

Uniform Policy (Appearance and Workwear)

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Equality statement

This document demonstrates commitment to create a positive culture of respect and equal opportunities for all individuals, including staff, patients, their families and carers as well as community partners. The intention is, to identify and remove unlawful discriminatory practice contrary to the Equality Act 2010 on the grounds of age, disability, sex, gender reassignment, pregnancy and maternity; race; sexual orientation; religion or belief; marriage and civil partnership.

It is also intended to use the Human Rights Act 1998 to promote positive practice and value the diversity of all individuals and communities. This document is available in different languages and formats upon request to the head of corporate governance.

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1 Rationale

All staff working at Surrey & Sussex Healthcare NHS Trust (SASH) are ambassadors for the organisation and must recognize that appearance acts as a visual measure of how the public views the Trust. This has an impact on public confidence and the reputation of the organisation.

The Trust expects all staff to present a professional and smart appearance to both patients and the public when at work and to play their part in ensuring the principles of this policy are embedded in day-to-day work and clinical practice by following the framework of this policy.

In order to protect the health, wellbeing and safety of patients, staff and the public, this policy is underpinned by infection control principles and best practice. The Trust adopts a strict “nothing below the elbow” principle for all staff who:

- Undertake any form of direct clinical care
- Are based in or work primarily within a clinical environment
- Visit the clinical environment for a period of time and come into close contact with patients and their surrounding bed/treatment areas etc. Pharmacists, Dieticians, Therapists, Consultants and medical staff.

This policy takes account of

- The Health & Safety at work etc. Act (1974)
- The Human Rights Act (1998)
- The Equality Act (2010)
- The Health & Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance, also known as the Hygiene Code (2008)
- Personal Protective Equipment at Work (HSE 1992)
- Association of Peri-operative Practice (2011) and NICE 2008
- Patient expectations as identified in feedback from patient surveys and complaints

In accordance with The Equality Act 2010, this policy adheres to the principles of equality and diversity and has been assessed to ensure that no member of staff will be treated less favourably on the basis of any of the protected characteristics as outlined in the Act, namely:

- Age
- Disability
- Sex/gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race/ethnicity
- Religion/belief
- Sexual orientation

Staff must ensure that clothes worn whilst in their place of work adhere to infection control and health and safety policies, are well maintained and promote public trust and confidence.

This policy sets out the expectations of the Trust in relation to appearance, corporate dress code and the wearing of Trust supplied uniforms.

The policy draws on the Department of Health guidance, Uniforms and Work wear; an evidence base for developing local policy (revised in March 2010) and the Royal College of Nursing Guidance on uniforms and work wear (RCN 2013).

In 2007, the Department of Health originally published the guidance document: Uniforms and work wear: An evidence base for developing local policy. It particularly focuses on how staff should be dressed during direct patient care activity.

Since its publication, the guidance has been widely adopted throughout the NHS. It has been used to support the specific requirements of the Health and Social Care Act 2008, Code of Practice relating to uniform and work wear policies, and the need to ensure that they support effective hand hygiene.

2 Scope

The policy applies to all staff working at Trust sites, including those with honorary contracts, Bank and Agency workers, students, volunteers and other NHS staff including ambulance teams, when working on Trust premises.

The objectives of this policy are:

- To ensure the health, wellbeing and safety of patients, staff and the public.
- To ensure all staff working for, or in the Trust, promote a professional image at all times and conduct themselves in a manner that reflects positively on the Trust
- To ensure compliance with legislation

Definitions

All staff – all staff employed at SASH, including Bank Workers and Agency workers, volunteers, students and honorary contract holders.

Clinical environment – any area within the Trust where patients are seen or treated e.g. wards, clinics, treatment areas, clinical waiting areas, operating theatres and patient reception areas.

Designated uniform – the formal issue of uniforms/scrubs by the Trust or external issuing organisation (e.g. Agencies), to be worn by the individual in the performance of their duties. This includes any personal protective clothing issued or worn for safety purposes.

Theatre attire – Theatre scrubs (a two-piece trouser suit) theatre footwear specifically designed for use in the Operating Theatre. Alternative footwear may only be worn when supported by an Occupational Health letter.

3 Principles of the Appearance & Dress Code (for ALL staff)

In order to promote a professional image Surrey and Sussex Healthcare NHS Trust requires that all staff achieve certain standards of appearance.

Clinical and catering staff are required to achieve additional standards in order to reduce the risks of staff or patients being harmed, and to improve and assist cleanliness.

Compliance with “nothing below the elbow” is required in all clinical areas at all times by all staff (medical and dental, nursing and allied health professionals) e.g. even if not delivering direct patient care and just visiting the ward.

A summary of the application of this Policy in relation to staff groups is set out in the table below:

Staff Group	Staff	Dress	Purpose
Clinical	Doctors, Registered Nurses, Nursing Assistants, Midwives, Therapists, Health Professionals and other healthcare workers visiting wards, giving patient care or in physical contact with patients in a clinical area	NO jackets/White Coats NO ties NO shirt or other sleeves below the elbow NO wristwatches or wrist jewellery Only plain black socks allowed under trousers, no patterns Only plain wedding band NO false nails/nail varnish NO visible neck or ankle chains If worn, one pair of studded earrings only Theatre Scrubs and Non- Theatre Clinical Areas Scrubs are to be worn on site ONLY and MUST NOT be taken off site Royal Blue Scrubs to be worn in operating theatres and X-ray ONLY and NOT in restaurant or refreshment areas, shops etc.	To allow effective hand hygiene and reduce the risk of cross infection To promote public confidence
Non-clinical staff working in or regularly visiting clinical areas	Staff in contact with patients and/or members of the public e.g. reception staff, admission staff, ward clerks and medical secretaries	Smart, clean, tidy, of modest appearance and as above if in a clinical area. Compliance with "nothing below the elbow" is required at all times	To promote public confidence and allow effective hand hygiene
Non-clinical	Staff not in contact with patients and/or members of the public e.g. finance	Smart, clean, tidy, of modest appearance	To promote public confidence

3.1 General Presentation and Appearance

Clothes neat, tidy and freshly laundered e.g. free from obvious dirt and stains.

Identification (ID) Badge

All staff must wear a valid Trust ID badge in a clearly visible position. ID badges on clinical staff should be secured with a pin or clip rather than a chain or lanyard (cloth chain) for infection prevention purposes. Where lanyards are used, these must be plain or have a Trust/NHS/departmental/union design which has been approved by the staff member's line manager. All cloth lanyards must be washed at least once per month.

Badges should be limited to 3 professional badges only as they have the potential to cause injury. Special care should be taken where staff are required to regularly handle babies and infants and/or undertake manual handling or close contact.

Personal Hygiene

All staff should maintain a high level of personal hygiene and appearance.

The use of deodorants should be used to assist an acceptable standard of personal hygiene, but these, perfumes and aftershaves should not be overpowering.

Nails must be clean and well-manicured. For clinical staff nails must be short and unvarnished. Artificial or Gel nails of any sort must not be worn in clinical areas.

Make-up

If worn, should be minimal/unobtrusive.

Hair

Hair should be clean, neat and tidy and arranged off the face and collar with suitable hair ornamentation. Long hair should be tied back when working in a clinical setting or with machinery and not require frequent re-adjustment.

Beards and moustaches should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

Tattoos

Tattoos in areas that remain exposed when wearing uniform or work wear must not be offensive. Tattoos that would be exposed in order to comply with 'bare below the elbows' and are deemed offensive, are not consistent with the uniform policy and therefore not consistent with employment. Where they may be deemed as offensive, and therefore not consistent with the Uniform policy, they should be appropriately covered. If they are on the forearms and hands, they must be left uncovered in order to comply with "bare below the elbow" for hand hygiene during direct patient contact.

Smoking

The Trust is a non-smoking site and staff should not smoke during working hours and should not be seen to do so in Trust identifiable clothing whether in or out of the workplace.

Additional Factors

Changes to Uniform Policy in Extreme Weather Conditions

There may be circumstances where the wearing of all or part of the uniform may cause difficulties to staff. This could be in either extremely hot or cold weather. Changes to uniform will be communicated from the senior management team to employees. The changes in uniform must be professional and respect the general principles specified throughout this policy.

Tax Relief

Staff can claim tax relief in respect of laundry costs by writing to the local Her Majesty's Revenue and Customs (HMRC) Office, with their National Insurance number and the details of cost. More information is available from the HMRC.

3.2 Equality and Diversity

The Trust recognizes and respects the religious and cultural requirements of members of staff in relation to the uniform or clothes they wear. These requirements will be handled with sensitivity and, wherever possible, an appropriate uniform will be provided, taking into account both infection prevention and risk management considerations. However, there may be circumstances in which there are genuine occupational reasons (e.g. the need to minimize the risk of cross-infection) as to why the wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security and infection control in these cases.

Items of religious symbolism/jewellery may be worn in accordance with the overall criteria set out in this policy as long as they do not contravene the infection control regulations. The wearing of items arising from cultural or religious norms is in most circumstances welcomed by the Trust, providing that the health and safety, infection prevention, and security of patients or staff are not compromised.

Staff who wear full facial coverings for religious reasons are required to remove these while on duty. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with patients, visitors and colleagues. Hijabs and Jilabs are permitted provided that they do not affect health and safety, or prevent the employee from doing their job effectively. Turbans and kippots, veils (Christian or nikab) and headscarves are supported on religious grounds. The latter should be shoulder length and must be worn unadorned, and secured neatly.

The Trust recognizes that there are circumstances in relation to disability and pregnancy where reasonable adjustments may need to be considered. These requirements will be handled with sensitivity and wherever possible an appropriate uniform will be provided, taking into account both infection prevention and risk management considerations.

Staff members who have undergone gender transition or are in the process of transitioning should wear the clothing/uniform of the gender with which they identify with.

There are some people whose gender identity (the gender with which they identify) does not match the gender they were assigned at birth – these are transgender people. Many will undergo the process of aligning their life and physical identity to match their gender identity, and this is called transitioning.

Transgender employees should follow the organisation's dress code in a way which they feel matches their gender identity. If there is a staff uniform, they should be supplied with an option which suits them.

3.3 Dress code for non-clinical staff

Staff not required to wear uniform should dress in an appropriate manner to the functions they perform. The policy is designed to guide managers and employees on the Trust's expected standards of dress and appearance. The Policy is not exhaustive in defining acceptable and

unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied. The following items of clothing are examples of acceptable and unacceptable dress, either on the grounds of Health and Safety or for the Trusts public image;

Acceptable	Unacceptable
Business Suits	Denim jeans or denim skirts (all colours and styles)
Skirts	Skirts that are so long that they touch the ground when walking are not acceptable on safety and hygiene grounds Micro/Mini Skirts
Trousers	Combat trousers, leggings, Track-suits, sportswear, shorts
Shirts/Blouses	Underwear should not be visible (avoid low slung trousers and sheer blouses)
Smart t-shirts and tops	Overly tight or revealing clothes (including mini-skirts, tops revealing chests, cleavages or midriff) Clothing bearing inappropriate or offensive slogans, strapless tops
Smart jumpers and sweatshirts	Hoodies
Jackets and blazers	High fashion clothing incorporating, rips or tears or excessive studding
Smart workwear dresses	Sun dresses that are over revealing and short in length
Footwear – sensible and safety compliant	Flip Flops, fashion clogs/clogs with holes in (other than theatre).

3.4 Dress code for clinical staff

Footwear

Footwear must be safe, maintained in good order, with a sole that provides suitable grip and made of material that is easily cleanable. Staff should have regard for the nature of the work they are undertaking, giving consideration to:

- Degree and nature of manual handling activities undertaken
- The frequency of movement around the Trust
- Frequency and use of step ladders/kick stools or similar
- Interaction/use of wheeled equipment
- Prevalent type of flooring in the area worked

- Likelihood of encountering wet flooring
- Use of sharps and exposure to body fluids

This list is not exhaustive and there may well be other health and safety issues to consider particular to the individual, their role or environment.

Clinical Staff working at night should ensure that their shoes have soles that minimise the noise disruption of patients at this time, for example soft-soled such as crepe or rubber.

They must enclose the whole foot, open toe shoes and sandals are not permitted as they provide no protection from injury.

Shoes must be dark coloured and made of a wipe able material, therefore trainers and suede shoes are not acceptable as they cannot be effectively and regularly cleaned.

Clogs (other than in theatre) and clog style shoes or unsafe heels i.e. more than 1 inch/2.5cms must not be worn on.

Catering/Estates and Facilities staff should follow the guidance above for clinical staff. Where protective shoes are required such as steel toed caps, these will be provided by the Trust following a role specific assessment.

Admin and Clerical staff should ensure their footwear is suitable for the activities they undertake and the environments they work in. Any footwear worn should adhere to the underlying principles of this policy.

3.5 Jewellery

Jewellery should be discreet, appropriate, not cause offence or be a health and safety hazard.

Clinical Staff must not wear items of jewellery other than:

- One pair of stud earrings (no hoop earrings)
- Plain wedding band

Necklaces must not be worn by clinical staff. Exceptions may be made for medical alert bracelets and tags.

Staff should not wear any additional jewellery. Facial/body (including tongue) piercings are not permitted and must be removed before coming on duty.

3.6 Protective clothing

The provision of Personal Protective Equipment (PPE) is the responsibility of Surrey & Sussex NHS Trust. Each manager must ensure that personal protective clothing and equipment is available to the employee in accordance with Control of Substances Hazardous to Health

(COSHH) Regulations and local /statutory recommendations, & that their staff are aware of these requirements.

Staff in roles that require protective clothing are required to wear this whilst carrying out their duties in accordance with health & safety requirements. If individuals are unsure about such requirements they should discuss this with their manager.

The use of PPE (such as plastic aprons) must be based on risk assessment.

3.7 Wearing Uniform out of work

The wearing of any designated uniforms (including scrubs) outside of Trust premises is not permitted unless on Trust business or travelling directly to and from work. Royal Blue scrubs must only be worn in treatment areas requiring a ventilated environment for the procedures carried out within them (i.e. the Operating Theatres, Endoscopy Suites, Angio Suites, X-ray Suites). All staff are encouraged to change their uniform before going off duty, if this is not possible staff are permitted to wear their uniform off site as long as it is **fully** covered by a coat or outwear to maintain a professional appearance.

Staff should not wear their uniform other than at work or going to and from work as this creates a poor public impression - the general public perceives this as unhygienic.

In particular staff should not wear a visible uniform when:

- In shops/supermarkets
- In restaurants
- Smoking – The Trust is a smoke free site. Additionally staff must not be seen smoking off site unless the uniform is covered.

Staff attending events outside of the hospital and wishing to wear uniform as a representative of the NHS or the Trust must have the prior authority from their manager.

Staff should expect to be challenged by managers, members of the public and other staff if they do not adhere to the above.

3.8 Clothing for Training

When undertaking training days, clinical staff should ensure they are wearing appropriate clothing. Flat and closed shoes are advised for manual handling and resuscitation training. Clothing must respect the general principles specified throughout this policy. When on management or training days on Trust premises staff should ensure they have access to their uniform in case clinical priorities require them to take on unplanned clinical duties that day.

3.9 Contamination & Laundering

Under no circumstances should visibly soiled uniform or scrubs be worn outside clinical areas in restaurants, shops or anywhere outside the Trust premises.

If a clinical uniform is accidentally soiled, e.g. with blood or body fluids, it should be changed immediately and not worn outside the immediate work area for reasons of safety, infection prevention and public image.

With the exception of theatre scrubs, the Trust does not provide a routine laundry service. Guidance on laundering will be issued with the uniforms.

Staff should wear a freshly laundered uniform every day and the uniform should be worn in a clean and presentable fashion. Sufficient uniforms will be provided to staff to ensure this can be achieved.

Uniforms should be washed at the hottest temperature suitable to the fabric. National guidance recommends washing at 60°C for ten minutes (where washing instructions allow) and be washed separate from general household laundry. Uniforms soiled with body fluids e.g. blood must be changed immediately.

All staff wearing scrubs should change the scrubs daily or when visibly soiled by blood or body fluids and return used scrubs to the designated areas for collection by the hospital laundry agent for cleaning.

Under no circumstances should royal blue or burgundy scrubs be taken off site by the wearer for home laundering.

3.10 Supply of Uniform

Full time nurses and nursing assistants will be issued with either 4 dresses or 4 tunics and 4 pairs of trousers (or a combination). Part time staff will have up to 3 tunics/dresses and 3 pairs of trousers. Bank staff will have 2 dresses or 2 tunics and 2 pairs of trousers.

Radiographers, Occupational Therapists and Physiotherapists will be issued with 4 sets of uniforms, with a choice of tunic/trousers, polo shirts or dresses, or a combination.

Therapy staff employed by the Clinical Commissioning Groups will adhere to their own policies. If they are working in clinical settings at Surrey and Sussex Healthcare NHS Trust they must adhere to this policy.

Scrubs will be available in the appropriate colour depending on area of working either by:

- a. collection at designated areas or
- b. will be issued with maximum sets as prescribed by the manager.

The uniforms issued must not be added to by the individual. Staff are expected to do their own alterations.

Maternity clothing will be provided.

On leaving the Trust's employment, all staff must ensure that all uniforms are returned to their

line manager on the last day of service as part of the Leavers Process

4 Staff wearing scrubs

4.1 Royal blue Scrubs (staff within Operating Theatres, Endoscopy Suites, Angio Suites, X-ray Suites)

Royal blue Theatre Scrubs will be worn by staff working in treatment areas requiring a ventilated environment for the procedures carried out within them (i.e. the Operating Theatres, Endoscopy Suites, Angio Suites, X-ray Suites). For the purpose of this policy, these areas will be referred to as "Theatres").

Royal blue scrubs are for Theatres personnel **only**. These should not be worn or taken outside to areas other than Theatres: the only exceptions being:

- When attending a clinical emergency
- When accompanying a patient to another clinical area, a cover gown must be worn.

Staff wearing scrubs who attend emergencies outside the Theatre complex must change into a clean pair of scrubs on returning to Theatre. This reflects aesthetic and discipline requirements.

Personnel will be refused access or service if wearing Theatre blues in any public area of the Trust where consumables can be bought, e.g. shops and restaurants.

4.2 Burgundy Scrubs (Non Theatre Scrubs within clinical areas)

Burgundy and Dark Blue scrubs may be worn in wards/departments and other clinical areas not defined as 'Theatres' as above. These areas will include Delivery Suites, HSDU, ICU, Recovery areas, Surgery Centre and Procedure rooms etc.

For the purpose of this policy, these areas will be referred to as 'non Theatres clinical areas'

Burgundy and Dark Blue scrubs may be worn outside the clinical areas.

4.3 Dark Blue Scrubs (Critical Care Outreach Team)

The Critical Care Outreach Team wear Dark Blue Scrubs which may be worn in wards/departments and other clinical areas not defined as Theatres as in 5.6.1.

Critical Care Outreach Staff will be issued with Dark Blue scrubs (tops and trousers) for use in clinical areas. These scrubs will be purchased by the Trust and given to the staff to keep during their employment.

Staff are responsible for the washing and cleaning of the scrubs, which must be done at a minimum temperature of 60° C

4.4 ED/Ambulatory Care Staff Scrubs

Staff in A&E will comply with the standards set out in both professional codes for the wearing of Trust uniform and non-uniforms and the DOH 'bare below the elbow' requirements.

ED Junior Doctors will work in their own clothes and adhere to this policy when doing so. ED Consultants will wear black scrubs and Registrars wear grey. Practitioners wear burgundy scrubs and the Stroke Nurses are in Teal. Nursing staff within ED wear the scrub colour equivalent of the normal nursing uniform. green. These scrubs have the SaSH logo and staff grade embroidered on them.

Medical staff must use 'maximal sterile barrier precautions' i.e. head cap, face mask, sterile body gown sterile gloves and full size sterile drape (Loveday et al 2014) for insertion of high risk invasive devices, such as central lines. If this is carried out in Theatres then medical staff must change into scrubs.

4.5 Red Scrubs (Deep Clean Team)

The Deep Clean Team wear Red Scrubs which may be worn in wards/ departments and other clinical areas not defined as Theatres and must be changed daily as a minimum.

4.6 Theatre Dress Code

Staff must wear well-fitted dedicated operating Theatre footwear from the recommended brochure; trainers can be worn. They must be covered, wipe-able and washed in a machine regularly.

Theatre shoes for Theatre personnel should be provided by the Trust at all sites, wherever the person works so they are not carrying shoes across sites. This should be for all personnel here for >3 months.

For locums/ and Bank staff there needs to be a supply of cleaned or clean or new shoes for them which are available at all times during the day or night. These must be cleaned and decontaminated on a regular basis, particularly when visibly dirty or when contaminated with blood or body fluids.

Each Theatre suite manager should ensure that local procedures are in place for these procedures to take place.

Within the Operating Theatre, hair must be entirely covered with a clean, disposable or fabric hat which must be changed/washed at least daily, or on leaving the theatre suite. Hats should be changed if they become contaminated with blood or body fluids.

It is recommended that beards are covered with a hood.

The Scrub Team must wear masks, and every individual in the Operating Theatre should wear a mask when prostheses/implantation surgery is being performed, or if the patient is immunosuppressed.

Hats and masks must be removed when leaving the Theatre or other clinical department. Masks should be removed and disposed of at the end of each case, in the Theatre, as they are single use items. Masks should not be worn hanging around the neck. Hair should be tied back and not hanging below the neckline.

Protective eyewear with visors, appropriate aprons and gloves must be readily available in every Theatre suite and used as per standard precautions.

Theatre staff will ensure all visitors to the operating theatre suite wear appropriate protective clothing. Any visitor entering an operating room where a procedure is taking place must change into scrubs and suitable footwear.

5. Therapies Staff

Therapists are provided with tunics to wear at work. However, there may be allowance in hot weather for therapists to wear clean white ironed polo shirts.

Therapists are allowed to wear black trainers with no colour whilst providing rehabilitation to patients. However, these should be made of easy to wipe material that can be cleaned and therefore no suede on the shoe is allowed.

6. Roles and Responsibilities

6.1 Corporate Responsibility

Corporate responsibility for ensuring public confidence and Trust reputation lies with the Chief Executive and Trust Board.

6.2 Executive Responsibility

Responsibility for ensuring the Trust has robust HR policies and procedures in place is delegated by the Chief Executive to the Director of Organisational Development and People.

The Chief Nurse, Medical Director and Chiefs of Service, Associate Directors, Divisional Chief Nurses and Heads of Professions are responsible for ensuring professional standards are upheld in respect of uniform, Theatre attire and appearance for all staff groups.

6.3 Managers

Managers are responsible for ensuring that their staff are aware of the Trust requirements for appearance and the wearing of designated uniforms and Theatre attire.

They are responsible for ensuring staff adhere consistently to the principles of this policy and for taking appropriate action where this policy is breached and for escalating via their management structure any concerns of consistent non-compliance.

Managers are responsible for creating a culture where the principles of this policy are consistently

applied by all staff and should support staff that escalate concerns about others in regard to the application of this policy.

Managers are responsible for ensuring that staff are issued with the appropriate designated uniform and Theatre attire and for ensuring that any uniforms are returned to the Trust when staff leave employment to prevent the misuse of uniform by unauthorized persons.

6.4 Staff

All staff are personally responsible for familiarizing themselves with this policy and adhering to the principles within it.

Staff are responsible for presenting themselves in a professional manner at all times and in a way which cannot be deemed offensive to patients, colleagues or the public.

Staff are responsible for highlighting to any colleagues when they are not following the policy and for escalating concerns through their line management arrangements where appropriate.

The designated uniform and Theatre attire provided by the Trust remains the property of the Trust and as such, staff are responsible for ensuring that uniforms are returned upon leaving the Trust.

Staff must ensure that where uniforms are provided, they are clean, in good condition and worn in full. Uniforms must be durable enough to withstand decontamination (laundering).

Staff must take reasonable care of uniforms provided and they should only be worn when on duty or undertaking Trust business.

Staff must bring to the attention of the appropriate line manager any defect in a uniform in order that it may be changed/repaired.

Non-uniformed staff should wear appropriate clothing, bearing in mind the type of work undertaken and any health and safety requirement

6.5 Human Resources

HR is responsible for providing advice to managers in the application of this policy.

6.6 Linen Services

Linen Services are responsible for agreeing and reviewing the process for issuing designated uniforms and Theatre attire and for maintaining an up-to-date list of all designated uniforms.

7. Compliance Monitoring arrangements

7.1 Monitoring policy implementation

This policy will be reviewed in line with the Trust Policy on Management and Development of Procedural Documents; the standard length of time for review is three years.

However, changes within the organisation affecting this process, together with any changes in legislation or the requirements of external regulators /accreditation organisations may prompt the need for revision before the three year natural expiry date.

7.2 Monitoring approval, amendments and document control

Staff compliance with this policy will be measured by:

- Spot checks of dress, accessories and uniform compliance using the agreed (Appendix 5)
- Dress Code/Uniform Audit Tool (Appendix 2/3).

Non-compliance with this Policy, after appropriate investigation, may result in action being taken under the Trust's Disciplinary Policy and process.

8. Training to ensure compliance with this policy

The Trust process for dissemination of policies will be followed as described in the Organisation Wide Policy for the Management and Development of Procedural Documents.

This includes:

- posting on the dedicated Policies and Procedures page of the Intranet
- notification to all staff of the new policy on the next available E-Bulletin

9. References and associated documents

9.1 References

Royal College of Nursing, Guidance on uniforms and work wear 2013.
Department of Health, Uniforms and Workwear; an evidence base for developing local policy (2007 - revised March 2010).

Royal College of Nursing, Guidance on uniforms and clothing worn in the delivery of patient care, 2005.

Health & Social Care Act 2008

Personal Protective Equipment at Work Regulations 1992

9.2 Related Trust Policies

As well as adhering to the legislation outlined above, this policy is linked with, and should be read in conjunction with the following Trust Policies and processes:

- Infection Prevention and Control Policy
- Disciplinary Policy
- COSHH Policy
- Health and Safety Policy
- Hand Hygiene Policy
- Care of Linen Policy
- Smoking Policy
- Patient Experience Strategy

11 Document Control

Consultation record

Relevant service	Specialty, Sponsor or User Group name	Individual's name	Job title	Date consulted	Date feedback received
Clinical Divisions				April 2018	April 2018
Workforce Committee				April 2018	April 2018
JNCC				May 2018	April 2018

Change History

Change history			
Version	Date	Author/Procedure Lead	Details of change
1	unknown	unknown	New Policy
2	Jan 2001	Karen Belcher	Review and revision
3	Dec 2005	Irene Scott	Review and revision
4	Mar 2007	Irene Scott	Review and revision
5	Feb 2008	Irene Scott	Review and revision
6	Jul 2008	Karen Devanny	Review and revision
7	Oct 2010	Mary Sexton, Chief Nurse	Review and revision to incorporate new DoH guidance on Uniform and Work wear (issued March 2010)
8	Oct 2011	Hamish Wallis	Review and revision to incorporate theatre scrubs and non-theatre scrubs
8.1	Apr 2012	Sally Brittain, Deputy Chief Nurse	4.2.1 Shoes must be black
8.2	Jan 2014	Sally Brittain, Deputy Chief Nurse	Review and Revision
9	November 2018	Victoria Daley, Deputy Chief Nurse	Review and Revision

Appendix 1 Equality Analysis (EqA)

By completing this document in full you will have gathered evidence to ensure, documentation, service design, delivery and organisational decisions have due regard for the Equality Act 2010. This will also provide evidence to support the Public Sector Equality Duty relating to: Eliminating discrimination, Promoting equal opportunities & Promoting good community relations

Name of the policy / function / service development being assessed	Dress Code and Uniform Policy	
Date last reviewed or created & version number	Reviewed November 2018, V 9	
Briefly describe its aims and objectives:	<p>The Dress Code and Uniform Policy is necessary in order to:</p> <p>Project a professional image to encourage public trust and confidence</p> <p>Support mandatory Infection Prevention & Control and Health & Safety legislation</p> <p>Ensure all staff are familiar with current evidence available on wearing of suitable dress or uniforms.</p> <p>Promote mobility and comfort of the wearer.</p> <p>Allow identification for security and communication purposes.</p>	
Directorate lead	Victoria Daley,, Deputy Chief Nurse	
Target audience (including staff or patients affected)	The policy applies to <u>all staff</u> , including those with honorary contracts, agency workers, students and other NHS staff including ambulance teams, when working on Trust premises.	
Screening completed by (please include everyone's name)	Organisation	Date
Sally Knight	SaSH	8/10/13
Sally Brittain	SaSH	8/10/13
Victoria Daley	SaSH	13/11/18

Equality Group (Or protected characteristic)	What evidence has been used for this assessment?	What engagement and consultation has been used	Identify positive and negative impacts	How are you going to address issues identified?	Lead and Timeframe
Age	Workforce data	Equality Impact assessment on previous versions of this policy. Consultation with BME staff network, HR business partners, unions and staff.			
Disability	Workforce data, staff survey data.		Potential for negative impact on disabled staff if their disability makes it difficult to comply with the policy e.g. wearing wrist splints	Amendment to policy that part of the managers duty is to make reasonable adjustments so that staff can comply with the policy	Victoria Daley End November 2018
Gender reassignment	No workforce data available		Potential for negative impact on staff whilst transitioning	Transgender staff should be permitted to wear the uniform appropriate to their chosen sex.	Victoria Daley End November 2018
Marriage & Civil partnership	Workforce data				
Pregnancy & maternity	Workforce data				
Race					
Religion & Belief			Potential for negative impact for staff to be bear below the elbow in clinical areas	Local agreements may be made with staff whilst maintaining the requirements for infection control and health and safety.	Victoria Daley End November 2018
Sex					
Sexual orientation					
Carers	No workforce data				

Appendix 2:

Uniform Audit

Date:/...../.....

..... Ward

Replies should be **yes (y or v)** **no (n or x)** or **n/a**

		1	2	3	4	5	Comments
Uniform is	a dress						
	a tunic & trousers						
	clean (no visible soiling)						
	in a good state of repair						
	appropriate (i.e. no tracksuit trousers, etc.)						
Cardigan or sweater or fleece	is not worn during clinical care						
	Staff adhere to cardigans not worn during clinical care policy						
	if worn during break is black or navy						
Footwear is	black						
	flat						
	toes enclosed						
Tights or socks	black * tights not required in summer						
Hair is	neat and tidy						
	arranged off the collar						
Nails	nail varnish not worn						
	staff adhere to no nail varnish policy						
	false nails are not worn						
	staff adhere to no false nails policy						
Watches	wrist watch is not worn						
Jewellery	maximum one pair stud earrings						
	maximum one wedding ring						
	necklace is covered by clothing						
	maximum of three professional badges						
I.D. Badge is clearly	visible						
	legible						
Tattoos	no offensive tattoos						
	staff adhere to no offensive tattoos policy						

Appendix 3:

CLINICAL AUDIT ACTION PLAN

Project Title: Uniform Policy Audit **Ward:**

	Suggested action	'Implement by' date	Staff member responsible	Manager responsible	Change Stage key (see notes)
1					
2					
3					
4					
5					

Change Stage Key:

1: Recommended	5: Made - partial implementation
2: Under investigation	6: Full implementation completed
3: Agreed, but not yet actioned	7: Never actioned (please provide reason why)
4: Action in progress	

	<u>Signature</u>	<u>Name (PRINTED)</u>	<u>Date</u>
Ward Manager	
Directorate Matron	

Appendix 4: Staff Uniform Identifier

Staff Group/Grade	Dress/Tunic	Trimming
Healthcare Assistant	Lavender and white stripe dress/tunic Navy Trouser	
Healthcare Assistant (male)	White tunic with lavender epaulettes Navy Trouser	
Ward Clerk	Plain Lavender Dress/Tunic Black trousers	
Staff Nurse	Blue and white Stripe dress/tunic Navy trouser	
Male Staff Nurse	White Tunic with blue epaulettes Navy Trouser	
Sister	Plain Navy Dress/Tunic Navy Trouser	White
Senior Sister/Senior Charge Nurse	Navy Dress with White Dots Navy Trousers	
Senior Nurses/Chief Nurse/DCN/Divisional Chief Nurses	Grey Dress/Tunic	Red
Specialist Nurse	Plain Navy Dress/Tunic Navy Trouser	Eau-de-nil (pale blue/green)
Nursery Nurse	Plain Pink Dress/Tunic Navy Trouser	White
Charge Nurse	White tunic with black epaulettes Navy trouser	
Midwives	Plain navy dress/tunic Navy trouser	Cerise (pink)
Home Birth Team (Midwives)	Navy Polo Shirts/Navy Trousers	
Matron	Purple Dress or Purple Tunic with black trousers	White
Car park Attendants/ Drivers	Black Polo Shirt Black Fleece/Jackets + High Visibility Vests Black Trouser	
Porters/Post Room	Blue Polo Shirt Grey Sweatshirt (rolled up to above elbow) Black trouser	
Housekeeping	Black Dress/tunic Black trousers	White
Domestics	Plain Aqua Dress/Tunic Grey Trouser	White

Theatre Staff	Light Blue Scrubs	
Non Theatre Clinical Areas Staff	Burgundy Scrubs	
Critical Care Outreach Nurse	Dark Blue Scrubs	
ED Doctors	Own clothes	
ED Consultants	Black Scrubs	
ED Registrars	Emerald Green Scrubs	
Deep Clean Team	Red Scrubs	
Radiographers	Maroon	White
Catering	Whites	
Occupational Therapy	White Tunic Green Trousers	
Physiotherapy	White or Blue Tunic Polo shirts (occasionally, in Summer) Navy blue Trousers	
Catering - Chef	Whites Check Trousers	

Appendix 5: General Presentation and Appearance - Quick Reference Guide

Bare Below Elbow

Description	Do's and Don'ts
Uniform/General Work Wear	Clothes neat, tidy and freshly laundered e.g. free from obvious dirt, stains & odours.
Badges	Maximum of 3 professional badges
Beards	Short, neatly trimmed or tidily secured
Belts	Buckles cannot be worn when participating in direct patient care.
Cardigans/Jumpers/Fleeces	Not to be worn when providing direct patient care in clinical areas.
Chewing Gum	Staff are not permitted to chew gum whilst on duty.
Facial/Body Piercings	Visible Nose/Tongue Studs not permitted (to be removed whilst on duty) If a member of staff has piercing for religious or cultural reasons, they must be covered.
Facial Covers	Staff who wear facial coverings for religious reasons refer to section 4.4
Hair	Clean, neat and tidy Long hair should be tied back, above the collar, when working in a clinical setting and not require frequent re-adjustment Headwear worn for religious purposes are permitted
Jewellery	Jewellery should be discreet, appropriate, not cause offence or be a health and safety hazard. Clinical Staff must not wear items of jewellery other than: <ul style="list-style-type: none"> • one pair of stud earrings (no hoop earrings) • wedding band

	Necklaces must not be worn.
Make-up	If worn, should be minimal/unobtrusive
Nails	Clean and well-manicured. For clinical staff nails must be short and unvarnished. Artificial nails should not be worn in clinical areas.
Tattoos	Visible tattoos are to be discouraged and where present should not be offensive to others. Where they may be deemed to be offensive they should be appropriately covered.
Ties	Not to be worn in clinical areas.
Tights/Stockings	Black/Natural
Socks	Dark
Watches	Wrist watches must not be worn whilst delivering clinical care.

