

Structural firefighting (PPE) policy

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1 Introduction

- 1.1 This policy provides instructions on using and servicing Bristol Uniforms personal protective equipment (PPE) and applies to items supplied under the collaborative PPE contract. These instructions should be read in conjunction with Appendix 1: 'Safety, fitting, care and maintenance' and 'Your New Fire Kit – fitting care and maintenance' on page 13.
- 1.2 PPE is supplied in accordance with the Personal Protective Equipment at Work Regulations 1992. The items supplied under the collaborative PPE contract are certified to EN 469:2005 Level 2 protection, EN343 waterproof and EN1149 antistatic standards.

2 Issue procedures

- 2.1 The collaborative PPE consists of personal issue items: structural gloves, rescue glove, fire helmet, fire hood, leather fire boots and rubber fire boots and a structural coat and trousers. Station personnel will have access to structural coat and trousers via the Station Reserve Stock (SRS) and station commanders and above, will have two of each item as a personal issue. PPE is provided along with a cleaning, repair and replacement service. The system provides correctly fitting PPE to all operational staff whenever they are on duty and require it for their operational duties or for the purposes of maintaining or acquiring skills.

Scale of issue

- 2.2 All operational staff will be issued with sufficient PPE to carry out their operational role. Initial issue PPE categories are:

Category	Description	Personal issue	Structural coat and trousers	Comment
1	Uniformed operational personnel to station officer and trainee firefighter.	1x fire helmet. 2x fire hood. 1x pair leather fire boots. 1x pair rubber fire boots. 2x pair structural gloves. 1x pair rescue glove.	2	1 structural coat and trousers in use. 1 structural coat and trousers in SRS locker. Trainees will hold 2x structural coat and trousers. Fire boots are 1 pair leather and 1 pair rubber. Rubber boots to be worn when leather boots unavailable.
2	Station commander and above.	1x fire helmet. 2x fire hood. 1x pair leather fire boots. 1x pair rubber fire boots. 2x pair structural gloves. 1x pair rescue glove.	2	All items held by the individual. Fire boots are 1 pair leather and 1 pair rubber. Rubber boots to be worn when leather boots unavailable.
3	Uniformed personnel in non-operational roles.	None	None	If structural firefighting PPE is required, a business case, approved by the head of service must be made to Contracts Management Group for consideration.

- 2.3 In addition to the above issue levels, Lambeth River Station and USAR staff will be issued with specialist PPE specific to their role. USAR PPE is issued and used in accordance with Policy

Number 761 - USAR personal protective equipment and is supplied under the collaborative contract. PPE specific to Lambeth River Station staff is not covered under the collaborative contract and not included in this policy note.

- 2.4 Line managers of operational personnel in non-operational roles must carry out a risk assessment of the role undertaken by their staff to ascertain what, if any, PPE is required to carry out that role safely or to maintain skills. This assessment must be carried out in accordance with Policy number 617 - Personal protective equipment at work procedure. Alternate PPE appropriate to the role can then be ordered on SAP or structural firefighting PPE can be issued to them.
- 2.5 Bristol Uniforms operate a special measure facility, where PPE can be made to bespoke sizes. This includes all items, apart from fire hood, rubber boots and helmet, however the helmet can be sized down using pads approved by Rosenbauer. Special measure facility may not always include a bespoke size item when the process can show that the individual fits into a standard size item. An alternate fireboot will be offered primarily when a special measure is required and a bespoke pair made if these do not resolve the problem.

Joiners/leavers

- 2.6 Joiners and transferees will be measured by Bristol Uniforms for PPE at least one month before commencement of service as part of their Welcome Day. Their PPE will then be delivered to Babcock Training when the individual reports for initial training/induction and sizing profiles will be checked then.
- 2.7 Where an individual is transferring to or from a brigade that currently uses the Bristol Uniforms collaborative PPE, they may be asked to bring certain items with them and Contracts Management Group will make contact with Bristol Uniforms to make arrangements to transfer these items and issue them with other items of PPE that are specific to LFB. Transfer of items is at the discretion of Bristol Uniforms.
- 2.8 At completion of the initial training, Bristol Uniforms will collect Trainee FF's PPE after their pass-out parade and service it and then deliver it to the new posting, along with a set of structural coat and trousers for the station reserve stock. As the induction course for transferee personnel is shorter, they will be provided with a wheeled standby holdall to transport their PPE from the Babcock Training Centre to their new posting. This holdall will be from their new posting's stock or provided by Training and Professional Development. Bristol Uniforms will provide a set of structural coat and trousers for the station reserve stock on the next delivery to the station.
- 2.9 Transferees to the London Fire Brigade at senior or principal officer level should attend an appointment during a scheduled 'Welcome Day', that Bristol Uniforms attend if they are from a brigade that does not use the collaborative PPE. Bristol Uniforms will deliver correctly fitting initial issue PPE to the officer at their new posting. If the individual is from a brigade that currently uses collaborative PPE, sizing will be obtained by Bristol Uniforms and PPE delivered to their new location. In most cases, the individual will not transfer PPE from their previous brigade.

Promotions/transfers

- 2.10 Staff who are promoted or transfer between categories will be issued PPE appropriate to their new role. If transferring to Category 3, staff must return their initial issue PPE via the Bristol collection point, using a Form F121-SPLTSCB.
- 2.11 The Establishment and Performance Team (EPT) identify promotions, transfers and all new postings by emailing a Change of Posting Form to the 'Bristol Uniforms Notification' mailbox.

Category status	Action required by individual	Action required by Bristol Uniforms
Category 1: Change of location.	Transfer initial issue PPE to new posting.	Update SRS profile to reflect transfer at old and new posting.
Transfer from Category 1, 3 to Category 2.	Transfer initial issue PPE to new posting, helmet markings will be sent to individual to apply or helmet will be changed for a white one. Second structural coat and trousers will be sent to individual as a personal issue.	Supply personal issue items (if from Category 3) and additional PPE to new posting. Collect any surplus PPE from old posting. Update SRS profile to reflect transfer at old posting.
Transfer from Category 3 to Category 1.		Supply personal issue items and initial issue PPE to individual at new posting. Update SRS profile to reflect transfer at new posting.

Leavers

- 2.12 When any individual issued with collaborative contract PPE leaves the LFB, the HR Service Centre – People Services will email the individual's line manager the 'Recovery of PPE Form' (F121-LVRev New PPE) to be completed. The line manager must distribute the copies of the form, as shown at the head of the form and ensure that a copy is placed in an appropriate bag with all of their PPE and placed at the Bristol Uniforms collection point for their location. PPE should be collected from the individual on or before their last day of service and returned to Bristol Uniforms within one week. The PPE should be returned via the service tab on the PPE link, showing as 'Full Kit' under item and the location on the premises shown in the comments box. It should be noted that all items of PPE issued, must be returned to Bristol Uniforms, it is not possible to retain or purchase any item.

Absences from operational duties

- 2.13 If members of staff are absent for longer than 28 consecutive days with the intention of returning to service, due to:
- long-term sick;
 - posted to the sick pool or light-duties pool;
 - career break;
 - long-term secondment;
 - maternity, maternity support or parental leave;
 - suspension.
- 2.14 Line managers must complete a 'Recovery of PPE' Form (F121-SPLTSCB), available on General Station Forms. All PPE must be returned via the location's Bristol Collection Point. If the individual does not return to operational duties, a copy of this F121 should be sent with the Leavers Forms for the individual.

Return to operational duties

- 2.15 On return to operational or light duties where PPE is required, an individual's line manager must notify the Bristol Uniforms notification mailbox and then open a new PPE Link Enquiry requesting that PPE be supplied and PPE appropriate to the individual's role will be delivered to their posting. Where possible, at least ten days notice must be given, so that the delivery can be made on a scheduled delivery day, otherwise a delivery charge will apply.

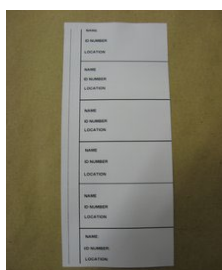
PPE for refresher training/continued professional development (CPD)

- 2.16 Any member of Category 1 staff attending a training course that is likely to require use of a second structural coat or trousers are to issue one of each from the station reserve stock and book them out as per the process in section 6 below. The individual is to ensure that the details are notified to Bristol Uniforms using the service facility on the PPE link and ensuring the barcode labels are attached to the Service Advice Note.
- 2.17 Any member of Category 3 staff requiring temporary PPE allocation for refresher/CPD training is to obtain approval from their line manager. When dates for training are agreed, the line manager is to email the Bristol Uniforms notification mailbox at least 10 working days before any scheduled training, stating the individuals pay number and date(s)/type of training. Contracts Management Group (CMG) will contact Bristol Uniforms, who will deliver PPE to the individual at the nearest Bristol Uniforms collection point to the individual's work location within 10 working days of notification. On completion of training the PPE is to be returned to Bristol Uniforms using their nearest collection point, ensuring that the details are notified to them, using the service facility on the PPE Link (see paragraph 6.2 and completing a Service Advice Note).
- 2.18 Contaminated PPE should be handled as per the appropriate policy and contaminant - reference Policy number 584 - Firefighter decontamination, Hazardous materials policy, Policy number 1000 - Fire contaminates, Policy number 98 - Fires and incidents involving Biological hazards and Policy number 519 - Incidents involving asbestos.

3 Adjusting PPE items/gapping exercises

- 3.1 Individuals are responsible for adjusting, maintaining and inspecting their own PPE and reporting any defects to their line manager. Individuals are only authorised to wear the size of item issued or allocated by Bristol Uniforms as oversized or undersized PPE could affect safety in operational circumstances. Individuals are responsible for security of every item issued or allocated to them. The cost of lost or stolen items and items subjected to unfair wear and tear will be charged to the Brigade and these costs may be recovered from individuals.
- 3.2 Gapping exercises must be carried out when PPE is received and thereafter on a regular basis, see Appendix 2 to this policy.
- 3.3 If any individual requires resizing, their line manager should email the Bristol Uniforms Notification Mailbox stating the reasons and notify Bristol Uniforms using the PPE link enquiry desk. Where possible, resizing for coat and trousers, will be carried out at station level from the Station Reserve Stock (SRS) and sizing confirmed using the Gapping Exercises.
- 3.4 All PPE items should be marked with the current wearer's name. For personal issue items (gloves, helmet, firehood, leather fire boots, rubber fire boots) mark the label next to the identification barcode. For structural coats and trousers, mark one of the temporary removable labels.

Temporary removable label



LFB image id 126047

4 Rank markings/ancillary equipment

4.1 Rank markings will be allocated and must be worn as follows:

Rank	Rank Markings	
	Helmet	Coat Patch
Substantive	Substantive	Substantive
Promoted on to a development programme		
Specialist on a development programme		
Temporary/acting up to cover vacancies	Substantive	Temporary
Specialist prior to successfully completing assessment development centre		
Substantive specialist returning to operational development		

4.2 All officers are entitled to one set of coat patch rank markings. For a full description of helmet and coat patch rank markings, see Appendix 3.

4.3 For a full description of ancillary equipment to be worn with PPE, see Appendix 4.

4.4 It should be noted that non-Brigade issued patches must not be worn on any area of the structural firefighting PPE. While the rationale for wearing them may be well intended, these non-Brigade patches present a significant safety issue. The Brigade has had a number of the patches tested and they were found to be flammable and support the development of a fire on the surface of the PPE.

5 Station reserve stock (SRS)

5.1 A station reserve stock (SRS) of structural coats, trousers and one yellow fire helmet will be held in dedicated storage lockers or stores at each station. Structural coats and trousers are profiled according to the staff establishment for each station and the responsibility for stock levels is with Bristol Uniforms. There is no requirement for the Brigade to audit any SRS lockers. However, the profiled stock levels at each station can only be maintained, by properly booking out the SRS items. If items are not correctly booked out, as per section 6 below, stocks will become depleted

and levels not maintained, which will result in individuals coming off the run as their spare PPE will not be available.

- 5.2 When replacement structural coats or trousers are required, staff are to follow the instructions in Section 6 - Servicing. It is critical that Bristol Uniforms are notified immediately when items are removed from the SRS, by completing the Service Advice Note correctly.

- 5.3 The officer in charge (OIC) will be responsible for:

- (a) Security of the SRS at all times. This includes ensuring that all items delivered by Bristol Uniforms are secured, see section 6.10.
- (b) Issuing replacement SRS items and ensuring that the individual immediately notifies Bristol Uniforms, using the PPE link.
- (c) Ensuring individuals hold the correct number of items and that they are in serviceable condition at all times and examined at each roll call and after use, as appropriate.
- (d) The OIC will be the station officer or sub officer on the watch. Where these are not available, the leading firefighter in charge at that time will assume the role.
- (e) The responsibility for supplying, maintaining and securing the SRS lockers rests with the Brigade, they are not supplied by Bristol Uniforms. See Section 5.8 and 5.9 below.
- (f) The SRS helmet should normally be secured in one of the SRS lockers.

Standbys

- 5.4 Individuals standing by, may draw from the SRS at the standby station and follow the clean, repair and replacement procedures in Section 6 - Servicing, as if at their base station. The wearer should retain the SRS item drawn from the standby station when they return to their base station but should ensure the location the items are taken from, is used on the service device note (SAN), when the items are booked out via the PPE Link (see 6.3 below).
- 5.5 If an appliance crew is standing by on a pre-arranged basis under strategic resource or for incident fire cover, the appliance commander must, obtain permission from Brigade Control to return the appliance to the home station to obtain replacement PPE.
- 5.6 Individuals standing by for the watch as an indirect or direct standby, should take both fire hoods and pairs of structural firefighting gloves with them, to ensure that they have adequate PPE, as if at their base station.

SRS audits

- 5.7 Bristol Uniforms will carry out audit checks on SRS contents at least once a year. A master SRS locker key will be held by Bristol Uniforms to facilitate periodic audits.

SRS lockers

- 5.8 Where an SRS locker becomes unusable for PPE storage or requires replacement, a replacement should be ordered via SAP for delivery to the location. The locker should be fitted and secured in place by the Brigade's maintenance contractor. Where necessary, the cabinet(s) should be raised off of the floor to prevent water ingress and to maintain condition.
- 5.9 Two keys will be supplied for each SRS storage locker (or store). All storage lockers at the same location can be opened with the same key. One key will be held by the OIC and the other(s) will be secured in the station safe or key cabinet. If a key is lost, replacements should be obtained via SAP, stating the number on the key to ensure that the 'suited' arrangements remain. Where a

barrel becomes defective, replacements should be ordered via SAP, stating the number on the barrel to ensure the suited arrangements remain. Barrels can be removed and refitted into the cabinets by station personnel or the Brigade's maintenance contractor.

6 Servicing

The term 'servicing' applies to all PPE items that need to be cleaned, repaired, maintained or replaced. If any assistance is required with this procedure, contact Bristol Uniforms via the PPE link or, if the individual is off the run, the 24/7 helpline #6400.

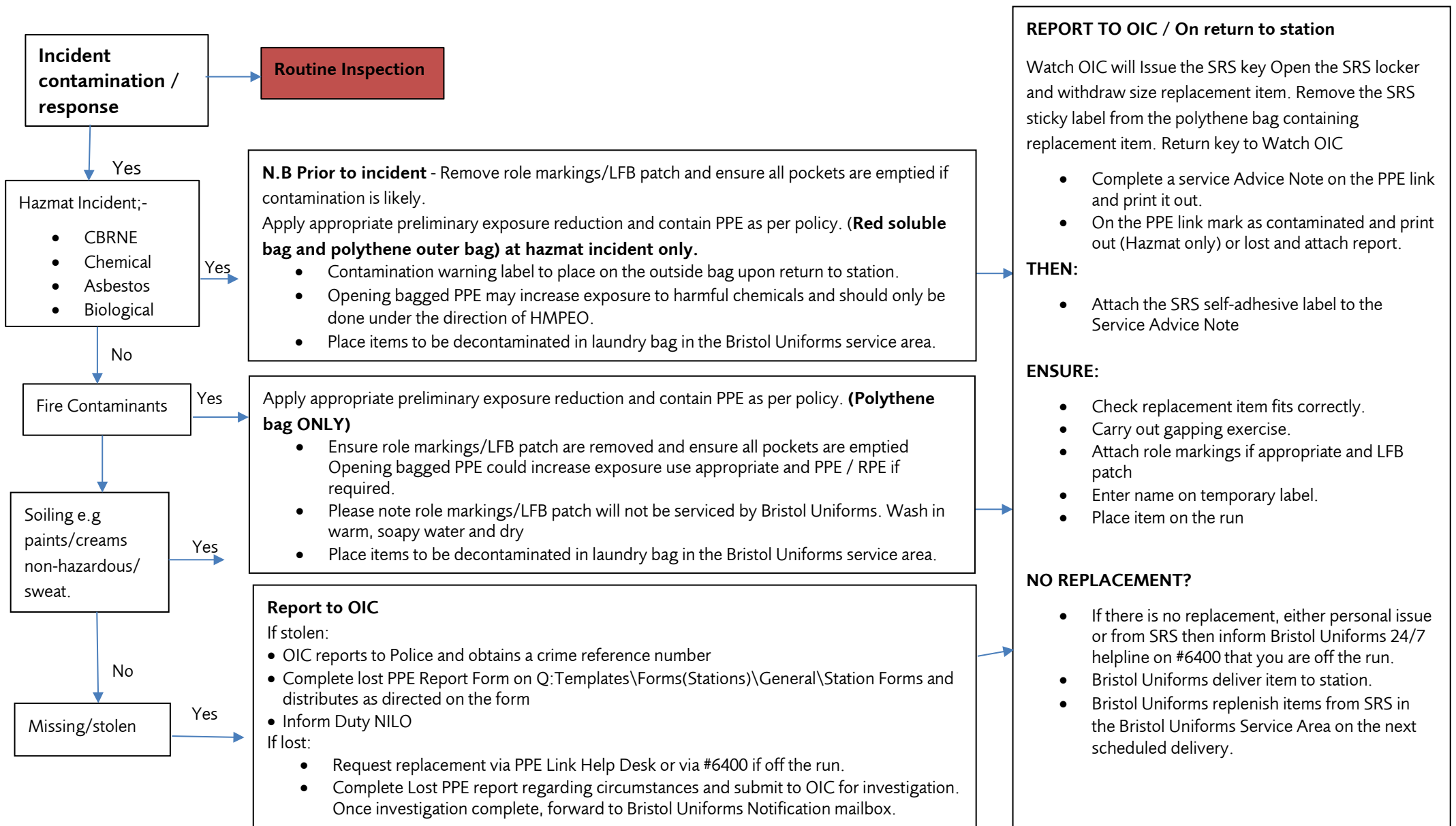
- 6.1 It should be noted, that the primary method of contact with Bristol Uniforms should be electronic, via the PPE Link Helpdesk Enquiry process. If an individual is off the run and PPE is urgently required, then #6 400 should be used from the station telephone system, there should be no other method of contact. Where contact is required within the Brigade, contact should be made via the Bristol Uniforms Notification mailbox.
- 6.2 The PPE Link is Bristol Uniforms electronic support system to service PPE. Access to the PPE Link is via a desktop icon and a password is issued to all Officers and firefighters. All personnel have access to the service tab, but Leading Firefighter and above only, can access the Enquiry Helpdesk tab.
- 6.3 When personnel need to service SRS or personal issue PPE items, they should use the service tab on the PPE Link. If there is a query and they need to contact Bristol Uniforms, they should, contact their OIC who will make the arrangements. Responses will be made on the Help Desk enquiry and by email to the individual.
- 6.4 When a change of size of PPE or a replacement for a lost item is required, the point of contact should be via the PPE Link Enquiry Help Desk, the request should not be included in the comment box on the Service Advice Note
- 6.5 When SRS items require servicing:
 - (a) Obtain replacement item(s) from the SRS (See section 5 above).
 - (b) Remove peel-off label from the plastic storage bag(s).

Plastic storage bag label				Peel off label
ITEM	GENDER	SIZE	FIT	DETACH THIS SECTION AND APPLY TO SERVICE ADVICE NOTE NEW WEARER PAYROLL NUMBER 
LEG	MLE	MED	REG	
<small>FIRELEGGINGS</small>	<small>MALE</small>	<small>MEDIUM</small>	<small>REGULAR</small>	
 <small>0246230022</small>				 <small>LEG MLE MED REG</small>

- (c) Enter the details of the SRS item(s) to be sent for service via the service tab on the PPE link.
- (d) If more than one item is issued, use the green '+' symbol to add another item.
- (e) When complete, click on the 'Process' button. The service advice note (SAN) will appear on screen. Print the SAN and log out.
- (f) Attach the peel off label(s) to the SAN and hand to OIC to place into the laundry folder, held at each station.
- (g) Place service items in the laundry bag ready for collection by Bristol Uniforms.

6.6 When personal issue items require servicing:

- (a) Put the reserve PPE item on the run. In the case of fire boots, the rubber boots should be used when the leather boots are unavailable and vice versa. In the case of rescue gloves, a structural firefighting pair should be used.
- (b) Enter details of the item(s) requiring service via the service tab on the PPE link.
- (c) Use the green '+' symbol to add another item. When complete, click on the 'process' button. The service advice note (SAN) will appear on screen. Print the SAN and log out.
- (d) Place items for service in the laundry bag ready for collection by Bristol Uniforms Hand SAN to OIC to place in the laundry folder.
- (e) Fire boots and helmets are not cleaned by Bristol Uniforms. They should be cleaned locally, using a detergent solution and a soft cloth, rinsed and then allowed to dry. The inside of the fire boot can be cleaned. The approved solution and rinsed with clean water and dried. Where the contamination is to such a level that it cannot be removed, the advice of Bureau Veritas should be sought and the SRS helmet and/or rubber fire boots worn.



Senior officers

- (a) Senior officers requiring PPE items to be serviced can dispatch these from any Brigade location that has a Bristol Uniforms collection point. They must follow the steps in paragraph 6.6 (c) to (e), and 6.7 (a) to (d), enter details into the PPE link and print a SAN. Senior officers have a check box on the servicing tab, which will be checked by Bristol Uniforms, to show that they are not part of the station SRS the items are being sent from, so it is essential that the return location and barcode details are clearly stated in the comments box. Without this, Bristol Uniforms will not know where to return serviced items.
- (b) When an officer is carrying out operational cover in the role of StnO/SC(D) and above, they will be issued with a second set of PPE as they are not covered by the SRS at the location they will be allocated to. This should be sent for service as per paragraph 6.5 (a) and should be returned if they return to StnO, via the procedure shown in 6.5 (c) to (e)

Service advice notes

- 6.7 All items for service **must** be included on a service advice note (SAN), which must be placed in the laundry folder at stations once completed by the individual. All SANs must be checked by LFB staff on collection day and placed in the collection bag with the items requiring service. The Bristol Uniforms collection sheet should be completed by the dispatching officer and will be signed for items taken, by the delivery/collection driver.

Collection and deliveries

- 6.8 Bristol Uniforms' schedule of deliveries and collections are shown in Appendix 6. Bristol Uniforms will be given access codes to enable PPE delivery/collection when a station is unattended.
- 6.9 Each station will have a delivery/collection locker, which is a secure point on the station and is similar in all respects to a standard SRS locker. The top shelf is to be used for deliveries by Bristol Uniforms and the bottom shelf for collections. All PPE for service should be placed in this locker by 06:00 hours on the designated laundry collection/delivery day. Where stations use alternate storage facilities for storage of dirty/contaminated PPE, these must be emptied as above and the items placed into the collection bag or a large clear bag and placed at the collection point. Bristol Uniforms driver will not empty any alternate storage facilities.
- 6.10 Collection and deliveries required should be in amber zone well vented area as per Policy number 1000 - Fire contaminates. Changes to location required should email Bristol notification email address. The collection point at each station or Brigade location is designated by a barcode label (see illustration below) attached to the wall in an area agreed by the station commander.

Bristol Collection Point Label



LFB image id 124135

- 6.11 When SRS items are delivered, LFB staff must place all delivered items into the SRS locker. All personal items must be placed in a secure store and a note placed in the handing over book to this effect.

Contaminated PPE

- 6.12 When PPE is contaminated with hazardous substances, bodily fluids or substances that may contaminate other items in the laundry bag (e.g. paint) staff must place all contaminated PPE for one individual in a water soluble bag and a plastic outer bag (located on appliances) and complete the label at the operational incident and not on return to the station. The PPE should then be transported back to the station on the appliance and stored securely until collection by Bristol Uniforms for cleaning. Rank markings and the LFB patch should not be removed from the structural coat; this will be carried out by Bristol Uniforms once cleaned. Replacement items should be issued from the SRS or personal issue items.
- 6.13 Carbon contaminated PPE should be dealt with, as per relevant policy.
- 6.14 The fire helmet and boots should not be returned to Bristol Uniforms as contaminated PPE. These should be washed off at the incident and then cleaned on return to the station in accordance with Policy number 707 - The control of infection and infectious diseases policy. If contamination cannot be removed in this manner, Bureau Veritas should be contacted to advise.

Rank markings and LFB patch

- 6.15 Rank markings and LFB patches, that are not contaminated should be removed from the structural coat and washed by hand using warm soapy water, rinsed and air dried.

7 Lost/stolen/non-fair wear and tear items

- 7.1 The cost of all lost and stolen items and items subjected to non-fair wear and tear will be charged to the Brigade and may result in disciplinary proceedings and/or cost recovery against the individual concerned. Bristol Uniforms must be informed via the PPE Link Help Desk of all losses as soon as possible.
- 7.2 When PPE items are lost or stolen, a PPE loss report form (Q:\Templates\Forms (Stations)\General Station Forms\PPE Loss Report Form) must be completed and forwarded to Bristol Uniforms Notification mailbox, a hard copy is not required.
- 7.3 For stolen items, the watch officer must inform the police, obtain a crime reference and include in the PPE loss report form. If the individual is off the run due to a lack of PPE, Bristol Uniforms must be notified immediately on the 24/7 Help Line, (#6 400). The duty NILO should be notified via the logistics manager on ext. 88111.
- 7.4 Where PPE items are lost, structural coat and trousers should be taken from the station SRS lockers and the procedure in 6.5 above followed. Where a fire helmet is lost, the station SRS helmet should be worn for all ranks up to station officer (see Appendix 3). Where firefighting gloves or fire hood is lost, Bristol Uniforms should be notified via the PPE Link Help Desk of the barcode of the remaining item(s) and they will then replace, the second personal item(s) should then be worn. Where fire boots are lost, the rubber boots should be worn when the leather boot is not available and vice versa.

Appendix 1 - Safety, fitting, care and maintenance

Safety limitations

There are limitations to what the Bristol Uniforms PPE will do. It is not intended to allow staff to penetrate deeper into an incident or get closer to a fire. The hazards faced by firefighters today have the same potential for harm as they always have.

There is no substitute for maintaining the Safe Person Concept. This requires staff as professional firefighters, to possess the necessary knowledge, skills and understanding of potential hazards to effectively control exposure to risks during operational incidents and training. This means staff must acknowledge any limitations in their abilities and the capability of the PPE that may have direct effect on their personal safety or that of others.

If PPE is worn incorrectly, not checked and maintained, or used in a manner that was not intended, the potential for injury increases dramatically.

Staff responsibilities

Staff are responsible for adjusting, maintaining and inspecting their own fire kit and reporting any defects to their line manager. Staff are only authorised to wear the size of item issued or allocated to them by Bristol Uniforms. Staff are not to wear oversized or undersized PPE as this could affect their safety in operational circumstances. Staff are responsible for security of every item issued or allocated to them. The cost of all lost and stolen items, together with any unfair wear and tear will be charged to the Brigade and, these costs may be recovered from staff.

Staff are also responsible for ensuring that the PPE is serviced on a regular basis, to ensure that it is fit for use. The fire hood, structural coat and trousers and gloves should be sent for service when they become dirty or damaged. Fire helmet and fire boots should be cleaned on a regular basis at the station in accordance with the instructions in this Appendix.

About the equipment

Structural coat – The Ergotech Structural Coat comes in men's and women's style and 28 standard sizes, provides Level 2 protection in accordance with EN469:2005 – Level 2 Protection Standard.



LFB image id 125551



LFB image id 125552

Adjustment/fitting	User inspections - check:
The structural coat is fitted with thumb loops which must always be used whenever the structural coat is worn.	<p>For general dirty condition, rips, tears, burns or contamination.</p> <p>The condition and operation of zip.</p> <p>The condition and operation of all velcro fastenings.</p> <p>The condition of the reflective trim.</p> <p>The condition of the torch strap and radio buckle.</p>
They fit within the glove and ensure the cuff does not ride back, thereby protecting the wrist.	
Make sure the sleeve cuff overlaps the glove cuff.	
The structural coat throat tab is to be fully done up when structural coat is worn.	
The structural coat should be hung up with the zip undone when not in use. If the inside of the structural coat is damp, turn it inside out to fully dry all of the garment's layers.	
Staff are to make sure that ancillary items such as BA do not 'push into' the fire kit. This will reduce the air cushion between shell and lining, making the spacers less effective. Adjust the BA set harness to be comfortable and close fitting but not excessively tight on the shoulders and back plate, if the straps are too tight they will compress the insulation and reduce thermal protection at these points.	

Trousers – The Ergotech Structural Trousers come in men's and women's style and 28 standard sizes and provide Level 2 protection in accordance with EN469:2005.



LFB image id 125550

Adjustment/fitting/storage	User inspections - check:
Adjust the fixed braces to ensure that the Kevlar felt kneepads fully protect the knees and the hem of the trouser is not too low on the boot as this can cause abrasion.	For general dirty condition , rips, tears, burns or contamination. The effectiveness of the braces and clips. The condition of pockets and Velcro flaps. The condition of the reflective trim. The condition of the knee protection pads and hem.
Trousers should be hung by the braces when not in use. If the inside is damp, turn inside out to fully dry all of the garment layers.	

Firehood - Eagle Technical Fabrics Hood ETF20



LFB image id 125553

Adjustment/fitting/storage	User inspections – check :
Ensure the skirt of the fire hood fits completely inside the structural coat collar and the structural coat's throat tab is fully done up.	For general dirty condition , rips, tears, burns or contamination.
When in use with breathing apparatus (BA), ensure there is no exposed skin around the face and neck.	
When fitting the firehood over the BA mask, follow the seam with the fingers all around the visor frame to make sure that the seam of the face opening is seated correctly on the mask and the head harness does not protrude.	

Helmet - The Rosenbauer Heros Titan



LFB image id 124513



LFB image id 124516

Adjustment/fitting/storage	User inspections – check:
Both helmet models may need adjustment of the headband, ratchet, chinstrap anchor or to ensure a comfortable and secure fit, and will only need to be adjusted when you first receive it.	For dents, cracks or splits in the outer shell, safety glasses and face shield. The integrity and operation of the safety glasses and face shield.
Instructions on how to carry out these adjustments are supplied with the helmet.	The integrity and condition of the chinstrap clip and Velcro.
All headband clips must be clipped securely back into place after adjustment.	The operation of the ratchet adjusters.
The integral safety glasses must always be completely clear of the bridge of the nose and cheek bones. The face shield should be clear of the face. If they are not, further adjustment is required to the size, height or inclination. In exceptional circumstances, you may need a larger size.	That the helmet still fits correctly.
<p>Aids to Vision: Firefighters who wear aids to vision must wear these at all times when adjusting and fitting their helmet to ensure correct fit of face shield when deployed. Integral safety glasses are not to be deployed when wearing aids to vision.</p> <p>Cleaning: The helmet shell and visor should be cleaned using a mild solution of 'Janitol', rinsed and then dried. If staining is not removed after this, Bristol Uniforms should be contacted via the PPE Link help Desk for advice.</p>	

Gloves - The Seiz



LFB image id 126002

Adjustment/fitting/storage	User inspections – check:
The glove has leather components and will mould to your hand shape over time.	For rips, tears, burns or contamination. The condition of the stitching.
The glove fits over the structural coat cuff and the sleeve is then pulled down over the glove.	
When cleaning, use a damp cloth and detergent dissolved in warm water. Do not submerge them in liquids for long periods. Allow them to dry.	
While the gloves have insulating properties and provide some protection against sharp objects they are relatively thin. Heat will eventually penetrate them and care still needs to be taken when handling sharp objects such as needles or broken glass. Use techniques such as cooling objects before handling them and not to delve into a mass of unknown material.	

Rescue Gloves – The VimpeX



LFB image id 126002

Adjustment/fitting/storage	User inspections – check:
The glove has leather components and will mould to your hand shape over time.	For rips, tears, burns or contamination. The condition of the stitching.
The glove fits over the structural coat cuff and the sleeve is then pulled down over the glove.	
When cleaning, use a damp cloth and detergent dissolved in warm water. Do not submerge them in liquids for long periods. Allow them to dry.	
While the gloves have insulating properties and provide some protection against sharp objects, they are relatively thin. Heat will eventually penetrate them and care still needs to be taken when handling sharp objects such as needles or broken glass. Use techniques such as cooling objects before handling them and not to delve into a mass of unknown material.	

Leather boots – The 'Jolly' fire boot.



LFB image id 126003

Adjustment/fitting/storage	User inspections – check:
An insole may be needed for a correct, comfortable fit and can be ordered from the Bristol Uniforms helpline #6400.	For cracks, splits, abrasion or contamination.
Leather boots are not to be used when dealing with chemicals.	The condition of the tread.
Pull down the hems of the trousers firmly over the boot ensuring no debris or run-off can enter the top of the boot.	The condition of the inner lining.
	The condition of the toe cap protector.
	There is no inward leakage of water into the boot.
When cleaning, use a mild detergent, warm water and a soft brush to remove debris.	
Allow boots to dry out properly, away from a strong heat source and avoid folding the boot. Once dry, they should be polished using boot polish, there is no requirement to protect them with 'Idrostop' cream or 'G-Wax'.	
It is essential that both the leather and rubber boots issued are of a comfortable and accurate fit. If not, there is potential for injury through blisters and skin abrasion, especially when first worn. The leather boots are not suitable for use when dealing with hazardous materials.	

Rubber boots – they should also be worn when leather boots are unavailable.













LFB image id 126001

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Appendix 2 - Gapping exercises

Once PPE has been adjusted to fit comfortably, you will need to carry out a series of simple exercises to ensure that your natural body movements do not cause any gaps to form between components of the PPE. The following exercises must be carried out with a colleague observing.

First Exercise	Stand with your feet together and your arms in front of your body, lock your thumbs together and move your arms high above your head. Your observer should check around your waist and wrists to ensure that no gaps appear between structural coat and trousers and the structural coat cuffs and gloves.	 LFB image id 121041	 LFB image id 121039
Second Exercise	Stand feet together with your arms in front of your body and lock your thumbs together. This time, move your arms straight out in front of you. Your observer should check that no gaps appear between your structural coat and trousers or the structural coat cuffs and gloves.	 LFB image id 121041	 LFB image id 121043
Third Exercise	Stand upright with your feet together and your arms by your side. Move your arms out horizontally sideways; no gaps should appear between your structural coat and trousers or the structural coat cuffs and gloves.	 LFB image id 121046	 LFB image id 121047

Fourth Exercise	<p>This exercise is to check that gapping does not occur when you lean or bend forwards. Stand with your feet together and your arms by your side. Bending at the waist, lean forwards and stretch your arms out in front of you. Your observer should check that no gaps appear between your boots and trousers, structural coat and trousers or between the structural coat, cuffs and gloves.</p>	 <p>LFB image id 121049</p>	 <p>LFB image id 121053</p>
Fifth Exercise	<p>Stand, feet together with your arms by your side. Keeping your head up, crouch down into a squat with your knees apart and touch the floor. Your observer should check that no gapping occurs between your boots and trousers, structural coat and trousers or the structural coat cuffs and gloves.</p>	 <p>LFB image id 121046</p>	 <p>LFB image id 121056</p>

If gaps do appear when you carry out the exercises, check the adjustment of your trousers to ensure that you have not over-tightened the braces. If you still experience gapping, you should contact the Bristol Uniforms helpline (#6400) for advice.

Appendix 3 - Rank markings

Helmet rank markings

Fire helmet rank markings will be distributed in accordance with section 4 above. Helmet rank markings show the wearer's substantive role:

Firefighter under development



LFB image id 124512

Firefighter



LFB image id 124126

Leading Firefighter



LFB image id 124127

Station Officer



LFB image id 124131

Station Commander



LFB image id 124130

Group Commander



LFB image id 124124

Deputy Assistant Commissioner



LFB image id 124511

Brigade Manager



LFB image id 124125

Temporary helmet rank markings will be held in stock in each SRS and replaced once it has been used. To order replacement temporary role markings, use the Bristol Uniforms 24/7 helpline.

When a substantive station officer requires temporary use of the SRS yellow Gallet helmet, temporary rank markings for the yellow SRS helmet will be provided by Bristol Uniforms and they should be adhered as in the illustration below.

Temp StnO rank markings fitted to firefighters' helmet



LFB image id 125429



LFB image id 125430

When a substantive leading firefighter or sub officer requires temporary use of the SRS yellow Gallet helmet, it will be worn without rank markings. They will be identified by their coat patch markings only.

Firefighters under development will wear two diamond markings on their helmet front until such time as they have demonstrated competence by having their personal development folder successfully assessed and verified. The diamond markings are to be fixed as shown in the illustration below.

Firefighters under development helmet marking



Helmet diamond markings are available on SAP.

There is now no requirement for Extended Duration Breathing Apparatus (EDBA) wearers to mark their helmets with an identifying sticker.

Collar role markings

Crew Manager



LFB image id 124133

Watch Manager



LFB image id 124134

Station Manager



LFB image id 124139

Group Manager



LFB image id 124136

Deputy Assistant Commissioner



LFB image id 124140

Assistant Commissioner



LFB image id 124137

Commissioner



LFB image id 124141

The collar role marking should be placed onto the collar of the structural coat as shown in the illustration below.

Structural coat collar marking



LFB image id 124142

When collar role markings require cleaning, they should be removed from the structural coat and washed by hand using warm soapy water and air dried.

Each station will carry a designated stock of collar role markings for crew and watch managers to use for temporary promotion purposes. All collar role markings are available on SAP and will be delivered via

the day van service to stations and cannot be ordered via the Bristol Uniforms PPE link. Station stock levels, appropriate to the establishment of each station, are outlined below.

When temporary promotion duties are complete, the collar role markings must be cleaned before being returned to the station role marking stock. Each station should maintain an issue register as at Appendix 3 to this policy and this should be audited on a regular basis by the station manager to ensure that role markings are not held by individuals when not required.

Emergency replacement collar role markings for station manager and above should be obtained from the CORE Team stock on extension 88111 and returned after use. The CORE Team should maintain an issue register outlined below and this should be audited on a regular basis to ensure that role markings are not held by individuals when not required.

These stocks are not intended to be used for individuals being promoted or carrying out longer periods of temporary promotion. In these cases, items should be ordered on SAP as appropriate and will be delivered via the Brigade distribution centre day van service to the location required.

Reserve stock of senior manager collar markings held at CORE Team

Role	Stock held
Commissioner	Nil
Assistant Commissioner	One
Deputy Assistant Commissioner	One
Group Manager	Six
Station Manager	15

Reserve stocks of collar markings

Appliances at station	Crew manager	Watch manager	Total
One appliance	8	8	16
One appliance with: OSU IRU HLL HVP	8	8	16
One appliance with: Aerial FRU FRU and USAR FRU and IRU	16	12	28
One appliance with: Aerial, FRU and IRU	24	12	36
Two appliance	16	12	28
Two appliances with: BFU IRU OSU SSU BFU and OSU	16	1	28
Two appliances with: FRU Aerial FRU and USAR FRU, USAR and IRU	24	12	36
Two appliances with: Aerial and FRU	32	16	48

Collar role markings issue record

Station name:

Stock Level: CM:

WM:

[illegible]

Appendix 4 - Ancillary equipment worn with PPE

Torches should be attached to the right-hand chest tab, secured in place with the Velcro strap.

Torch on structural coat



LFB image id 124143

Personal radios should, in normal circumstances, be attached to the female buckle in the centre of the chest and secured with the Velcro strap when carried but not being used. When using the personal radio, the retaining Velcro strap should be unfastened to enable the radio to be positioned close to the mouth of the user. When the PPE is being worn with breathing apparatus, the wearer may consider repositioning the personal radio to the left-hand chest tab, securing the buckle around the tab.

Radio on female buckle on structural coat



LFB image id 124144

Radio on left-hand chest tab



LFB image id 124145

Where tabards are worn over the PPE, the personal radio and torch should be repositioned on this item.

Whistles should be attached to the whistle strap and then secured to the loop inside the pocket on the left inner side of the structural coat. When required for use, it should be pulled from the pocket and hung outside of the structural coat, with the Velcro fastener re-secured. If for any reason the structural coat is not being worn, whistles should be transferred to leggings pocket to ensure emergency evacuation signals can still be communicated.

Whistle ready for use



LFB image id 124146

The PPE is designed for use with all types of respiratory protection equipment. The donning and starting up procedures should be followed for the items as shown in the respective policies to ensure that the safety of the wearer is maintained.

There is no requirement for a torch to be attached to the fire helmet and personnel must not attach a torch to the fittings under any circumstances.

Helmet covers are provided to real fire trainers to protect the outer shell of the fire helmet from constant exposure to the high temperatures experienced during this training.

Appendix 5 - PPE link/24/7 helpline

- 1 Bristol Uniforms have developed the PPE Link to:
 - Update information regarding SRS levels.
 - Update information regarding personal issue items.
 - Update information regarding lost or stolen items.
 - Provide an online help desk facility.
 - Provide a track and trace functionality for Bristol Uniforms PPE.
- 2 There are two access levels to the PPE link:
 - Use at Level One by crew manager and above to notify SRS and personal issue movement.
 - Use at Level Two by Contracts Management Group to monitor PPE in use and to manage the contract.
- 3 PPE link guidance notes will be available on **hotwire** and through a help function on the PPE Link.

Where the PPE link is unavailable for any reason, the 24/7 helpline (#6400) should be used.

Bristol Uniforms will operate a 24/7 help line service which can be accessed from the Brigade telephone system by a short dial number of #6400 or 0808 2647637.
- 4 The 24/7 helpline should be used to report any PPE problems that render personnel unable to meet their operational requirement.

Appendix 6 – Delivery and collection schedule

Weekday	Day (0600 to 1800) locations	Night (1800 to 2359) stations to visit
Monday		Millwall, Poplar, Bethnal Green, Shadwell, Whitechapel, Dowgate, Shoreditch.
Tuesday		Euston, Paddington, North Kensington, Kensington, Chelsea, Soho, West Hampstead, Hendon, Finchley.
Wednesday		Lambeth, Brixton, West Norwood, Norbury, Wallington, Purley, Addington, Woodside, Beckenham, Forest Hill, Croydon, LFB HQ
Thursday		Barnet, Mill Hill, Stanmore, Ruislip, Northolt, Wembley, Park Royal, Willesden, Harrow.
Friday		Islington, Kentish Town, Holloway, Hornsey, Southgate, Enfield, Edmonton, Tottenham, Stoke Newington, Homerton.
Saturday	Hornchurch, Romford, Harold Hill, Dagenham, Ilford, Hainault, Woodford, Chingford, Walthamstow, Leyton, Leytonstone, Stratford, Plaistow, East Ham, Barking, Wennington.	Sutton, Mitcham, Wimbledon, Tooting, Clapham, Battersea, Wandsworth, Richmond, Twickenham, Kingston, Surbiton, New Malden.
Sunday	Erith, Bexley, Sidcup, Orpington, Biggin Hill, Bromley, Eltham, Lee Green, Lewisham, New Cross, Peckham, Old Kent Road, Dockhead, Deptford, Greenwich, East Greenwich, Plumstead.	Acton, Ealing, Southall, Hillingdon, Hayes, Heathrow, Feltham, Heston, Chiswick, Hammersmith, Fulham.

Appendix 7 – Trainee specific procedures

- 1 This appendix provides additional supplementary information specific to trainees.
- 2 At the start of initial training trainee firefighters will receive a personal issue of 1 x fire helmet, 2 x fire hood, 2 x fire gloves (pair), 1 pair of leather fire boots and 1 pair of rubber fire boots. In addition, and for the total period they are in initial training, trainees will also be loaned 2 x structural coats and 2 x trousers. A third set is allocated to Plaistow Training Centre reserve stock so that instructors can issue replacement structural coat or trousers when required.
- 3 On completion of initial training all items will be returned to Bristol Uniforms for service by training centre staff. When servicing is complete, Bristol Uniforms will return personal issue items to the trainee's base station along with SRS structural coat and trousers. Bristol Uniforms will re-profile the station accordingly.

Appendix 8 - Collection and delivery of PPE from stations

1 Introduction

This document provides guidance for the implementation of the new Collection/Delivery process which will standardise and formalise the recording of PPE being removed from stations by Bristol uniforms brigade wide.

The implementation of this system will greatly reduce the amount of PPE reported missing, discrepancies will be identified and can be dealt with immediately. It will also stop smaller items such as fire gloves etc. being left in the watch room then going missing as these items will be put in the locker and dealt with by the watch carrying out the inspection.

2 Aims and Objectives

To reduce the high cost the brigade is incurring on a monthly basis due to high volumes of PPE being reported lost or stolen by Bristol Uniforms.

To have a standardised approach to how items of PPE are collected from stations and how this is recorded, this will apply to items requiring cleaning or from staff returning their PPE when retiring

3 Provision of lockers

Stations manager responsibilities:

- The lockers are marked up PPE items away, they are lockable and they are sited where agreed.
- The locks/keys are ordered on SAP and replaced, this is for lockers moved as part of LSP5 from other stations that didn't have keys.
- Ensure the watches are aware of the stations scheduled collection day and ensure inspections are added to daily routines.
- Bristol are to be made aware of the locations of the lockers through Fleet Liaison, Engineering and Equipment Team.

4 Recording of PPE due for collection:

Watch officer responsibilities:

- A watch officer will complete the computer-based side of changing the PPE (Bristol icon on desktop).
- The officer will then place these items in the PPE items away locker.
- Within the locker is the carbon docket which the officer will complete ensuring all the information is correct and then ensure it is locked.
- Locker inspections are to be carried out as part of the daily routines which will need to coincide with the schedule in Section 5 of this document, this ensures any issues are dealt with.
- Prior to collection the watch on duty will carry out an audit of the locker to ensure all is in order.
- Following collection the watch on duty will carry out an inspection of the locker to ensure the items have gone and the paperwork has been signed, this signed copy is then filed away.
- Any issues must be raised immediately with the SM.

Appendix 9 - Glossary

Name	Description
24/ 7 helpline	Bristol Uniforms helpline: #6400. From stations 9 should be dialled first, i.e. (9) #6400.
BU	Bristol Uniforms.
Bristol Care System	Bristol Uniforms' fully managed service: PPE and the cleaning, repair, replacement system providing correctly fitted PPE to operational staff whenever they are on duty, 365 days of the year.
EPT	Establishment and Performance Team – within Central Operations
OIC	Officer in charge – watch manager or crew manager in charge of the station.
PPE	Personal protective equipment: helmet, firehood, structural coat, trousers, gloves, boots.
PPE Link	Support application to manage the Bristol Care system.
SAN	Service Advice Note – notice accompanying PPE items for service.
SRS	Station reserve stock.
SRS Lockers	Station reserve stock storage lockers.

Document history

Assessments

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

EIA	30/03/2010	SDIA	30/05/2024	HSWIA		RA	
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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
Page 2 Para 1.1	Hyperlink updated at the site had been changed.	04/02/2011
Throughout	Policy updated with the most recent Department names as detailed in the Top Management Review 2010.	24/06/2011
Page 2 para 2.2	Policy numbers 607-615 have been updated and amalgamated into Policy Number 761 - USAR PPE. This policy has been updated to reflect this.	26/07/2011
Throughout	This policy has been reviewed as current no changes were needed.	17/05/2013
Throughout	'Personnel Services' changed to 'Employment Services'.	04/07/2014
Page 30	'Subjects list' table - template update.	09/01/2015
Throughout	Reference to the Deputy Commissioner removed due to the TMR.	13/04/2016
Throughout	Reviewed as current with minor updates throughout.	07/12/2016
Throughout	As a result of the role to rank changes job titles in this document have been updated.	15/10/2019
Throughout	Further role to rank changes made.	09/10/2020
	Out of date references to Brigade Support Centre updated.	26/05/2022
Throughout	Policy updated to reflect contract provisions and references to contamination. Reviewed as current with changes made.	13/06/2024
Throughout	References to the Resource Management Centre (RMC) and RMC replaced with Control Operational Resourcing and Event (CORE) Team and CORE Team.	15/07/2025

Subject list

You can find this policy under the following subjects.

Equipment - operational	Firefighting PPE
Personnel	Protective clothing

Uniform	PPE
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Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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