

Uniform and Dress Code Policy

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Version Control Schedule

Version	Type of Change	Date	Revisions from previous issues
Four	Revised text within policy to clarify meanings and expectations. Updated appendices for catering, theatre and clinical/non clinical staff.	September 2014	Alterations to policy to reflect changes in Trust wide infection control measures. Additional alterations to reflect laundering, adherence to policy for staff in catering, theatres, clinical and non-clinical staff.
Five	Appendix 5 updated	May 2017	Updated Appendix 5 to reflect uniform changes across the Trust
Six	Full review	January 2018	Alterations include incorporation of EDI requirements.

Equality Impact

Bolton NHS Foundation Trust strives to ensure equality of opportunity for all service users, local people and the workforce. As an employer and a provider of healthcare Bolton NHS FT aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. This document has therefore been equality impact assessed to ensure fairness and consistency for all those covered by it regardless of their individuality. The results are shown in the Equality Impact Assessment (EIA).

Contents

Section	Index	Page number
1	Introduction	3
2	Purpose of Policy	3
3	Terminology and Definitions	4
4	Duties and Responsibilities of Individuals and Groups	4
5	Policy Implementation	5
6	Guidelines Applicable to Staff	6
	6.2.1 Bare below the elbow	6
	6.2.2 ID Badge	6
	6.2.3 Lanyards	6
	6.2.4 Uniforms	7
	6.2.5 Piercings	7
	6.2.6 Body Art	8
	6.2.7 Allowance on the grounds of religious or cultural benefits	8
	6.2.8 Headwear	9
	6.2.9 The Kara	9
	6.2.10 The Kirpan	9
	6.2.11 Forearms	9
	6.2.12 Undershirts	9
7	Monitoring and Review	10
8	References	10
9	Appendices	
	Appendix 1 Flow Chart to Support	12
	Appendix 2 Clinical Uniform Wearer	13
	Appendix 3 Clinical Non-Uniform Wearer	15
	Appendix 4 Theatre Specific	17
	Appendix 5 Non-Clinical Staff in Uniform	21
	Appendix 6 Non-Clinical Staff and Non-Uniform Wearers	23
	Appendix 7 Procedure for Supply/Return of Nursing/Midwifery Uniforms (including Bank)	25
	Appendix 8 Uniform Allowance per days worked	26
	Appendix 9 Description of Uniforms	27
	Appendix 10 Guidelines for Staff Washing Their Uniforms at Home	30
	Appendix 11 Equality Impact Assessment Tool	31
	Appendix 12 Document Control Tracking	32

1. INTRODUCTION

- 1.1 The aim of this policy is to ensure that all staff (both directly and indirectly employed) whilst on duty within the Trust are dressed in such a way that maximises staff and patient safety, and projects a professional image. All agency staff, students, volunteers and work experience staff are expected to adhere to this Policy.
- 1.2 The professional image presented by staff is an important component in the way we are perceived by colleagues, patients and the public. Uniforms make a profession recognisable, which in turn promotes trust and confidence. A professional appearance and manner is important to maintain patient and public confidence.
- 1.3 The Trust respects the right for staff to adhere to religious and cultural observances. However, consideration should be given to infection prevention and control, the operation of machinery, clear identification of staff and clear communication with patients.

2. PURPOSE OF THE DOCUMENT

- 2.1 Adhering to the Uniform and Dress Code Policy applies to and is mandatory for all Trust staff working in any clinical area (as defined in section 3) and includes ward and clinic settings, schools and patients homes. Standards of personal presentation in the workplace are expected to be high at all times and any uniform provided to be worn in the prescribed manner. The purpose of the policy is to ensure that all staff are clear on the standard of dress expected while at work, whether wearing uniform or non-uniform. The dress code details the standards and image which the Trust wishes to convey to all patients/clients, partners and members of the public. In all cases, the following principles should be supported and promoted, in order to adhere to the recognised legal framework:

- Health, safety and well-being of patients
- Infection prevention & control
- Public confidence and professional image
- Professional accountability, as defined by professional bodies/councils

- 2.2 The application of this policy will:

- Ensure staff maintain a positive professional image and do not present themselves in a manner that might undermine confidence in the Trust or its services.
- Enable easy identification of role, profession and individual staff member is maximised through clear and visible staff identification.
- Ensure staff wear clothing in line with the principles of this policy
- Ensure that infection prevention & control and health and safety issues are addressed recognising the specific requirements for Personal Protective Equipment (PPE).
- Professional accountability, as defined by professional bodies/councils

Version	6	Document	Uniform and Dress Code Policy	Page 3 of 34
Date	August 2018	Next Review Date	August 2021	

3. TERMINOLOGY AND DEFINITIONS

- 3.1 The term 'Staff', 'Trust staff' or 'Employees' relates to any person working in the Trust, on any form of contract, it also includes people who are on Trust premises providing a service.
- 3.2 Theatre clothing ('scrubs' as they are commonly known), relates to clothing used in areas such as theatres, critical care areas, including accident and emergency dept. Scrubs are not part of a corporate uniform hence can only be worn outside those areas if it forms part of staff duties or as a response to an emergency situation. Staff must always change into their scrubs at work and remove them before leaving, with the exception of staff working in A/E who have a uniform similar in appearance to scrubs.
- 3.3 'Patient facing duties' is whereby an employee is required to work with patients on a face-to-face basis.
- 3.4 'Direct care' relates to the delivery of physical care of an identified patient by an identified clinical professional, used throughout the National Health Service in the United Kingdom.
- 3.5 'Clinical area' in the context of this policy means any area where treating or managing patients occurs. This therefore consists of environments such as hospital wards, clinics and health centres, schools and patients own home.

4. DUTIES AND RESPONSIBILITIES OF INDIVIDUALS AND GROUPS

- 4.1 It is the responsibility of all individuals' to ensure compliance with the standards set out in this Policy.
- 4.2 Managers are responsible for ordering of uniforms (Appendix 5). They must also ensure uniforms are returned on termination of employment along with personal Trust Identification Badge, car passes and keys (Appendix 5). Managers are also responsible for observing that their staff adhere to this policy.
- 4.3 Not all staff are required to wear uniforms, however, the way staff dress sends important messages to the patients they care for, and the public. Infection prevention and control and public confidence underpin this uniform and dress code. The objectives of this policy are to:
- Project a corporate image throughout the Trust and readily identify staff groups to patients and visitors.
 - Reflect the professionalism of medical, nursing, allied health professionals, administration and support staff working in Bolton NHS Foundation Trust.
 - Minimise the risk of cross infection and comply with health and safety standards.

Version	6	Document	Uniform and Dress Code Policy	Page 4 of 34
Date	August 2018	Next Review Date	August 2021	

5 POLICY IMPLEMENTATION

- 5.1 The flowchart (Appendix 1) supports staff and managers to follow the appropriate guidance for staff working within the Trust.
- 5.2 Any discussions regarding uniforms must be co-ordinated in the first instance with line managers and within divisions. There should be no requirement for staff to hold discussions regarding uniform and dress code policy compliance or alterations outside of the divisions they work within. Divisions are expected to respond to any staff enquiries accordingly and escalate any issues to PAG if necessary.
- 5.3 Requests for altering or including new uniforms into the Trust will be co-ordinated via divisions and PAG to ensure a process is followed (outlined in Appendix 9). Following agreements reached the Contract Co-ordinator will require copying in to the agreement contained in the minutes from the PAG Meeting as proof of approval, so that orders can be placed for introducing new or amendments to existing uniform.
- 5.3 Responsibilities for implementation of this policy are clear and set out below:

5.3.1 Professional Advisory Group (PAG)

The Professional Advisory Group is responsible for approving the content of this policy and undertaking a review every 3 years or sooner if changes are required. The PAG is also responsible for monitoring action plans produced by Department Heads in response to incident reports associated with lack of compliance with this policy by staff within their area of responsibility.

5.3.2 Divisional Director of Operations

It is the responsibility of the Divisional Director of Operations (DDO) to ensure all staff within their Division are aware of and adhere to this policy at all times.

5.3.3 Divisional Nurse Directors/Heads of Division/Matrons/Business Managers

The Divisional Nurse Directors are responsible for assuring themselves that the nursing/midwifery staff in their division adhere to policy requirements.

The Heads of Division are responsible for assuring themselves that the medical staff in their division adhere to policy requirements.

The Allied Health Professional (AHP) Leads are responsible for assuring themselves that the AHP staff in their division adhere to policy requirements.

Matrons and Business Managers are responsible for monitoring action plans produced by Ward/Department Managers in response to incident reports associated with lack of compliance with this policy by staff within their area of responsibility.

Version	6	Document	Uniform and Dress Code Policy	Page 5 of 34
Date	August 2018	Next Review Date	August 2021	

5.3.4 Ward Managers/Department Managers

Ward/departmental managers are responsible for ensuring all their staff adhere to this policy. Managers are responsible for ensuring:

- Uniforms are supplied in a timely manner.
- Sufficient uniforms are supplied to ensure a clean uniform can always be worn to work
- That all staff delivering patient care in their ward/department are compliant with policy requirements

5.3.5 All Staff

All staff are responsible for complying with this policy.

6 GUIDELINES APPLICABLE TO STAFF

6.1 Standards of Uniform and Dress Codes to be followed as per relevant appendix – please refer to the Flowchart in Appendix 1 to guide.

6.2 General principles of guidance are explained below:

6.2.1 Bare below the elbow

For all staff working or entering a clinical setting, regardless of if they wear a uniform or not, must follow a 'bare below the elbow' dress code to ensure stringent hand hygiene compliance. Bare below the elbow requires staff to have no clothing or jewellery, watches, bracelets etc. on their hands or arms below the level of their elbow. A single plain ring is an allowable exception.

6.2.2 ID Badge

Trust identity badges must be worn at all times whilst on duty, preferably at chest height so they are clearly visible. Other badges should be restricted to a maximum of two, and may include a badge depicting professional registration and trade union/professional association. In certain areas or at certain times wearing of badges may not be permissible for the safety of patients such as with vulnerable adults or children and neonates where the risk of injury to patients from badges is greater. Please check with manager of department/ward if in doubt.

6.2.3 Lanyards

If staff in clinical practice wear uniforms then it is expected they will wear their ID badge at chest height fastened to a uniform pocket which is preferred to a lanyard. However, for those staff in a clinical environment and not in uniform then neck lanyards can be worn, but must not contravene safe clinical practice when delivering care to patients (lanyards should be tucked away). Neck lanyards must have a quick release safety clip, be visibly clean and unadorned with badges and laundered regularly. Lanyards must only be from a recognised professional organisation such as NHS or RCN. Lanyards are not permissible in a theatre environment.

Version	6	Document	Uniform and Dress Code Policy	Page 6 of 34
Date	August 2018	Next Review Date	August 2021	

6.2.4 Uniforms

Cardigans, fleeces and jackets must be removed prior to any patient contact and when entering clinical areas. They must be of a plain colour in line with uniform specifications with the absence of any logos.

Pens and scissors must not be carried in outside breast pockets unless they are secured.

Staff working in areas such as Neonatal Unit and Intensive Care/High Dependency Units where possible should change at work due to the nature of the patients on the Unit.

Trust uniform must not be worn when on duty for another organisation such as when working locum, bank or agency shifts in another NHS hospital or private establishment such as a nursing home.

Uniform wearing staff are not required to change unless changing facilities are provided and may travel to and from work in uniform. Their uniform must be covered with a coat and staff must travel directly between work and home.

Uniforms must not be worn when not on duty, such as shopping or undertaking activities in public. Permission must be obtained from line managers to wear uniform at formal outside events.

Community teams (such as District Nurses, Children's Community Team, Midwives) will be required to wear uniforms as they practice in a variety of settings, however the above principles will be adhered to and in addition community staff are expected to cover their uniforms with coats as they travel between areas of practice, this is suggested primarily for reasons of safety for staff.

Footwear in general must be clean, fluid repellent and rubber soled.

6.2.5 Piercings

With the exception of earrings all associated piercing jewellery must be removed as no other visible piercings are allowed. Staff are to think about the Trust policy when considering visible piercings to avoid request to remove.

A single nostril piercing is permissible for religious or cultural purposes only but must only be a small unadorned plain nostril stud positioned flat.

Earrings are restricted to one pair of plain stud earrings. Ear 'stretching' or gauging is becoming more common where someone may have a larger than average hole in the ear lobe. The 'tunnel' or 'plug' if worn MUST be as close to natural skin tone for the individual and will count as the equivalent of one

Version	6	Document	Uniform and Dress Code Policy	Page 7 of 34
Date	August 2018	Next Review Date	August 2021	

pair of plain earrings. A 'Taper', a long stick to stretch the earlobe is NOT permissible.

6.2.6 Body Art

All body art must be discrete as it may be offensive to members of the public or staff. Any visible inappropriate body art must be covered at all times whilst staff are on duty. The departmental manager will be responsible for determining whether any body art is inappropriate. Inappropriate body art will include offensive language or naked images.

It is acknowledged that some religions/cultures use henna to decorate their bodies at certain times of the year and this is deemed as acceptable.

6.2.7 Allowance on the grounds of religious or cultural beliefs

Some staff will wish to wear items as an expression of their religious identity. In most circumstances this is welcomed and encouraged by the Trust, providing that the health and safety and security of patients are not compromised.

Staff who wear 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, visitor and colleagues.

Individuals who wish to wear something that potentially contravenes the Uniform and Dress Code Policy should discuss this in confidence with their Line manager. A compromise can often be found

When a line Manager receives such a request for an accommodation on religious or cultural grounds, they should consider each situation on an individual basis and in the context of their particular job. When considering a reasonable adjustment it is useful for managers and staff to consider the following questions

- Is there a legitimate health and safety requirement for this dress code?

If yes, then any adjustment proposed must still be able to meet this requirement or it cannot be approved

- Does the adjustment proposed affect the person's ability to meet the requirements of the job?

If yes then the proposed adjustment cannot be approved and alternative adjustments will need to be considered

A number of common adjustments that can be made are listed below. For further support, please contact: Rahila Ahmed, Equality and Diversity Lead, ext. 4173.

Version	6	Document	Uniform and Dress Code Policy	Page 8 of 34
Date	August 2018	Next Review Date	August 2021	

6.2.8 Headwear

Turbans, Kippots, and headscarves are supported on religious grounds. The latter should be above the shoulder, tucked in and worn unadorned, and secured neatly so as not to interfere when delivering direct patient care, or working with equipment. For staff wearing religious headwear working within a theatre environment a theatre hat or hood must be worn over headwear.

6.2.9 The Kara

Both male and female Sikhs wear the Kara; a sacred bracelet made of steel. It is a religious requirement to wear the Kara. Sikhs are not permitted to remove the Kara. Sikh staff are permitted to wear the Kara provided that it is pushed up the arm and secured in place with tape for hand washing and during direct patient care activity.

6.2.10 The Kirpan

The Kirpan is a ceremonial sword that is worn by initiated Sikhs. The Kirpan is carried in a sheath attached to a cloth belt. It is normally worn discreetly under clothes and most people would be unaware that a Sikh was carrying a Kirpan. The size of the Kirpan may differ, but may only be a few inches.

Under the criminal Justice Act, the Kirpan is NOT classified as an offensive weapon and therefore Sikhs carrying the Kirpan are exempt from prosecution under the Offensive Weapons Act 2008.

The Trust recognises that initiated Sikhs have the right to wear the Kirpan. However it is mindful that not everyone will be familiar with the full significance of the Kirpan. As such, in order to avoid undue alarm to others, wearers of the Kirpan must ensure that it is worn discreetly

6.2.11 Forearms

Some staff may not wish to expose their forearms to be compliant with Bare Below the Elbow on religious or cultural grounds. The general Trust policy in these cases is to recommend the wearing of a long-sleeved t-shirt under their uniform which must be secured above the elbow when delivering care and whilst performing hand hygiene but may cover the forearms at other times. There should be a discussion between the affected staff member and their manager on a case-by-case basis. If an agreement cannot be reached then the manager should refer the issue to the Trust Equality and Diversity Lead on ext. 4713 for advice and support.

6.2.12 Undershirts

Uniform wearing staff may wish to wear an undershirt in the interest of comfort – particularly in cold weather. As a general principle these should be short sleeved (above the level of the uniform over the top) except where accommodation is needed for religious/cultural reasons as agreed between

Version	6	Document	Uniform and Dress Code Policy	Page 9 of 34
Date	August 2018	Next Review Date	August 2021	

the member of staff and their line manager. Undershirts must be plain and white, black or navy blue in colour.

7 MONITORING AND REVIEW

- 7.1 Managers are responsible for monitoring compliance with this policy. In clinical areas, hand hygiene audits include elements of compliance against uniform policy standards.
- 7.2 The Policy will be subject to regular review, usually every 3 years or sooner in line with any new guidance that may be published.
- 7.3 Approval for any modifications or new uniforms must go through the Professional Advisory Group for approval.

AREA TO BE MONITORED	METHODOLOGY	WHO	REPORTED TO	FREQUENCY
Adherence to the uniform, jewellery and nail standards defined in the policy	Snapshot audit	Theatre Matron	Theatre Governance Group	Annual
First impressions:15 step challenge as outlined in section 1.0	Audit of all staff in a clinical area (also means non clinical staff in wards and departments) with BoSCA template	BoSCA audit team for the area	Ward or department team and divisional team	Undertaken as per BoSCA schedule

8 REFERENCES

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Version	6	Document	Uniform and Dress Code Policy	Page 10 of 34
Date	August 2018	Next Review Date	August 2021	

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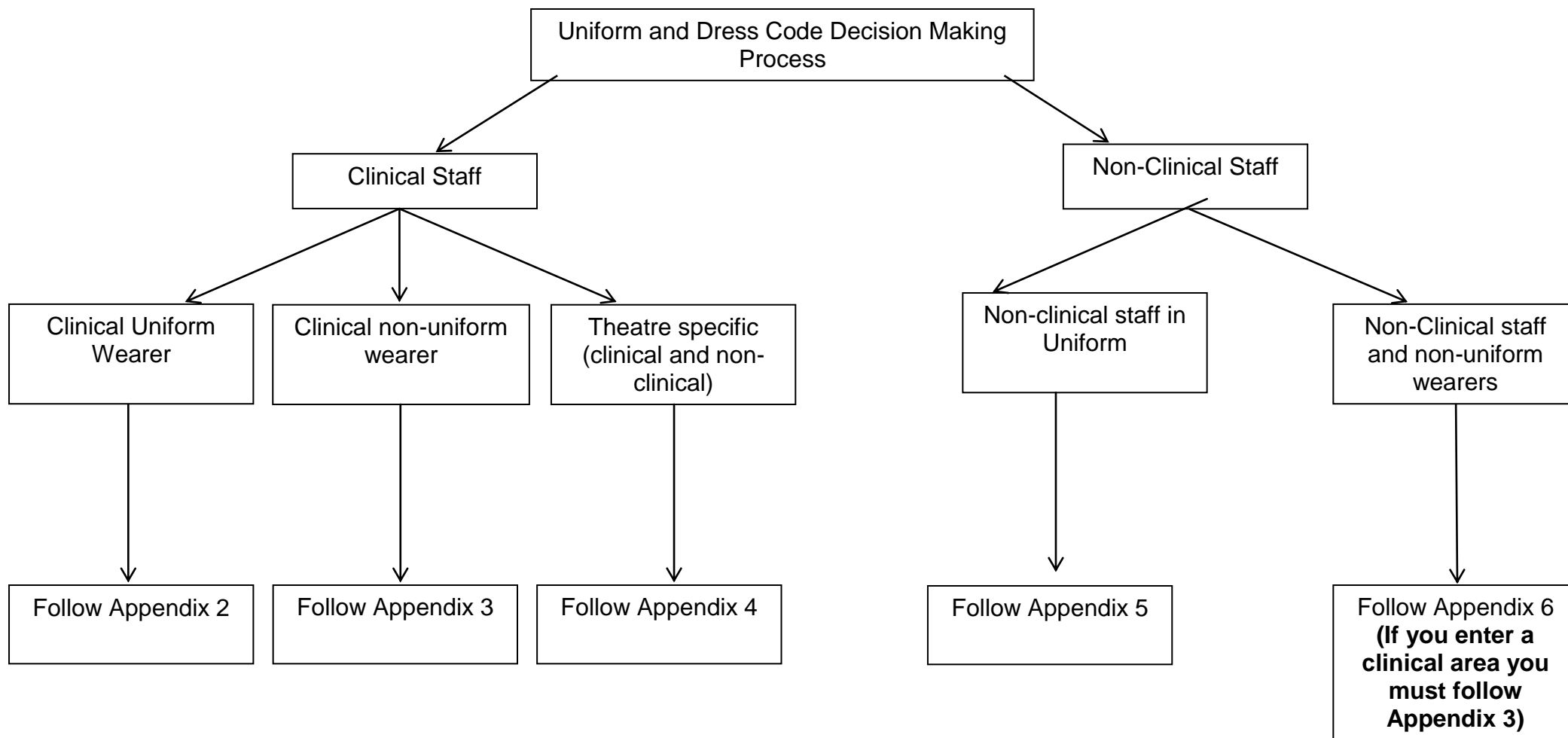
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Version	6	Document	Uniform and Dress Code Policy	Page 11 of 34
Date	August 2018	Next Review Date	August 2021	

9 APPENDICES

Appendix 1 Flowchart to support specific appendix for staff to follow



Appendix 2: Clinical Uniform Wearer

All staff involved in clinical care must adhere to the requirements below.

POLICY	RATIONALE
<p>Hair: Hair must be tidy, off the face and if long should be worn off the collar and tied back to facilitate this where hair is long when staff work in clinical areas or where hair may be caught in moving parts of equipment or machinery. Hairbands should be unadorned and of one plain colour. Hair styles with shaved words or logos are inappropriate and may cause offence to others, therefore not permissible.</p> <p>Hair colours can be dyed but must be of a natural colour.</p> <p>N.B. You may be asked to refrain from work without pay until such a time when adherence is re-established.</p>	<p>Potential for wound contamination from loose hair. Providing hair is clean and tidy the risk of dispersal is minimal.</p> <p>Health and safety</p>
<p>Fingernails: Nails should be kept short and clean. Artificial/gel/acrylic nails and nail varnish are not permitted under any circumstances. This includes clear nail varnish.</p>	<p>To avoid transferring bacteria under the fingernails. Reduces the risk of trauma to the patient when involved in direct patient contact.</p>
<p>Jewellery: The following items of jewellery are permitted:</p> <ul style="list-style-type: none"> ▪ A single plain band ▪ One plain stud earring in each ear ▪ One plain nose stud (for religious or cultural purposes only) <p>Medic-alert jewellery may be worn but must be cleanable, unadorned and discrete.</p> <p>No other jewellery is permitted to be worn whilst at work including:</p> <ul style="list-style-type: none"> ▪ Wristwatch ▪ Wristbands (including charitable wristbands) ▪ Bracelets/bangles ▪ Ankle chains ▪ Other visible body jewellery/ augmentation <p>NB If there is a religious or cultural requirement to wear jewellery, this should be raised with the staff member's line manager and a compromise agreed which should be documented in the staff member's personal file.</p> <p>Generally necklaces may be worn provided that they are covered by staff uniform.</p> <p>Mangalsutra are permitted.</p>	<p>To prevent injury to staff and patients during work duties. Rings with stones may present a scratch hazard to patients and stones may become dislodged. Dangling jewellery such as hoop earrings and necklaces may be a snag hazard on equipment or when working with patients or a choke hazard (necklaces).</p> <p>Hand and wrist jewellery is restrictive of effective hand hygiene technique.</p> <p>All jewellery is a potential reservoir for infectious agents and could present a risk for infection transmission. This risk should be minimised; plain studs or bands can be effectively decontaminated.</p>
<p>Piercings: Earrings-One pair of small undecorated stud earrings is permissible. A 'tunnel' or 'plug' if worn MUST be as close to natural skin tone for the individual and will count as the equivalent of one pair of plain earrings. All other visible body piercings should be covered with a blue plaster until the wound has healed. Once the wound has healed, all associated piercing jewellery must be removed as no other visible piercings are allowed. Staff are advised to consider the Trust policy prior to</p>	<p>Maintaining a professional appearance is important for patients.</p> <p>New wounds shed high levels of bacteria.</p>

considering visible piercings to avoid request to remove.	
<p>Footwear: Must be black or white if permissible, a full fluid repellent shoe covering the whole foot and rubber soled, clean, plain, low heeled, enclosed and in a good state of repair. Staff are responsible to ensure that footwear worn is appropriate to the area in which they are working and complies with health and safety regulations.</p> <p>'Crocs', sandals or open toe shoes are unacceptable footwear and not allowed. Trainers are only permissible if specified within Uniform descriptions (Appendix 9) and can only be plain black or white.</p> <p>Specialist areas such as theatres, therapies or radiography supply or recommend specific footwear (Appendix 4&9). Exceptions to this are on the recommendation of Occupational Health.</p>	<p>Noise in hospital is a national problem, especially at night; therefore rubber soled shoes are preferred. Shoes in a poor state of repair are a safety risk. Staff working in a clinical area must take noise issues into account regarding their footwear.</p> <p>Health and safety statutory requirements</p> <p>These do not protect staff from potential blood and chemical spill exposure and potential inoculation injuries. DH Guidance-CMO</p>
<p>Tights/Stockings/Socks: Tights/stockings/hold ups should be plain and in a colour in keeping with the uniform, they should be worn if wearing dresses. If staff wear stockings/hold ups then all care must be taken to ensure that the tops are not visible. Exceptions to this are during the months of May to September inclusive due to heat. Socks must only be worn with trousers.</p>	To promote a professional appearance.
<p>Designated Uniform: Must be changed daily and laundered including being neatly ironed. Those staff wearing white uniforms should maintain whiteness as off white/grey will be seen as unclean and compromise professional image</p>	Reduces the risk of cross-infection. To promote professional appearance.
<p>ID Badges: Must be clearly visible and worn at all times at chest height and cleaned regularly with detergent/detergent wipes or when contaminated with sanitising wipes.</p>	Security Policy

Appendix 3: Clinical non-uniform wearer

All staff involved in clinical care must adhere to the requirements below.

POLICY	RATIONALE
<p>Hair: Hair styles with shaved words or logos are inappropriate and may cause offence to others, therefore not permissible.</p> <p>Hair colours can be dyed but must be of a natural colour.</p> <p>Hair must be:</p> <ul style="list-style-type: none"> • Tidy • Off the face • If long should be worn off the collar and tied back • Hairbands should be unadorned and of one plain colour. 	<ul style="list-style-type: none"> • Infection control risk • Maintaining a professional appearance is important for patients and corporate identify.
<p>Fingernails: Nails should be kept:</p> <ul style="list-style-type: none"> • Short and clean. • Artificial/gel/acrylic nails and nail varnish are not permitted under any circumstances. This includes clear nail varnish. 	<ul style="list-style-type: none"> • Infection control risk. • Potential harm to patient.
<p>Jewellery: The following items of jewellery are permitted:</p> <ul style="list-style-type: none"> ▪ A single plain band ▪ One plain stud earring in each ear ▪ One plain nose stud (for religious or cultural purposes only) <p>Medic-alert jewellery may be worn but must be cleanable, unadorned and discrete.</p> <p>No other jewellery is permitted to be worn whilst at work including:</p> <ul style="list-style-type: none"> ▪ Wristwatch ▪ Wristbands (including charitable wristbands) ▪ Bracelets/bangles ▪ Ankle chains ▪ Other visible body jewellery/ augmentation <p>NB If there is a religious or cultural requirement to wear jewellery, this should be raised with the staff member's line manager and a compromise agreed which should be documented in the staff member's personal file.</p> <p>Generally necklaces may be worn provided that they are covered by staff workwear.</p> <p>Mangalsutra are permitted.</p>	<p>To prevent injury to staff and patients during work duties. Rings with stones may present a scratch hazard to patients and stones may become dislodged. Dangling jewellery such as hoop earrings and necklaces may be a snag hazard on equipment or when working with patients or a choke hazard (necklaces).</p> <p>Hand and wrist jewellery is restrictive of effective hand hygiene technique.</p> <p>All jewellery is a potential reservoir for infectious agents and could present a risk for infection transmission. This risk should be minimised; plain studs or bands can be effectively decontaminated.</p>
<p>Piercings:</p> <ul style="list-style-type: none"> • Earrings-One pair of small plain stud earrings is permissible. • A 'tunnel' or 'plug' if worn MUST be as close to natural skin tone for the individual and will count as the equivalent of one pair of plain earrings • All other visible body piercings should be covered with a blue plaster until the wound has healed. 	<ul style="list-style-type: none"> • Maintaining a professional appearance is important for patients and corporate identify. • Infection control risk due to new wounds.

<ul style="list-style-type: none"> Once the wound has healed, all associated piercing jewellery must be removed as no other visible piercings are allowed. <p>Please consider the Trust policy when considering visible piercings to avoid request to remove.</p>	
<p>Footwear: Must be:</p> <ul style="list-style-type: none"> Clean Full rubber soled shoe Low heeled, enclosed and fluid repellent. Staff are responsible to ensure that footwear worn is appropriate to the area in which they are working and complies with health and safety regulations. <p>Excluded Footwear:</p> <ul style="list-style-type: none"> 'Crocs', sandals or open toe shoes are unacceptable footwear and not allowed. Trainers are not permissible unless specified within Uniform descriptions (Appendix 9) and can only be plain black or white. Specialist areas such as theatres, therapies or radiography supply or recommend area specific footwear (Appendix 4&9). Exceptions to this are on the recommendation of Occupational Health. 	<ul style="list-style-type: none"> Noise in hospital is a national problem, especially at night; therefore rubber soled shoes are preferred. Shoes in a poor state of repair are a safety risk. . Health and safety statutory requirements These do not protect staff from potential blood and chemical spill exposure and potential inoculation injuries. DH Guidance-CMO
<p>Tights/Stockings/Socks:</p> <ul style="list-style-type: none"> Tights/stockings/hold ups should be plain and in a colour in keeping with the work attire, they should be worn if wearing dresses. If staff wear stockings/hold ups then all care must be taken to ensure that the tops are not visible. Exceptions to this are during the months of May to September inclusive due to heat. Socks must only be worn with trousers. 	<ul style="list-style-type: none"> Maintaining a professional appearance is important for patients and corporate identify.
<p>ID Badges:</p> <ul style="list-style-type: none"> Must be clearly visible and worn at all times Cleaned regularly with detergent/detergent wipes or when contaminated with sanitising wipes. 	<ul style="list-style-type: none"> Security Policy Infection control policy
<p>Clothes:</p> <ul style="list-style-type: none"> Short sleeved blouses/shirts are recommended or sleeves MUST be rolled up above elbow. Remove jackets when in clinical area. Remove or tuck in all neck ties/lanyards prior to any activity involving patient contact or when entering clinical areas. Ensure that skirts are knee length or below. <p>Exclusions:</p> <ul style="list-style-type: none"> Jeans, shorts or other casual trousers must not be worn. Low waistbands/cropped tops showing the abdomen/lower back. Underwear should not be visible 	<ul style="list-style-type: none"> Maintaining a professional appearance is important for patients and corporate identify. Health and safety guidance Infection control policy

Appendix 4: Theatre specific

All staff involved in clinical care must adhere to the requirements below.

- The theatre attire and appearance standards expected of staff when working in and around the operating theatres of this Trust are stated below and all staff are expected to adhere to them.
- Jewellery, nails, and uniform conform with AfPP standards for practice, Trust policies, infection control, security policy, patient safety, public perception & courtesy and corporate image.
- For staff using public facing areas i.e. canteen and shopping outlets, scrubs and shoes must be visibly clean with no stains. Hats and masks must be completely removed. If not adhered to staff will be refused entry and service.

1. THEATRE UNIFORM

Donning theatre attire

- On arrival, staff should select their theatre clothing, remove outdoor clothing and jewellery, and replace with theatre clothing.
- A theatre hat must be worn (see below).
- Clean appropriate footwear must be put on and then hands should be washed.
- Only Foot Wear provided by the Trust is to be worn. This must be navy blue, black or white in colour and must have enclosed toes. Crocs® are not permitted.
- Overshoes must not be used.
- Personal hygiene should be of a high standard. Strong perfume/aftershave should not be worn (only a minimal aroma is appropriate).

Masks

- A mask must be worn, by ALL staff at all times during prosthesis/implant procedures.
- Masks must cover the nose and mouth and tied securely.
- Masks must not be left around the neck or in pockets.
- The mask should be removed by the tapes and discarded in yellow bags and hands should then be washed.

Hats

- A hat must be worn before entering theatre, covering all hair. Hood-style hats are available to cover facial hair.
- For staff wearing religious headwear, a theatre hat or hood must be worn over this within the theatre environment.
- Cloth hats must not be worn.
- Hats should be discarded in black bags unless contaminated, in which case they should be placed in a yellow bag. Hands should then be washed.
- All staff in theatre must ensure that their hair is tied up and off their collar when not wearing a theatre hat.

Version	6	Document	Uniform and Dress Code Policy	Page 17 of 34
Date	August 2018	Next Review Date	August 2021	

Shoes

- Footwear must be visibly clean before leaving the department – they must be free of visible blood/body fluids
- Footwear must be fluid repellent
- Footwear must NOT be left in a contaminated state in the changing rooms. They should be wiped down in the theatre sluice. They should be clean and stored ready for use.
- Shoes must be cleaned down at the end of each day.
- If shoes get contaminated with blood/bodily fluids, they should be washed, immediately with the sanitising wipes or hypochlorite based sanitiser.

Exiting theatres

- Staff must remove masks and hats when leaving the theatre complex and dispose of them as directed above.
- Theatre scrubs must be changed if they become wet or soiled and placed in a blue alginate bag.
- When you have finished working in theatres, remove theatre clothing and place in a blue bag.
- Theatre shoes must be cleaned and stored away and outdoor clothes adorned.

2. THEATRE ATTIRE OUTSIDE OF THE THEATRE COMPLEX

- Band 6-8 to wear role specific tunic and trousers when out of the department, supplied by the trust.
- Endoscopy department to be provided with alternative theatre scrubs indicating band of staff member, in line with current trust uniform.
- Scrubs are permitted to be worn within the hospital, outside of theatre, including public facing areas (e.g. canteen, shopping outlets), but all staff must ensure that they are not soiled with blood, skin preparations, etc.
- For staff entering public facing areas (e.g. canteen, shopping outlets), scrubs and shoes must be visibly clean with no stains.
- Theatre clothing must not be worn outside the building.
- Scrubs are hospital property and are not to be taken home under any circumstance.
- If staff wish to eat in the restaurant or enter other areas of the hospital they should take personal responsibility for their appearance at all times and be mindful that members of the public will be present.
- Theatre gowns, masks and hats MUST NOT be worn outside the theatre complex.
- Shoes must also be checked to ensure that they are not soiled before leaving theatre. Staff must change out of any soiled or dirty theatre clothing must before leaving theatre. Wellington's/wooden clog style footwear must not be worn outside of theatres.
- Shoes worn outside of theatre and into the main hospital must be enclosed, fluid repellent and rubber soled.
- If staff do not adhere to this standard, they will be refused entry and service
- Used theatre clothing must not be stored in lockers but can be hung outside them for later wear.

Version	6	Document	Uniform and Dress Code Policy	Page 18 of 34
Date	August 2018	Next Review Date	August 2021	

3. JEWELLERY

The only jewellery allowed to be worn in theatres is

- A single plain (NO stones and smooth-surfaced) band
- Medical Alert necklaces
- Jewellery worn for cultural reasons should be discussed with the Line Manager and agreed at their discretion; if permitted, it **MUST** adhere to the Health and Safety and infection control rules and **MUST** not hang out of theatre clothes

The following Jewellery are prohibited:

- Rings
- Earrings (including ear tunnels and plugs)
- Necklaces
- Bracelets
- Watches
- Any piercings (nasal, tongue, lip or eyebrow)

4. NAILS

- Artificial finger nails (gel coated, acrylic, false) are not permitted.
- Finger nails should be kept short, clean and nail polish must not be worn.

5. ID BADGES

- ID badges must be worn and be visible at all times.
- It should be worn so as not cause harm to the patient.
- Lanyards must not be used in theatre.
- ID badges must be wiped down once a day with the appropriate sanitising wipes or hypochlorite based sanitiser.
- If your badge becomes contaminated (with blood, urine, vomit or faeces, for example), it must be cleaned with the appropriate with sanitising wipes or hypochlorite based sanitiser.

6. RATIONALE FOR THESE RECOMMENDATIONS

- It is vital that the risk of infection is kept to an absolute minimum in theatres due to the nature of the work undertaken there. This policy is designed to adhere to infection control policy. Examples include:
 - Wearing hats
 - Keeping hair hidden
 - Cleaning contaminated clothing
- It is important to maintain the health and safety of our staff in theatres. Contamination of clothing, for example, exposes them to risk. These standards are expected to reduce this risk of exposure.
- Wearing of different attire in the theatre complex identifies staff as belonging to that area of work. Patients are aware of this and it is important that we maintain their perception of us; contaminated clothing can cause upset to patients and visitors and must be avoided. Hats, masks and surgical gowns can also disturb them.

Version	6	Document	Uniform and Dress Code Policy	Page 19 of 34
Date	August 2018	Next Review Date	August 2021	

- Evidence suggests that levels of bacterial contamination of scrub suits are related to duration of wearing the same suit.
- This policy is consistent with DoH guidelines and Trust Uniform, Security & Infection Control Policies:
 - Hand washing is only effective if free of rings, watches and bracelets
 - Micro-organisms may be harboured under jewellery and/or cause skin reactions resulting from accumulated washing agents
 - Micro-organisms can be harboured under false nails and in chipped nail varnish. Nail varnish obscures the view of the area under the finger nails which may prevent effective cleaning.
 - Long nails may result in scratching of patients' skin.
 - A visible ID badge allows easy identification of staff ensuring adequate security in the operating theatre.
 - Lanyards could allow cross-contamination between patients.
- These specific standards aim to maintain the Health and Safety of patients and staff:
 - Jewellery can be lost and either enter a patient or cause concern that this may have occurred
 - Injury to patients (particularly those that are frail) can occur by jewellery worn by staff
 - Harm to staff can occur if patients pull or grab jewellery or lanyards

Appendix 5: Non-clinical staff in Uniform

POLICY	RATIONALE
<p>Hair: Hair must be tidy, off the face and if long should be worn off the collar and tied back to facilitate this where hair is long when staff work in clinical areas or where hair may be caught in moving parts of equipment or machinery. Hairbands should be unadorned and of one plain colour. Hair styles with shaved words or logos are inappropriate and may cause offence to others, therefore not permissible.</p> <p>Hair colours can be dyed but must be of a natural colour.</p> <p>N.B. You may be asked to refrain from work without pay until such a time when adherence is re-established.</p>	<p>To promote a professional appearance</p> <p>To inspire trust and confidence with the public</p> <p>Health and safety</p>
<p>Fingernails: Nails should be kept short and clean. Artificial/gel/acrylic nails and nail varnish are not permitted under any circumstances. This includes clear nail varnish.</p>	<p>To avoid transferring bacteria under the fingernails.</p> <p>To reduce the risk of trauma to the patient when involved in direct patient contact (however infrequent this may be).</p> <p>To promote a professional appearance</p>
<p>Jewellery:</p>	
<p>When in a non-clinical environment:</p> <p>Jewellery should be kept to a minimum whilst at work.</p>	<p>To present a professional appearance.</p>
<p>When staff are permitted to visit clinical areas:</p> <p>Staff must adhere to the same standards as clinical staff when in a clinical area regardless of their purpose for being there.</p> <p>The following items of jewellery are permitted:</p> <ul style="list-style-type: none"> ▪ A single plain band ▪ One plain stud earring in each ear <p>Medic-alert jewellery may be worn but must be cleanable, unadorned and discrete.</p> <p>No other jewellery is permitted to be worn whilst at work including:</p> <ul style="list-style-type: none"> ▪ Wristwatch ▪ Wristbands (including charitable wristbands) ▪ Bracelets/bangles ▪ Ankle chains ▪ Other visible body jewellery/ augmentation <p>NB If there is a religious or cultural requirement to wear jewellery, this should be raised with the staff member's line manager and a compromise agreed which should be documented in the staff member's personal file.</p> <p>Generally necklaces may be worn provided that they are covered by staff uniform.</p>	<p>To present a professional appearance. Patients and visitors may be unable to differentiate between clinical and non-clinical staff and should expect consistency in staff appearance to promote trust and confidence.</p> <p>To prevent injury to staff and patients during work duties. Rings with stones may present a scratch hazard to patients and stones may become dislodged. Dangling jewellery such as hoop earrings and necklaces may be a snag hazard on equipment or when working with patients or a choke hazard (necklaces).</p> <p>Hand and wrist jewellery is restrictive of effective hand hygiene technique.</p> <p>All jewellery is a potential reservoir for infectious agents and could present a risk for infection transmission. This risk should be minimised; plain studs or bands can be effectively decontaminated.</p>

Mangalsutra are permitted.	
Piercings: Earrings - One pair of small plain stud earrings is permissible. A 'tunnel' or 'plug' if worn MUST be as close to natural skin tone for the individual and will count as the equivalent of one pair of plain earrings. All other visible body piercings should be covered with a blue plaster until the wound has healed. Once the wound has healed, all associated piercing jewellery must be removed as no other visible piercings are allowed. Staff are to think about the Trust policy when considering visible piercings to avoid request to remove.	Maintaining a professional appearance is important for patients. New wounds shed high levels of bacteria.
Footwear: Must be a full fluid repellent rubber soled shoe, clean, plain, low heeled, enclosed and in a good state of repair. Staff are responsible to ensure that footwear worn is appropriate to the area in which they are working and complies with health and safety regulations. 'Crocs', sandals or open toe shoes are unacceptable footwear and not allowed. Trainers are only permissible if specified within Uniform descriptions (Appendix 9) and can only be plain black or white. Exceptions to this are on the recommendation of Occupational Health.	Noise in hospital is a national problem, especially at night; therefore rubber soled shoes are preferred. Shoes in a poor state of repair are a safety risk. Health and safety statutory requirements 'Crocs' do not protect staff from potential blood and chemical spill exposure and potential inoculation injuries. DH Guidance-CMO To promote a professional appearance
Tights/Stockings/Socks: Tights/stockings/hold ups should be plain and in a colour in keeping with the uniform, they should be worn if wearing dresses. If staff wear stockings/hold ups then all care must be taken to ensure that the tops are not visible. Exceptions to this are during the months of May to September inclusive due to heat. Socks must only be worn with trousers.	To promote a professional appearance.
Designated Uniform: Must be changed daily and laundered including being neatly ironed. Those staff wearing white uniforms should maintain whiteness as off white/grey will be seen as unclean and compromise professional image	Reduces the risk of cross-infection. To promote a professional appearance.
ID Badges: Must be clearly visible and worn at all times and cleaned regularly with detergent/detergent wipes or when contaminated with sanitising wipes.	Security Policy Patient confidence To promote a professional appearance

Appendix 6: Non-Clinical staff and non-uniform wearers

POLICY	RATIONALE
<p>Hair: Hair must be tidy. Hairbands should be unadorned and of one plain colour if worn. Hair styles with shaved words or logos are inappropriate and may cause offence to others, therefore not permissible.</p> <p>Hair colours can be dyed but must be of a natural colour.</p> <p>N.B. You may be asked to refrain from work without pay until such a time when adherence is re-established.</p>	<p>To promote a professional appearance</p> <p>To inspire trust and confidence with the public</p> <p>Health and safety</p>
<p>Fingernails: Nails should be kept short and clean. Artificial/gel/acrylic nails and nail varnish are not permitted under any circumstances if your working base is predominantly in a clinical environment. If your role does not require you to enter a clinical environment then this is not applicable. However good hand hygiene and professional appearance is essential.</p>	<p>To avoid transferring bacteria under the fingernails. Reduces the risk of trauma to the patient when involved in direct patient contact.</p>
<p>Jewellery:</p>	
<p>When in a non-clinical environment:</p> <p>Jewellery should be kept to a minimum whilst at work.</p>	<p>To present a professional appearance.</p>
<p>When staff are permitted to visit clinical areas:</p> <p>Staff must adhere to the same standards as clinical staff when in a clinical area regardless of their purpose for being there.</p> <p>The following items of jewellery are permitted:</p> <ul style="list-style-type: none"> ▪ A single plain band ▪ One plain stud earring in each ear <p>Medic-alert jewellery may be worn but must be cleanable, unadorned and discrete.</p> <p>No other jewellery is permitted to be worn whilst at work including:</p> <ul style="list-style-type: none"> ▪ Wristwatch ▪ Wristbands (including charitable wristbands) ▪ Bracelets/bangles ▪ Ankle chains ▪ Other visible body jewellery/ augmentation <p>NB If there is a religious or cultural requirement to wear jewellery, this should be raised with the staff member's line manager and a compromise agreed which should be documented in the staff member's personal file.</p> <p>Generally necklaces may be worn provided that they are covered by staff workwear.</p> <p>Mangalsutra are permitted.</p>	<p>To present a professional appearance. Patients and visitors may be unable to differentiate between clinical and non-clinical staff and should expect consistency in staff appearance to promote trust and confidence.</p> <p>To prevent injury to staff and patients during work duties. Rings with stones may present a scratch hazard to patients and stones may become dislodged. Dangling jewellery such as hoop earrings and necklaces may be a snag hazard on equipment or when working with patients or a choke hazard (necklaces).</p> <p>Hand and wrist jewellery is restrictive of effective hand hygiene technique.</p> <p>All jewellery is a potential reservoir for infectious agents and could present a risk for infection transmission. This risk should be minimised; plain studs or bands can be effectively decontaminated.</p>
<p>Piercings: Earrings- small plain stud . A 'tunnel' or 'plug' if worn MUST be as close to natural skin tone for the individual and will count as the equivalent of one pair of plain earrings. All other visible</p>	<p>Maintaining a professional appearance is important for patients. And public and corporate identity.</p>

<p>body piercings should be covered with a blue plaster until the wound has healed.</p> <p>Once the wound has healed, all associated piercing jewellery must be removed as no other visible piercings are allowed.</p> <p>Staff are to think about the Trust policy when considering visible piercings to avoid request to remove.</p>	
<p>Footwear:</p> <p>Staff are responsible to ensure that footwear worn is appropriate to the area in which they are working and complies with health and safety regulations. Low heeled and enclosed is preferable.</p> <p>‘Crocs’, sandals or open toe shoes are unacceptable footwear and not allowed. Trainers are not permissible unless specified within Uniform descriptions (Appendix 9) and can only be plain black or white.</p> <p>Specialist areas such as theatres, therapies or radiography supply or recommend specific footwear (Appendix 4&9). Exceptions to this are on the recommendation of Occupational Health.</p>	<p>Noise in hospital is a national problem, especially at night; therefore rubber soled shoes are preferred. Shoes in a poor state of repair are a safety risk. Staff working in a clinical area must take noise issues into account regarding their footwear.</p> <p>Health and safety statutory requirements</p> <p>These do not protect staff from potential blood and chemical spill exposure and potential inoculation injuries. DH Guidance-CMO</p>
<p>Tights/Stockings/Socks:</p> <p>Tights/stockings/hold ups should be plain and in a colour in keeping with the work attire, they should be worn if wearing dresses. If staff wear stockings/hold ups then all care must be taken to ensure that the tops are not visible. Exceptions to this are during the months of May to September inclusive due to heat. Socks must only be worn with trousers.</p>	<p>To promote a professional appearance.</p>
<p>ID Badges:</p> <p>Must be clearly visible and worn at all times and cleaned regularly with detergent/detergent wipes or when contaminated with sanitising wipes.</p>	<p>Security Policy</p>
<p>Clothes:</p> <p>Short sleeved blouses/shirts are recommended or sleeves MUST be rolled up above elbow in clinical areas.</p> <p>Please remove jackets when in clinical area.</p> <p>Remove or tuck in all neck ties/lanyards prior to any activity involving patient contact and when entering clinical areas.</p> <p>Ensure that skirts are a reasonable length (knee/below knee). Jeans, shorts or other casual trousers must not be worn.</p> <p>Low waistbands/cropped tops showing the abdomen/lower back or allowing underwear to be visible are not allowed</p>	<p>To maintain an overall professional appearance.</p> <p>Enables appropriate hand washing techniques</p> <p>Professional appearance</p>

Appendix 7

PROCEDURE FOR SUPPLY/ RETURN OF NURSING & MIDWIFERY UNIFORMS (INCLUDING BANK)

- 1.1. **Ordering System:** Submit a requisition signed by authorised person to Sewing Room. The Uniform is issued and recharged to the Division
- 1.2. **Authorisation System:** A list of authorised signatures is held in the Sewing Room. The type of uniform, numbers and reasons for request must be specified when ordering.
- 1.3. **Budget:** Each Division has an identified budget code for staff uniforms. Request forms must have the code entered for the order to be processed.

2. ISSUING SYSTEM

- 2.1. **New Staff:** The manager or matron will complete the uniform request and send to the Sewing Room as soon as the candidate verbally accepts the post. The member of staff will need to attend the Sewing Room for measurement. Uniform will be issued on their 'Induction Day' when they will sign for their uniform. Issuing of uniforms will be free of charge where it is supplied at the request of an authorised manager
 - 2.2. **Replacement:** Uniforms will be replaced when no longer fit for purpose. Managers should assess requests on an individual basis and if required complete the form for replacement and advise the member of staff to attend the Sewing Room for measurement. The member of staff must return old uniforms when replacements issued.
 - 2.3. **Termination of Contract:** Individuals must ensure they return uniforms to the Sewing Room on termination. The manager accepting their resignation should instruct them to return uniform on last working day along with other items of trust property. Where uniform is not returned staff leaving the organisation will be required to pay for it
3. **Receipt & Delivery:** All uniforms will be issued from the Sewing Room, therefore, staff must make necessary arrangements to collect and deliver their uniforms in person. Uniforms will not be sent via the hospital transport or postal system, as a signature is required.

Version	6	Document	Uniform and Dress Code Policy	Page 25 of 34
Date	August 2018	Next Review Date	August 2021	

Appendix 8

UNIFORM ALLOWANCE PER DAYS WORKED

- **5 days full-time or part-time per week**

5 uniforms

- **3 days/nights per week**

3 uniforms

- **2 days/nights per week**

2 uniforms

- **1 day/night per week**

1 uniform

- **Bank Staff**

2 uniforms. Bank staff who work regular shifts in specific areas, can approach the ward/department manager of that area to request an additional allowance.

1 full uniform = 1xdress or 1xtunic and trousers.

Staff can select the style and combination of uniform (dress or tunic/trousers) to their preference.

Version	6	Document	Uniform and Dress Code Policy	Page 26 of 34
Date	August 2018	Next Review Date	August 2021	

Appendix 9

DESCRIPTION OF UNIFORMS

Many different uniforms and colour schemes give rise to confusion particularly in relation to identifying registered nurses. All footwear must be in line with the main body of the policy.

The following Uniforms and styles, colours have been agreed. Any requests for changes to this must go through the Professional Advisory Group for approval.

	Staff Group	Uniform
1.	Accident and Emergency Department	Blue Scrubs with logo in red or white thread. Black shoes.
2.	Advanced Ophthalmic Technician	Bottle Green with white trim (dress or tunic with black trousers) Dress and tunic embroidered with role name
3.	Assistant Practitioners	Lilac dresses/tunics with white trim, black trousers, black shoes
4.	Assistant Practitioners (Radiography)	White dress or tunic with maroon collar and trim around sleeves, black or maroon trousers. Maroon Cardigan Black or white footwear.
5.	Audiology Female: Male staff:	White and grey striped dress or tunic, grey or maroon trousers. Black shoes. Temporary staff, and those working with some client groups, wear their own clothes, and are expected to follow dress code policy. Smart shirt and trousers, black shoes.
6.	Biomechanics Laboratory staff	Blue protective full length 'laboratory coat' worn over own clothing. Black fluid repellent trainers or black shoes.
7.	BTEC Health & Social Care College Students	Pale blue polo shirts, black trousers, black footwear.
8.	Coding Staff	Turquoise coloured blouse, navy trousers or skirt.
9.	Clinical Manager (community)	Navy dress with green trim and black shoes or Black trousers and Navy tunic with green trim.
10.	Dental nurses	Royal blue dress or tunic, with white trim, navy trousers and black shoes. Blue scrubs worn when in theatres.
11.	Dietitians	Grey pinstripe tunic or grey polo shirt with 'Dietitian' embroidered in white on front left, black trousers, black or white trainers or black shoes.
12.	Educators	Black with white trim (with role in white thread) with black shoes.
13.	ECG Technicians & Cardiology Male staff	White dress with sky blue trim or, white tunic with sky blue trim with black or navy trousers, black shoes. Smart shirt and dark trousers, black shoes.
14.	Health Care Assistants	Grey dress with white trim on collar and sleeves, black shoes, or grey tunic with white trim on collar and sleeves with black trousers, black shoes
15.	Intensive care/High dependency/ Birthing Suite	Blue and Navy Blue Scrubs. Black shoes.
16.	Junior Sisters/Charge Nurses Deputy Ward Managers	Mid blue dresses/tunics with navy trim, navy trousers, black shoes.
17.	Laboratory staff-general	White coats that fasten at the neck line, with elasticated cuffs when working in the laboratory. Clean white coats when working outside of the laboratory, enclosed

	Staff Group	Uniform
		fluid repellent shoe or trainer.
18.	Maternity Support Worker	Grey tunic/dress with red piping. Black shoes.
19.	Matrons	Red Dress with 'Matron' embroidered on left hand side or red tunic, navy trim and blue trousers, black shoes.
20.	Medical Photographers	Female: White tunic with a grey stripe trim, black trousers. Black shoes Male: White tunic with Medical Photography in blue thread. Black shoes
21.	Midwives	Mid blue dresses/tunics with grey trim, navy trousers, black outdoor jackets, black shoes.
22.	Occupational Therapist	White tunic top with bottle green trim on collar and sleeves or white polo shirt – with or without bottle green trim, bottle green trousers or white dress with bottle green trim on collar and sleeves, green cardigan or sweatshirt. Black or white trainers or black shoes.
23.	Ophthalmic Technician	Bottle Green with white trim (dress or tunic with black trousers) Dress and tunic embroidered with role name. Black shoes.
24.	Ophthalmic Theatre	Pale green tunics.
25.	Pharmacy Staff	Black polo shirts with embroidered green pharmacy logo, Bolton FT NHS logo and job title, black cardigan or sweatshirt with an embroidered green cross, black trousers and black footwear.
26.	Phlebotomists	White Tunic/Dress with pale blue piping. Navy trousers, Navy Cardigan, Black shoes.
27.	Physiotherapist	White tunic with navy trim on collar and sleeves. White polo shirt – with or without navy trim, navy cardigan or sweatshirt, navy trousers, OR white dress with navy trim on collar and sleeves. Black or white trainers or black shoes.
28.	Play Specialist workers	Pink polo shirts, black trousers, black shoes.
29.	Podiatry	White tunics with grey piping or white polo shirt with 'podiatrist' embroidered on front left, black trousers; OR white dress with grey piping. Grey or black cardigan. Black trainers or black shoes.
30.	Podiatry Assistant	White tunic with white piping or white polo shirt with 'podiatry assistant' embroidered on front left, grey or black trousers; OR white dress with white piping. Grey or black cardigan. Black trainers or black shoes.
31.	Podiatry/Laboratory Technician	White tunic with pink piping/white polo shirt worn with grey trousers. Black or white trainers, or black shoes.
32.	Qualified and unqualified staff in main theatre and daycare	Blue theatre scrubs white, navy or black footwear. Band 7's wear navy tunic.
33.	Radiographers and Student Radiographers	Female: White dress or tunic with maroon trim, black or maroon trousers, black or white footwear. Maroon Cardigan. Male: White tunic with maroon trim, black trousers, maroon sweatshirt, Black or White shoes.
34.	Radiography Assistants	White dress or tunic with turquoise trim, navy trousers. Black or white shoes.
35.	Radiographer Team Leads/Radiographer Advanced Practitioners/Sonographers and Student Radiographers	Female: Maroon dress or tunic with white trim, black or maroon trousers, black or white footwear. Maroon Cardigan Male: Maroon tunic with white trim, black trousers, maroon sweatshirt, black or white shoes.

	Staff Group	Uniform
36.	Lead Radiographers	Maroon Dress or Tunic with 'Lead Radiographer' embroidered on left hand side, navy trim and black or maroon trousers, black shoes.
37.	Radiology Intervention Suite	Teal scrubs with x-ray in white thread. Black shoes.
38.	Senior Nursing Management Team	Purple dress with white trim with title embroidered in white on left hand side or purple tunic with white trim and navy trousers.
39.	Specialist Nurses, Nurse Practitioners	Navy blue dresses/tunics with red trim, navy trousers, black shoes.
40.	Specialist Screening Practitioners – Bowel Cancer Screening Programme	Clinic duties- (Specialist Nurse Uniform) Navy blue dresses/tunics with red trim, navy trousers, black footwear. Endoscopy duties- Amethyst Scrubs with NHS logo and orange thread.
41.	Speech and language therapy	White tunic/dress with black trim on collar and sleeves. Embroidery of NHS Speech and Language Therapist OR White polo shirt with Embroidery of NHS Speech and Language Therapist, black trousers. Black or white trainers or black shoes. Paediatric SLT community staff do not wear uniform when going on to the wards.
42.	Staff Nurses/Registered Nurses	Mid blue dresses/tunics with white trim, navy trousers, black footwear.
43.	Student Nurses	White dress with blue trim on collar and sleeves with Bolton University logo, black shoes or white tunic with blue trim to collar and sleeves with Bolton University logo, navy trousers with black footwear. White dress with red trim on collar and sleeves, with University of Salford logo and black shoes or white tunic with red trim on collar and sleeves, red epaulettes (males only) and University of Salford logo, black trousers, black footwear. White dress with purple trim to collar and sleeves with University of Manchester logo, black shoes or white tunic with purple trim to collar and sleeves with a University of Manchester logo, navy trousers and black footwear. White dress with blue trim to collar and sleeves with Manchester Metropolitan University logo, black shoes or white tunic with blue trim to collar and sleeves with Manchester Metropolitan University logo, navy trousers and black footwear.
44.	Therapy Assistants (Dietetic, Occupational Therapy, Physiotherapy, Speech and Language Therapy)	Turquoise/green polo shirt or tunic with navy trousers. Black or white trainers or black shoes.
45.	Trainee Assistant Practitioners	White dresses/tunics, navy trousers with lilac striped epaulettes, black shoes.
46.	Trainee Nurse Associate	Biscuit dresses/tunics with white trim, black trousers, black shoes.
47.	Urology theatre/department	Blue theatre scrubs.

	Staff Group	Uniform
48.	Volunteer staff	Yellow T-shirt worn with black jeans, trousers, leggings or skirt, with black tights or socks and black shoes. A black cardigan if worn.
49.	Ward Clerks/ Reception staff	Navy Blue Patterned Blouse, navy blue skirt/trousers. Pale/Light Blue Shirt, Navy Trousers. Black shoes.
50.	Ward Managers/Ward Sisters/Charge Nurse	Navy blue dresses/tunics with white trim, navy trousers, black shoes.

Appendix 10

GUIDELINES FOR STAFF WASHING THEIR UNIFORMS AT HOME

Background

There is no conclusive evidence that uniforms (or other work clothes) pose a significant hazard in terms of spreading infection¹. There is no difference in the effectiveness between commercial and domestic laundering in removing micro-organisms. Neither is there evidence that there is an infection risk from travelling in uniform. However, as patient confidence can be undermined, staff must cover their uniform completely when travelling to and from work.

Guidelines

- All the components of a properly designed and operated laundry process contribute to the removal or killing of micro-organisms on fabric.
- Wash uniforms at the hottest temperature suitable for the fabric.
- Using detergents means that many organisms can be removed from fabrics at lower temperatures. MRSA is completely removed following a wash at 30⁰C
- Clean washing machines and tumble driers regularly and according to manufacturer's instructions.
- Wash uniforms separately from other clothes to avoid overloading the washing machine which will reduce wash efficiency.

¹ Department of Health (2007). Uniforms and workwear: an evidence base for developing local policy.

Version	6	Document	Uniform and Dress Code Policy	Page 31 of 34
Date	August 2018	Next Review Date	August 2021	

APPENDIX 11 - EQUALITY IMPACT ASSESSMENT TOOL

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	• Race	NO	
	• Ethnic origins (including gypsies and travellers)	NO	
	• Nationality	NO	
	• Gender (including gender reassignment)	NO	
	• Culture	NO	
	• Religion or belief	NO	
	• Sexual orientation	NO	
	• Age	NO	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	NO	
2.	Is there any evidence that some groups are affected differently?	NO	
3.	If you have identified potential discrimination, are there any valid exceptions, legal and/or justifiable?	NO	
4.	Is the impact of the document/guidance likely to be negative?	NO	
5.	If so, can the impact be avoided?	N/A	
6.	What alternative is there to achieving the document/guidance without the impact?	NO	
7.	Can we reduce the impact by taking different action?	NO	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Equality and Diversity Manager together with any suggestions as to the action required to avoid/reduce this impact.

APPENDIX 12 - Document Development Checklist

Type of document	Policy
Lead author:	Nashaba Ellahi
Is this new or does it replace an existing document?	Version 6
What is the rationale/ Primary purpose for the document	Due an update in line with document control policy
What evidence/standard is the document based on?	Department of Health guidance for uniforms and workwear
Is this document being used anywhere else, locally or nationally?	No – Trusts will have their own policies and may reference the DH guidance
Who will use the document?	All staff working for Bolton NHS FT and those contracted to work within the Trust
Is a pilot run of the document required? (optional)	No
Has an evaluation taken place? What are the results? (optional)	No
What is the implementation and dissemination plan? (How will this be shared?)	Not a new policy – agreed policy will be uploaded onto BOB and shared at PAG
How will the document be reviewed? (When, how and who will be responsible?)	The policy author will review the document in line with any guidance changes or in 3years whichever comes sooner
Are there any service implications? (How will any change to services be met? Resource implications?)	No
Keywords (Include keywords for the document controller to include to assist searching for the policy on the Intranet)	Uniform, dress, code
Staff/stakeholders consulted	PAG and Task and Finish group created to contribute to policy change consisting of medical, nursing, non-clinical and clinical representation of colleagues in the Trust. Staff side representation also a member of task and finish group.
If the document makes reference to a medicine, has the reference been reviewed by the senior divisional pharmacist.	N/A

Version	6	Document	Uniform and Dress Code Policy	Page 33 of 34
Date	August 2018	Next Review Date	August 2021	

EIA	completed
Signed and dated By validating officer	
Signed and dated By ratifying officer	