



HUMBERSIDE FIRE AND RESCUE SERVICE

SERVICE SUPPORT DELIVERY

STANDARDS OF DRESS

Owner	Director of Service Delivery Support
Responsible Person	SM Service Support
Date written	July 2018
Date of review	March 2020
Date of next review	March 2022

CONTENTS

1. [Introduction](#)
2. [Equality and Inclusion](#)
3. [Legislative Requirements](#)
4. [Policy Statement](#)
5. [Aims/Objectives](#)
6. [Guidance](#)
 - [Dress Codes](#)
 - [Dress Code 1A: Standard Dress](#)
 - [Standard Dress consists of Service Issue: SM and above](#)
 - [Watch Manager and below](#)
 - [Dress Code 2A: Firefighting Uniform](#)
 - [Dress Code 2B: Specialised Personal Protective Equipment \(PPE\)](#)
 - [High Volume Pump \(HVP\) PPE](#)
 - [Fire & Rescue Marine Response \(FRMR\)](#)
 - [Water Rescue PPE / Boat Operators](#)
 - [Technical Rescue Team](#)
 - [Fire Investigation Officers](#)
 - [Dress Code 3A: Formal Dress](#)
 - [Dress Code 3B: Formal Dress](#)
 - [Dress Code 4: Physical Training or Sportswear](#)
 - [Dress Code 5A: Control Room \(Standard Dress\)](#)
 - [Dress Code 5B: Control Room \(Stand Down Period\)](#)
 - [Support Staff issued with Corporate Work Wear](#)
 - [Support Staff not issued with Corporate Work Wear](#)
 - [Dress for Change of Watch Parades](#)
 - [Uniformity of Appearance](#)
 - [Wearing of HFRS issue clothing whilst not at work](#)
7. [Wearing of Identification \(ID\) Cards](#)
 - [Operational Firefighters and Supervisory Managers](#)
 - [Uniformed Staff and Managers conditioned to Day Duty Working Pattern](#)
 - [Loss of Identification Card](#)
8. [Care of Uniform and Personal Equipment](#)
 - [Disposal of HFRS Badged Uniform](#)
9. [Wearing of Medals, Badges and Awards](#)
 - [Wearing of Decoration and Medals](#)
 - [Wearing of Non-Service Badges or Insignia](#)
 - [Military Service Medals and Ribbons](#)

10. Presentations, Ceremonial and Sporting Events

- **Presentations, Parades, Sporting Events Representing HFRSA**
- **Dress for Service Personal at a Formal Parade or presentation**
- **Dress for Non-Uniformed Support Staff at a Formal Parade or Presentation**
- **Administrative Procedure for Award Presentations**
- **Wearing of Medals and Medal Ribbons**
- **Dress for Sporting Event Presentations**
- **Dress for Sporting Activities**

11. Hairstyles, Facial Hair, Jewellery and Tattoos

- **Hairstyles**
- **Facial Hair**
- **Jewellery**
- **Tattoos**
 - **Body Tattoos**
 - **Facial Tattoos**
 - **Tattoo Healing Process**

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 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 regarding acceptable standards of dress and appearance for all circumstances likely to be encountered because of employment.

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. LEGISLATIVE REQUIREMENTS

- Personal Protective Equipment (PPE) Regulations 1992
- National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service

4. POLICY STATEMENT

Humberside Fire and Rescue Service (HFRS) will maintain a positive public image through the application of uniform dress codes and standard of appearance.

5. AIMS/OBJECTIVES

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

To ensure that all personnel 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 personnel affected by this policy (and any associated Procedure and Guidance Notes) will be undertaken bi-annually by the policy owner.

6. GUIDANCE

Dress Codes

If personnel are unable to wear the clothing provided by the Service on the grounds of religious or medical reasons, the line manager will complete a decision record with the assistance of the Head of Occupational Health and Wellbeing if required.

The decision record should contain the reason behind the unsuitability of Service issue clothing and contain any recommendations from the Head of Occupational Health and Well Being. All complete reports should be forward to the Head of Service Delivery Support.

Dress Code 1A Standard Dress:

Standard dress consists of Service issue: Station Manager and above.

- Undress trousers with HFRS belt
- Females may wear Service issue skirt with appropriate white blouse
- White cotton shirts, black tie and appropriate role epaulettes.
- Black socks
- Black shoes or Service issue boots
- Inclement weather jackets with HFRS insignia
- Other approved corporate wear
- Baseball Cap with HFRS insignia shown to the front, when a specific need is identified.

Watch Manager and below.

- Working rig trousers with HFRS belt
- Navy blue Tee shirt with HFRS insignia
- Navy blue shirt with HFRS insignia with appropriate role markings on collar
- Black socks
- Black shoes or Service issue boots
- Inclement weather jackets with HFRS insignia
- Other approved corporate wear
- 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 Inclement weather jackets only.

SERVICE SUPPORT STANDARDS OF DRESS

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

Watch Officers are always expected to wear shirt order (Other than stand down periods) to project the professionalism of the Service and inspire confidence from the public and to portray a positive corporate identity of the Service.

The tee shirt may be dispensed with during periods of hot weather, subject to uniformity being maintained.

***Routine activities are defined as:**

- Level 1, 7.2d and Public Safety activities.
- Lectures, movement between stations and office duties, deployments, training courses and attending Service Headquarters.
- Any non-emergency off-station duty.
- Watch Parades.

In certain circumstances, middle and senior management may wear Dress Code 3A-C (below) Dress Code 1A may not be conducive to that occasion.

Dress Code 2A Firefighting Uniform:

Firefighting Uniform consists of Service issue:

- Helmet with appropriate role markings
- Fire tunic
- Fire leggings
- Fire boots
- Firefighting gloves
- Fire hood

Used in conjunction with dress code 1A, except for Service issue boots 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 has a responsibility to ensure that all personnel wear the correct dress and that it is in a suitable condition. All personnel 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

SERVICE SUPPORT STANDARDS OF DRESS

are that it ensures thermal protection is adequate and that the likelihood of heat stress is kept to a minimum.

It is, therefore, essential that either Service issue working rig trousers or undress trousers are always worn beneath firefighting uniform.

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

The Officer in Charge 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.

Dress Code 2B Specialised Personal Protective Equipment (PPE):

For use at incidents of an operational nature where dress code 2A (firefighting uniform) is unsuitable for the task in hand or requires specialised PPE.

The following specialised PPE uniform is available for use when dress code 2A (Firefighting uniform) is not appropriate.

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 from existing firefighting uniform.

The standard of dress for HVP crews comprises:

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

Used in conjunction with dress code 1A only.

Fire and Rescue Marine Response (FRMR)

FRMR personnel 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.

Standard dress for moving water responders and specialist water rescue teams consists of Service issue:

- Thermal Under suit
- Dry suit
- Personal Floatation Device
- Suitably Coloured Helmet
- Head Warmer
- Quick Release Water Rescue Boots
- Kevlar Faced Neoprene Gloves

Used in conjunction with dress code 1A only.

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.

The standard of dress for Technical Rescue Teams is 2A or comprising of:

- 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.

Standard dress for Fire Investigation Officers consists of Service issue:

- Suitable coverall suit as issued by the Service with appropriate footwear
- Suitable Helmet
- Full Firefighting Uniform (Dress Code 2A)
- Any combination of the above

Used in conjunction with dress codes 1A only.

Dress Code 3 A Formal Dress:

For Firefighters, Crew Managers and Watch Managers consists of Service issue:

- Working rig or undress trousers and HFRS belt
- Navy blue Tee shirt with HFRS insignia
- Navy blue shirt with HFRS insignia with appropriate role markings on collar
- Black socks
- Black shoes
- Inclement weather jackets with HFRS insignia
- Other approved corporate wear

Dress Code 3B Formal Dress:

For Station, Group, Area and Service Managers

Consists of Service issue:

- Undress trousers and belt (Females may wear skirts)
- Undress jacket; with appropriate markings
- White (long sleeve) shirt; with appropriate role epaulettes
- Cap
- Tie
- Black socks
- Black shoes

In addition, Senior Officers will be issued with Gorget Patches for their Dress Uniform.

For use on special occasions 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 code 3B.

Dress Code 4; Physical Training or Sportswear:

Fitness Training Dress consists of Service Issue:

- Black shorts
- Black vest
- Joggers (Control staff only)

For use during authorised physical training sessions.

In place of issued sportswear; appropriate footwear; shorts, and tee shirts may be used (supervisory managers must ensure they are appropriate for the activity and that they do not have offensive or defamatory remarks emblazoned upon them).

Dress Code 5A; Control Room (Standard Dress):

Control room standard dress consists of Service Issue:

- Black shoes
- Black socks/tights
- Working rig/undress trousers and HFRS belt
- Black wicking tee shirt with HFRS insignia
- Inclement weather jackets with HFRS insignia
- Black thermal 'Beanie' hat with HFRS insignia shown to the front when a specific need is identified.
- Black Fleece with HFRS insignia
- Navy tee shirt with HFRS insignia
- Navy sweater with HFRS insignia

During periods of hot weather, the wearing of the tee shirt may be relaxed.

The dress code for all Control personnel for promotion and formal interviews, conduct and performance hearings, formally constituted internal meetings, official presentations, inter-service functions (when representing the Fire Service and other formal activities, will be as Dress Code 5A (Standard Dress) above.

Dress Code 5B; Control Room (Stand Down Period):

Stand down dress consists of Service issue:

- PT shoes
- Jogging bottoms
- Navy Blue Tee Shirt with HFRS insignia
- Sweat shirt with HFRS insignia

SERVICE SUPPORT STANDARDS OF DRESS

During the stand down period 2200 to 0630 hours personnel may, at the officer in charge's discretion, change into stand down clothing.

At all times, Supervisory managers shall wear role markings as appropriate, when the mode of dress allows, with clearly identifiable insignia on the collars of the uniform.

Support Staff issued with Corporate Work Wear

The type of garments provided to those personnel issued with corporate work wear will vary with the role and will consist of:

- Uniformed support staff, as dress code 1A; Standard Dress above.
- Stores and Workshops personnel, including Custodian:
 - Sweat shirt with HFRS insignia
 - HFRS belt
 - Polo shirt with HFRS insignia
 - Working rig trousers
 - Black Socks
 - Black shoes
 - Black thermal 'Beanie' hat / Baseball Cap with HFRS insignia shown to the front when a specific need is identified.

Support Staff not issued with Corporate Work Wear

Support staff not issued with corporate work wear should at all time maintain the professional image of the Service. Dress should always be smart casual and appropriate to the role being carried out.

Dress for Change of Watch Parades

- Dress for change of watch parades for oncoming watches will be Dress Code 1A Standard Dress.
- On-Call personnel at a Development Session will parade in Dress Code 1A
- Standard Dress.

Uniformity of Appearance

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

The following will apply:

- When wearing dress code 1A (Standard Dress), the appropriate role markings must, always, be attached to the collar.

SERVICE SUPPORT STANDARDS OF DRESS

- Service medal ribbons either cloth or enamel, awards and commendations, must be worn in accordance within this document
- All other badges, e.g. FBU, 9/11 USA flags etc, are not permitted and must not be worn on the uniform.
- 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 the trousers and must be worn with HFRS issue trousers by all personnel.
- 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

Personnel 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.

7. WEARING OF IDENTIFICATION (ID) CARDS

All personnel 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 Services telephone contact number to allow householders to verify the identities of personnel.

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 conditioned to Day Duty Working Pattern.

When wearing dress code 1A (Standard Dress) a 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.

The clip type badge is to be fastened on to the inside edge of the right-hand shirt pocket under the pocket flap on dress code 1A (Standard Dress).

Support Staff

ID badges will be worn and be visible by those support 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 personnel 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. (We are unable to confirm whether they are on an official Fire & Rescue Service business).

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

Situations Exempt from the Protocol

There will be occasions where it would not be appropriate to apply the requirements of the protocol. The following circumstances apply:

- Personnel undertaking fire investigations
- Personnel responding to emergencies

Loss of Identification Card

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

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

8. CARE OF UNIFORM AND PERSONAL EQUIPMENT

It is the responsibility of individual personnel to maintain to a high standard, all items of uniform and Personal Protective Equipment issued to them by the Service.

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 Chief Fire Officer and Chief Executive, through the relevant Director or Section Manager stating the circumstances. The report should indicate if investigation has revealed any negligence and include any recommendations.

Disposal of HFRS Badged Uniform

Any uniform bearing the HFRS insignia such as badged tee shirts or belts etc. must be destroyed by cutting across the insignia rendering the item unserviceable. This is to aid in the prevention of bogus callers.

9. 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

**SERVICE SUPPORT
STANDARDS OF DRESS**

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.

Personnel entitled, are to wear the appropriate ribbon(s) on their dress code 3 A/B formal dress jackets (where issued) or on dress code 1A standard dress uniform shirts.

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 on dress code 3 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.

Wearing of non-Service badges or insignia

Wearing of representative bodies badges, 9/11 USA flags etc. is not permitted and must not be worn on any uniform.

Long service badges are not to be worn on any HFRS uniform.

Only authorised rank insignia markings may be utilised on any HFRS uniform.

Military Service Medals and Ribbons

Military Service Medals and Ribbons may be worn with HFRS uniform.

10. 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. Such occasions should, where possible, be rehearsed for before the event and members of the official contingent should be appropriately briefed to ensure all personnel present themselves appropriately in line with HFRS Principles and Behaviors. It should be noted that ribbons and medals should not be worn under any circumstance whilst carrying out operational duties.

Presentations, Parades, Sporting Events Representing HFRS

Dress for Serving Personnel at a Formal Parade or Presentation.

Personnel who wear uniform for their role should wear uniform when receiving medals at HFRS sponsored awards. The following dress codes will apply.

Role	Dress Code	Descriptor
Director and Above	3B	Formal Dress Uniform, Cap
Station Manager and above	3B	Formal Dress Uniform, Cap
Firefighter to Watch Manager	3A	Standard Dress Uniform
Firefighter to Watch Manager (Control)	3A	Standard Dress Uniform
Uniformed Support Staff	1	Standard Dress Uniform

A limited number of dress code 3A/B (Formal Dress) Uniforms are available to uniformed Full-Time and On-Call personnel. 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.

Uniformity of all attending uniformed personnel 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 casual dress.

Administrative Procedure for Award presentations

During each calendar year, eligible recipients of an award will receive a letter of congratulations from the Chief Fire Officer and Chief Executive with further advice detailing the options for the subsequent presentation of the medal. The recipient will be required to confirm personal details and the medal will then be ordered. All medals have the recipients' name engraved on the rim and may not be received at Service Headquarters for up to 3 months, the medal will be presented during a formal presentation along with a certificate specially produced by HFRS.

Wearing of Medals and Medal Ribbons

Personnel 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 personnel 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

Personnel receiving awards at sporting events may wear either smart casual (No jeans/denim) or dress code 3A/B where deemed appropriate by the Chief Fire Officer and Chief Executive.

Dress for Sporting Activities

Personnel should wear dress code 4 Physical Training Uniform where practical.

Subject to a suitable risk assessment the line manager may authorise personnel 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.

Personnel 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 some loan basis and personnel will be expected to return items of clothing in a clean, laundered condition unless alternative provision has been made.

11. HAIRSTYLES, FACIAL HAIR, JEWELLERY AND TATTOOS

All personnel 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. Personnel wearing HFRS uniform are expected to exhibit high standards of appearance and bearing to acknowledge the public's expectations of a professional service.

HFRS has a duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees. It is also the duty of every employee to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The Health and Safety of personnel 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 Senior 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, personnel in uniform shall wear their hair so that it presents a professional image and no risk to their safety. Whilst the Service recognises that hairstyles are essentially a matter of individual preference, extreme hairstyles or colours which detach from a professional image will be deemed as unacceptable.

Operational personnel 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 personnel protective equipment (PPE), impeding hearing or vision and/or presenting a risk of entanglement or distraction.

Similarly, non-operational or Support Staff that 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.

For food hygiene purposes, all persons entering a food preparation area must ensure that hair is covered with suitable headwear, such as a hair net or is tied back in a suitable manner. Guidance on the preparation and handling of food and hygiene in kitchens has been issued to stations in the Safer Food, Better Business booklet which is prominently displayed in every kitchen.

Operational personnel 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

SERVICE SUPPORT STANDARDS OF DRESS

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, personnel 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 personnel, 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 personnel 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 personnel:

- Any personnel, 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's 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”.

- COSHH Regs. 2002.

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. The initial growth of facial hair should be completed before an individual commences duty. 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 personnel issued with uniform or corporate workwear are to maintain any facial hair in a clean and tidy condition.

Jewellery

Personnel that 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, personnel 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 personnel 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 personnel issued with uniform, or corporate workwear, 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 meet the expectations of appearance as detailed in this document.
- The wearing of bracelets, except for health reasons, is prohibited when wearing uniform.

Any personnel 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 Procedure and Guidance.

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.

Personnel engaged in food preparation activities must remove all jewellery prior to entering the food preparation area.

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 Service Support SM**