

Service dress standards and personal appearance

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1 Introduction

- 1.1 Members of staff are expected to maintain a professional appearance at all times when representing the London Fire Brigade.
- 1.2 The standards outlined in this policy are to be met by all uniformed operational staff whilst on duty, including when carrying out light duties or representing LFB at specific events. Staff working at Brigade Control should refer to Policy number 936 – Control room staff uniform.
- 1.3 Uniform is to be worn correctly at all times. When not required to wear PPE or other specialist items relevant to a role and associated specific task, operational staff should wear workwear or undress uniform whilst on duty. Any exceptions must be expressly agreed by a line manager at station/sub officer level or above.
- 1.4 Failure to comply with this policy could result in disciplinary action.

2 Purpose of uniform

- 2.1 The purpose of providing uniform clothing is to:
 - Provide appropriate protection and safety whilst at work.
 - Project a professional image.
 - Clearly identify Brigade staff to the public.
 - Provide staff with functional and durable clothing that is appropriate to different types of duty.
- 2.2 A high standard of appearance is to be maintained at all times. All uniform should be kept clean and ironed except where special cleaning arrangements apply, e.g. personal protective equipment (PPE).
- 2.3 Any person who makes an unauthorised alteration to, or wilfully damages an item of uniform may be liable to disciplinary action.
- 2.4 Unauthorised insignia (including patches and badges) are not to be worn on uniform or PPE.

3 Description of uniform

- 3.1 There are three standard uniforms for operational staff:
 - Personal Protective Equipment (PPE)
 - Undress
 - Workwear
- 3.2 Some items of uniform maternity wear are available, further information and advice can be sought from People Services via the HR helpdesk.
- 3.3 Some items of uniform that are a recognised requirement of a person's faith can be worn at work with the approval of the officer in charge, providing the items satisfy standards of appearance and health and safety requirements.
- 3.4 A list of the various items of clothing/equipment that make up each uniform (standard firefighting uniform, undress and workwear) is set out in Appendix 1. Items not specified in the list may not be worn, unless it is an approved Brigade alternative clothing. If alternative clothing is being worn as part of tag or specific role, standard workwear uniform (set out in Appendix 1) must be worn once the activity has been completed. Workwear is the default uniform, a full list, together with the scale of issue for staff can be found in Policy number 533 – Uniform and personal protective equipment excluding structural firefighting PPE.

4 Uniform when not at incidents

4.1 The standard uniform to be worn by operational staff when on duty and not at incidents is set out in the following sections.

Staff at fire stations

4.2 At fire stations:

- Firefighter to sub officer – workwear.
- Station officer and above – workwear or undress.

4.3 The only exception to workwear at fire stations is PPE, which is to be worn at roll call by all staff up to and including station officer, and for other station based activities as required.

Operational staff not at fire stations (including fire safety)

4.4 The standard uniform to be worn by all operational staff not based at fire stations (e.g. staff based in offices or at training centres) is workwear or undress.

General guidance and variations

4.5 The following general guidance and variations on the wearing of uniform apply to all operational staff:

- Relevant rank markings are to be worn by personnel at all times.
- Caps or bonnets will be worn at the discretion of the officer in charge for specific events.
- Events where caps/bonnets may be worn include formal outdoor public events such as parades, or when undertaking guard of honour.
- A white shirt worn as part of undress uniform must be worn with a tie.
- Long sleeved shirts/blouses should be buttoned at the wrist or the sleeves are to be rolled neatly above the elbow.

Personal appearance and professionalism

4.6 The wearing of uniform and personal appearance is important, it reflects the corporate identity and demonstrates a professional image. The following applies:

- Blue workwear shirts will be worn with a red t-shirt underneath.
- In hot weather conditions and/or staff experiencing the menopause/hot flushes, and with the approval of the officer in charge, t-shirts may be removed from underneath shirts.
- The projection of a professional corporate image is important and the shirt should be worn once the activity has ended. All uniform is to be worn appropriately with the shirt and t-shirt tucked neatly into the trousers or skirt waistband (with the exemption of maternity wear).
- Brigade issue sweatshirts and blue jackets may be worn to provide additional warmth.
- Uniform will be clean, ironed and footwear cleaned and polished.

4.7 Operational staff must also wear their uniform on the following occasions:

- When attending training courses (including the Fire Service College) – the dress for training courses will be specified in course joining instructions.
- When attending interviews (including promotion interviews or disciplinary hearings) – Undress uniform is to be worn unless otherwise specified by the officer conducting/organising the interview.

- When attending court representing the Brigade – Undress uniform is to be worn, unless the individual does not wear undress as part of their role, in this instance, normal uniform or workwear should be worn.
- When required to carry out official business during an off duty period (e.g. to attend a special occasion or event when representing the Brigade) – either workwear or undress uniform will be worn as appropriate to the event or as specified by event organiser.
- An individual travelling on duty between Brigade premises or to other locations would normally wear workwear or undress uniform, as appropriate, but will not wear PPE. Staff may choose to wear their own non uniform clothing (e.g. jumper/jacket etc) over their workwear uniform when using public transport networks. Staff should always remain mindful of their surroundings to protect their personal safety.

5 Uniform at fires and other operational incidents

- 5.1 Operational staff attending incidents or training exercises should wear appropriate uniform/PPE applicable to their rank/specific role or as instructed by the incident commander or officer in charge.
- 5.2 Drivers are to change into PPE as soon as possible after arrival at an incident or exercise.

6 Other aspects of uniform

Cap badges

- 6.1 The cap badge is to be attached to the front of the cap centrally, so that it is vertical and the horizontal centre points of the star are in line with the red piping.

Rank markings

- 6.2 Rank markings must be clearly visible at all times. They may only be worn on:
- Undress uniform
 - Shirts
 - Sweatshirts
 - Workwear jacket
 - PPE

Wearing of orders, decorations and medals (including medal ribbons)

- 6.3 Staff entitled to wear medals may wear the appropriate ribbon(s) on their undress uniform jacket. The decorations, as distinct from the ribbons, are to be worn on such ceremonial occasions as directed by the Commissioner.
- 6.4 The only ribbons that may be worn are:
- Orders, decorations and medals awarded by the Crown or by the head of government of a foreign state.
 - Awards made by the Royal Humane Society, the Royal National Lifeboat Institution and the Society for Protection of Life from Fire.
 - Medals awarded for bravery, meritorious service or long service and good conduct by local authorities. Not more than one ribbon for long service and good conduct is to be worn.
- 6.5 For guidance refer to Appendix 3 Wearing of medals, decorations on undress uniform and ceremonial guidance for uniformed officers.

7 Wearing of uniform when off duty

- 7.1 Operational staff will **not** wear any item of PPE whilst off duty unless approved by an officer no lower than a group commander.
- 7.2 Operational staff are not to wear Brigade uniform whilst off duty unless as specified in 4.7.
- 7.3 A trainee firefighter undergoing instruction in a training centre is not to wear their uniform when off duty other than when given specific permission to do so by the training centre manager.

8 Personal appearance and personal hygiene

- 8.1 Operational staff should be mindful of the fact that health and safety, equality and professional image requirements form a framework of legitimate expectations within which individual responsibility and judgement should be exercised. In cases of doubt seek advice from Central Operations.

Showering

- 8.2 Post incident, operational staff wishing to shower should be allowed such time as is reasonable. Staff are not to shower unless they have been placed 'off the run' by the officer in charge. On all other occasions showering is not to delay the turnout.

Hair

- 8.3 When on duty operational staff shall wear their hair so that it is neat and tidy and poses no risk to their safety. To achieve this hair should be cut or worn in a way that enables the above requirement to be met and does not represent a hazard to the wearer or to anyone else. This would include compromising the fit of the fire helmet or BA face mask or any other article of personal protective equipment, impeding hearing or vision, and/or presenting a risk of entanglement or distraction.
- 8.4 Staff will take personal responsibility for ensuring their hairstyle is acceptable. If there are any concerns regarding health and safety aspects of a particular hairstyle, this must be addressed in liaison with the Health and Safety department.
- 8.5 Employees should, at all times, remember their responsibility:
 - Under health and safety legislation to secure and monitor the health and safety of themselves and their staff.
 - To be fair and equitable in the interpretation and application of the Brigade policies and procedures.
- 8.6 Guidance on hair is available in Appendix 2. Additional guidance is also contained in Policy number 476 - RPE - BA - MSA M1 - technical information and Policy number 956 - Respiratory protective equipment – respirator – technical information.

Make-up (cosmetic and prescribed)

- 8.7 Operational staff may, where appropriate, wear some items of make-up. However any make-up that could come into direct contact with the face mask seal of a respirator or breathing apparatus set or otherwise pose a health and safety risk e.g. facial cosmetic make-up such as foundation is prohibited. Care must be taken when putting on the face mask as any contact with make-up may degrade the rubber seal and pose a health and safety risk.

Wearing jewellery and adornment at work

- 8.8 Whilst the Brigade recognises the employee's right to have their body pierced, certain piercings may present a hazard in the workplace. Subject to 8.1, and where the officer in charge considers that the piercing presents a hazard in the workplace, they are under a legal duty to take steps to remove the hazard, or reduce the risk to an acceptable level.
- 8.9 Once appropriate measures have been established to ensure safety, it is the employee's legal duty to co-operate with the Brigade so as to make sure these measures remain effective.
- 8.10 The risks associated with wearing jewellery and body decorations at work have been assessed taking account of professional advice from Health and Safety, Occupational Health Services, General Counsel and People Services. Any item of jewellery must remain inside the individual's protective equipment at all times where appropriate and be taped. Staff who are solely office based will not be required to tape rings/conceal jewellery when in the office. However, where office staff are attending training, or an incident, any item of jewellery must be inside their PPE and taped.
- 8.11 Depending on the part of the body being pierced and the type of item to be worn, the healing process can take some time. It is therefore necessary for employees to make sure that a body piercing does not affect their ability to attend work and carry out their normal duties. Where staff wish to have a body piercing, they must take account of the time necessary to allow the healing process to complete.
- 8.12 Where employees wish to wear any other type of adornment, permission must be sought from their line manager first so that a risk assessment may be completed and a decision taken on the results.
- 8.13 Finger nails (including any extensions) must be kept to a length that allows PPE (any type of glove) to be worn correctly and allow the wearer to operate equipment and manipulate objects. The style or length of finger nails must not damage/pierce either surgical or nitrile gloves. Finger nails that do not meet these requirements must be trimmed. Nail varnish may be worn, subject to the standards of appearance being satisfied.

Tattoos

- 8.14 Subject to paragraph 8.1, tattoos are acceptable as long as they are non offensive and align with the Brigade's values, the healing process associated with tattoos can take some time. It is therefore necessary for employees to make sure that a new tattoo does not affect their ability to attend work and carry out their normal duties. Where staff wish to have a tattoo, they must take account of the time necessary to allow the healing process to complete.

Appendix 1 - Types of uniform – summarised list of components

Standard firefighting uniform (PPE)

- Fire helmet
- Fire hood
- Fire coat with ancillary equipment: whistle (with strap), Emergency Action Code (EAC) card, personal line (trainee firefighter to stn officer) and resuscitation pack
- Fire boots
- Fire trousers
- Firefighting gloves

Note: There is no requirement to wear the fire hood when not committed to a fire or hazard area, however, the fire hood should be easily accessible and ready for use if required.. This is subject to confirmation of the incident commander following a risk assessment.

When the fire hood is worn, it must be donned prior to the fire coat and worn in accordance with the personal issue fire hood guidance note. The only clothing to be worn underneath the firefighting coat and trousers is to be standard-issue uniform.

Undress uniform

- Shirt and epaulettes
- Tie
- Jacket, undress
- Skirt, undress
- Trousers, undress
- Socks or black tights 10–60 denier
- Shoes
- Cap or bonnet with badge

Workwear uniform

Trainee firefighter to Commissioner

- Blue jacket with embroidered badge and LFB logo
- Blue shirt, embroidered badge and LFB logo
- Appropriate epaulette rank markings to be worn with jackets, sweatshirt or shirt
- Blue trousers, with LFB logo on tax tab
- Red t-shirt, with LFB logo
- Blue sweatshirt, embroidered badge and LFB logo
- Socks
- Shoes
- Black safety boot
- Belt

Station officer and above (half undress)

- White shirt, embroidered badge and LFB logo
- Epaulette rank markings to be worn with jackets, sweatshirt or shirt
- Black trousers, LFB logo on tax tab
- White t-shirt, with LFB logo

- Socks
- Shoes
- Tie

Fitness training

Staff are permitted to wear any appropriate fitness clothing which they provide at their own cost.

Clothing worn for fitness training should not be printed with offensive wording or images. Gym clothing should support you while keeping you comfortable and cool. Tops and bottoms must be worn together and footwear should be appropriate for the activity being undertaken.

If fitness training is interrupted by an incident, workwear is to be worn before rigging in PPE.

On completion of a fitness training session staff should ensure that they are correctly rigged when attending operational incidents and completing normal station activities.

Appendix 2 - Hair length and style

Health and safety

There are a number of general duties of care that employers have in relation to ensuring the health and safety of its employees. Broadly, these duties are underpinned by the principle of 'reasonable practicability'. The key consideration from a safety perspective is the style in which the hair is worn.

Operational activities

Current practice is for full PPE to be worn in virtually all operational situations (this is only relaxed under certain well defined circumstances where safety cannot be compromised). When firefighting this means wearing the helmet, fire hood and BA facemask. In these situations the hairstyle must not compromise (or potentially reduce) the effectiveness of the PPE. It must not prevent the proper 'sitting' of the helmet or the BA facemask on the head, in order to guarantee that the designed protective capability of these items is maintained.

The Brigade can reasonably expect head protection to fit where it has made provision for a range of sizes but it would be unreasonable to assume that this sizing can account for an infinite range of hairstyle as well as being fit for purpose.

In firefighting activities, the combination of helmet, fire hood, fire coat and BA provides an integrated system of protection and is capable of accommodating a range of hairstyles. If worn correctly, it will reduce the likelihood of the wearer being injured.

In non-fire situations, staff who wish to wear their hair longer must assess how they can control their hair to guarantee it does not become an entanglement or entrapment hazard. For example, they will have to consider wearing the fire hood at special service calls or find other means of securing the hairstyle to guarantee safety.

The key test to whether a hairstyle is acceptable becomes the ability to wear PPE properly, safely and comfortably. This test is further supplemented by making sure hearing and vision are not affected by the hairstyle and in circumstances where full PPE may not be worn there is no significant risk of entrapment or entanglement in machinery, etc. Here the responsibility is on the employee to wear or secure the hair in such a way as to prevent this from happening.

Facial hair

For employees' own safety, staff must ensure that all areas of the face that may come into contact with the BA face mask double reflex seal is kept free of hair (clean shaven) to ensure that the BA face mask seals adequately to the face.

The following applies to all operational staff, including those in specialist departments, those on light duties and when wearing undress at any event: Beards and goatees (no matter how small) are not permitted. Moustaches are permitted, provided that they do not protrude beyond a projected line, drawn horizontally and vertically from the corner of the mouth. Sideburns must not extend below the intertragic notch, the bottom part of the exterior ear opening, and shall be of even width from top to bottom.

Appendix 3 - Wearing of medals, decorations on undress uniform and ceremonial guidance for uniformed officers

Undress uniform

Operational personnel will wear undress uniform:

- When attending interviews (including promotion interviews or disciplinary hearings) unless otherwise specified by the officer conducting/organising the interview.
- When attending court representing the Brigade.
- When required to carry out official business during an off duty period (e.g. to attend a special occasion or event when representing the Brigade) – either workwear or undress uniform will be worn as appropriate to the event or as specified by event organiser.
- At ceremonial occasions.

When attending any formal event wearing undress uniform, it should first be ascertained whether full-sized medals or ribbon bars are to be worn. In all cases, to ensure uniformity, it is important that all personnel are presenting consistently.

For all Brigade personnel, advance issue of a clear dress code is vital. However, in general, but subject to confirmation by the Royal Household, where applicable:

- **When HM The King, HM The Queen or a member of the Royal Family who is a Royal Highness is present:** full-size medals are worn.
- **On all other occasions:** the organiser/host should determine whether full-size medals or ribbon bars are to be worn depending on the nature or importance of the occasion. This should be included in the dress code in any invitation or joining instructions.

When to wear and when not to wear medals is usually indicated by the person organising the event, or as directed by the Commissioner. However, there are a few general rules we follow in the London Fire Brigade:

- Medals are only to be worn with undress uniform.
- Do wear medals at regional, National and international remembrance events.
- Do wear medals at Brigade Funerals with Full Honours (See Brigade Funeral Policy).
- Do wear medals when attending Brigade Funerals with Standard Honours.
- Do wear medals at the Brigade Carol Service.
- Do wear medals at Brigade long service award ceremonies.
- Do wear medals at commendation/award ceremonies.
- Do **not** wear medals at funerals of brigade personnel other than those stated above.
- Do **not** wear medals at general borough meetings.
- Do **not** wear medals at City Hall events unless indicated or requested by event organiser

Wearing of medals and ribbons

Medals awarded to individuals are to be worn in one row on the left-hand side of the chest (only the Life Saving Medal of the Order of St John, The Royal Humane Society medals, Stanhope Gold Medal and the medal of the Royal National Lifeboat Institution may be worn on the right side of the chest).

When medals cannot, on account of their number, be suspended from the brooch so as to be fully seen, they are to overlap with the first medal fully exposed. No medals are to be overlapped until an individual has received the sixth medal, when all six (and any subsequent medals) are to be mounted on a five-medal brooch bar. Exceptionally for those of slight stature, overlapping may start on receipt of the fifth medal. Care is to be taken that the obverse is showing and not the reverse.

Brigade personnel should generally not wear any other medals whilst on parade in uniform. However, it is recognised that a more recent custom has evolved whereby the next of kin of deceased military personnel may wear the campaign medals and other decorations awarded to their relative, usually on the right side of their outer garment.

This is an entirely unofficial practice and carries no form of official approval, but it is recognised that on certain occasions, principally local remembrance parades, the Commissioner may grant a dispensation for family medals to be worn as a dignified act of respect.

Only official medals and ribbons awarded to the wearer are to be worn. Ribbons are always to be worn on undress uniform, do not wear ribbons on workwear shirts, jumpers or jackets. If medals are required they are pinned over the top of the ribbon (if sewn on) or the ribbon is removed (if a separate pin) prior to the medal being attached. When ribbons are worn without the medals they are to be worn immediately above the undress jacket pocket.

The most senior medal is worn furthest from the left shoulder. The obverse of the medals should show and therefore face outwards (this will usually be the sovereign's head, coat of arms, cipher, etc.) See photos below.

The only ribbons that may be worn are those of orders, decorations and medals awarded by the Crown or by the Head of Government, the Royal Humane Society, the Royal National Lifeboat Institution or the Society for Protection of Life from Fire.

Those who are in receipt of medals from a foreign state need to gain permission from the Home Secretary prior to wearing.

- Medals awarded by the Crown or Head of Government are to be worn on the left side.
- Other accepted medals are to be worn on the right side.

Medals are worn by hanging them on the left breast from a single bar (up to a maximum of 5) or on a rectangular frame if Court Mounted. (Court Mounted is where the medals are also backed by the ribbons and help keep the medals still – see picture below).



Left – Long Service & Good Conduct medal, not court mounted

Right – Set of fire service medals court mounted

Medals are worn parallel to the ground just above the level of the top pocket, and only on the undress jacket. The bottom edge of each medal should be level. If you are required to wear a Brigade issue name badge, this is to be worn on the right side.

Orders, decorations and medals are only to be worn on the undress uniform jacket; medals should never be worn on workwear or white shirts. Any staff member possessing a medal not listed below should ask Central Operations for further information.

Brigade personnel should generally not wear any other medals whilst on parade in uniform. However, it is recognised that a more recent custom has evolved whereby the next of kin of deceased military personnel may wear the campaign medals and other decorations awarded to their relative, usually on the right side of their outer garment.

This is an entirely unofficial practice and carries no form of official approval, but it is recognised that on certain occasions, principally local remembrance parades, the Commissioner may grant a dispensation for family medals to be worn as a dignified act of respect.

Mounting of Medals

Medals should only be worn if mounted correctly. Guidance from the Central Chancery of the Orders of Knighthood states:

"Orders, Decorations and Medals usually worn on the left side of the outer garment should be mounted on a medal bar. They may either be mounted in the Ordinary (or Loose) Style, with the Insignia hanging freely from its ribbon; or in the Court (or Royal) Style, with the Insignia firmly secured to a frame covered in the relevant ribbon. The style of mounting used is entirely at the discretion of the wearer."

In general, the preferred method of mounting medals is known as Court Mounting. However, it should be noted that if the Ordinary style is preferred, all medals must still be mounted on a single brooch bar and not attached to the chest with separate brooch fittings. This ensures correct alignment in an acceptable fashion.

If medals are not mounted together then only the most senior medal should be worn.

Only officially issued or licensed copies of medals should be mounted together. Unofficial or commemorative medals should not be mounted with issued medals.

Method of Court Mounting

Full-sized medals:

These are the original, standard-sized awards presented to recipients and are typically worn on formal occasions such as Remembrance Day or parades.

Medals should be placed side-by-side up to and including a quantity of five medals unless the width of these five medals extends past the left shoulder seam of the uniform. In this instance, the five medals may be overlapped. Six or more Court mounted medals should always be overlapped with the senior ribbon nearest the centre of the chest remaining fully exposed.

The overlap of ribbons will vary depending on the number of medals worn and the size of the individual's chest. At no time should more than two-thirds of any ribbon be covered by another; the overlap of each ribbon should be equal.

When mounted, the bottom edges of the medals, regardless of their size, should be level.



An example of full-sized Court mounted medals.

This method dates back to the courtiers during Queen Victoria's reign. Queen Victoria didn't like the clinking of medals rubbing together so this method was derived to prevent this.

Ribbon Bars

These are small strips of ribbon mounted on a bar representing medals and worn in place of full-sized or miniature medals.

Consisting solely of the ribbons arranged in the correct Order of Wear, these bars are used when it is impractical to wear full-size or miniature medals, such as in everyday uniform wear.

Note that full-size medals, nor ribbons, should never be worn on a shirt.



An example of mounted medal ribbons – note that each row does not exceed four ribbons, and the Order of Wear starts with the senior medal mounted on the top row worn nearest to the chest.

Wearing Medals on the Right-Hand Side

The only medals which carry official approval for wear on the right side are the Royal Humane Society medals, the Stanhope Gold Medal, the Royal National Lifeboat Institution Medal and the Order of St John of Jerusalem Life Saving Medal.

If more than one of these medals is held, they should be mounted on a bar and worn, on the right side, in exactly the same manner as those decorations and medals worn on the left side.

Unofficial Medals

Any medal which has been issued or sold by any organisation without the Sovereign's permission (which is given on the recommendation of the Honours and Distinctions Committee of the Cabinet Office) is to be regarded as unofficial. Unofficial medals may not be mounted with official Orders, decorations and medals. The recent practice of wearing unofficial medals mounted on a separate medal bar carries no form of official approval and should not be adopted by fire and rescue service personnel.

Note that the Royal Warrant for the Fire and Rescue Service Long Service and Good Conduct Medal specifically stipulates that:

"12. It is a condition of the award of the Medal in any Fire and Rescue Service that the grant of any unofficial or local long service or good conduct medals for wear in such Service is to be discontinued, and that any unofficial or local long service medals, if already granted, must not be worn by a recipient of Our Fire and Rescue Service Long Service and Good Conduct Medal."

The Fire and Rescue Service Long Service and Good Conduct (LSGC) Medal

This medal is the most common formal award, and its presentation is an important milestone in an individual's career. The medal is awarded under the authority of a revised Royal Warrant dated 11 March 2022. The primary criteria are the completion of 20-years of qualifying service, with character and conduct certified as "very good" by the Commissioner (or nominated deputy as defined in the Warrant). The revised Warrant also authorises the award of clasps for 30 and 40-years of qualifying service (which are worn as rosettes on the ribbon of the medal).

Presentation

The presentation of the LSGC medal and clasps should be a formal ceremony and London Fire Brigade normally hold these events at least annually. Recipients are typically joined by their invited guests, and the medals are presented by the Commissioner, the Chair of the Fire Authority, or a local dignitary such as a Lord-Lieutenant or High Sheriff. The ceremony should include a formal reading of the citation and the physical presentation of the medal to each recipient.

Engraving

The recipient's name, written as first name, middle initial(s) and surname, is laser engraved on the rim of the LSGC medal in capital letters.

King's Fire Service Medal and other State Honours

The King's Fire Service Medal (KFSM) is awarded to members of Fire and Rescue Services across the UK. It was introduced in 1954 along with the King's Police Medal. Recipients of the medal are awarded for distinguished service and the exhibition of conspicuous devotion to duty.

This medal not only recognises the service of staff over a period of exemplary service but also recognises the efforts of those who have dealt with serious or widespread outbreaks of fire, along with other serious public catastrophes in more recent times.

The medal is awarded by the relevant Honours Committee on behalf of The King to members of the Fire and Rescue Service in England, Wales and Northern Ireland.

Note: Other State Honours (e.g. the various classes of membership within the Most Excellent Order of the British Empire) may also be awarded to Fire and Rescue Service personnel.

Official orders, decorations and medals

Official orders, decorations and medals should be worn on the left breast in the following order:

Orders (examples)

- The Distinguished Service Order
- The Order of the British Empire (Class IV)
- The Royal Victorian Order (Class V)

Decorations (examples)

- Distinguished Service Cross (Naval)
- Military Cross
- Order of St. John
- Queens Volunteer Reserve Medal

Gallantry awards (examples)

- George Cross
- George Medal
- Queens Gallantry Medal
- Queen's Commendation for Bravery

Campaign medals

- By date of award

Jubilee medals

- Queen Elizabeth II Silver Jubilee Medal
- Queen Elizabeth II Golden Jubilee Medal
- Queen Elizabeth II Diamond Jubilee Medal

Efficiency and Long Service decorations and medals

- Accumulated Campaign Service Medal
- Army Long Service and Good Conduct Medal
- Naval Long Service and Good Conduct Medal
- Medal for Meritorious Service (all services)
- Royal Air Force Long Service and Good Conduct Medal
- Cadet Forces Medal
- Volunteer Reserve Medal

- Fire Brigade Long Service and Good Conduct Medal
- Service Medal of the Order of St. John

Foreign Orders, Decorations and Medals (where approved)

- Queens Fire Service Medal
- Foreign Orders in order of date of award
- Foreign Decoration in order of date of award
- Foreign Medals in order of date of award

Formal authority from the Foreign and Commonwealth Office is required to wear any foreign order, decoration or medal, as well as agreement from the Commissioner.

Mention in Despatches (M.I.D.)

- The single bronze oak leaf emblem is worn on the ribbon of the appropriate medal. If a medal has not been granted, the emblem is worn directly on the coat after any medal ribbon.

Queen's Commendation for Valuable Service (Q.C.V.S.)

- The spray of oak leaves in silver is worn directly on the coat, after any medal ribbons.

Medals to be worn on the right breast:

- The Stanhope Gold Medal
- Other Medals of the Royal Humane Society
- Medals of the Royal National Lifeboat Institution
- Medals of the Society for the Protection of Life from Fire
- Bravery of Meritorious Service
- Life-Saving Medal of the order of St. John
- Bravery or Meritorious Service

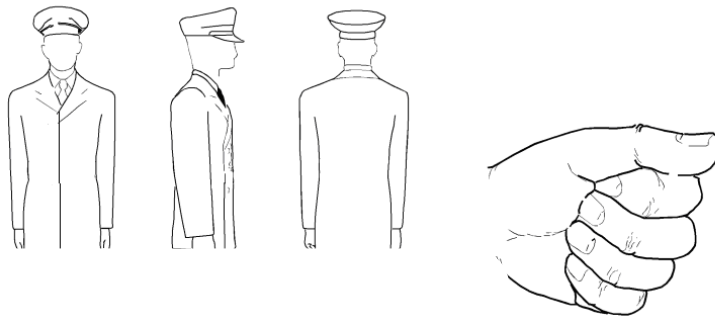
Example of ribbons:



Stud brooch as issued in SAP.

Saluting

Saluting is always carried out from the position of attention. Standing upright with an assertive and correct posture: chin up, chest out, shoulders back and heels together with toes at a 30 degree angle. The hand should be in a fist with a straight thumb in line with the side of the thigh. Figure 1 (note image as Figure 1).



At official events where the fire service is present, only the most senior ranking fire officer in attendance will be required to perform the salute. A salute is performed in one fluid motion. When you salute, bring your right hand quickly from your side until the tip of your index finger touches the lower-right part of the brim of your cap or bonnet. This should be slightly to the right, and above your right eye.

Keep the fingers joined with your thumb along your index finger and all fingers extended straight. Your palm will be facing the floor. Your upper arm should be parallel with the ground. Your elbow is in line with the body and your forearm is at a 45-degree angle. The hand and wrist should be straight, creating a line from fingertip to forearm.

The salute is always executed with the right hand and only when wearing a cap or bonnet.

Note: Other uniformed services may salute in a different manner. This is the correct salute for the fire service, based on our Naval roots.

Times when a salute is required

- When the National Anthem is played – The salute is to be executed on the first note of the anthem and held in position until after the last note.
- The Last Post – The salute is to be executed on the first note of the last post and held in position throughout. Following the last note return right hand to side and remain in position of attention throughout the two minute silence and Reveille.
- When laying a wreath – after laying a wreath in remembrance, take a step back and whilst still facing the memorial, execute a salute and hold for a count of two seconds. Come back to attention before falling out.
- Funeral passing a fire station. For further information refer to Policy Number 815 - Brigade funeral arrangements

Falling out/dismissed

When falling out from a position of attention you are to always turn to the right, after a brief pause, break off quietly. Turn on the heel of the right foot and the toe of the left, bringing the left foot back alongside the right before moving off. Always move off with the left foot first.

Saluting indoors/outdoors

Salutes will not be carried out inside buildings unless the need to do so is expressed by the event organiser. This is due to the fact that officers are required to remove caps when inside and salutes are

only carried out when wearing headdress. The exception to the rule being women officers, whose headdress (if they choose) remains on inside a church/cathedral. However saluting is still not required in this instance.

Carrying of gloves and cap/bonnet

A cap or bonnet is to always be worn/carried at all times unless the event organiser has detailed otherwise. Black gloves (previously brown gloves) are issued to all station officers and above. These are to be carried on all occasions when undress uniform is required. They are to be worn at funerals and remembrance events when outdoors. For further guidance on specific protocol for an event speak to the ceremonial lead at the event that you are attending. If you wish to seek general guidance beforehand contact the LFB Events team who will be able to assist you.

The wearing of the Royal British Legion Poppy

The poppy is the **only** adornment other than a Brigade issue name badge or Mental Health First Aider pin badge that is accepted on Brigade uniform. No other pins or badges are to be worn. There is no official guidance from the Royal British Legion on the correct way to wear the poppy, but it is widely regarded that they should be worn on the left breast or lapel of the uniform as it is then positioned close to the heart. It is also the side that medals are worn.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	27/03/2025	SDIA	L – 01/11/24	HSWIA	30/10/24	RA	NA
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Appendix 2	Appendix 2 removed, stand alone policy has been created PN963.	01/07/2020
Page 6 Appendix 1 Appendix 2 Appendix 3	Para 8.14 - Tattoos – new guidance added. Types of uniform – added. Hair length and style – added. Wearing of medals, decorations on undress and ceremonial guidance for uniformed officers.	24/10/2024
Appendix 3	Updated wearing of medal guidance and medals at ceremonial events.	30/01/2026
Throughout	Interim review taken place by Central Operations, no changes required. Updates to be made to future uniform procurement provisions once provider has been finalised.	15/05/2026

Subject list

You can find this policy under the following subjects.

Uniform	Personal appearance

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification