

POLICY DOCUMENT

Policy Title:	Uniform & Dress Code Policy
Policy Group:	Human Resources
Policy Owner:	HR Manager
Issue Date:	12 th September 2019
Review Period:	36 months
Next Review Due	12 th September 2022
Author:	SOR & JS
Cross References:	Infection Prevention Policy, Health and Safety Policy, PPE policy, staff handbook, security policy, disciplinary policy
Evidence:	Department of Health (2015) The Health and Social Care Act 2008. Royal College of Nursing (2005) Guidance on uniforms and clothing worn in the delivery of patient care. London: RCN. Publication code: 002 724
How implementation will be monitored:	Induction, IPC training, provision and renewal of uniforms, spot checks, department managers checks.
Action to be considered in event of a breach:	Training, disciplinary action
Computer File Ref.	
Policy Accepted by MT	11 th September 2019
Sign-off by CEO:	

Statement of Purpose: This is a hospital policy outlining the minimum core standards to be adhered to by all members of staff within the organisation.

It is the responsibility of all staff to comply with this policy and procedure.

Failure to follow the requirements set out in this policy and procedure may lead to investigation under the Hospital Managing Conduct Policy and could result in disciplinary action up to and including dismissal

Policy Statement: This policy is designed to ensure that the dress code and the wearing of uniforms is consistent across the Hospital and that all staff portray an image designed to promote the confidence of patients and the public. It outlines standards staff are expected to adhere to when at work. Staff have a professional responsibility to comply with the standards outlined in this policy, and this will be reviewed on an ongoing basis.

Uniform policy and dress code exists to:

- Provide protection in the workplace
- Portray a professional appearance and public confidence
- Promote a corporate identity

There are a set of general principles, which apply to everyone working in the Hospital and additional standards for those in a patient environment.

1. STANDARD

All staff within the organisation portray a professional image and appearance, and comply with the Hospital's Uniform and Dress Code Policy.

- A Hospital identity badge and name badge must be worn and be clearly visible while in the hospital but this must be removed when leaving the Hospital, except when on Hospital Business.
- Work clothes must be smart, clean and practical. Excessively short skirts, exposed midriffs or exposed underwear are not acceptable, as they do not portray a professional image and may cause embarrassment to others.
- Casual wear i.e. denim, football shirts and T-shirts with offensive logos or writing are not permitted
- All footwear must be closed in clinical areas (no clogs) and firmly attached to the wearer's foot and should be low heeled. Open toe sandals may be worn in nonclinical areas where there are no manual handling operations and at the discretion of the manager of the area.
- Protective footwear must be worn when required for high risk activities such as moving / handling operations.
- Hair must be clean, neat and tidy and any hair fastenings should be discreet, and plain.
- Facial hair must be neat and tidy.
- Head coverings must be secure and washed daily.
- Make up and jewellery must be discreet.

- Body piercings must be discreet and should be removed or covered with the uniform. If the member of staff is unable to remove or cover the piercing then this is subject to the discretion of the manager.
- Staff must not chew gum when at work or during professional forums / meetings.
- Non-uniform professionals may wear a corporate approved lanyard with only their ID badge attached to the lanyard. No other items should be attached.
- Where members of staff smoke (in the designated smoking area only) they are required to change out of uniform. Smokers should be aware that the smell of cigarette smoke on clothing can be abhorrent to a non-smoker and if, on return to work, the member of staff is in close proximity to a patient, may even cause them to feel nauseous.

1.1 Infection Control

This policy ensures that all staff follow the requirements of wearing appropriate clothing which minimises the risk of infection transfer which is a key part of maintaining patient and staff safety and giving confidence on this issue to patients, carers/relatives, visitors and fellow staff. It is also essential to ensuring that the staff and the Hospital fully comply with the Health and Social Care Act (2008) ("NHS Hygiene Code").

Bare below the elbow

The 'bare below the elbow' initiative was implemented to adhere to Department of Health guidance as outlined by the Health Secretary in September 2007. The guidance has been introduced to ensure that staff wash their hands regularly and thoroughly to limit the spread of infection. It applies to non-uniformed and uniformed staff and the clinical area which is defined as from the door that provides direct access to the ward or department where patients are seen or treated or any facility where patient care is being provided.

In summary the key points are:

- **Sleeves** rolled up to above the elbow, or wear short sleeved shirts/blouses
- **Ties** must be securely tucked in, or a bow tie or no tie can be worn
- **Wrist** watches must not be worn
- **One** plain band ring can be worn (with no stones)
- **White** coats must not be worn (except in laboratories /Cath Lab and the Department of Nuclear Medicine where they are worn as personal protective equipment).
- **Jewellery** including wrist watches must be removed for hand washing and prior to any invasive procedure or entering a Clinical environment

1.2 Health and Safety

Protection from Hazards

This policy ensures that all staff wear appropriate uniforms and all required protective wear which is essential to protect all staff from hazards in line with Health & Safety legislation.

Moving and Handling

This policy ensures clothing is compatible with safe handling and moving which is essential to the safety of staff and their patients. It is also essential to ensuring that the staff and the Hospital fully comply with Health and Safety legislation (e.g. Manual Handling).

1.3 Professional Image

Ensuring that all staff look smart, clean and professional is vital to reassuring patients, relatives and visitors to the hospital that they will receive effective and high quality care in a clean environment.

Advice can be sought from the line manager if you need more guidance.

1.4 Identification of Staff

The Hospital Identification Badge must be worn and visible by all staff at all times when at work. This is essential to ensuring the security of patients, carers/relatives, visitors and fellow staff.

2. DUTIES AND RESPONSIBILITIES

2.1 All Staff

Must wear appropriate attire for their role in line with the requirements outlined within this Policy. For most staff this means wearing a uniform specific to their service.

Where it is deemed appropriate that staff's own personal clothing is to be worn in clinical areas this must be made of a 60° washable fabric.

It is the responsibility of the wearer to ensure that the uniform is clean and free from contamination, un-creased and in good repair.

Nursing with Hospital Uniforms

Staff leaving the Hospital must return their uniforms within two months of leaving the Hospital.

Line Managers

Must ensure that uniforms are worn where required and that the standards of dress set within this policy are adhered to, including leading by example and identifying areas of review to Management Team

Assistant General Manager

Responsible for:

The purchase and issue of all nursing uniforms as requested by Human Resources or Line Managers

- The recording of names of staff and the number and style of uniform(s) issued
- Establishing and retaining accurate control records for the nurse uniform deposit system

Staff provided with a Hospital Uniform

All staff that are provided with a Hospital uniform for their role must wear it at all times when at work. It is not acceptable to wear uniforms from other Hospitals / organisations.

Uniform colour all work with Navy blue or, where indicated, black trousers Tights & leggings not permitted except where	Grade/Job Role	Footwear
White Polo shirt	Physiotherapists/Physiotherapy Assistants	Black shoes or trainers
Navy tunic	Ward/Night Sister	Black shoes or trainers
Pale blue tunic	Senior Staff Nurse	Black shoes or trainers
Mauve tunic	Staff Nurse	Black shoes or trainers
Mauve stripe tunic	Staff Nurse (Associate Nurses)	Black shoes or trainers
Dark red tunic	Care Team Leaders	Black shoes or trainers
Grey tunic	Health Care Assistant	Black shoes or trainers
Blue polo shirts	Caretakers	Black shoes or trainers
Green tunics or shirts / Aqua polo shirts	Housekeeping Assistants	Black shoes or trainers
Purple polo shirts & black trousers	Catering Staff	Black shoes or trainers
Black spotted blouses, black trousers or black skirts (tights permitted)	Reception Staff	Smart work shoes as appropriate.

All staff are required to wear a clean un-creased tunic on each working day to prevent the risk of cross infection.

Wearing of Hospital Uniform outside hospital premises

The wearing of uniform outside the hospital premises is **ONLY PERMITTED** when staff are on specific Hospital duty e.g. transferring patients or attending meetings in a clinical or official capacity.

It is recommended that uniforms are not worn when travelling to and from work, however if this unavoidable then **uniforms must be covered**. This recommendation is made for the Health and Safety and security of all staff and to minimise the risk of cross infection.

Staff **MUST NOT** smoke, be seen out socially or shopping in uniform.

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

Requests to wear uniform outside the Hospital premises for formal occasions or for the purpose of promoting the Hospital must be authorised by the Director of Nursing or another Director.

Replacement uniforms must be approved by the appropriate Manager.

Where cardigans are worn for warmth they must be plain black or navy and must be in a good state of repair. They must only be worn in non-clinical areas and should be removed prior to carrying out any clinical procedure.

3. Obtaining Hospital Uniform

The numbers of uniforms issued will be as follows:

Days worked per week	Numbers issued	
	Tunic	Trousers Navy
4 or more	4	4
3	3	3
2	2	2
1	1	1

Staff requesting additional sets of uniform may purchase them at cost, through the Assistant General Manager.

Replacement uniforms

Uniforms will be routinely replaced every 2 years unless there is a need to replace them prior to this. This may include damage to uniform or a change in size requirement and the request approved by a senior manager/H.R.

Footwear

Must be clean and in a good state of repair.

Clinical staff who wear uniform, must provide their own footwear and wear flat soft soled shoes, closed over the foot and toes are appropriate for the clinical environment.

Closed shoes offer protection from spills and dropped objects. Open shoes risk injury or contamination to staff. Soft soles reduce the noise on the wards.

All clinical staff must wear plain black shoes with soft or rubber soles.

Where protective footwear is a requirement it will be supplied by the Hospital and must be worn.

Plain Black training shoes can be worn as part of an agreed local uniform policy as agreed by the Manager.

Badges

The Hospital Identification Badge must be worn and visible by all staff at all times when at work.

A maximum of two badges of professional organisation, qualification or trade union may also be worn.

Staff involved in the direct care of patients must not wear badges in such a way that they might cause injury.

Lanyard attachments for badges must be clean and appropriate for the clinical area or be of the clip variety. All lanyards must be anti-ligature (break clasp) and must not be worn when undertaking patients care.

Jewellery

If worn must be appropriate for maintaining Health and Safety in the area concerned, when in uniform.

No visible necklaces should be worn. Managers must be flexible and reasonable concerning those items of jewellery and markings that are traditional within some religions and beliefs.

For staff providing direct clinical care or working in food preparation only one ring is allowed which must be a plain band.

Small stud earrings are permitted.

Hair

When in uniform hair should be neat, tidy and well groomed; hair should be tied back i.e. so that it does not fall forward when undertaking clinical duties.

Fingernails

Must be clean, short, neatly manicured without nail varnish.

Nail extension and false nails must not be worn in clinical areas.

Body/Facial Piercing

Body piercing must be discreet. Staff working in clinical areas must remove facial piercings.

Tattoos

Any recent tattoo must be appropriately covered with a waterproof dressing in accordance with the Infection Control Policy.

Protective Clothing

See PPE policy.

Laundering of Uniforms

The risk of uniforms being contaminated with blood or body fluids is very dependent on the tasks performed by the member of staff. Such contamination carries an inherent risk (low) of transmission of disease therefore any uniforms must be washed separately at 60°C.

Maternity Wear

Staff who are pregnant will be issued with larger sizes of uniform.

Cultural and Religious Wear

The Hospital will aim to meet requirements of cultural or religious wear or recommendations from Occupational Health wherever possible.

All of the above applies to Agency Staff and staff working under a service level agreement (as appropriate)

Equality & Diversity

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

Review

The policy will be reviewed every 3 years to ensure that the system described continues to provide an effective framework for managing uniforms and accepted dress codes for those working at Holy Cross Hospital.