

PART 1 – STORES

PURPOSE

To provide information and guidance on stores and stores procedures.

STRATEGIC AIMS AND OBJECTIVES

Strategic Aim 3 “Secure the highest level of safety and welfare for all staff by providing effective supervision, training, equipment and systems of work.”

Corporate Aim 6 “Maintain and improve the health, safety and welfare of all employees”.

ROLES, RESPONSIBILITIES AND REVIEW

The **Asset Procurement Manager** is responsible for ensuring this Order is implemented across the Brigade.

The **Operational Equipment Officer** will be responsible for the day to day operation of the Order.

The **Operational Equipment Officer** will review this order annually in *September* and as and when organisational changes take place.

INTRODUCTION

A number of stores operations previously carried out in-house are now contracted out to specialist contractors. These include issuing of uniform and PPE, cleaning and janitorial supplies and office supplies. Details of requesting contracted-out items are shown in **Appendix A**.

Details of items normally held in Stores and available for issue are shown in **Appendix B**. Most items are held in the main Stores at Shrewsbury although some of the bulkier items are held at Tweedale and can be accessed by contacting the Supplies Officer.

EMERGENCY ISSUE OF STORES ITEMS

There will be occasions when, as an emergency measure, items are required from Stores outside the normal working hours of the Supplies Officer. Emergency issue of stores will be for reasons such as temporary replacement of contaminated firekit and gas-tight suits, replacement of drinking water, replacement lifejacket spares, and replacement foam compound and replacement of environment control grab packs. Details of items available for emergency issue are shown at **Appendix C**.

AUTHORITY FOR ISSUING STORES

Should emergency stores be required the officer in charge must contact Fire Control with details and reason for the request. Fire Control will then forward the details to the Executive Officer who will make a decision whether or not to proceed with the issue. The Executive Officer holds a master key and will arrange for access to be gained to Stores and the items to be issued.

NOTIFICATION OF ISSUE

The Executive Officer will notify Control of full issue details and Control will pass the information on to the Supplies by email. Notification must include full details of what has been issued, quantity, size if relevant, who it has been issued to and reason for issue.

SUPPLY CONTRACTS

ITEM/CONTRACTS	DETAILS
Uniform and PPE Contract	Uniform and PPE is supplied direct to the wearer under a managed supply contract. There is no new uniform or PPE held in Stores apart from a small stock of new firefighting gloves and used firekit for emergency issue only. Uniform and PPE is obtained by submitting the relevant request form FB150A or FB150B to the Supplies Officer.
Cleaning Materials And Janitorial Supplies Contract	All cleaning materials and janitorial supplies are delivered direct to stations under a managed supply contract. There are no stocks held in Stores. Cleaning materials and janitorial supplies are obtained by submitting a janitorial order form to the Supplies Officer.
Office Supplies Contract	All office supplies are delivered direct to stations under a managed supply contract. There are no stocks held in Stores. Office supplies are obtained by submitting a stationary requisition form to the Procurement Assistant in Technical Services.
Bottled water and 'Hot Cans' Contract	Bottled water and 'Hot Cans' are delivered direct to stations under a managed supply contract. There is a small stock of both held in Stores for emergency issue only. Bottled water and 'Hot Cans' are obtained by submitting a janitorial order form to the Supplies Officer.

ITEMS HELD IN STORES

ITEM	DETAILS
BA Wipes and BA Set Cleaning Fluid	Stocks held in Stores and obtained on a request form FB19
Batteries	Stocks of dry cell batteries are held in Stores. These include batteries for alerters, helmet torches, ADSUs and blue flashing lamps. Batteries can be obtained on a request form FB19 .
Cleaning Rags	Stocks of rags are held in Stores and may be ordered by the box on a request form FB19 .
Environment control equipment	Replacement stocks of environment control consumables are held at Tweedale. These include absorbent mats and materials which are carried on the Environment Unit. Replacement stocks of 'Dammit' paste are held in Stores. These can be obtained by contacting the Supplies Officer.
Environment control grab-packs	A stock of replacement grab packs is held in Stores and can be obtained by contacting the Supplies Officer.
Foam compound	Stocks of foam compound are held both at Stores and at Tweedale and can be obtained by contacting the Supplies Officer.
Fire Extinguishers	1.0kg and 6.0kg dry powder extinguishers for use on appliances are held in Stores. Used extinguishers may be exchanged for full units by contacting the Supplies Officer.
Firefighting Gloves	A small stock of new firefighting gloves is held in Stores for emergency issue only when the wearer's gloves are damaged or contaminated. Issues from this stock will be entered onto the wearer's record as a normal issue.
First Aid Box Equipment	Stocks held in Stores and obtained on a request form FB19
Gas tight suits	A small stock of replacement gas tight suits is held in Stores with further stocks held at Tweedale. These can be obtained by contacting the Supplies Officer.
Operational Equipment	Small stocks of operational equipment are held in Stores. This includes salvage sheets, line bags, hand tools, water equipment, hose, branches, stirrup pumps, hearth kit equipment, and pneumatic tool regulators. All items can be obtained on a request form FB19 .
Used firekit	There is a stock of used firekit held in Stores and a small stock at Telford Central which may be used in the case of emergencies should, for instance, the wearers normal firekit be contaminated. Used firekit is carefully inspected prior to being considered for re-use and has been cleaned and inspected by the laundry contractor before being placed into stock. Any used firekit issued on loan must be returned to Stores once the wearers' own fire kit has been returned to them.

ITEMS AVAILABLE IN STORES FOR EMERGENCY ISSUE

ITEM	LOCATION	COMMENTS
Automatic firing cartridge for lifejacket	First floor in first room in operational equipment section.	
Bottled water	Ground floor beneath the stairs.	
Compressed air cylinders for lifejackets	First floor in first room in operational equipment section.	
Environment Control Equipment	Tweeddale in store at base of tower.	Key (Abloy type) is in the Tweeddale station office.
Environment Control Grab Packs	First floor landing on left hand side.	Used grab packs to be returned to Stores.
Firefighting Gloves	First floor in first room on shelves on right hand side.	These are new gloves and will be considered as a replacement issue to the wearer
Firekit	First floor landing on shelves on right hand side.	This is second hand kit which has been inspected and cleaned prior to being returned to stock. It must be returned to Stores when the wearers own kit is returned to them.
Foam Compound	Small stock of drums at SY in base of tower, main stock at Tweeddale at base of tower.	Key (Abloy type) to Tweeddale store is in station office.
Gas Tight Suits	First floor landing on left hand side.	Supplies Officer MUST be notified of the serial numbers on suits issued.

PLAN OF THE STORES

