



HUMBERSIDE FIRE AND RESCUE SERVICE

Corporate Assurance

Special Occasions

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1. INTRODUCTION

There are times when the Service will be expected to make special arrangements in response to a particular local or national event. Such occasions might include visits by VIP's, national celebrations, open days, or death of Humberside Fire and Rescue Service personnel. This policy addresses this requirement.

2. AIMS/OBJECTIVES

To ensure that all personnel are aware of the procedures to be followed in observation of the special occasion.

To specify the type of response appropriate to the event by detailing procedures and standards.

3. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of, and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

4. GUIDANCE INFORMATION

Flying of Flags at Service Premises

Flags are not to be flown on Service premises other than where facilities are provided.

Union Flag (also referred to as the Union Jack)

The Union Flag is to be flown at Service premises, from 0800 hours to sunset on the following dates:

9 January	Anniversary of the birthday of Her Royal Highness The Duchess of Cambridge.
20 January	Anniversary of the birthday of the Countess of Wessex.
6 February	Anniversary of Her Majesty's Accession.
19 February	Anniversary of the birthday of His Royal Highness The Duke of York.
10 March	Anniversary of the birthday of His Royal Highness The Earl of Wessex.
March	(2 nd Monday of the month) Commonwealth Day.
21 April	Anniversary of the birthday of Her Majesty the Queen.

4 May	Firefighter's Memorial Day (Service Flag to be flown at half-mast).
9 May	Anniversary of Europe Day.
2 June	Anniversary of Her Majesty's Coronation.
June	Official Birthday of Her Majesty the Queen. (Saturday as designated)
10 June	Anniversary of the birthday of His Royal Highness The Duke of Edinburgh.
21 June	Anniversary of the birthday of His Royal Highness The Duke of Cambridge.
17 July	Anniversary of the birthday of Her Royal Highness The Duchess of Cornwall.
15 August	Anniversary of the birthday of Her Royal Highness The Princess Royal.
November	Remembrance Sunday. (Sunday as designated)
11 November	Remembrance Day.
14 November	Anniversary of the birthday of His Royal Highness The Prince of Wales.
20 November	Her Majesty's Wedding Anniversary.

The only additional days on which the Union Flag may be flown are:

- Days which are specified by the Chief Fire Officer and Chief Executive.
- For local events where flags are flown on public buildings in the Service area.

Flags flown at Half-Mast

The Union flag is to be flown at half-mast:

- (a) From the announcement of the death up to the funeral of the sovereign except on Proclamation Day when it is hoisted to the top from 0800 hours to sunset.
- (b) On the days of funerals of members of the Royal Family.
- (c) On the days of funerals of foreign rulers, as specified.
- (d) On the days of the funerals of Prime Ministers and ex-Prime Ministers of Great Britain.
- (e) On the day of the funeral of any serving member of Humberside Fire and Rescue Service.

- (f) On instructions from Service Headquarters.
- (g) When the Union Flag is to be flown at half-mast it should first be hoisted to the head of the flagstaff and then lowered to half-mast. When lowering the flag from half-mast at sunset it should first be hoisted to the head of the flagstaff.

Service Flag

The Service Flag will be flown at Service Headquarters on days as directed by the Chief Fire Officer and Chief Executive. This is the red flag with the Service crest on it.

Other Flags

Other flags will be flown at Service premises as and when directed by the Chief Fire Officer and Chief Executive.

If any personnel consider that flying a particular flag, other than those listed above, is appropriate, a formal request must be submitted to the Chief Fire Officer and Chief Executive in writing no less than six weeks prior to the day of the event in question. Only when a formal response giving approval is issued by the Chief Fire Officer and Chief Executive can the flag be flown.

Further guidance relating to the 'Flying of Flags in the United Kingdom' can be gained from the Flags & Heraldry Committee:

- www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf
<https://www.gov.uk/designated-days-for-union-flag-flying>

5. VISITS TO SERVICE PREMISE

Prominent Persons

- (a) On any occasion when Elected Members/Councillors or other prominent persons visit a station or section of the Service, a report of the visit must be made to the Corporate Communications, who will inform the Duty Principal Officer.
- (b) A brief report, in writing, giving details and the nature of the visit is to be forwarded to the Emergency Response GM at Service Headquarters.

Members of the Public

- (a) Organised visits to Service premises by outside bodies, youth organisations, etc., must not take place without prior approval by the local Station Manager or Emergency Response GM.
- (b) All visitors to Service premises must sign the visitors / contractors book. Any significant risks on site should be highlighted to the group leader.
- (c) A risk assessment for the event must be completed and recorded using form HS14.

General

Visitors to stations must be properly welcomed and received. The Officer in Charge must realise the importance of extending proper courtesies towards all visitors whether members of the service or not. When official visits have been arranged the officer at the time must make a point of meeting the visiting party outside the station premises and ensuring that a member of the Service remains with the party until the completion of the visit.

The Officer in Charge must ensure the health and safety of all visitors. This will include a full safety brief on all areas of potential danger, actions to be taken in the event of a fire call and constant supervision by a member of the Service.

Commercial Representatives

From time to time representatives from commercial undertakings visit stations/sections in an endeavour to sell goods, insurance, etc., to personnel. It is not policy to allow visits of this nature and if any difficulties arise, the person concerned must be referred to the local Station Manager.

Open Days on Service Premises

Open days are held to enable members of the public to visit a station, meet members of the Service, and be educated about the service provided by Humberside Fire and Rescue Service.

Open days at Service premises require the prior approval of the Emergency Response GM.

Fêtes, Galas, Open Days etc:

When inviting members of the public onto Service premises for any of the above purposes, all personnel are reminded of the Service's duty of care and to avoid acts or omissions that might injure any member of the public.

A Risk Assessment for the event must be completed and recorded using form HS14.

When arranging for outside agencies to provide displays, such as mechanical rides, bouncy castles etc., the Officer in Charge must ensure that the organisers of such events provide appropriate documentation prior to the event. Appropriate documentation includes:

- Public liability insurance
- Maintenance records
- Pre-use safety check list
- Risk assessments

If current, suitable and sufficient documentation is not available, the service provider must not be allowed to operate on Service premises.

The Officer in Charge will inspect all exhibits and display areas prior to allowing members of the public onto Service premises, ensuring that all items on display are supervised and will not present a hazard to any member of the public. Failure to do so may result in compensation claims against the Service in the event of an accident.

Publicity

The Service's Corporate Communications Team must be consulted regarding the advertising of open days. The Team will contact the relevant media and promote the event on the relevant social networking sites. If advertising posters are required the Team can assist in providing them. The organising officer is responsible for the provision and distribution of any Community Safety advice/information. Leaflets and posters are available from the Corporate Communication Team. At least one month's notice is required to allow for leaflet production and effective publicity.

Station Location

Stations which only have a small residential population in their administrative area should consider restricting the open day to a morning or afternoon. In the case of Retained Duty System (RDS) stations, an open evening may be more suitable. Decisions about the length of open days should be made following consultation with the GM Emergency Response.

Car Parking

When inviting members of the public onto Service premises, car parking may present a problem. This may cause congestion either on the premises or surrounding roads. Provision may be possible at some sites for the allocation of additional parking spaces. If this is not possible, discussions with the local police must take place to consider if additional parking might impede the flow of traffic or restrict turnouts by appliances. On RDS stations parking must also be reserved to enable off-duty personnel to respond to their alerters.

Inspections

The Officer in Charge will inspect all exhibits and display areas prior to allowing members of the public on to Service premises, ensuring that all items on display will be supervised and will not represent a hazard to any member of the public. Further inspections are to take place throughout the period the station is open to the public.

Access to and Exit from Fire Service Premises

The access and exit routes must be clearly marked to ensure that members of the public do not go into the areas detailed below:

- Those areas not supervised.
- Areas that might present a hazard.
- Those areas in which the presence of visitors might impede the normal response of fire appliances to an emergency callout.

A single access point is preferable to enable personnel to monitor the number of people entering and leaving Fire Service premises.

Numbers Attending

If the responsible officer considers that the number of people attending is in excess of the numbers that can be adequately supervised, the number coming on to the premises must be restricted. The single access point will enable the officer to monitor this point.

Timetable

To enable supervision to be continuous throughout refreshment and meal breaks, and whilst crews are responding to incidents, a timetable of events should be planned.

Toilets

If it is intended to provide toilet facilities for members of the public, both male and female toilets, and disabled facilities where available, must be designated and clearly marked.

Danger Areas

The public must not be allowed near to areas of high risk, for example, pole drops, drill towers and kitchens. During open days first floor levels and all other points of entry to pole drops must be out of bounds to members of the public and, if possible, pole drop doors must be locked shut.

Drill towers and kitchens must also be out of bounds to members of the public with these areas locked if possible. Members of the public must be under constant supervision when visiting Service premises. Signage must be provided to warn of all hazards.

Turnouts

Officers must be aware of the correct procedure to be adopted if appliances from the station are turned out, if RDS personnel are called in or if appliances from other stations attend on standby duties. At the entrance there must be clear written instructions to members of the public on what to do if the station is alerted:

- i.e. walk quietly to the rear of the appliance room or stand still next to the nearest wall, avoid standing in front of appliance room doors - an announcement on the station PA system may be appropriate.

All Fire Service personnel must be briefed prior to the open day. The brief must include instruction to direct members of the public to safe areas, to be aware that persons visiting the station may well impede their passage to the appliances and that the appliances may encounter members of the public when turning out. Extra care must be taken by drivers until clear of the station forecourt. In spite of responding to calls, supervision of the public must not cease. Specialist staff in attendance, additional to the duty crew, must also be briefed, i.e. Fire Safety and off-duty personnel.

Appliances

If it is intended to allow the public on to fire appliances the following guidelines must be observed:

- (a) Frontline appliances must not be used except with the permission of the Emergency Response GM.
- (b) Spare appliances may, with the Emergency Response GM permission, be brought into the station specifically for the public to view.
- (c) The engine must be switched off.
- (d) The isolation switch, if fitted, must be in the 'off' position.
- (e) The ignition key must be removed.
- (f) Vehicles fitted with automatic gearboxes must be left in 'Park'. Vehicles fitted with manual gearboxes must be left in gear.
- (g) The wheels of the vehicle must be chocked to prevent the vehicle from moving.
- (h) There is to be a minimum of two personnel with the vehicle at all times whilst it is on display to supervise members of the public.
- (i) Members of the public must be supervised by a member of the Service if being shown around vehicle cabs. Visitors must not be allowed to sit in the driver's seat of any fire appliance, where the risk of causing damage to vehicle controls, switches etc., can occur and possible dangerous situations created if the handbrake is released.
- (j) Vehicles which are not available for inspection by the public will be parked in areas that are clearly marked **'NOT OPEN TO THE PUBLIC'**. Fire Service personnel must be stationed for the specific purpose of preventing members of the public from entering these restricted areas.

Equipment on Show

If the public are to be shown articles of Service equipment from appliances they must be closely supervised by Service personnel. Specific items should be placed on show, e.g. branches, breathing apparatus sets, hydraulic rescue equipment etc., each under the supervision of an individual firefighter who can answer questions and demonstrate the uses of equipment on show.

Mobilising Equipment

Members of the public must not be left unsupervised near any mobilising equipment.

Drill Displays

When putting on a display of Service drills for visitors at an open day, a safe area must be provided, clearly marked, i.e. bollarded and/or roped off. A uniformed member of the Service must supervise members of the public to ensure they stay in the safe area. Special appliances such as Turntable Ladders and Hydraulic Platforms must not

traverse their ladders or booms over the safe areas. The safe areas must be clear of vehicle routes to and from the drill ground. Whilst displays are taking place the level of supervision throughout the rest of the station must not be allowed to deteriorate.

Special Exhibits

Where fire safety, community advice, recruiting or Firefighters Charity displays are required, arrangements must be made to staff the displays using fire safety staff and training personnel.

Guided Tours

Where guided tours are to be provided around Service premises, groups should be kept to a manageable size and each group kept under continuous supervision by Service personnel.

Audio-visual Presentations

Film shows should be organised to a timetable and areas allocated should be clearly marked. The Officer in Charge must ensure that the areas are not overfilled with viewers and personnel must be available at all times to supervise video equipment.

Parades

Other than parades at change of Watch, the organisation of parades will be confined to those occasions of a ceremonial nature and for visits of dignitaries and members of the Royal Family, Service displays and funerals.

Since such parades are invariably witnessed by members of the public it is important that personnel taking part present the best possible uniform appearance and that the senior officer of the parade arranges at least one rehearsal before the actual event. This may not be possible in the case of funerals, therefore arrangements must be made for members of the official contingent to be briefed beforehand.

Funeral Procedures

Upon the death of a serving or ex-serving member of the Service, the Chief Fire Officer and Chief Executive or his nominee should consider offering to the next of kin the Service's involvement in the funeral as follows:

- (a) Serving member dying whilst attending an incident - full Service funeral including parade of personnel, use of fire appliance as a hearse and appropriate personnel as pall bearers with the cortege passing the appropriate station where a salute will be given by personnel.
- (b) Serving member dying on or off duty - appropriate personnel as pall bearers and the cortege passing the appropriate station where a final salute will be given by personnel.

- (c) Death of an ex-member - funeral cortege passing the appropriate station where a final salute will be given by personnel.
- (d) In the event of any other member of staff being approached with a request regarding involvement in a funeral, they should contact the Emergency Response GM of the area responsible directly by telephone, or if they not available contact the duty Emergency Response GM (details from Control). The Emergency Response GM should consider the points above, and should request assistance from the Duty Principal Officer and Corporate Communication Team regarding publicising the event where appropriate.

Appropriate Service Standards of Dress and Appearance for Funerals can be found in the Funeral Policy.

Mode of Uniform Dress

Uniform will only be worn in accordance with Service Policy SP1_15 Standards of Dress.

When wearing Fire Service uniform, either on or off duty, personnel will be properly dressed according to the occasion and be clean and smart in appearance. The appearance of members of the Service is of the utmost importance in maintaining the reputation of the Service as a well-disciplined, smart and efficient body.

Wearing of Orders, Decorations, Medals and Ribbons

The wearing of orders, decorations, medals and ribbons will be in accordance with Service Policy Standard Of Dress.

**If you require further guidance on this document, please contact the
Corporate Assurance**