

## Policy Document Control Sheet

Reference Number	POL/NG/0007					
Title	Uniform Appearance and Dress Code Policy					
Version number	5.0					
Document Type	Trust-Wide Policy	√	Trust-Wide Procedure		HR Framework	
	Trust-wide Guideline		Local Guideline			
Originating Directorate Or Care Group	Nursing					
Department	Nursing and Service Transformation					
Name of Document Author	Patricia Gordon					
Name of Document Owner	Joanne Todd, Associate Director of Nursing/Patient Safety & Governance					
Original Policy Date	July 2007					
Reviewing Committee						
Approving Committee	Joint Consultative and Negotiating Committee					
Ratification Committee	Integrated Quality & Assurance Committee (IQAC)					
Ratification Date	23 <sup>rd</sup> October 2018					
Next Review Date	23 <sup>rd</sup> October 2021					
Equality Impact Assessment completed	Yes					
Status	Approved					
Confidentiality	Unrestricted					
Keywords	Uniform, work wear, dress					

Executive Sponsor's Signature	
Name & Job title of Executive Sponsor	Jeremy Cundall, Executive Medical Director
Master copy held at:	Corporate Records Office, Trust Headquarters, Darlington Memorial Hospital

## Version Control Table

Date Ratified	Version Number	Status
July 2007	1.0	Superseded
October 2007	1.1	Superseded
December 2007	2.0	Superseded
September 2008	2.1	Superseded
June 2013	3.0	Superseded
September 2015	4.0	Superseded
September 2018	5.0	Approved

## Table of Revisions

Date	Section	Revision	Author
June 2007	Full	Full review to ensure document meets equality and diversity standards	S Lonie
October 2007	Full	Full review to ensure document complies with "Bare Below the Elbow" principles	S Lonie
September 2008	Aim, Page 4	To provide further advice on the "Bare Below the Elbow" principles and the wearing of 'Medic alert jewellery'	S Lonie via TMNC & I Palfreeman
September 2012	Full	To review and update the full policy and incorporate standardisation	T Gordon
September 2015	Full	Three yearly review	Senior Nurse Infection Control/Uniform Task & Finish Group
September 2018	Full	Three yearly review	Senior Nurse Infection Control

This Policy/Procedure/Guideline has been reviewed and updated to comply with the General Data Protection Regulations (May 2018)

## Contents

<b>Policy Document Control Sheet</b> .....	<b>i</b>
<b>Version Control Table</b> .....	<b>ii</b>
<b>Table of Revisions</b> .....	<b>ii</b>
<b>Contents</b> .....	<b>iii</b>
<b>1 Introduction</b> .....	<b>4</b>
<b>2 Purpose</b> .....	<b>4</b>
<b>3 Scope</b> .....	<b>4</b>
<b>4 Definitions</b> .....	<b>5</b>
<b>5 Duties</b> .....	<b>5</b>
<b>6 Main Content of Policy</b> .....	<b>5</b>
6.1 Dress Code for Clinical Staff in Uniform .....	5
6.2 Dress Code for Non-Uniformed Clinical Staff including Medical and Dental Staff	10
6.3 Operating Department Attire .....	11
6.4 Dress Code for Clinical Staff who are required to wear a Uniform.....	12
6.5 Dress Code for Non-Clinical Staff in a Non-Clinical Area who are Required to Wear a Uniform	12
6.6 Advice from Muslim Spiritual Care Provision in the NHS (MSCP)* .....	13
6.7 Training Requirements.....	14
6.8 Health and Safety at Work .....	14
<b>7 Monitoring</b> .....	<b>14</b>
<b>8 Associated Documentation</b> .....	<b>15</b>
<b>9 Appendices</b> .....	<b>16</b>
9.1 Appendix 1 Good/Poor practice examples, Uniforms and workwear - an evidence base for developing local policy, DOH, September 2007.....	17
9.2 Appendix 2 Uniform List.....	19
9.3 Appendix 3 Employee Request Form.....	23
9.4 Appendix 4 Equality Analysis/Impact Assessment (v4/2018) .....	24

# 1 Introduction

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

A smart, professional image must be maintained at all times by all staff working within County Durham and Darlington NHS Foundation Trust. Staff must ensure that clothes worn adhere to infection control and health and safety policies, are well maintained and comply with patient and public expectation.

The policy draws on the Department of Health guidance, Uniforms and Work Wear; an evidence base for developing local policy (revised in March 2010).

In 2007, the Department of Health originally published the guidance document: Uniforms and work wear: An evidence base for developing local policy. Although the phrase never appeared in the text, it has become widely known as the 'bare below the elbows' guidance. It particularly focuses on how staff must 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.

On entering a clinical area, all staff (including managers, estates and facilities staff and Trust Board Directors) are required to please remove their jackets, roll-up any long sleeves to the elbow, remove watches and jewellery (with the exception of a plain band) and then wash their hands thoroughly using soap and water. Where soap and water are not readily available, please use the hand decontamination foam. It is not possible to wash hands thoroughly whilst wearing long sleeves and jewellery.

## 2 Purpose

The purpose of the policy is to ensure that all staff (including students) working within the Trust will dress and present themselves in a manner that encourages public trust and confidence and that promotes a positive professional image. It is acknowledged that work wear will vary between different staff groups. Nevertheless, it is important that staff look professional, identifiable and wear clothes that are safe for the work area, whether uniform is worn or not.

The Trust recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements.

However, priority will always be given to clinical health and safety, security and infection control considerations.

## 3 Scope

This policy applies to all staff directly employed by County Durham & Darlington NHS Foundation Trust, regardless of age, gender, race, sexual orientation, disability or

religious or cultural belief. This includes all honorary contracts, agency/externally employed workers, students on placement and volunteers.

## 4 Definitions

This policy is a statement of corporate intent which members of staff and students working within Trust premises and all staff visiting the Trust must follow when carrying out their duties and roles on behalf of CDDFT.

## 5 Duties

Ward/department managers have a responsibility for ensuring that their direct reports are compliant with this policy. This policy should be discussed at local induction. All CDDFT staff, visiting staff, students and contractors have a duty to comply with the Uniform Appearance and Dress Code Policy, to report any relevant issues, to project a professional image encouraging public trust and confidence and to contribute to the corporate image. This policy/procedure also applies to persons who, although not employed by The Trust, have authorised access to the Internet through the computers owned or managed by The Trust. This includes staff working for any affiliated organisations and includes County Durham and Darlington NHS Services (CDD NHS Services).

## 6 Main Content of Policy

### 6.1 Dress Code for Clinical Staff in Uniform

CDDFT considers the way employees dress and their appearance is of significant importance in portraying a professional image to all service users whether patients, visitors, clients or colleagues. This policy is designed to guide managers and employees on what is considered suitable dress whilst undertaking Trust business.

#### Key Principles

- Uniforms will only be issued on receipt of the uniform slip (or alternative documentation). Staff will be measured for their uniforms following their pre-employment health screening and will collect their uniforms personally from the appropriate issuing department. Staff will need to provide evidence of identification i.e. Trust ID badge.
- Staff required to wear a uniform will be provided with the appropriate uniform for their area and type of work. The uniform issued will be trousers and tunic or dress, or combination of both. (See Appendix 2: Agreed Uniform List - list of uniformed staff and type of uniform to be worn)
- Unless there is an acceptable reason and an agreement reached in advance with the respective supervisor or manager, employees issued with a uniform must wear it at all times when on duty
- The uniform must be clean, odour free, crease free, short sleeved and not discoloured/damaged.

- If worn, neck lanyards must have a quick release safety clip and must have no text unless NHS, CDDFT or Trade Union approved. There may be exceptions to this in Children's Areas.
- Pens, scissors and other sharp objects must not be carried in outside breast pockets in the interests of safety
- This Trust has a smoke free (non-smoking) policy, therefore staff who choose to go off site in their own time for the purposes of a cigarette break must not do so in uniform or with the Trust ID badge on display and patient care must never be delivered in clothing which smells of cigarette smoke.
- All Non-community staff must travel to and from work in their own clothes and change into uniform at work. If this is not possible hospital uniform must not be worn outside the hospital premises unless covered by an appropriate length outer garment, which is fastened.
- Staff may travel between sites in uniform but must have regard to the fact that if it is not concealed then they are identifiable as a member of our staff and must ensure their behavior represents the Trust in a positive manner.
- When in uniform all staff are expected to be "bare below the elbow" at all times
- For those clinical staff that wear a scrub uniform they are required to wear the 'full' uniform and not wear top/bottom with own clothes.
- CDDFT's **Policy for Hand Hygiene** (POL/ICC/0002) requires all people in contact with patients/clients or their surroundings, including food handlers, to adopt the "**Bare Below the Elbow**" guidance issued by the Department of Health.
- All staff to be Bare Below the Elbows at all times when in clinical areas and when attending patients.
- A clinical area starts at the door that provides direct access to ward or department, where patients are seen or treated or in a facility where personal care is being provided, entrance to a ward, clinic, treatment room or a patient's home.

#### 6.1.1 Clinical Staff working in clinical areas and providing direct patient care/contact

- On entering a clinical area, all staff are required to please remove their jackets, roll-up any long sleeves to the elbow, remove watches and jewellery (with the exception of a plain band) and then wash their hands thoroughly using soap and water. Where soap and water are not readily available, please use the hand decontamination foam. It is not possible to wash hands thoroughly whilst wearing long sleeves and jewellery.
- No ties or lanyards are to be worn whilst providing/undertaking clinical care procedures.

- White coats must not be worn by medical staff. Lab staff must adhere to lab practices.
- Hair is to be worn back from the face and clear from the collar, and securely fastened.
- Nails must be clean, short and unvarnished. False nails are not permitted.
- False eyelashes are not permitted.
- People who carry out manual handling tasks must wear footwear that has low, quiet, non-slip heels. Footwear must be black or navy, and worn as part of the uniform by all staff . If clogs are worn they must have a back strap to secure the foot.
- Footwear must be waterproof, washable and have closed toe and top to offer protection to the top of the foot.
- Dress uniform must be worn with tights or stockings covering the legs.
- All staff must wear a clearly legible ID badge, which identifies them to patients and visitors. ID badges must be worn in such a position as not to injure any patient. These will clearly state the Trust's name and the staff member's name and designation. No other name badges or additional adornments are to be displayed/worn (scissors etc.) No hats, belts etc. are to be worn unless this specifically forms part of the uniform.
- In cold weather, staff are allowed to wear a plain coloured cardigan (appropriate to their professional dress), but **not** when providing clinical care.
- No jewellery is to be worn in clinical areas. The only exceptions to this are a plain band ring and one small pair of ear studs. Jewellery in the form of 'Medic alert bracelets/necklaces' may be worn but must be removed prior to undertaking clinical procedures. Stoned rings, bracelets and wrist braids must not be worn. This includes wristwatches as they harbour bacteria and prevent acceptable hand washing. Fob or pocket watches must be used at all times.
- Any other form of body piercing, e.g. nose, eyebrow, must not be worn whilst on duty. If the piercing has been performed recently then the area must be covered with a small elastoplast.

The security of jewellery that the employee has been asked to remove remains the responsibility of the wearer. The Trust is not liable for any loss.

### **Uniform Issuing Departments**

Site	Issuing Department
Lower ground floor, DMH	Sewing Room

BAH	Linen Bank
Lower ground floor, UHND	Linen/Sewing Room

### Electronic Requesting

Templates for ordering staff uniform can be obtained via the Trust intranet or by contacting the sewing room (e-mail address: cdda-tr.sewingroomDMH@nhs.net). The uniform template should be fully completed by the departmental Manager or budget holder electronically and forwarded to the sewing room in the form of an e-mail attachment. Failure to complete the request correctly may result in the delay of uniform issue.

All uniforms are the property of the Trust and must be returned in full on termination of contract. Uniforms must be returned to the appropriate issuing Department (see above). Failure to do so could result in the cost being recovered from individuals. When uniforms are returned, the sewing room will check both the age and condition of this uniform and from time to time may put this uniform back into circulation after this has been laundered all other uniform will be recycled.

The sewing room at both UHND and DMH will be providing a facility for the fitting and ordering of uniforms and placing on name badges only

A sufficient number of uniform items will be issued to enable adequate changes/laundrying to take place and allow for a clean uniform for every shift. The number of uniforms issued will be agreed by the Head of Service/Department after discussions with the appropriate issuing department.

If uniforms become damaged or worn, the individual staff member concerned must seek to replace the items from the appropriate issuing department. These items will be replaced on an item by item basis. Staff working outside of normal working hours (Monday to Friday, 9am-5pm) should contact the appropriate issuing department on the next working day.

### Opening Times

Site	Issuing Department	Opening Times
DMH	Sewing Room	<b>Monday-Friday 0830-1500hrs</b> <b>Fitting and measurement for new uniforms between 0830-1230hrs only</b> <b>Collection of new uniforms 0830-1500hrs</b>
BAH	Linen Bank	
UHND	Linen/Sewing Room	

### 6.1.2 Decontamination of uniforms

Uniforms contaminated with body fluids must not be laundered at home but are to be sent to the appropriate hospital laundry service provider. Only

uniforms clearly following the appropriate procedure as issued by the hospital laundry service provider and accompanied by the correct paperwork (Return to Sender) may be sent for decontamination. Further information can be obtained from Facilities. Uniforms returned from the laundry will require ironing/pressing prior to wear.

Staff are reminded that where possible they must ensure that a second uniform is available at all times to change into should their first become contaminated. Wards/departments must identify a suitable secure area for the storage of such uniforms wherever possible

Uniforms not contaminated with body fluids must follow the home disinfection and decontamination guidelines below.

### **Home disinfection/decontamination**

Where staff do not have access to a hospital laundry services provider or the uniform is not contaminated by body fluids, the following guidelines **must** be adhered to:

- Uniforms must be transported to and from the hospital in a clean plastic bag, which is then disposed of.
- To ensure disinfection/decontamination, uniforms must be washed at a minimum of 60°C or above) and dried immediately.
- Uniforms are to be washed separately from any other household clothing. (This safeguards not only the staff member but also the others within the staff members' household).
- The use of a tumble drier and ironing will also improve the disinfection/decontamination process.
- Clean uniforms must be transported back to the workplace in a clean and dry bag.

### **6.1.3 Personal Protective Equipment**

The use of protective clothing, including aprons, gloves, gowns and masks must be based on 'an assessment of risk of transmission of micro-organisms to the patient or to the carer, and to the risk of contamination of the healthcare practitioners' clothing and skin by patients' blood and body fluids, secretions or excretions'. They must not be worn outside the clinical area. Apron and gloves must be worn for individual tasks and must not be worn 'routinely' by staff, 'just in case of need'. Once task is complete they must then be disposed of immediately. Hand hygiene must be carried out before and after removing gloves.

Organisations must ensure they have adequate supplies of protective clothing available in appropriate sizes so staff can access them when required.

## 6.2 Dress Code for Non-Uniformed Clinical Staff including Medical and Dental Staff

Large numbers of staff do not wear uniform, despite working in clinical areas.

This section provides a dress code for those members of staff.

### Key principles

- Staff that do not wear a uniform must ensure that what they wear is appropriate for the tasks undertaken and for the patients/clients they come into contact with. They must project a professional image at all times and be easily identifiable to patients and their relatives.
- Clothing must be appropriate for the activities being undertaken and should be considered in conjunction with the health and safety aspects of work, especially where moving and handling are concerned. The health and safety implications previously mentioned are also applicable and must be adhered to by staff who provide clinical care to patients but who do not wear a uniform.
- The appropriateness of clothing should be considered when dealing with patients and relatives. Line Managers have at all times the right to bring to the attention of staff issues relating to their appearance as a member of a professional clinical service.
- As a general principle, clothing must be such as to allow the member of staff to practice their work safely and effectively. This means that tight fitting clothing is inappropriate for moving and handling. Skirts must be of a conservative length and must reflect the need for any activities to be undertaken. When worn, trousers must be tailored, jeans and leggings are not permissible. Clothing must be in good repair and free from offensive logos. Bare midriffs are not to be displayed.
- Footwear must allow the member of staff to carry out their duties safely and effectively and be appropriate to the duties performed. For reasons of health and safety, footwear must be non-slip, have covered toes and low heels. "Crocs" with holes to the top and side of the foot offer no protection to the top of the foot and must not be worn.
- Hairstyles and accessories must be appropriate for the setting within which the member of staff is practicing. Line Managers may use their own judgment in deciding if the style is not acceptable to the professional image of the individual and service.
- Any other form of body piercing e.g. nose, eyebrow must not be worn whilst on duty. If the piercing has been recently performed then the area must be covered with a small Elastoplast.
- The security of jewellery that the employee has been asked to remove remains the responsibility of the wearer. The Trust is not liable for any loss.
- Local dress code policies must be adhered to when entering specialist areas.
- All members of staff **must** wear the Trust's ID badge whilst on duty. The badge must be visible to members of the public and must be worn in a

position which does not present a risk to patients. In some instances it may be appropriate for the badge to be carried rather than worn and displayed when required as a means of identification.

### 6.2.1 Non-acceptable clothing

For staff who are non-uniform wearers, the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the Trust's public image.

- Denim jeans or skirts (all colours and styles)
- Track suits
- Casual sports T-shirts
- Leisure shorts
- Combat trousers
- Sweatshirts
- Baseball caps/hats
- Overly tight or revealing clothes, including mini-skirts, tops revealing the midriff and leggings.
- Skirts that are sufficiently long that they touch the ground when walking are not acceptable on safety and hygiene grounds
- Clothing bearing inappropriate slogans.

This list is not exhaustive.

All managers are expected to monitor staff uniforms or clothing. If you attend work in inappropriate clothing you may be asked to return home to change.

#### **Specific Departmental Dress Code**

Specific departments where an agreement has been made to wear scrub-suit uniforms must comply with the above criteria and have departmental guidelines in place in relation to uniforms that adhere to the philosophy of the Trust's general dress code policy.

### 6.3 Operating Department Attire

- Clean scrub suit must always be worn in a clinical area. Any item of clothing must be changed immediately if contaminated with blood or body fluids.
- All jewellery must be removed prior to entering the operating department.
- All hand jewellery must be removed prior to scrubbing.
- Operating department footwear must be worn to protect against penetrative injury.

- Single use repellent mask must be worn for each operation where aerosolized blood and body fluids are present and where individual is within 45cms of site of surgery.
- A disposable head covering must be worn covering all hair.

### 6.3.1 Attire when outside operating department areas

All staff must remain mindful of public perception/confidence in our service when outside of theatre clinical area wearing operating department attire (theatre blues).

It is acknowledged that some staff due to the nature of their role will need to work both inside and outside of the operating theatre. In these instances and when clinical reasons dictate that operating department attire has to be worn outside the clinical area (to attend an emergency for example), masks/hats must be removed prior to leaving the department and change out of scrub suits if they are soiled with blood or body fluids and every item must be changed before entering the operating theatre.

## 6.4 Dress Code for Clinical Staff who are required to wear a Uniform

All staff in contact with patients and/or members of the public e.g. reception staff, admission staff, ward clerks and medical secretaries must be compliant with Bare Below the Elbows at all times when in clinical areas.

Issuing of uniforms – **as per clinical staff**

Decontamination of Uniforms – **as per clinical staff**

Health and Safety – **as per clinical staff**

## 6.5 Dress Code for Non-Clinical Staff in a Non-Clinical Area who are Required to Wear a Uniform

Issuing of Uniforms – **as per clinical staff**

The professional image of both the person and the service should be considered at all times. The appropriateness of clothing should be considered when dealing with patients and relatives. Line Managers have at all times the right to bring to the attention of staff issues relating to their appearance as a member of a professional organisation.

As a general principle clothing should be such as to allow the member of staff to practice their work safely and effectively. This means that tight fitting clothing is inappropriate for moving and handling. Skirts should be of a conservative length and should reflect the need for any activities to be undertaken. When worn, trousers should be tailored; jeans and leggings are not permissible. Clothing should be in good repair and free of offensive logos. Bare midriffs are not to be displayed.

Footwear should allow the member of staff to carry out their duties safely and effectively and be appropriate to the duties performed.

Hairstyles and accessories should be appropriate for the setting within which the member of staff is practicing. Line Managers may use their own judgment in

deciding if the style is not acceptable to the professional image of the individual and service.

Any other form of body piercing e.g. nose, eyebrow must not be worn whilst on duty. If the piercing has been recently been performed then the area should be covered with a small elastoplast.

The security of jewellery that the employee has been asked to remove remains the responsibility of the wearer. The Trust is not liable for any loss.

False eyelashes are not permitted.

Local dress code policies must be adhered to when entering specialist areas.

All members of staff must wear the Trust's official ID badge whilst on duty. The badge should be visible to members of the public and should be worn in a position, which does not present a risk to patients. In some instances it may be appropriate for the badge to be carried rather than worn and displayed when required as a means of identification.

### **When entering a clinical area**

On entering a clinical area, all staff (including managers, estates and facilities staff and Trust Board Directors) are required to please remove their jackets, roll-up any long sleeves to the elbow, remove watches and jewellery (with the exception of a wedding band) and then wash their hands thoroughly using soap and water. Where soap and water are not readily available, please use the hand decontamination foam. It is not possible to wash hands thoroughly whilst wearing long sleeves and jewellery. Nail varnish and false nails are not permitted

## **6.6 Advice from Muslim Spiritual Care Provision in the NHS (MSCP)\***

Exposure of the forearms is not acceptable to some staff because of their Islamic faith. In response to these and other concerns, the MSCP convened a group including Islamic scholars and chaplains and multi-faith representatives as well as Department of Health policy-makers and external experts in infection prevention. Based on these group discussions, the MSCP prepared a list of recommendations to ensure that local dress code policies are sensitive to the obligations of Muslims and other faith groups whilst maintaining equivalent standards of hygiene.

Incorporating any of these recommendations will have to be agreed in conjunction with clinical managers and the local infection prevention and control team.

Uniforms may include provision for sleeves that can be full length when staff are not engaged in direct patient care activity.

Any full or three quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.

Disposable over-sleeves, elasticated at the elbow and wrist, may be used but must be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.

Use of hand disinfection gels containing synthetic alcohol does not fall within the Muslim prohibition against natural alcohol (from fermented fruit or grain).

Where, for religious reasons, members of staff wish to cover their forearms or wear a bracelet when not engaged in patient care, ensure that sleeves or bracelets can be pushed up the arm and secured in place for handwashing and direct patient care activity.

Managers must work with individuals to find an appropriate solution.

## 6.7 Training Requirements

This policy should be discussed at local induction. Principles of Hand Hygiene and Bare Below the Elbows (BBE) are included at Induction and Essential Training.

## 6.8 Health and Safety at Work

In accordance with the Health and Safety at Work Act 1974, workers have an individual responsibility to take reasonable precautions and wear appropriate clothing and footwear for the work tasks they know they are going to perform.

# 7 Monitoring

## 7.1 Compliance and Effectiveness Monitoring

Compliance with this policy will be monitored as outlined in the table below.

## 7.2 Compliance and Effectiveness Monitoring Table

Monitoring Criterion	Response
Who will perform the monitoring?	Ward/departmental managers and team leaders
What are you monitoring?	Compliance with policy
When will the monitoring be performed?	Monthly
How are you going to monitor?	Quality Matter Audit tools
What will happen if any shortfalls are identified?	Discussed at local level and escalated poor performance persist
Where will the results of the monitoring be reported?	Care Group
How will the resulting action plan be progressed and monitored?	Care group Governance meetings
How will learning take place?	Sharing lessons learned through care group forums

## 8 Associated Documentation

POL/ICC/0002      CDDFT Hand Hygiene Policy

### References

The main legislation that affects an organisation's response to the transmission of infections via uniforms or workwear is outlined below:

Department of Health (2010) The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance.

Available at

[www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance](http://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance)

Department of Health (2010). Uniforms and Work wear; an evidence base for developing local policy (2007 - revised March 2010)

[http://webarchive.nationalarchives.gov.uk/+tf\\_/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_114751](http://webarchive.nationalarchives.gov.uk/+tf_/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_114751)

Parliament (1974) Health and Safety at Work Act 1974, London: HMSO.

Available at; [www.legislation.gov.uk/ukpga/1974/37](http://www.legislation.gov.uk/ukpga/1974/37)

The Control of Substances Hazardous to Health Regulations 2002 Available at;

[www.hse.gov.uk/nanotechnology/coshh.htm](http://www.hse.gov.uk/nanotechnology/coshh.htm)

Manual Handling Operations Regulations 1992, London: HMSO. Available at:

[www.legislation.gov.uk/uksi/1992/2793/made](http://www.legislation.gov.uk/uksi/1992/2793/made)

National Health Service Executive (1995) Hospital laundry arrangements for used and infected linen, HSG(95)18. Available at:

[www.dh.gov.uk/en/PublicationsAndStatistics/LettersAndCirculars/HealthServiceGuidelines/DH\\_4017865](http://www.dh.gov.uk/en/PublicationsAndStatistics/LettersAndCirculars/HealthServiceGuidelines/DH_4017865)

Personal Protective Equipment at Work Regulations (1992), Health and Safety Executive

Series, London: HMSO. Available at:

<http://www.hse.gov.uk/toolbox/ppe.htm>

Wilson J, Loveday P and Pratt R (2007) Uniform: an evidence review of the microbiological significance of uniforms and uniform policy in the prevention and control of healthcare associated infections. Report to the Department of Health(England), Journal of Hospital Infection, 66, pp301-307.

Royal College of Nursing (2013) Guidance on uniforms and work wear.

Available at; [www.matrix.rcn.org.uk/\\_\\_\\_data/assets/pdf\\_file/0010/78652/002724.pdf](http://www.matrix.rcn.org.uk/___data/assets/pdf_file/0010/78652/002724.pdf)

## 9 Appendices

Appendix 1 - Good/Poor practice examples, Uniforms and workwear - an evidence base for developing local policy, DOH, September 2007

Appendix 2 - Uniform List

Appendix 3 - Employee Request Form

Appendix 4 - Equality Impact Assessment

## 9.1 Appendix 1 Good/Poor practice examples, Uniforms and workwear - an evidence base for developing local policy, DOH, September 2007

It is good practice to...	Why?
Dress in a manner which is likely to inspire public confidence	People may use general appearance as a proxy measure of competence
Wear short-sleeved shirts/blouses and avoid wearing white coats when providing patient care	Cuffs become heavily contaminated and are more likely to come into contact with patients.
Change into and out of uniform at work	Patient confidence in NHS may be undermined when staff are observed in uniform out of the workplace
Cover uniform completely when travelling to and from work	Patient confidence in NHS may be undermined when staff are observed in uniform out of the workplace
Wear clear identifiers (uniform and/or name badge)	Patients wish to know who is caring for them, and expect to use appearance to do this
Change immediately if uniform or clothes become visibly soiled or contaminated	Visible soiling or contamination might be an infection risk, and is likely to affect patient confidence
Tie long hair back off the collar	Patients generally prefer to be treated by nurses with short or tidy hair and a neat appearance
Wash uniforms at the hottest temperature suitable for the fabric.	A wash for ten minutes, at 60°C, removes most micro-organisms
Keep finger nails short and clean	Long and/or dirty nails can present a poor appearance and long nails are harder to keep clean
Go shopping or undertake similar activities in public	Patient confidence in NHS may be undermined when staff are observed in uniform out of the workplace
Wear false nails for direct patient care	False nails harbour micro-organisms and can reduce compliance with hand hygiene
Wear hand or wrist jewellery/wristwatch (a plain wedding ring may be acceptable)	Hand/wrist jewellery can harbour micro-organisms and can reduce compliance with hand hygiene
Wear soft-soled, closed toe shoes	Closed toe shoes offer protection against spills. Soft soles reduce noise, which can disturb patients' rest
Provide sufficient uniforms for the recommended laundry practice	Staff who have too few uniforms may be tempted to reduce the frequency of laundering
Change into a clean uniform at the start of each shift	Maintains a professional appearance

<b>It is good practice to...</b>	<b>Why?</b>
Where necessary in order to avoid overloading wash uniforms separately from other clothes	No evidence of cross-contamination, but overloading machine will reduce wash efficiency. Staff may be tempted to wash mixed loads at lower temperatures than recommended
Cover tattoos where these are extensive or may be deemed offensive	Maintains a professional appearance
<b>It is poor practice to...</b>	<b>Why?</b>
Wear numerous badges or other adornments	One or two badges (e.g. denoting professional qualifications or affiliations) may be acceptable; too many looks unprofessional and may cause injury when moving patients
Wear neck-ties (other than bow-ties) in any care activity which involves patient contact.	Ties are rarely laundered but worn daily. They perform no beneficial function in patient care and have been shown to be colonised by pathogens.
Carry pens/scissors etc. in outside breast pockets	May cause injury when moving patients. Such items must be carried in hip pockets or inside breast pockets
Wear uniform sloppily – e.g. wearing cardigan on duty, or wearing uniform dress without tights/stockings	Patients expect staff to have a neat appearance. Sloppy dress might be taken to indicate lack of professional pride, and poor personal standards
Wear excessive jewellery, including necklaces, visible piercings and multiple earrings. Where earrings are worn, they must be plain studs.	Excessive jewellery looks unprofessional and may be hazardous (e.g. necklaces and hoop earrings can be inadvertently pulled or may be grabbed by confused patients)

## 9.2 Appendix 2 Uniform List

### Agreed Uniform List (To be used in conjunction with CDDFT Uniform Appearance and Dress code Policy POL/NG/0007)

(no Logos are to be applied to any uniforms with the exception of Children's Therapies Service and Health and Wellbeing Team where Logos are an important part of identification of staff)

Acute Intervention Team -Nurse Practitioners -Senior Healthcare Assistants	Dark Purple Scrub Suit Lilac Scrub Suit	
Advanced Clinical Practitioners in ED	Bottle green scrubs	
Advanced Nurse Practitioners	Navy Scrubs	
Nurse Practitioners	Maroon scrubs	
Assistant Practitioners - Nurse - Therapy (Speech & Language, Physio and OT) - X-Ray	Navy Trousers	Sky blue tunic/Navy trim
Audiologist	Navy Trousers	White tunic/White trim
Baby Support Workers		Teal Green dress/tunic /white trim
Back care advisor (physio) Back care advisor (nurse)	Navy Trousers Navy Trousers	Navy Polo Shirt *Specialist nurse standardised to one colour
Bereavement Officers		White blouse Spotted scarf/tie
C.E.L.L.	Royal blue scrubs	
C.S.S.D.	Royal blue scrubs	
Cardiopulmonary/physiology	Navy Trousers	White tunic/White trim
Chilled production chef	Blue/White check Trousers	White chef jacket
Chilled production unit	Black Trousers	Teal tunic/white trim
Clinical Photography	Black Trousers	Black tunic/white trim
Dental Nurses (GDC registered)	Black trousers	White dress /tunic with Yellow trim
Dentists	Navy Blue scrub uniform	
Dermatology Department nurses	Standard nurse uniform	Scrubs to be available for certain procedures
Dieticians	Black Trousers	White tunic/Black trim
Domestic assistant/Host/Hostess	Navy Trousers	Lilac shirt Lilac/white trim tunic/Dress
ED Consultant ED Medical Staff	Bottle Green Pale Green	Scrub uniform Scrub uniform

ED Nursing Staff	Navy Scrub Trousers	Scrub Uniform Standard nurse Colours
UCC/ECP/ACP/GP	Burgundy Scrubs	
Endoscopy Nurses	Standard nurse uniform	Scrubs to be available for certain procedures
Estates Dept.	Navy knee pad Trousers	Navy polo shirt, boiler suit, Safety boots, fleece.
Gardeners	Royal blue boiler suit	Safety boots wellington boots, waterproof coat, hi-visibility
Health Improvement Service Teams	Navy/Black trousers / skirt / tailored shorts/ black jeans, sports bottoms as appropriate to activity delivered	Approved team uniform – jacket/hoodie/fleece/polo short/t-shirt
Health Care Assistant Radiology Assistants and Therapy Assistants	Navy Trousers	Sky blue/white trim tunic or dress
Healthcare Assistant Apprentice	Navy Trousers	Light grey/red trim tunic or dress
Hollies catering assistant	Black Trousers	Black tunic
Hollies chef	Black/White check Trousers	Black Chef Jacket
Housekeepers	Navy Trousers	White with grey trim
Intensive Care Consultants	Grey Scrubs	
Linen assistants	Bottle green Trousers	Light green/white trim
Macmillan Nurse (funded)	Navy Trousers	Navy/green trim tunic or dress
Matron	Navy Trousers	Navy/red trim tunic or dress
Midwifery sister	Navy Trousers	Navy/white trim tunic or dress or jade green scrubs
Mortuary assistant	Black Trousers	White tunic/White trim
Mortuary and Bereavement Team	Black Trousers	Plain white blouse/shirt Spotted scarf/tie
Neonatal Services	Navy Trousers	Scrub Uniform Standard nurse Colours
Advanced Nurse Practitioners	Navy Scrub Suit	
Nurse Practitioners	Maroon Scrub Suit	
Occupational therapist	Navy Trousers	White tunic/bottle green trim,
Orthotics	Navy Trousers	Navy white stripe tunic
Paediatric Nurses	Navy Trouser	Child friendly print scrub tunic Standard nurse uniform
Painters	White bib and brace/Navy Trousers	Navy polo shirt.
Pathology		White lab coat

Pharmacy Technicians and Assistants	Black trousers	White/green trim tunic or dress
Pharmacy Assistants (Store)	Black Trousers	Navy Polo shirt
Phlebotomist	Navy Trousers	White tunic/Aqua trim
Physiotherapist	Navy Trousers	White tunic/Navy trim
Plaster technician	White Trousers	White tunic or White polo shirt
Play specialists	Navy Trousers	White tunic with pink epaulette
Podiatry staff	Navy Trousers	White tunic/Blue trim
Podiatry support workers	Navy Trousers	White tunic
Porters	Navy Trousers	Light blue open neck shirt, Safety shoes, Hi-vis waistcoat, waterproof coat.
Radiographer/Sonographers	Burgundy Trousers Navy Trousers	White tunic/Burgundy trim
Receptionists/Ward Clerks		Navy aqua spot blouses or white shirt/blouse
Retinal screening	Black Trousers	White tunic/White trim
SALT	Black Trousers	White tunic/Black trim
Senior Nurses	Navy Trouser	Black/red trim tunic or dress
Sewing Room assistant	Navy Trousers	Navy/white stripe tunic or dress
Sister/ Charge nurse	Navy Trousers	Navy/ White trim tunic or dress
Patient Flow Team	Navy Trousers	Navy/Navy Trim tunic or dress
Specialist Nurses e.g. Infection Control Tissue Viability Advanced transfusion practitioner B6 Associate Practitioner Community	Navy Trousers	Navy/ White stripe tunic/Dress
Staff Nurse	Navy Trousers	Hospital blue/White trim tunic or dress
Supervisor Hollies	Black Trousers	Aqua blouse white spot
Supervisors Facilities	Black Trousers	Lilac/white trim tunic/Dress
Supervisors Male Facilities	Black suit	White shirt
Telephonist/help desk	Own trousers	Navy aqua spot blouses or white shirt/blouse with spotted scarf/spotted tie
Theatre/recovery staff	Light blue scrubs*	
Total Health Care Custody Practitioner	Black Trousers	Burgundy polo shirt

UCC Drivers/Assistants	Navy Trousers	Light blue shirt/sky blue white trim tunic
Wheelchair service: Administrative staff Therapists	Navy Trousers	Navy spot blouse White shirt and navy cardigan
X-ray Assistant Practitioner	Navy Trousers	Sky blue tunic/white trim
X-Ray assistants	Burgundy Trousers	Burgundy tunic/White trim
X-ray Practitioner	Navy Trousers	White tunic/White trim

Light blue theatre scrubs to be worn only by theatre / recovery staff

9.3 Appendix 3 Employee Request Form

**EMPLOYEE UNIFORM REQUEST**

Name:	<input type="text"/>	Job Title:	<input type="text"/>
Base Site	<input type="text"/>	Cost Centre:	<input type="text"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other	Date:	<a href="#">Click here to enter a date</a>
Staff Assignment No:	<input type="text"/>	Department:	<input type="text"/>

**Uniform Required :**  
**(Please include code no. if Possible)**

**Size Required:**

**Quantity Required:**

--	--	--

**Office Use Only: Items Supplied:**

<b>Signed:</b>	<input type="text"/>	<b>(Employee)</b>	<b>Contact No.</b>	<input type="text"/>
<b>Signed:</b>	<input type="text"/>	<b>(Head of Dept.)</b>	<b>Contact No.</b>	<input type="text"/>

**(Note: Uniform cannot be ordered without authorisation and Cost Codes).**

**[Submit](#)**

or

**Save and send (as attachment) via email to: [sewingroomDMH@cddft.nhs.uk](mailto:sewingroomDMH@cddft.nhs.uk)**



## Step 1 – Scoping your analysis

**What is the aim of your policy, procedure, project, decision, function or service and how does it relate to equality?**

This Policy sets out the expectations of CDDFT in relation to the corporate dress code and wearing of uniforms

**Who is the policy, procedure, project, decision, function or service going to benefit and how?**

Staff and patients

**What barriers are there to achieving these outcomes?**

None

**How will you put your policy, procedure, project, decision, function or service into practice?**

Policy will be disseminated Trustwide and available on the Trust intranet. Paper copy stored in Corporate Records Office, DMH.

**Does this policy link, align or conflict with any other policy, procedure, project, decision, function or service?**

No

## Step 2 – Collecting your information

**What existing information / data do you have?**

The Policy is based on national guidelines and is relevant to all groups

**Who have you consulted with?**

Uniform Task & finish Group, Senior Nursing & Leadership Group

**What are the gaps and how do you plan to collect what is missing?**

None

### Step 3 – What is the impact?

Using the information from Step 2 explain if there is an impact or potential for impact on staff or people in the community with characteristics protected under the Equality Act 2010?

#### Ethnicity or Race

No impact or potential for impact on any group

#### Sex/Gender

No impact or potential for impact on any group

#### Age

No impact or potential for impact on any group

#### Disability

No impact or potential for impact on any group

#### Religion or Belief

No impact or potential for impact on any group

#### Sexual Orientation

No impact or potential for impact on any group

#### Marriage and Civil Partnership (applies to workforce issues only)

No impact or potential for impact on any group

#### Pregnancy and Maternity

No impact or potential for impact on any group

#### Gender Reassignment

No impact or potential for impact on any group

**Other socially excluded groups or communities e.g. rural community, socially excluded, carers, areas of deprivation, low literacy skills etc.**

No impact or potential for impact on any group

### Step 4 – What are the differences?

**Are any groups affected in a different way to others as a result of the policy, procedure, project, decision, function or service?**

No

**Does your policy, procedure, project, decision, function or service discriminate against anyone with characteristics protected under the Equality Act 2010?**

Yes  No

**If yes, explain the justification for this. If it cannot be justified, how are you going to change it to remove or mitigate the affect?**

**Step 5 – Make a decision based on steps 2 - 4**

**If you are in a position to introduce the policy, procedure, project, decision, function or service? Clearly show how this has been decided.**

Following consultation with Infection Control Team, Uniform Task & Finish Group. Approved at Integrated Quality & Assurance Committee.

**If you are in a position to introduce the policy, procedure, project, decision, function or service, but still have information to collect, changes to make or actions to complete to ensure all people affected have been covered please list:**

N/A

**How are you going to monitor this policy, procedure, project or service, how often and who will be responsible?**

The effectiveness of this policy will be monitored monthly by the clinical matrons carrying out snap shot audits of compliance with policy.