

Human Resources

DRESS CODE AND STANDARDS OF APPEARANCE

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South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

INTRODUCTION

1. This policy gives guidance to all South Yorkshire Fire and Rescue (SYFR) employees as to the standards required for individuals' dress code and appearance.
2. As members of SYFR, in all our activities we are in daily contact with the community, making our image and identity an important factor in how we are perceived, interactive with, and effectively deliver our service.
3. All personnel, both uniformed and support staff throughout the organisation, are expected to present themselves to a clean and tidy standard in both their clothes and personal appearance to reflect the high standard and professional identity of the service. This dress code and standards of appearance policy sets out guidance to ensure a consistent and acceptable standard is maintained.
4. For the purposes of this policy 'operational' and 'uniformed' covers all staff within the uniformed establishment and control.

DRESS CODE

5. It is the responsibility of the individual to maintain the standard required. Line managers will monitor and implement guidance accordingly for specific roles and workplaces.
6. Managers should bear in mind that the appropriate dress is selected for the type of activity being undertaken, i.e. community safety, school talks etc. The wearing of uniform may create a barrier to establishing a trusting and approachable service for some communities, groups or individuals. Care should therefore be taken to ensure that the image created not only helps the community to feel at ease but ensures Fire and Rescue personnel are comfortable when delivering advice. In case of any concerns or queries regarding appropriate dress, advice can be sought from the SYFR Equality and Diversity team.
7. Within areas of work where personnel are working as a crew or team, i.e. community safety, they should be dressed alike.

OPERATIONAL PERSONNEL

8. **Station based at commencement of duty**

Wicking T-Shirt ('T' to be tucked into trousers)
Fleece Jacket with role insignia as required
Black work wear trousers
Service belt
Black shoes
Black socks

9. **On station work routines**

Wicking T-shirt ('T' to be tucked into trousers)
Black sweatshirt or fleece jacket with role insignia as required
Black work wear trousers
Service belt
Black shoes
Black socks
Baseball caps (within the curtilage of the Station)
Working smock as required
Fire tunic as required

Appropriate Personal Protective Equipment (PPE) must be worn when necessary

10. **Community safety work, fire safety inspections, outside visits, attendance at Training and Development Centre and Command Headquarters**

White open neck shirt, with role insignia as required (shirt to be tucked into trousers with all buttons fastened)
Wicking T-shirt may be worn below shirt
Black work wear trousers
Service belt
Black shoes
Black socks
Fleece jacket with role insignia as required
In addition as the outer garment, the black blouson jacket (with or without fleece) with role insignia where appropriate
Fire tunic may also be worn if required/appropriate

All personnel should be dressed alike and appropriate PPE must be worn when necessary

11. **Stand down periods**

Variations to the Station work routine dress is allowed during stand down periods, however, it should be noted that this does not include the wearing of clothing other than official uniform issue.

12. Officers-in-charge must be aware of the need to maintain the image of the organisation when visitors are on station and therefore the dress code on these occasions is to be on the instruction of their the Officer-in-charge, with all personnel dressed alike.

NON STATION BASED PERSONNEL

13. **On base**

White open neck shirt, including role insignia as required (shirt to be tucked into trousers with all buttons fastened)
Wicking T-shirt may be worn below the shirt
Black trousers
Service belt
Black shoes
Black socks
Fleece jacket including role insignia as required

14. **Away from base**

Meetings with other agencies, public events, attendance at Training and Development Centre and Command Headquarters, etc. (this cannot be prescriptive in all cases, but should be adhered to as a general rule)

As 'at base' – in addition the following may be worn:

White shirt and black tie (with epaulettes, sleeves are to be worn with cuff fastened or sleeve rolled up above the elbow) – This option should be worn at court appearances
Blazer or blouson jacket

Fleece jacket (as required) – not to be worn as an outer garment at court appearances

Legislative fire safety inspecting officers may wear their waterproof jacket when undertaking inspections in inclement weather.

OPERATIONAL INCIDENTS, EXERCISES AND PRACTICAL TRAINING

15. As health and safety is the primary concern for all personnel, full PPE, appropriate to the incident or training session will be worn

16. The following information should be referred to as part of this section:

- Operations Order Volume 2, Section 4, Note No 13 – Personal Protective Equipment (Revised)
- Occupational Health – The heat is on, how to recognise and avoid heat illness
- Health and Safety manual – Part A – Policy Section 06 – PPE

17. **Standard mode**

Fire Tunic
Overtrousers
Fireboots
Gloves
Firehood and helmet

At operational incidents, full length work wear trousers and wicking T-shirt at very least MUST be worn underneath the standard mode of dress

Under no circumstances should any item of clothing or PPE, other than issued, be worn by an individual. The exception to this would be items on evaluation which have had the relevant PPE assessment carried out by Technical Services.

Only the Incident Commander has the authority to relax or amend the mode of dress and may do so in cases of operational expediency.

Where circumstances dictate dress can be relaxed to allow crews to cool down in order to guard against the effects of heat stress, this will only take place when crews are well away from the scene of operations and/or in a place of safety.

Personnel involved in practical/drill ground operations will dress according to the type of task being undertaken and the circumstances in which it is being carried out. For practical sessions dress will be full fire kit.

Station visitors are not required to wear PPE whilst observing practical/drill operations; however they must not be allowed near the work area.

Dress for physical training sessions will be at the discretion of the Officer-in-Charge, but training shoes must be worn. When responding to any incident the individual should change into the appropriate standard mode dress.

CONTROL ROOM (ALL ROLES)

18. Daily routine mode

Dress for daily routines will be:

Undress trousers/skirts
White open neck shirt
Fleece (if required)
Black shoes

19. Relaxed dress mode

Between the hours of 21:00 – 0700 personnel may choose to relax dress

The Officer-in-Charge of the Control Room Watch may permit variations to the daily routine dress, but must have due regard for any anticipated visitors, during whose presence all personnel must be similarly dressed.

ALL UNIFORMED PERSONNEL

20. Maternity

Special provisions for maternity wear can be made once notification is made through the appropriate channels for all uniformed female personnel.

21. Funerals and ceremonies

White shirt and black tie (with epaulettes)
Black trousers
Service belt
Black shoes
Black socks
Blouson jacket (where appropriate)

Or

Full dress uniform (medals to be worn on instruction from the Chief Fire Officer)

See supplementary information for more details.

SUPPORT STAFF

22. Corporate wear is issued to all support staff in the organisation, which varies according to the role.

23. **Office based personnel (including Advocates and Fire Safety Liaison)**

To be worn as appropriate throughout working hours. Shirts or blouses (tie for male personnel) and jackets should be worn when appropriate.

Male:

Jacket
Trousers
Shirt (long or short sleeve)
Tie
Lapel pin.

Woman:

Jacket
Trousers
Blouse (long or short sleeve)
Lapel pin

24. **Other roles**

The following roles are issued with a variety of corporate wear based around a polo shirt and work wear trousers. A list is available from Supplies function as to the type and quantity issued.

Outreach workers
Maintenance Operative Drivers
Extinguisher Maintenance
Industrial training
Workshop personnel
Stores personnel

When engaged in demonstrations using chip pan unit or simulated fires, the following should be referred to:

Volume 2, Section 4, Note No.13 – Personal Protective Equipment (Revised)

Catering staff will be issued with appropriate work wear.

For staff not wearing a uniform, the following general standards will apply:

- Be clean, neat and tidy in appearance
- Be dressed appropriately for the nature of the work
- None of the following should be worn:
 - Casual wear such as denim jeans
 - Shorts
 - Sportswear such as training shoes

- Tracksuits or beach wear
 - Anything with tears/rips
 - Clothing or personal adornments bearing logos, slogans or designs that may be considered offensive
- Avoid fashion extremes

Should any employee have difficulty in maintaining these standards, they should discuss the matter with their immediate line manager (or Human Resources if they prefer)

25. **Protective clothing**

Some roles require the issue of protective clothing and/or footwear. This will be issued where it is considered necessary to satisfy health and safety legislation. The wearing of such PPE is mandatory and the standard of its care and upkeep outlined in this policy apply.

There may be occasions when you are required to undertake work outside your normal work. In this instance it is accepted that you may wish to wear casual clothing of a style suitable to the task. Such clothing should only be worn for the duration of the task.

All issued protective clothing has a wear period; outside of this, items will be replaced when worn or damaged.

Should you be asked to perform a task for which you have not been issued PPE or other protective clothing you should seek advice from your line manager.

APPEARANCE – ALL PERSONNEL

26. **Hair**

All personnel are required to dress their hair, including facial, in a neat and tidy manner that is consistent with the service image (please see introduction for further information). Particular attention should be paid to health and safety risks associated to their role.

27. **Policy regarding uniformed personnel**

Uniformed personnel with long hair must ensure that it is secure and be clear of the ears and collar when on duty and is protected by the fire helmet when worn. The responsibility for maintaining long hair in a safe manner rests with the individual, but SYFR has a duty of care to ensure the safety of personnel.

Where it becomes apparent that long hair is a hazard or regularly falls loose or does not comply with the requirements of the health and safety legislation, whilst on duty, the person will be instructed to have their hair cut to a length and style that prevents hazardous re-occurrence.

Hair preparations which compromise health and safety such as gel, spray etc is not to be applied to the hair of uniformed personnel when on duty.

Hair should be worn in such a way so that it shall not impair the gas tightness of the breathing apparatus face mask, nor shall it prevent either the BA face mask or helmet from being worn properly and securely. Nor must it impair vision or hearing. Particular emphasis must be given to ensuring any part of the face coming into contact with the BA face mask seal is free of any hair growth. Operational personnel are prohibited from having beards or sideburns below the ear lobe. This follows advice contained in Fire Service Circular 33/1972.

Hair may be bleached or coloured provided that it remains within the range of naturally occurring hair colour and that any preparations used in this process do not compromise health and safety in terms of the composition of the material used and that it conforms to COSHH regulations.

28. **Cosmetic make-up**

Non operational personnel are free to wear cosmetics provided these are discreet and promote the appearance standards expected within the Service.

Whilst on operational duties operational personnel may not wear cosmetic make-up, hair preparations or nail varnish/polish. Such preparations must be removed before commencement of duty.

Operational personnel who use camouflage make-up to cover birth marks, scars etc may continue to do so provided that the substance does not come into contact with BA face mask seals.

29. **Jewellery**

The wearing of jewellery may directly affect your health and safety, dependent on your role

Operational personnel should refer to Health and Safety Manual Section 11.3 – Wearing of Jewellery on Duty.

Support staff should refer to the SYFR Health and Safety Manual.

30. **Identity badges**

ID badges are to be worn either attached to a belt loop on trousers/skirt or attached to the left hand pocket of shirts. When undress uniform or blouson jackets are worn the badge should be attached to the left hand breast pocket.

Firefighter (Watch related)

To be worn at all times when off station (excepting fire calls)

To be worn when attending the Training and Development Centre

To be worn at all times when members of the public are visiting stations

Crew Manager and above (Watch related)

To be worn at all times other than when wearing fire kit

Day duty and flexible duty personnel

To be worn at all times other than when wearing fire kit

Control room personnel

To be worn at all times when wearing undress uniform

Support staff

To be worn at all times when wearing corporate wear.

30. Personal Hygiene

All personnel are required to ensure that personal hygiene is maintained to a high standard.

31. Exemptions to this policy

There may be exceptions and exemptions made to the dress code and appearance standards for medical or religious grounds. Advice should be sought from the Equality and Diversity team in such instances.

32. Failure to comply

This policy document has been devised to give appropriate guidance and allow for flexibility of choice wherever possible, whilst still maintaining the high standard considered necessary for the image and identity of South Yorkshire Fire and Rescue.

The responsibility for ensuring that standards are maintained rests, in the first instance, with the individual. Line managers will monitor and implement guidance accordingly for specific roles and workplaces.

If an employee's dress or appearance is causing concern, line managers must address the subject. If an employee is asked to make reasonable adjustments they will be given adequate opportunity to comply.

Failure to comply with the standards may be treated as misconduct and therefore dealt with under the SYFR disciplinary procedures.

If an employee plans to alter their image in a permanent manner that may be unsuitable in line with this policy, they should refer to their line manager for guidance before proceeding.

SUPPLEMENTARY INFORMATION

ISSUE, CLEANING AND REPAIRS

33. All personnel

Following initial issue, replacement or repair of uniform / corporate wear or PPE shall be as and when necessary through the appropriate channels.

Guidance on the scale of issue and ordering procedures is available from the Supplies function.

Employees are personally responsible for laundering or cleaning items of uniform / corporate wear they have been issued with.

With the exception of poppies, personnel must not wear any form of badge or sticker that does not relate to British Fire Service organisations on any mode of dress.

34. **Uniformed personnel**

For items of clothing / PPE contaminated by bodily fluids, etc please follow the guidance contained in Operations Order, Volume 1 – Procedures, Section 10, Note 1 – hazardous Substances – Protection and Decontamination, Supplement 2 (2nd revision).

When fire kit, i.e. tunic and Overtrousers, requires laundering this should **only** be carried out via the service provided by SYFR – this is also available for fire hoods if required.

It is the responsibility of the individual to ensure that PPE which has been issued is kept in good condition, kept clean and is the correct fit.

The blouson jacket material is not to be perforated in any way, i.e. no pin badges to be affixed

Role insignia will be worn during periods of temporary promotion

The wearing of baseball caps is entirely optional and is the choice of each individual. However, they must only be worn with the peak to the front of the head and the peak must not be altered in any way, e.g. bent upwards. Baseball caps **must not** be worn at any operational incident.

Role insignia or Fire and Rescue sleeves must be worn on the epaulettes of the white shirt (not open necked) and the blouson jacket at all times.

Role insignia must be worn on the left-hand arm pocket flap of the fire tunic. The pocket in question is angled; therefore the role insignia will be seen on the pocket flap of the fire tunic in alignment with the SYFR logo.

Whilst off-duty and traveling to or from base, or whilst off duty and visiting non-SYFR premises, it is acceptable for personnel in uniform to wear a civilian jacket over their uniform, as an outer garment if they choose to do so.

No item of previously issued 'old style' uniform is to be worn, other than full undress uniform which is only to be worn when instructed by the Chief Fire Officer.

Sunglasses may be worn when driving, but at incidents only aerial appliance operators during operations and maneuvers should continue to wear them should conditions dictate.

Fire tunics should be worn fastened and, where appropriate, with the neck strap secured. Unless involved in fire fighting duties, the fire tunic collar must be folded down.

If items of PPE are taken away from station, e.g. when on detached duties, they should be transported and stored at all times in the kit bag provided.

When PPE is stored in appliance rooms, it **must** be stored in the black kit bag provided.

Personnel wishing to shower following incident or training will be allowed to do so subject to maintaining adequate operational availability.

35. Decoration and medals (undress uniform)

Where appropriate, medal ribbons shall be worn sewn onto the undress jacket immediately above and in the centre of the breast pocket and shall normally be 31mm in width and 9mm in depth. As an alternative, a purpose made medal badge/brooch can be worn.

When the Chief Fire Officer deems it appropriate, the actual medal decoration will be worn on certain ceremonial occasions on undress jackets.

The actual medals will be worn in a horizontal line suspended from a single brooch, no part of which will be visible, and placed over any ribbons that may be already stitched onto the garment.

Queen's medals should be worn first, i.e. nearest the centre of the chest, e.g. military services, BEM, QFSM, and then service medals, e.g. LS GCM. For further information see - www.honours.gov.uk/honours/wear.aspx

Medals should be worn so as to show the sovereign's head and the first earned clasp should be worn nearest to the medal.

36. Support Staff

Corporate wear must be kept clean, in good repair, well presented and must not be altered to such an extent as to significantly alter appearance or the image it is intended to portray.

Accessories must not be added to corporate wear which significantly alter its appearance or image.

SYFR reserve the right to change the uniform as necessary to ensure it conforms to the corporate image.

Corporate wear, with the exception of footwear, should not be worn with personal items of clothing.

The wearing of baseball caps is entirely optional and is the choice of each individual. However, they must only be worn with the peak to the front of the head and the peak must not be altered in anyway, e.g. bent upwards.

Further information on this policy can be obtained from the Transactional HR team and the Supplies function.