



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

RESPONSE AND RESILIENCE

GENERAL INFORMATION NOTE

STANDARDS OF DRESS – UNIFORMED PERSONNEL

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STANDARDS OF DRESS – UNIFORMED PERSONNEL

1. INTRODUCTION

The Scottish Fire and Rescue Service (SFRS) is a professional organisation providing a safety critical service for the people of Scotland. It is important to remember that SFRS staff represent the organisation, whether inside or outside the fire station or workplace.

Our appearance and how we present ourselves must reflect the professional standards that are expected of us, both as public servants and members of the emergency services.

All SFRS personnel must present themselves in such a way that they display a smart and professional appearance at all times. They must ensure that what they wear - clothing, jewellery, body art, etc. - does not offend or compromise either their or others safety.

This General Information Note (GIN) sets out the standards for dress and appearance required from all uniformed staff, to ensure both their health and safety and to ensure that SFRS is presented to the public, and others, as a professional organisation.

2. PERSONAL APPEARANCE

2.1 Hair

Long hair can be a hazard in the workplace and could become entangled in fire service equipment or industrial machinery and must be tied or pinned up, so as to be clear of the ears and collar when in the normal upright posture. Where it becomes apparent that long hair continuously falls loose during work, the individual concerned will be instructed to find another way of securing their hair or have the hair cut sufficiently, so that this does not occur. Operational staff must limit the use of hair gels or sprays and any hair fixing should be dark in colour.

Cultural or religious requirements regarding the wearing of hair will be met, provided it complies with the above standard and does not compromise the health and safety of staff, particularly in relation to the use of a fire helmet, Breathing Apparatus (BA) face mask or any other item of Personal Protective Equipment (PPE).

2.2 Facial Hair

An extract from the Health and Safety Executive Operational Circular OC 282/28, section 1 (below), highlights the reduced protection to the wearer of Respiratory Protective Equipment (RPE) where facial hair is present in the region of the face seal:

“Note: A tight-fitting facepiece is a full face mask, a half mask, or a filtering facepiece (commonly referred to as a disposable mask). The performance of these types of facepieces, irrespective of whether they are used in negative pressure respirators, power assisted respirators or compressed air supplied breathing apparatus, relies heavily on the quality of fit of the facepiece to the wearer’s face. An inadequate fit will significantly reduce the protection provided to the wearer. The presence of facial hair in the region of the face seal will significantly reduce the protection provided.”

Due to the potential hazard to personnel, facial hair is not allowed where it may:

- Compromise the seal of the BA facemask
- Compromise the efficient securing of the head harness
- Impair vision

Any facial hair must comply with all of the above criteria and must be kept neat and tidy, ensuring the professional image of the Service at all times.

Any requests for the wearing of facial hair will be considered on an individual basis and only if it does not compromise the effectiveness of the seal of the BA face mask, the wearing of a fire helmet, or any other PPE.

2.3 Jewellery

Wearing of personal jewellery can be hazardous; therefore, items of jewellery should be removed before commencing duty, as they are a risk to the wearer. The principal hazards are entanglement, heat transfer and amputation. Rings, bracelets, neck chains and any other items that could pose a risk must be removed prior to the commencement of duty. If a ring cannot be removed, it should be taped up using surgical non-allergenic tape. Note: this may still allow the transfer of heat, which may cause injury.

Personnel are permitted to wear a wrist watch whilst on duty; however, this must be removed and secured prior to undertaking any training activity or responding to an operational incident.

Operations Control (OC) personnel are permitted to wear jewellery within the control room or office environment but should ensure that what they wear does not pose a risk to them, cause damage or potentially damage the reputation of the Service.

2.4 Body Art, Tattoos or Piercings

Employees who have tattoos and body piercings must continue to present a neat and professional image at all times and be sensitive to the impression made on members of the public and work colleagues. Visible body piercings must be removed whilst in the workplace.

Employees must ensure that any non-visible piercings do not compromise their health, safety and welfare. Metallic body piercings may conduct heat; therefore, if there is a risk of heat being conducted by them and the possibility of burns, they should be removed.

Personnel who have a tattoo, which could be construed as offensive to any protected characteristic or that is in any way discriminatory, violent or intimidating, have a responsibility to ensure that it is suitably covered, so as not to be visible, whilst in uniform. The method employed should not compromise the safety of the individual.

Where a current member of staff has an existing tattoo that is deemed to be unacceptable by the criteria above and cannot be covered by standard workwear, a management solution will be explored and implemented.

2.5 Cosmetics and Moisturising Creams

The safety of personnel and the reputation of the Service are paramount when considering the wearing of make-up or of wearing any other moisturising cream.

When considering the factors which could lead to face seal failure, the Health and Safety Executive Operational Circular OC 282/28, section 1.12, notes that make-up and face creams may cause the BA facepiece to slip. In excessive heat, facial products such as make-up or moisturising creams can combine with sweat and sting the eyes. This could not only impair vision but, depending on the ingredients of the product, could also compromise the face seal of the BA facemask and degrade the rubber.

Operational personnel must ensure that, when considering the wearing of such products, they assess these risks, prior to operational activities. This assessment should additionally be carried out during their 'face fit test', as part of the pre-entry checks of their BA set. If they conclude that the products may affect the integrity of their faceseal, the product should be removed.

Any wearing of make-up should be considerate to the reputation of the Service and be both minimal and low key to ensure the professional image of the Service.

Where the amount or level of make-up may be deemed as not being conducive to the reputation of the Service, managers should discuss this with the individual and be considerate to the varying reasons for the wearing of make-up, which may be for medical or wellbeing reasons.

3. UNIFORM - INTERIM SCALE OF ISSUE

In the interim, scale of issue will be used for all new entrants to SFRS and for personnel transferring from support to uniform roles. Existing personnel should not request uniform as per this document. (This policy, including the supply and contractual arrangements, is currently under review). Antecedent services should continue to issue personnel with uniform as per their legacy service policies. SFRS may make interim changes prior to the policy being produced.

There may be occasions where SFRS will allow the wearing of antecedent service undress uniform where individuals have not been issued with sufficient SFRS branded uniform.

Shown below are the interim examples of uniform issue. These examples are provided for guidance and may be amended in the future, as SFRS policies and procedures are developed.

Prior to issue of a SFRS Policy on uniform issue, the following items will be issued to all new entrants:

3.1 Corporate Workwear – Wholetime

Item	Issue
Jacket	1
Shirts	4
Trousers	3
T-Shirts	6
Socks	4
Safety Footwear	2
Belt	1
Name Badge	1
Sweatshirt	1
Overalls	1
SFRS ID Card and Holder	1
Fitness wear and Footwear	TBC

3.2 Corporate Workwear – Operations Control

Item	Issue
Jacket	1
Shirts	5
Trousers or Skirts	3
T-Shirts	2
Socks	5
Safety Footwear	2
Belt	1
Name Badge	1
Sweatshirt	1
SFRS ID Card and Holder	1

3.3 Corporate Workwear – Retained Duty System

Item	Issue
Jacket	1
Shirts	3
Trousers	2
T-Shirts	3
Socks	3
Safety Footwear	1
Belt	1
Name Badge	1
Sweatshirt	1
Overalls	1
SFRS ID Card and Holder	1

3.4 Corporate Workwear – Volunteer

Item	Issue
Jacket	1
Shirts	3
Trousers	1
T-Shirts	3
Socks	3
Safety Footwear	1
Belt	1
Name Badge	1
Sweatshirt	1
Bib and Brace / Overalls	1
SFRS ID Card and Holder	1

Supervisory Managers must ensure that watch personnel are presentable at all times, both on and off station, and that all clothing and firekit are checked regularly.

3.5 SFRS Headwear

Two styles of headwear will be made available to all SFRS uniformed personnel and support staff who perform outdoor duties:

- Cold weather hat
- Skipped Cap

These are to be worn at the discretion of the wearer and shall be worn with SFRS branding to the front at all times. They are personal issue and should not be passed on to any other person.

It must be borne in mind that, due to the corporate branding, the wearer will be identifiable as SFRS personnel and should conduct themselves in line with the [SFRS Code of Conduct](#) at all times.

It should be noted that these are not safety headwear and provide no protection to the wearer from impact injuries.

3.6 Footwear

All SFRS personnel must ensure that suitable footwear is worn whilst driving SFRS vehicles. Examples of suitable footwear are work/dress shoes; SFRS issued footwear, or training shoes. Drivers should avoid driving or manoeuvring vehicles whilst wearing fire boots.

RDS/VDS personnel responding to a fire call, who may have been wearing footwear outwith that described above, must ensure they comply before driving SFRS vehicles.

4. UNIFORM - MODES OF DRESS

4.1 Roll Call - On Station

- First Dayshift – Full firefighting kit must be worn
 - Supervisory Managers must carry out an inspection of firekit and associated PPE, ensuring it is clean and of an acceptable standard and that any remedial action is taken
- Second Dayshift and Nightshifts – Dress Mode A

4.2 Dress Mode A

Shirt

T-shirt (optional for office based personnel)

Trousers

Belt

Name Badge

Role markings (where applicable)

Black socks

Safety footwear

SFRS ID Card and Holder

Dress Mode A shall be adopted at all times for:

- Roll call (other than first dayshift, see above)
- Off station duties
- Personnel attending training courses
- Office based personnel
- Operations Control personnel
- When deemed appropriate by the Supervisory Manager

(Office Based Staff only)

The option for officers to wear a white Service issue shirt with black tie and role markings is permitted for appropriate business use.

T-shirts and shirts should be worn tucked into the trousers (or skirts for female OC personnel).

4.3 Dress Mode B

T-shirt/Sweatshirt

Trousers

Belt

Black Socks

Safety footwear

Overalls (not during stand down periods)

While the Supervisory Manager may adopt Dress Mode B during stand down periods, consideration must be given to professional standards at all times. In the event of face to face contact with the public or other services, they should ensure that shirts, name badges and role markings are worn.

Individuals and line managers must ensure that uniform is kept clean and in a state of good repair at all times. Non-Service issue clothing is not to be worn on station during stand down periods.

4.4 Wearing of Uniform - Incidents

All wholetime personnel turning out to an incident must wear SFRS issue clothing underneath their fire kit. This should be shirt and/or t-shirt/sweatshirt and trousers or, if carrying out fitness training at the time of the turnout, t-shirt and jogging bottoms (where issued by SFRS or legacy Service).

All RDS/VDS personnel turning out to an incident must wear suitable clothing underneath their fire kit. This should be appropriate for wearing underneath PPE, taking cognisance of any tasks that individual may be asked to perform on arrival.

Football colours or clothing with graphics/slogans that could be deemed to be offensive are strictly forbidden and should not be worn at any time. Any crew member, who is not immediately wearing PPE, should don PPE at the earliest opportunity after arrival on scene

4.5 Name Badges

Name badges must be worn on the right-hand side of the shirt (see [Appendix A](#)).

4.6 Medal Ribbons

The wearing of awarded medal ribbons is optional. These shall be attached to the left breast of the corporate wear shirt/undress jacket (see [Appendix A](#)).

5. ATTENDANCE AT INCIDENTS

To ensure the health and safety of personnel and to provide a standard approach, all operational personnel must wear appropriate PPE for the role and incident type. This includes the attendance at incidents by command officers who may only be there for a brief period, if entering the inner cordon or if deemed necessary by risk assessment.

5.1 Responding

When responding to incidents, the mode of dress shall be appropriate PPE for the role and incident type, although fire helmets must not be worn whilst wearing a seat belt, due to the increased weight on the firefighter's head, which could aggravate the effects of any whiplash should the driver brake sharply.

The driver is exempt from wearing firekit whilst driving. A reflective jacket must be donned prior to exiting the vehicle at all times. This will ensure that the driver is wearing reflective material on leaving the cab on arrival at any incident. Drivers must don appropriate PPE for the role and incident type as soon as reasonably practicable on arrival at the incident (see [section 3.6](#) above).

5.2 Returning

When returning from an incident, the mode of dress should be maintained until arrival at the fire station; however, the Supervisory Manager has the discretion to relax this if crew welfare could be compromised, e.g. following exposure to significant heat or arduous work, heavily contaminated or wet PPE, etc. On return to previous duties, the appropriate mode of dress shall be worn for the work to be carried out.

The driver is exempt from wearing firekit whilst driving (see [section 3.6](#) above).

6. WEARING OF UNIFORM - OFF DUTY

Uniform should not normally be worn when off duty, with the exceptions of travelling to the start of, or on the completion of, a duty shift. Personnel may, however, submit a request to wear uniform outwith these periods to their Supervisory Manager.

All managers have a responsibility to ensure both they and other SFRS personnel maintain the correct standards of dress to ensure the safety of personnel and the reputation of the Service are maintained at all times.

7. ASSOCIATED DOCUMENTS

7.1 Risk Assessment

Due to the content and nature of this document, a specific risk assessment is not required to support this GIN.

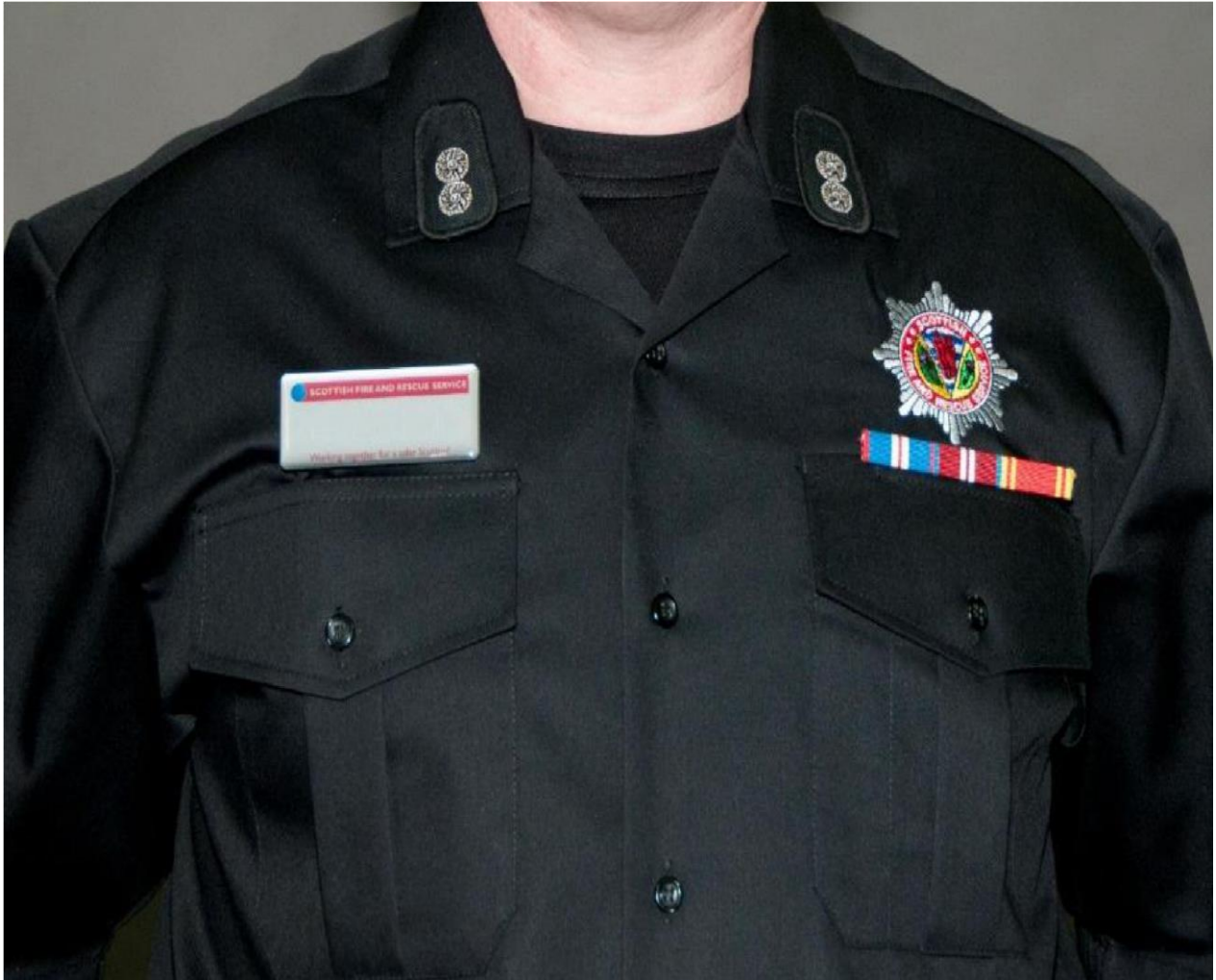
7.2 Equality Impact Assessment

Any potential equality issues associated with this GIN are captured in the overarching [Equality Impact Assessment on GINs](#), to which interested parties are directed for the associated equality issues which may be relevant to this document.

Additional provisions may be made for any employee where a case is made for uniform provisions, in terms of any of the protected characteristics including disability, health related issues, gender and religion or belief.

APPENDIX A

Corporate Wear Shirt Complete with Role Markings/Name Badge/Medal Ribbons



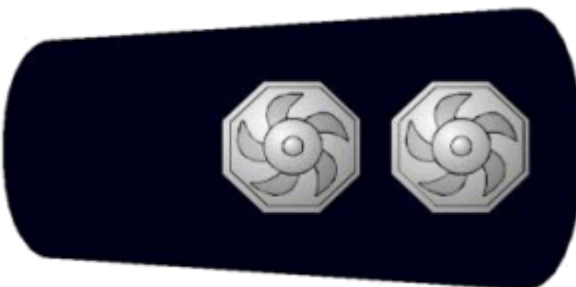
APPENDIX B

ROLE COLLAR MARKINGS

Crew Manager



Watch Manager



Station Manager



Group Manager (GM)



Area Manager (AM)



Deputy Assistant Chief Officer (DACO)



BRIGADE MANAGER

Chief Officer (CO)



Deputy Chief Officer (DCO)



Assistant Chief Officer (ACO)

