

## Dress Code and Uniform Policy

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## DRESS CODE AND UNIFORM POLICY

### Document Control / History

Revision No	Reason for change
1	New policy created – amalgamated Nurses Uniform and Clinical Workwear and provides guidance for non-clinical staff.

### Consultation

Director of Nursing

Infection Control

Head of Equality and Inclusion

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## DRESS CODE AND UNIFORM POLICY

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## DRESS CODE AND UNIFORM POLICY

To be read in conjunction with any policies listed in Trust Associated Documents.

### 1 Introduction

- 1.1 This dress code and uniform policy applies to all staff, including those with honorary contracts, sub-contractors, bank and agency workers, and students working for Medway NHS Foundation Trust. It applies to both uniformed and non-uniformed staff groups.

### 2 Purpose / Aim and Objective

- 2.1 The policy sets out the standards and principles that staff are expected to observe as their dress code and/or uniform. It is not exhaustive, and managers should use a common sense approach to apply standards of professionalism to any matters not covered by this policy. The policy has taken into consideration the Equality Act 2010 and the rights of individuals to express themselves freely, within the context of health, safety hygiene and professionalism. The impact of healthcare associated infection (HCAI) on patients in terms of morbidity and mortality cannot be overstated, and the safety of patients in relation to HCAI is a clear priority for the Trust. Dress code, uniforms and hygiene in the clinical setting are integral to the control and prevention of HCAI. The Trust reserves the right to review and amend this policy at any time through the Trust's consultation and communication process', following changes to legislation or guidelines.
- 2.2 The trust expects staff to take pride in their appearance and present a professional image that has a positive influence on peoples overall perceptions of the standards of care they experience. Uniforms are worn to ensure the safety of staff and to reflect the staff's professionalism, and to enable patients to identify staff groups easily, enhancing communication and enabling appropriate choices to be made about whom to approach for help.

### 3 Definitions

- 2.3 Terms used in this document are defined or explained in context

### 4 Roles & Responsibilities

#### 4.1 All Staff

All those working for Medway NHS Foundation Trust as defined in 1.1 are responsible for following the standards of uniform/dress and appearance laid down in this policy and should understand how this policy relates to their working environment, health and safety, infection control, particular role and duties, during the course of their employment, and honorary duties carried out within the Trust. Smoking is not permitted at work, or in uniform, or if someone is identifiable as a member of trust staff (e.g. wearing a Trust badge or lanyard). Eating and drinking is not permitted in clinical areas. Failure to adhere to the Trusts standards of dress

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and appearance may constitute misconduct and the disciplinary procedure will be used when staff fail to adhere to the uniform and dress code policy.

### 4.2 Managers, Senior Sisters and Matrons

Managers, Senior Sisters and Matrons are responsible for ensuring the policy is adhered to at all times in respect of the employees they manage. Any breach of this policy that cannot be resolved informally or repeated breaches may lead to disciplinary action under the Disciplinary Policy. Managers must discuss the issue with a member of the Human Resources team before involving the Disciplinary Policy.

## 5 Dress Code General Principles, applying to all staff

5.1 The standards and principles applied are:

### 5.1.1 Identification

All employees are supplied with a Trust identity security badge that must be worn and visible at all times when on duty or acting in an official capacity representing the Trust. Medway NHS Foundation Trust employees with Honorary Trust contracts, visiting clinical staff and contractors must also wear identity badges. Where staff have been supplied with a 'Hello my name is ...' badge, these must be worn.

### 5.1.2 Clothing: professional presentation

Staff are required to dress according to standards of professionalism and decency. Clothing should be suitable for business, and not leisure or sport. Staff should not wear clothes that are too revealing or sexualised, or that have offensive, inappropriate or political messages, slogans or images. Clothing must be clean and tidy. When considering standards for staff, managers have a duty to consider the Trust's public image.

### 5.1.3 Clothing: due regard to health, hygiene and safety

Staff working in clinical environments should have due regard to the standards set out in section 6 of this policy. Clothing must not present any hazards to health or safety concerns, either for the individual or patients. For example, skirts, dresses and trousers should not reach the ground, thereby creating a trip hazard.

### 5.1.4 Footwear: must be safe, sensible, smart clean and suitable for business, i.e. shoes or boots.

Smart leather or leather-look sandals may be acceptable in some areas, such as office environments, subject to ensuring that standards around health, safety and hygiene are met. When working in clinical areas, open-toed footwear is not acceptable on the basis of hygiene, health and safety. Similarly, footwear with an open design (such as Crocs™ and Crocs™ work shoes) can also be a health and safety/sharps risk to staff, so are not

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permitted in clinical areas.

Staff working in community settings may need to wear footwear that is comfortable and practical for walking, such as smart trainer-type shoes. Such footwear should still meet the criterion of being suitable for business, e.g. dark or neutral, clean and safe.

Leisure footwear, such as flip flops, sports shoes or leisure trainers are unacceptable in all areas, on the grounds of both health and safety, and professional presentation.

### 5.1.5 Professional personal presentation

Wherever possible, tattoos should not be visible. Any visible tattoos must not be offensive or inappropriate in nature; i.e. they must not contain images or wording that is violent, sexualised, political, discriminatory or inflammatory.

The wearing of any jewellery and piercings must have due regard to the standards of professionalism, hygiene, health and safety. Jewellery should be discreet and appropriate, must not be offensive or inappropriate, or be a hazard to health and safety. If in a clinical environment, any items of jewellery that creates the potential for an act of violence (e.g. a grab risk) or entanglement must be removed in working hours. (e.g. hoops in earlobes, large chain necklaces). On the grounds of both health and safety and professional presentation, piercings should be removed if possible, or kept discreet and hygienic. When working in clinical environments they must be removed, on the grounds of hygiene, before coming on duty. In clinical settings jewellery must be kept to a minimum – e.g. a wedding/plain band ring (No stones) and one pair of discreet plain metal stud earrings are permitted, also permitted is a single plain metal stud nasal piercing. Other facial / body piercings are not permitted and must be removed before coming on duty. The wearing of necklaces is not permitted, in clinical settings, unless worn for religious reasons. If worn for these reasons, they should be discreet and covered. Wrist watches must not be worn when providing clinical care.

Discreet make-up and perfume/after-shave may be worn, subject to complying with professional standards (being presentable for business, not leisure) and patient safety. When working in clinical environments due regard must be given to patient safety and comfort, and to prevent exacerbation of nausea, particularly those receiving treatments such as chemotherapy.

Hair must be suitably presentable for business, with due regard to the Trust's professional image and to hygiene, health and safety. Any hair accessories should, therefore, be discreet. Headwear for religious purposes (e.g. headscarves, turbans and kippots) are permitted.

Staff may not wear political symbols or slogans at work, or on their uniform under any circumstances. (Badges of recognised professional organisations

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do not constitute 'political' symbols. Discretion and common sense should be applied with regard to symbols related to charitable campaigns)

### 5.2 Exceptions and considerations

5.2.1 The Trust values diversity, recognising that culture and religion and disability have valid influences on how people dress. Therefore the trust will take a sensitive approach when this affects dress and uniform requirements. However, there may be circumstances in which there are genuine occupational reasons as to why the wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security and infection control. Face coverings should be removed when on duty, for the purposes of communication and identification, especially when working with patients, other members of the public or in a customer-facing role, either with the public or colleagues). Hijabs and jilbabs are permitted, subject to health and safety considerations and patient safety. On the grounds of health and safety, head coverings should be no longer than shoulder length and secured.

5.2.2 When judging professional standards of clothing and personal presentation, managers should take into consideration any practical concerns that enable a member of staff to fulfil their role, such as making reasonable adjustments for disabled staff, (e.g. any necessary exemptions with regard to footwear), the type of work that an individual is required to do (e.g. moving and handling). Exceptions to the policy should be agreed with the relevant director.

5.2.3 This section is intended as a guide for managers and employees, only. Staff are encouraged to discuss any additional clothing requirements with their managers on an individual basis. In all decisions, managers must have due regard to the professional image of the Trust, and to hygiene, health and safety, and to relevant legislation, including the Equality Act 2010.

## 6 Dress Code principles when working in clinical areas

6.1 All healthcare workers have a responsibility to minimize the spread of infection by wearing the appropriate clothes in the clinical setting, and complying with the guidelines in this policy. When dealing with patients who pose a risk of infection, standard precautions must apply in accordance with the Trust Infection control policy. Aprons should also be worn when there is a risk that clothing or uniforms may become exposed to blood, bodily fluids, secretions and excretions. Dental staff must wear tunics during routine dental treatment sessions or supervising students during clinical sessions. Staff will observe the principles of **Bare Below the Elbows / Hand Hygiene Policy** in clinical areas. A summary is provided at [Appendix 2](#).

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- 6.2 Ties: Research has shown that the wearing of ties, other than 'bow ties' in the clinical setting constitutes an Infection Prevent and Control Risk, as they have been shown to be colonised by pathogens as they are regularly handled by the owner and come into contact with numerous objects. Ties are therefore discouraged in clinical settings. It is recognised that for some staff, the wearing of a tie is essential to them feeling that they are presenting a professional appearance; therefore the following is expected of all staff wearing ties
- Ties, if worn, may only be worn with collared shirts
  - Ties, if worn, must be tucked into the shirt when delivering care.
  - Ties should be changed frequently, and should receive regular cleaning
  - 'Bow' ties may be worn with collared shirts as an alternative to the above.
- 6.3 In clinical settings, non-uniform wearers should wear clothes made of closely woven natural materials as it they have a low bacterial transfer rate that minimises cross-infection, and is durable enough to be washed at high temperatures. Presuming some degree of contamination, even on clothing that is not visibly soiled clothes must be thoroughly laundered and remain separate from other clothing items.

## 7 Uniformed Staff

### 7.1 Uniform Policy

- 7.1.1 All uniformed staff should wear the Trust uniform which denotes their role when giving clinical care or undertaking administrative duties in a clinical setting (ward and departments). Uniforms issued must not be altered or added to by the individual. If changes are required, they should be undertaken by the sewing room. Staff leaving the Trust or changing roles must return their uniforms to the linen room. Staff are not permitted to wear visible items under their uniforms, such as t-shirts. The exception to this may be on religious grounds, or if there tattoos that need to be covered in order to comply with section 5.1.5 above. Click her for form [Recruitment - Sewing Room Request for New Uniforms Form](#)
- 7.1.2 The uniform should be worn in a clean and presentable fashion and changed daily, and staff should pay attention to their personal hygiene. Uniforms should be changed immediately, in the event of contamination with blood or body fluids. All staff must have a spare uniform with them in case one becomes soiled during the course of duty. In the event that staff need to use showering facilities following contamination, they should contact their Matron or manager for further advice if there are no facilities within their department.
- 7.1.3 Black/navy cardigans or jumpers may be worn off wards and when on breaks but must be removed before giving clinical care.
- 7.1.4 Wherever possible, all staff should change their uniform before going off duty. If this is not possible, staff are permitted to travel between home and work in their uniform as long as it is fully covered by a coat or a similar outer

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garment. Community staff should wear a coat or outer garment in between patient visits. However staff may use their discretion during summer.

- 7.1.5 The wearing of the Trust uniform in public places outside of the Trust such as; in supermarkets, and restaurants, and travelling on public transport (other than Trust Transport) is not acceptable. Failure to comply with this may lead to disciplinary action. The exception to this is community staff who may visit a supermarket or store in order to purchase their lunch, only, or who may need to use public transport in between appointments.
- 7.1.6 For uniform footwear, the general principles set out in section 5 above apply in clinical settings. Additionally, uniformed staff should wear low heeled black leather or leather look, closed in shoes with non-slip soles. This is to minimise infection risk, reduce noise levels for patients, and to ensure that staff are able to respond rapidly in emergency situations. This is also necessary to ensure staff are protected from spillage or bodily fluids, and to facilitate safe manual handling. Canvas, suede or trainer type shoes are not permitted. Dark or natural coloured trainer style shoes may be worn by community staff who need to walk distances during their duties, as agreed locally.
- 7.1.7 For staff in uniform dresses, plain black or natural coloured stockings or tights are to be worn at all times, except during hot weather, when at the discretion of the departmental manager or Matron a decision may be made that tights / stockings do not need to be worn to aid staff comfort.
- 7.1.8 Jewellery – the uniform policy on jewellery follows the provisions set out in section 5 above. .
- 7.1.9 Hair should be neat and tidy at all times and arranged off the face and collar with suitable plain hair adornment. Short Hair must be worn in a style that is neat in appearance. Long hair (which would touch the shoulders when hanging loose) should be tied back removing it from the face and collar. Hair adornments (clips, ties, bands) should be essential to achieving the stated standards for hair, small, discreet in nature and securely attached.

This includes headscarves for religious purposes. Beards, if worn, should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

- 7.1.10 Nail varnish and false nails are not permitted. Nails should be sufficiently short to ensure safe patient contact. Nails should be trimmed short and kept clean (for staff working with patients). Nail polish should not be worn; this includes Gel or Shellac coatings. False (acrylic or attached with glue) nails/nail jewellery should not be worn by staff who undertake clinical duties or may be called upon to do so.
- 7.1.11 Long sleeved white coats are not permitted, for infection control reasons due to the fact they compromise hand washing, these are no longer approved Trust uniform.

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- 7.1.12 When delivering care i.e. examining, seeing or treating patients, items such as; identification badges, stethoscopes, ties, or any other item that may fall forward, or on to the patient, must be secured. Ties must therefore be tucked into shirts or removed.
- 7.1.13 The provision of personal protective equipment is the responsibility MFT. Each manager must ensure that personal protective clothing and equipment is available to the employee in accordance with COSHH regulations and local/statutory recommendations.
- 7.1.14 Staff in roles that require protective clothing are required to wear this whilst carrying out their duties in accordance with health and safety requirements. If individuals are unsure about such requirements they should discuss this with their manager.
- 7.1.15 The policy for the correct use of protective clothing must be observed, as set out in section 9 below.

### 7.2 Uniform policy for non-clinical staff

- 7.2.1 **Other health professional groups, such as** Pharmacists, Clinical Scientists, Medical Physics and Laboratory staff are expected to comply with the Trust Dress code as outlined above, and also comply with local regulatory and good practice requirements and guidelines according to the area of work. These will reflect the individual environment and materials handled in accordance with local health and safety policies.
- 7.2.2 **Some estates and facilities staff** have specific clothing requirements based upon the need for: personal safety, hygiene, statutory regulatory requirements, work environment (including outside working), infection control and catering. Legal requirements concerning food hygiene must be observed by staff involved in catering and food handling. Guidance and requirements for catering staff are set out in [Appendix 3](#).

### 7.3 Changing facilities and storage of personal belongings

- 7.3.1 The Trust acknowledges that the storage of personal belongings and access to changing facilities is problematic in some areas. As part of the ongoing environmental improvement programme the Trust is committed to providing token operated lockers in secure areas, and improved staff access to changing and showering facilities.
- 7.3.2 Staff lockers that are used to store uniforms and non-disposable items that are used in giving direct care e.g. stethoscopes, should where possible be coated with biocote antibacterial protection, which inhibits the growth of potentially harmful bacteria and fungi. These lockers also have sloping tops which facilitates easier cleaning.

## 8 Exceptions to the Uniform Policy

- 8.1 The Director of Nursing can authorise the non-wearing of uniform in specific specialist roles where:

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- 8.1.1 The client / clinician relationship has the potential to be compromised by the wearing of a uniform.
- 8.1.2 The non-wearing of a uniform will not create unacceptable risk to safety and infection prevention.
- 8.1.3 Where agreement is reached on appropriate standards of dress to be applied by the individuals in place of the uniform.

### 8.2 Allowance on the grounds of religious or cultural beliefs

- 8.2.1 The wearing of items arising from cultural or religious norms for example the 'Kara Bracelet' is in most circumstances welcomed by the Trust, providing that infection control, health and safety and security of patients or staff is not compromised.
- 8.2.2 Kara bracelets must be plain metal and washed the same way as a metal wedding band would be washed during the 5 point hand washing routine. Kara Bracelets must be pushed up above the elbow where possible.
- 8.2.3 Staff who wear facial coverings for religious reasons are required to remove them whilst on duty. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with patients, visitors and colleagues.
- 8.2.4 Head coverings for religious purposes, such as hijabs, can be supported on religious grounds, provided that they do not drape freely when providing clinical care and are no longer than shoulder length, or tucked securely beneath the uniform neckline. Turbans and kippots are permitted.
- 8.2.5 Muslim women who observe the tradition of long sleeves are encouraged to wear Trust uniform with  $\frac{3}{4}$  length sleeves that can comply with both religious norms, and Trust infection prevention requirements. Clothing must allow for adequate hand hygiene. Protective plastic over sleeves are available where appropriate.

8.3 Employees wearing any additional items of clothing must follow the infection prevention – laundry guidelines.

8.4 Staff in clinical practice who have tattoos on their forearms that do not comply with the policy set out in section 5.1.5 above, should cover the tattoos with close fitting sleeves under the uniform, or coverage using tubigrip or similar items. These must be thoroughly clean, and rolled up or removed to enable thorough hand hygiene when performing clinical duties.

## 9 Protective Clothing

9.1 A number of clinical and non-clinical staff groups are required to wear protective clothing as part of their individual role, and these are provided by the Trust as required. The principles are based upon the need for:

- Patient safety

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- Personal safety
- Statutory regulatory requirements
- Work environment
- Health and safety requirements
- Infection prevention

### 9.2 Scrubs uniform:

- 9.2.1 Scrubs may only be worn in designated areas as agreed by the Clinical Director responsible for the area. Scrubs are to be worn in designated sterile areas and operating theatres and must never be worn travelling to and from work.
- 9.2.2 Staff whose uniform is theatre blues ('scrubs') may not wear them in the staff or visitors' restaurants, the shops or main reception area. They must never be worn when travelling to or from the hospital. Ideally theatre blues should not be worn in non-clinical areas.
- 9.2.3 Theatre shoes and hats must not be worn outside theatres. This applies to all staff who wear theatre blues, not just theatre staff. The wearing of 'theatre shoes' outside the area of work is specifically not to be undertaken whether from theatres, SCBU or other location.
- 9.2.4 Exceptions can be made if responding to a clinical emergency; however the staff member must then always change again when returning to theatre.
- 9.2.5 Scrubs should not be worn unless working in a designated Theatre environment or specially defined areas e.g. cardiac catheter suite. This includes all nursing and medical staff.
- 9.2.6 The wearing of scrubs outside of theatres is not permitted, scrubs worn within other clinical areas are uniform based and therefore permitted to be worn across site, e.g. emergency department, MRI and birth place.

### 9.3 Theatre suites

- 9.3.1 There is a clear distinction between the operating theatre and theatre suite i.e. the area that houses the operating theatres and associated areas such as; recovery and anaesthetic rooms.
- 9.3.2 Theatre clothing must not be worn in the hospital canteen area.

### 9.4 Blues Scrubs

- 9.4.1 Blue scrubs may only be worn in an operating theatre. They are only permitted outside the operating theatre in the case of clinical emergency. In these circumstances there is no need to cover scrubs with a theatre gown or an apron. However, staff must change in to a clean set of blue scrubs prior to returning to an operating theatre.
- 9.4.2 Staff should wear well-fitted dedicated operating theatre footwear. These must be cleaned/decontaminated on a regular basis, particularly when visibly

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dirty or when contaminated with blood or body fluids. Each theatre suite manager should ensure that local procedures are in place for these procedures to take place; this footwear is not to be worn outside of the theatre complex. The use of over shoes is not permitted for infection control reasons.

- 9.4.3 Within the operating theatre, hair must be entirely covered with a clean, disposable hat, which should be changed at least daily, or on leaving the theatre suite. Hats should be changed if they become contaminated with blood or body fluids. It is recommended that beards are covered with a hood.
- 9.4.4 It is recommended by the infection control department that all blue scrub teams should wear masks, but the wearing of masks by other operating theatre personnel should be at the discretion of the individual consultant surgeon involved. Every individual in the operating theatre should wear a mask when prostheses / implantation surgery is being performed, or if the patient is immuno-compromised. Masks should be removed and disposed of at the end of each case, as they are single use items. Masks must not be left hanging around the neck and/or reused for the next case.
- 9.4.5 Protective eyewear with visors, appropriate aprons and gloves must be readily available in every theatre suite and dental surgery, and their use enforced as per Standard Precautions and Infection Control Policy.
- 9.4.6 Visitors to the operating theatre complex - Theatre staff will guide all visitors to the operating theatres on what to wear. Any visitor entering an operating theatre must change into the appropriate coloured scrubs and suitable footwear.

### 10 Monitoring and Review

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	First review in one year and then every three years	Senior HR Advisor/ Head of Nursing Workforce and Education and in conjunction with infection control	Executive Director of HR & OD And Director of Nursing	Where gaps are recognised action plans will be put into place

### 11 Training and Implementation

- 11.1 The policy is available for all employees to access via the intranet.

### 12 Equality Impact Assessment Statement & Tool

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All public bodies have a statutory duty under The Equality Act 2010 (Statutory Duties) Regulations 2011 to provide “evidence of analysis it undertook to establish whether its policies and practices would further, or had furthered, the aims set out in section 149(1) of the [Equality Act 2010]”; in effect to undertake equality impact assessments on all procedural documents and practices.

Equality Impact Assessment screening of this policy identified that uniform and dress code policies have the potential to discriminate on the grounds of religion/belief, gender identity and sex. The policy has been revised, therefore, to take a practical approach to balancing dress and uniform requirements with equality considerations and the requirements of hygiene infection control. Adjustments are set out in the ‘exceptions’ sections of the Policy (section 5.2 and 8)

### 13 References

Document	Ref No
<b>References:</b>	
Equality Act 2010	
<a href="#">National Patient Safety Agency (2005) Clean your hands Campaign</a> . London. <b>NPSA</b> . <a href="http://www.npsa.nhs.uk/health/display?contentId=3257">www.npsa.nhs.uk/health/display?contentId=3257</a>	
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Royal College of Nursing (2005) Uniform Approach Key points for nursing staff. London. RCN <a href="http://www.rcn.org.uk/resources/mrsa/downloads/Wipe_it_out-Uniform_checklist.pdf">http://www.rcn.org.uk/resources/mrsa/downloads/Wipe_it_out-Uniform_checklist.pdf</a>	
Royal College of Nursing (2004) <a href="#">MRSA: The RCN campaign to 'Wipe it out'</a> MRSA: The RCN	

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<p><a href="#">campaign to 'Wipe it out'</a>. London. RCN <a href="http://www.rcn.org.uk/resources/mrsa/downloads/">http://www.rcn.org.uk/resources/mrsa/downloads/</a></p>	
<p><b>Trust Associated Documents:</b></p>	
<p>Disciplinary Policy and Disciplinary SOP</p>	

If you would like a Braille or large print copy of this policy please contact the Human Resources Department and it will be arranged

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### 14 Appendix 1 - Uniforms provided

1. Nursing staff and professions allied to medicine:
  - 1.1 Full time nurses are issued with either 5 dresses or 5 tunics and 3 pairs of trousers (or a combination). Part time staff including bank staff are issued with 3 tunics/dresses and 2 pairs of trousers. Radiographers, physiotherapists, occupational therapists will be issued with 5 sets of uniforms, with a choice of tunic/trousers, polo shirts or dresses, or a combination. Maternity clothing is provided.
  - 1.2 Dental nurses wear dental tunics, trousers or dresses. Registered nurses working within the Dental hospital will be issued with the Trust's nursing and midwifery uniform.
  - 1.3 Community teams wearing their own clothes must follow the dress code policy sections 5 and 6.
  - 1.4 Nurse Consultants may use discretion in relation to the clinical aspects of their role and decide whether the wearing of uniform is appropriate to their specialty. One uniform will be provided.
2. Infection prevention – laundry guidance
  - 2.1 The Trust has a duty to provide guidance to employees who are responsible for laundering and handling their own socially soiled uniforms, as follows;
  - 2.2 Uniforms should be washed:
    - In a washing machine on a hot wash, separate to other items Hand washing clothing items is ineffective and not acceptable. Physically soiled uniforms should receive a machine 'sluice (rinse) cycle' first, prior to the main wash
    - With laundry detergent in the quantities advised by the manufacturer (type, for example, biological or non-biological is not important)
    - Dried as quickly as possible, or tumble dried, and ironed
    - Stored in a plastic bag, to prevent contamination with dust or other pollutants
    - And be carried separately from other items – clean and dirty uniforms must not be transported together
  - 2.3 Nurses are entitled to claim tax relief in respect of laundry costs where they have to pay for laundering their uniform. Copies of the form and more information is available from RCN Direct on 0845 772 6100 or the local Inland Revenue office.

[Recruitment - Sewing Room Request for New Uniforms Form](#)

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### 15 Appendix 2 Bare Below the Elbows / Hand Hygiene Policy

The Trust is committed to the reduction of healthcare associated infections and has adopted the 'bare below the elbow' rule as part of this ambition. This applies to both uniformed and non-uniformed staff working in clinical situations.

1. A good hand hygiene technique covering all surfaces of the hands at the right time is more important than the agent used or the length of time taken to perform it. The practice of hand hygiene is repeated several times in the course of duty in a clinical environment. This practical dress code is designed to make repeated wrist and hand hygiene effective and easy to practice.
2. When entering the clinical environment, such as a ward or outpatient consulting room, ALL healthcare staff, e.g. Ward Clerks, A & C Receptionist, Nurses, Pharmacists, Physiotherapists and Doctors should ensure that their hands can be effectively decontaminated and must follow the rule of 'Bare Below the Elbow':-
3. Healthcare professionals have a responsibility to minimise the spread of HCAs by wearing appropriate clothing in the clinical setting. Pathogenic micro-organisms are frequently carried on clothes, and this represents a potential source of HCAI in the clinical setting.
4. Maximum contamination occurs in areas of greatest hand contact (e.g. pockets and cuffs) and re-contamination may therefore occur following hand-washing.

## DRESS CODE AND UNIFORM POLICY

### 16 Appendix 3 - Catering

1. The Trust is committed to ensuring the highest degree of food safety and hygiene in the provision of food to patients, staff and customers.
2. All catering staff must wear appropriate uniform, and are responsible for complying with local guidelines, in accordance with the Food Hygiene Regulations. Catering staff must not wear jumpers over their uniforms.
3. Regulation (EC) 852/2004 by law requires that every person working in a food handling area must; maintain a high degree of personal cleanliness, wear suitable clothing, and, where necessary protective clothing.
4. This section of the policy applies to all staff working in areas where handling, storage, preparation and delivery of food is carried out on Trust premises. The exception to this is designated eating and drinking areas.
5. Staff working or entering the kitchen or area where open or uncovered food is handled must wear the appropriate protective clothing which includes headwear, and where required protective shoes. This includes temporary, agency, maintenance and contractual staff.
6. Headwear which completely encloses the hair must be worn. Persons with little or no hair must also wear protective head covering in areas where open or uncovered food is handled.
7. No watches or jewellery are permitted in any food handling, preparation, or storage areas.
8. The exception to the above is a plain wedding band and single pierce sleeper earrings for pierced ears, neither of which should contain any inserts stones or jewels.
9. Facial/body and tongue piercing is not permitted and must be removed before coming on duty. The exception is a single plain stud nasal piercing which contains no stones or inserts and must be covered and secured, with a blue waterproof plaster.
10. Fingernails must be kept short and clean. Nail varnish, false nails acrylic. Veneer or gels or eyelashes must not be worn.
11. Eating and drinking in food handling areas including the stores is strictly forbidden. Food and drink for personal consumption must not be brought into the kitchen or food storage areas.
12. Strong perfume and aftershave must not be worn in food preparation, storage and handling areas.
13. Hands must be washed thoroughly and regularly at the wash hand stations provided with warm water and soap, and alcohol gel must also be applied;
  - On entering the kitchen
  - Before starting work
  - After handling any raw meat, poultry, fish or vegetables
  - Before handling any food

## DRESS CODE AND UNIFORM POLICY

- After each break
  - After using the toilet
  - After handling any rubbish
  - After coughing, sneezing or blowing of the nose
14. Clean blue disposable gloves can be worn whilst handling food, but hands must be washed and alcohol gel applied before they are put on.
  15. Gloves must be changed and hands washed after handling raw meat, poultry, fish or vegetables, after handling rubbish and before any food handling activity. Gloves must be removed and suitably disposed of before leaving food handling areas.
  16. Staff must report to the supervisor/manager if they have had any skin, nose, stomach or bowel trouble, or an infected wound before starting work. All cuts and grazes on exposed skin must be covered with a waterproof blue plaster. And, if necessary, in addition to the plaster, a waterproof blue finger stall shall be worn.
  17. Personal medicines e.g. tablets, lotions, liquids etc must not be brought into food handling areas unless it is essential for reasons of personal safety that they are kept on the person in which case the manager/supervisor must be advised of and approve their presence.

**END OF DOCUMENT**