advised that HFRS cannot validate that the individual is a serving member of HFRS. The caller will also be informed that Service Control has requested the immediate attendance of the Police to their address and advise them not to challenge the visitor further.

If the identity of an individual attending a property is confirmed but the purpose of the visit is not clear, Service Control will report this for clarification, to the relevant Head of Function

Loss of Identification Card

If an identification card is lost the following procedure will apply:

 The member of staff must contact the Custodian or Full-Time Support on tel: 567444 or 567178 or email: servicesupport@humbersidefire.gov.uk who will then remove the access from the lost card and issue a new card as a replacement.

8. WEARING OF MEDALS, BADGES AND AWARDS

The only ribbons that may be worn are those of orders, decorations, and medals, awarded by:

- The Crown or by the Head or Government of a non-enemy Foreign State
- Humberside Fire and Rescue Service
- The Royal Humane Society
- The Royal National Lifeboat Institution
- The Society for Protection of Life from Fire
- The British Fire Services Association
- The Royal Society for the Prevention of Cruelty to Animals

The wearing of non-sovereign ribbons will be at the discretion of the Chief Fire Officer and Chief Executive.

Only one such ribbon representing any one organisation will be allowed and the ribbon, where feasible, should represent the most senior award of that organisation.

Staff who are entitled, are to wear the appropriate ribbon(s) on their formal dress jackets or shirt, where issued.

When decorations are worn with jackets or shirts, the ribbon must be centred on the left breast pocket button and the lower edges placed immediately above the top of the pocket.

Medal ribbon should not be more than 10mm wide when worn (the addition of a

number of clasps (bars) to a medal may also necessitate a ribbon of more than 40 mm in length).

When two or more decorations or medals are worn, the lowest point and edges of the decorations and medals should be in line. They must be worn in a continuous line if they number five or less, or in two lines if greater than five and with the smaller number uppermost.

When ribbons are worn without decorations or medals, they will be either the tailored sewn-on style or the brooch bar style variety and worn without interval.

Medal ribbon should not be worn with non-uniform clothing.

Wearing of Decorations and Medals

All decorations and medals authorised by the Sovereign, other than neck decorations, are worn on the left breast. Other decorations and medals are worn on the right breast. Medals must be worn so as to show the Sovereign's head, when incorporated, the first earned clasp being worn nearest the medal.

Decorations and medals, as distinct from the ribbon, are only to be worn on such ceremonial occasions as the Chief Officer may direct and on formal dress jackets only (where issued).

Miniature medals, including clasps, can be purchased by the recipient, and may be worn on ceremonial occasions as directed by the Chief Fire Officer and Chief Executive.

Military Service Medals and Ribbons

Military Service Medals and Ribbons may be worn with HFRS standard uniform. It should be noted that ribbons and medals should not be worn under any circumstance whilst carrying out operational duties.

9. PRESENTATIONS, CEREMONIAL AND SPORTING EVENTS

Service ribbons may be worn with HFRS uniform for the following occasions: change of Watch parades, presentations, and ceremonial duties. Service medals are however restricted to ceremonial occasions, displays, funerals and visits by dignitaries and members of the Royal family. It should be noted that ribbons and medals should not be worn under any circumstance whilst carrying out operational duties.

Dress for Uniformed Staff at a Formal Parade or Presentation.

Staff who wear uniform for their role should wear formal dress as indicated below.

Role	Dress Code
Area Manager, Director and above	Dress Uniform, Cap

Station Manager and above	Dress Uniform, Cap
Firefighter to Watch Manager	Standard Uniform
Firefighter to Watch Manager (Control)	Standard Uniform
Uniformed Support Staff	Standard Uniform

When receiving medals at HFRS sponsored awards, such as the LSGC award evening, full dress uniform should be worn.

A limited number of uniforms are available to uniformed Full-Time and On-Call staff. The provision of these uniforms is by arrangement with Service Stores with prior approval of the relevant Head of Function. All uniform is provided on a short-term loan basis and must be returned on completion of the event.

Should a dress uniform not be available, smart suit style attire may be permissible.

Uniformity of all attending uniformed staff must be considered.

Dress for Non-Uniformed Support Staff at a Formal Parade or Presentation

Non-uniformed Support Staff receiving HFRS medal or other awards should wear appropriate smart dress.

Wearing of Medals and Medal Ribbons at a Formal Parade or Presentation

Staff in uniform should wear the ribbons of the medal being presented together with the ribbons of any previously issued medals. Medals should not be worn.

Medal ribbons or medals should not be worn with non-uniform clothing.

Uniformed staff attending as guests or supporters should not wear medals but may wear appropriate ribbons where awarded.

Conducting officers taking part in the formal presentation ceremony will wear medals on dress uniform.

Dress for Sporting Event Presentations

Staff receiving awards at sporting events may wear either smart casual (no jeans/denim), standard uniform or dress uniform when deemed appropriate by the Chief Fire Officer and Chief Executive.

Dress for External Sporting Activities

Staff attending HFRS sponsored events, such as the World Firefighters Games, may utilise specialist Service issued sportswear, tracksuits for example, to show HFRS sponsorship of the event. Specialist sportswear is available on a loan basis and staff will be expected to return items of clothing in a clean, laundered condition unless alternative provision has been made.

10. HAIRSTYLES, FACIAL HAIR, JEWELLERY AND TATTOOS

All staff should be mindful that health and safety, equalities standards and professional image requirements form a framework within which individual responsibility and judgment should be exercised. Staff wearing HFRS uniform are expected to exhibit high standards of appearance and bearing to acknowledge the public's expectations of a professional service.

The Health and Safety of staff is of paramount importance and the following guidance is designed to ensure that the appropriate level of protection is afforded at all times.

Special permission may on occasions be granted to vary the policy on hairstyles or facial hair in support of any specific religious or ceremonial event. Permission from the Strategic Leadership Team (SLT) will be sought by line managers. SLT may need to take further advice and subject to the exigencies of the Service, permission may be given. This may require temporary removal from operational duties and working in a non-operational task for the period leading up to the event.

Hairstyles

When on duty, staff in uniform shall wear their hair so that it presents a professional image. The Service recognises that hairstyles are essentially a matter of individual preference.

Operational staff are required to ensure that their hair is worn in such a way to keep it off the collar and ears and does not present a hazard to the individual or others. This includes compromising the fit of a fire helmet or BA facemask or any other article of PPE, impeding hearing or vision and/or presenting a risk of entanglement or distraction.

Similarly, non-operational or support staff who might be expected to operate machinery as part of their duties must also ensure that long hair is either cut or worn in such a way as not to present a hazard.

Operational staff with long hair must ensure that, whilst on duty, hair is held in place so that it meets the above standards. The hair must be secured in place using discreet nets, pins or bands which are navy blue or black in colour. The hair must be maintained in this style to ensure that normal personal hygiene is possible yet response to an incident may be immediate without time expended in securing hair to meet the safety requirements.

When deciding if hair length and style is acceptable, staff and managers will need to take into consideration:

- Is there a risk of the hair becoming exposed to heat and/or a flame?
- Is there a risk of entanglement or entrapment of hair in objects or machinery?
- Is the fit of PPE compromised?

For all staff, hair should be maintained in a clean and tidy condition in keeping with the professional image of the Service.

Facial Hair

The following applies to all staff subject to the National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service (Grey Book/Green Book) with the exception of Control staff:

Any staff who may, during their duties, be expected to wear respiratory
protective equipment (RPE) or who must attend operational incidents where dust
masks or respiratory protective equipment is issued for wear, will be expected to
follow the principles of safety identified in this document.

Facial hair including beards, goatee beards, triangles, hairlines, or tufts must not impair the integrity of any RPE that the Service provides.

This includes the following:

- BA facemask seal (including the orinasal mask)
- a dust mask seal
- the securing of the head harness of the BA facemask
- the securing of the helmet

They are not permitted on the grounds of Health and Safety because:

"A good face seal can only be achieved if the wearer is clean shaven in the region of the seal and the face piece is of the correct size and shape to fit the wearers face".

Failure to comply with this requirement will impair the efficiency of the facemask seal and compromise the gas-tight fit.

Closely worn moustaches that are neat and tidy are permitted provided they do not impinge upon the facemask seal and compromise the gas-tight fit. Sideburns are also permitted but must be kept trimmed and must not extend beyond the lower part of the ears.

Any facial hair not affected by the above should be maintained in a professional, clean and tidy condition. Other staff issued with uniform or corporate uniform are to maintain any facial hair in a clean and tidy condition.

Jewellery

Staff who might be expected to operate machinery, shall remove all jewellery (watches, rings, necklaces, earrings, facial piercing, or bracelets) before the commencement of a duty shift except:

- Where necessary for the performance of their duties, staff may wear a wrist watch to assist in the proper discharge of their duties (unless doing so would present a hazard).
- A single, plain, wedding ring may be worn. Operational staff wishing to continue to wear rings must make sure that they are effectively covered with

suitable tape. This action must be completed before commencing work and the tape must remain in place until the risk of injury no longer exists.

- Any staff issued with uniform, or corporate uniform, when not carrying out operational duties, may wear necklaces provided they are inside the collar and are not visible.
- The healing process for body piercings can take up to eight weeks and therefore
 individuals must ensure that body piercing do not affect their ability to carry out
 their normal duties or fail to meet the expectations of appearance as detailed
 in this document.
- The wearing of bracelets, except for health reasons, is prohibited when wearing uniform.

Any staff engaged in practical work activities, such as those that would be undertaken when performing servicing, repair, and maintenance, have a duty of care and should accordingly adopt the principles of safety identified in this policy.

Where individuals wish to wear any other type of jewellery, permission must be sought first so that a suitable and sufficient risk assessment can be completed. In deciding, due consideration will be given to the expectations of appearance when wearing HFRS uniform.

Tattoos

Body Tattoos

Tattoos to the body are permitted providing that where visible, they are not of an offensive nature, and they do not detract from the positive public image of the Service.

Facial Tattoos

Facial tattoos are not generally permitted as it is felt they may detract from the positive public image of the Service; however, an assessment would be made on an individual basis to consider religious and cultural beliefs.

Tattoo Healing Process

The healing process for tattoos can take up to eight weeks and therefore individuals must ensure that tattoos do not affect their ability to carry out their normal duties.

If you require any further guidance / information in relation to this policy, please contact Corporate Assurance

Appendix A:

Standard Uniform

- Uniform trousers with HFRS belt
- Navy blue wicking shirt with HFRS insignia and appropriate role markings on the shoulder straps.
- Black socks
- Black Service issue boots.
- Fleece with HFRS insignia and appropriate role markings epaulets attached to the shoulder straps.
- Inclement jacket, when a specific need is identified.
- Baseball cap with HFRS insignia shown to the front, when a specific need is identified.
- Black thermal 'Beanie' hat may be worn, when a specific need is identified, in conjunction with the fleece and inclement jacket.

Formal Dress: Station Manager and above

- Uniform trousers with HFRS belt
- White cotton shirts or white blouse, black tie or cravat and appropriate role marking epaulets attached to the shoulder straps, when appropriate for SM and above

Black socks

Black Service issue boots.

Formal Dress: Firefighters, Crew Managers and Watch Managers

- Uniform trousers with HFRS belt
- Navy blue wicking shirt with HFRS insignia and appropriate role markings on the shoulder straps.
- Black socks
- Black Service issue boots

The above dress shall be worn by all staff for conduct and performance hearings, formally constituted internal meetings, official presentations, inter-service functions (when representing the Fire Service) routine activities and other formal and informal activities.

Dress Uniform: Station Managers and above

Consists of Service issue:

- Dress trousers or skirt with belt
- Dress jacket, with appropriate markings
- White shirt, with appropriate role epaulettes

- Cap
- Tie or cravat as an alternative
- Black socks
- Black shoes

In addition, the Chief Fire Officer, Deputy and Assistant Chief Fire Officers will be issued with Gorget Patches for their dress uniform.

For use on special occasions and where a distinct difference is required for specific duties for Firefighters, Crew Managers and Watch Managers such as pall bearers, there will be a limited stock available at Service Headquarters Stores for dress uniform.

Physical Training or Sportswear:

Subject to a suitable risk assessment the line manager may authorise staff to wear personal sportswear during sporting activities. Line managers are to ensure that all personal sportswear does not have any inappropriate motifs or images that may cause offence.

Appendix B: Corporate Uniform (PPE)

Structural firefighting and specialist roles

- Helmet with appropriate role markings
- Fire tunic or rescue jacket
- Fire leggings
- Fire boots
- Firefighting gloves
- o Fire hood
- Appropriate fire-retardant role marking epaulet attached to the front slider strap
 of structural firefighting uniform and on the right arm Velcro patch of the rescue
 jacket. A Union Jack is also attached on the left arm of the rescue jacket.

Used in conjunction with standard uniform except for Service issue boots, fleece, or inclement weather jackets, which must not be worn with firefighting uniform.

For use at incidents, practical development sessions and exercises. This dress code is issued in accordance with current legislation and the standards recommended providing thermal protection for the purposes of firefighting.

The Officer in Charge (OiC) has a responsibility to ensure that all staff wear the correct dress and that it is in a suitable condition. All staff have a similar individual responsibility to ensure their own safety in this respect.

The thermal protection provided by firefighting uniform is achieved with the inclusion of undergarments in the overall specification. The benefits in adopting this approach are that it ensures thermal protection is adequate and that the likelihood of heat stress is kept to a minimum.

It is essential therefore, that either Service issue standard uniform trousers or dress trousers are always worn beneath firefighting uniform.

Nylon garments **must not** be worn under firefighting uniform.

The OiC of an incident may on occasion need to vary the standard firefighting uniform as follows:

- The uniform should be supplemented by the wearing of hi-visibility surcoats
 when necessary. This must be considered as an integral part of the Dynamic
 Risk Assessment at all incidents and those on roadways, docksides, railways
 etc. where there is risk of being struck by vehicles, plant, or machinery.
- Items of firefighting uniform may also be temporarily removed, when this is expedient, to facilitate a specific activity but only if a suitable and sufficient risk assessment has taken place.
- Additional protective clothing such as chemical protection suits, heat resistant gloves, armoured gloves, goggles etc., must be worn when necessary.

Specialised Personal Protective Equipment (PPE):

For use at incidents of an operational nature where firefighting uniform is unsuitable for the task in hand or requires specialised PPE.

High Volume Pump (HVP) PPE.

HVP crews are issued with specialised PPE for use when conducting pumping and hose retrieval operations at incidents involving HVP's. This meets both the hazard analysis produced for HVP operations and the relevant EN specifications but has no thermal protection and **must not** be used for incidents other than HVP operations.

The PPE is lightweight and similar in design to existing firefighting uniform but is coloured red to distinguish it.

Specialised PPE for HVP crews comprises of the following Service issue, which should be worn in conjunction with standard uniform:

- Over trousers, and HVP jacket
- Red safety helmets
- Gloves as issued
- Service issue work boots

Fire and Rescue Marine Response (FRMR)

FRMR staff have been issued with specialised Transfer Protective Equipment (TPE) for use when attending maritime incidents. The TPE has been scrutinised by the Maritime Coastguard Association (MCA) and meets both the hazard analysis produced for FRMR operations and the relevant EN specifications. It has limited thermal protection and must not be used for incidents other than FRMR operations. The TPE comprises four different levels: thermal undergarment, cotton boiler suit, sea survival dry suit and fluorescent foul weather kit.

Water Rescue PPE / Boat Operators

Moving water responders and specialist water rescue teams are issued with specialist PPE for use at water rescue incidents. This PPE has been provided commensurate with safe systems of work and recognised best practice for water incident response levels.

Specialised PPE for moving water responders and specialist water rescue teams comprises of the following Service issue, which should be worn in conjunction with standard uniform:

- Thermal Under suit
- Dry suit
- Personal Floatation Device
- Suitably Coloured Helmet

- Head Warmer
- Quick Release Water Rescue Boots
- Kevlar Faced Neoprene Gloves

Technical Rescue Team

Technical Rescue Teams are issued with specialised PPE for use when conducting various operations. These include Specialist Line Rescue, Bariatric Rescues, and Large Animal Rescue.

Specialised PPE for Technical Rescue Teams is firefighting uniform or comprises of the following Service issue, which should be worn in conjunction with standard uniform:

- Coveralls, and Technical Rescue Jacket
- Suitably coloured helmet
- Rope gloves
- Service issue boots

If Technical Rescue Teams are working near water, then the correct water rescue PPE must be adopted.

Fire Investigation Officers

Fire Investigation Officers are issued with appropriate PPE for use whilst carrying out Fire Investigations, which should be worn in conjunction with standard uniform.

Specialised PPE for Fire Investigation Officers consists of Service issue:

- Suitable coverall suit as issued by the Service with appropriate footwear
- Suitable helmet
- Full firefighting uniform
- Any combination of the above

Drone Operators

Drone pilots and observers are issued with specialised PPE for use when conducting various operations, which should be worn in conjunction with standard uniform.

Specialised PPE for drone operators consists of Service issue:

- Suitable inclement weather jacket with additional pockets
- Suitable baseball cap (to aid with vision/sun blocking)
- Suitable Service issued cargo trousers
- Specialised gloves for touch screen operation
- Service issued boots

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• Any combination of the above