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TARGET AUDIENCE:	All Trust Personnel
DOCUMENT PURPOSE:	To define the uniform/dress code policy required and expected for Trust Employees.
To be read in conjunction with (identify which internal documents)	

SUPPORTING REFERENCES	
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CONSULTATION		
	Committee/Group	Date
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ELHT Uniform/Dress Code Policy

1. Policy Statement

It is the Policy of East Lancashire Hospitals NHS Trust that all front line and support staff comply with the corporate identity, which along with their identity badges, will ensure that all staff are easily recognisable by patients and members of the public. In clinical areas this also promotes confidence in safe clinical practice (e.g. prevention of infection/MRSA etc). Therefore when a uniform is issued it must be properly worn at all times whilst on duty.

This Policy applies to all Trust employees including contracted-out groups, volunteers, pre and post-registration students and work experience students. Temporary staff can reasonably be expected to meet the same basic standards.

It is not possible or desirable to be totally prescriptive across the wide range of staff groups and work situations. It is expected that managers will apply commonsense in applying the guidelines within the Dress Code Policy, depending on the specific circumstances, Managers will also need to lead by example, especially those in clinical areas. However, it is expected that the purpose and principles of the Policy will be met in full.

2. Rationale of Policy

East Lancashire Hospitals NHS Trust (ELHT) is a public service organisation which serves the public and is necessarily concerned with health, patient care, safety, hygiene and business. It is the Trust Policy that each employees personal appearance, dress, grooming and hygiene should be appropriate to the work situation.

Employees at all times are expected to present a professional, business like image. Acceptable personal appearance, dress, grooming and hygiene are an ongoing requirement of employment with ELHT.

Employees at all levels and positions are representatives of ELHT and, therefore their personal appearance affect both the public impression of the hospital and staff morale.

The purpose of introducing the dress code is as follows:-

1. To present a professional, business like appearance for patients, relatives, carers and members of the public that promotes confidence in services.
2. To promote a positive working environment and limit distractions caused by inappropriate dress or personal hygiene.
3. To ensure employee safety whilst at work and enhance patient safety.

3. Scope of the Policy

- 3.1. This policy applies to all staff.
- 3.2. Uniforms/ protective clothing are provided by the Trust for those members of staff who are required to wear uniform in the course of their duties.
- 3.3. Uniforms are required to be worn in all clinical areas, apart from those areas where specialist protective clothing is a necessity or where non-uniform clothes are approved.
- 3.4. Staff must wear their uniform and ID Badge within the hospital grounds and premises and should not, wear their uniform and ID Badge in public places such as supermarkets, shops etc. Whilst off the hospital site, appropriate clothing should be worn to cover the uniform e.g. coat, jumper, cardigan.
- 3.5. The allocated uniform must be worn at all times when on duty including nights and weekends. No other personal clothing should be visible.
- 3.6. Apart from the underlying aim of cultivating a positive and professional image of staff, there are specific principles to the dress code:
- i) to avoid unintentional injury to patients
 - ii) to reduce risk of cross-infection
 - iii) to reduce likelihood of injury to staff
 - iv) to avoid offence to people with different cultures, values or beliefs
- 3.7. Personal appearance, dress, grooming and hygiene

ITEM	ACCEPTABLE	UNACCEPTABLE
Uniform (where worn)	<ul style="list-style-type: none"> • Trust wide uniform in good state of repair, clean, ironed with correct epaulette in the right size and length 	<ul style="list-style-type: none"> • Creased, or dirty uniform, ill fitting uniform
Clothing - General	<ul style="list-style-type: none"> • Clothing that is clean, neat, ironed, in good repair and the right size • Appropriate underwear, not visible through outer clothes • Business attire • Smart casual attire 	<ul style="list-style-type: none"> • Clothing that is dirty, creased, faded, torn or noticeably worn • Clothing that is too tight, too loose, low cut, see through or otherwise distracting • Clothing that exposes the midriff
General clothing		<ul style="list-style-type: none"> • Undergarments that are revealing or do not compliment outer clothing e.g. black underwear under a white tunic • Necklines which do not allow

ITEM	ACCEPTABLE	UNACCEPTABLE
		<p>for modesty whilst performing ones job.</p> <ul style="list-style-type: none"> • Dress/suit lengths which do not allow for modesty whilst performing your role • Jeans • Tracksuits
Sleeves	Short sleeves which stop at or above the elbow, when worn in a clinical area	<ul style="list-style-type: none"> • Sleeves covering any part of the forearm, when worn in a clinical area. • Loose and dangling sleeves which may compromise infection control policy
Name Badge	<ul style="list-style-type: none"> • Worn at all times in an upright readable position with name and photograph visible • Must be worn with clip provided for staff working in a clinical area or NHS neck tape • To comply with health and safety requirements in some departments these will not be worn at the work base. 	<ul style="list-style-type: none"> • Absence of name badge • Neck tapes other than NHS • Worn in a place this is hard to read • Stickers or pins attached to badges obscuring clarity
Hair	<ul style="list-style-type: none"> • Clean, groomed and arranged so that it does not interfere with the performance of duties • Long hair is tied back and away from the face and secured with modest bands and clips. Very long hair must be secured so that it cannot fall forward over the shoulder. <p>Hair is held securely off the face so that it does not need to be swept back regularly, potentially compromising hand hygiene</p>	<ul style="list-style-type: none"> • Unkempt hair, regardless of length • Extreme hairstyles – asymmetrical shaving of the head without medical reason • Extremes of hair colour which are unnatural • Large bows, slides or bands to hold hair in place, or any sharp object.
Neck and	As part of a required uniform	Hats, caps or scarves for

ITEM	ACCEPTABLE	UNACCEPTABLE
headwear	<p>for infection control and hygiene reasons.</p> <p>Safety headwear</p> <p>For medical reasons</p> <p>Modest religious or cultural headwear</p> <p>A scarf tucked in to the collar.</p> <p>A bow tie</p>	<p>fashion purposes.</p> <p>A long scarf in clinical areas, which may compromise infection control policy</p> <p>A dangling neck tie in clinical areas, which may compromise infection control policy</p>
Footwear	<ul style="list-style-type: none"> • Closed toe shoes must be worn in clinical areas at all times • Shoes must be clean and polished • Shoe colour to match uniform black or navy blue • Clogs/Sandals as permitted by departmental policy only (eg theatres). • Open toe shoes in non-clinical appropriate settings • Low heel height in clinical areas • Re-enforced footwear with toe caps where indicated • Black training shoes only 	<ul style="list-style-type: none"> • Open toe shoes/sandals in clinical areas • Dirty, scuffed footwear in poor state of repair • Training shoes with stripes, flashes or heel lights • Crocs
Socks/Hosiery	<ul style="list-style-type: none"> • Plain black or navy blue socks when in Trust uniform • Hosiery to compliment outfit • Absence of socks or hosiery in hot weather conditions 	<ul style="list-style-type: none"> • Novelty socks whilst in Uniform
Body Art and Tattoos	<ul style="list-style-type: none"> • Non-visible body art and tattoos • If not covered, tattoos which are non-offensive 	<ul style="list-style-type: none"> • Offensive or excessive tattoos which cannot be covered at work

ITEM	ACCEPTABLE	UNACCEPTABLE
	<ul style="list-style-type: none"> Marks for religious or cultural reasons 	
Body Piercings	<ul style="list-style-type: none"> No visible body piercing ornamentation other than earrings 	<ul style="list-style-type: none"> Any visible body piercing ornamentation other than earrings.
Make-Up	<ul style="list-style-type: none"> Tasteful make-up that is complimentary to natural features Markings for religious or cultural reasons Camouflage make-up for medical reasons 	<ul style="list-style-type: none"> Excessive or extreme make-up which may be deemed offensive
Hats/Caps	<ul style="list-style-type: none"> As part of a required uniform, for infection control and hygiene reasons safety head wear when medically indicated religious or cultural headwear which must be fully tucked in around the collar bone and not dangling 	<ul style="list-style-type: none"> Hats or caps for fashion purposes
Fingernails	<ul style="list-style-type: none"> clean and trimmed nails that are not excessive in length and do not interfere with performance of work Artificial or polished nails in non-clinical areas which do not interfere with performance to work 	<ul style="list-style-type: none"> Dirty, ragged nails Artificial, acrylic gel nails in clinical areas Nails of extreme length Painted nails either coloured or clear in clinical areas Nails which pose an infection control risk Chipped or distressed polished nails in non-clinical areas
Personal Hygiene	<ul style="list-style-type: none"> Clean and presentable Use of mild scented deodorants and perfumes in clinical areas 	<ul style="list-style-type: none"> Persistent body odour Strong deodorants and perfumes in clinical areas
Jewellery	<ul style="list-style-type: none"> Conservative jewellery that reflects a professional 	<ul style="list-style-type: none"> Carved or sculpted wedding rings

ITEM	ACCEPTABLE	UNACCEPTABLE
	business like appearance in non-clinical areas. <ul style="list-style-type: none"> • Must compliment clothing • In clinical areas plain metal wedding rings • Small plain earrings 	<ul style="list-style-type: none"> • Large looped or hooped earrings • Adornments which do not reflect a professional appearance • Jewellery pieces which conflict with hand hygiene policy
Protective Clothing	<ul style="list-style-type: none"> • Items of issued uniform clothing • Plastic aprons for control of infection purposes • Theatre attire • Other appropriate personal protective equipment issued by the Trust. 	<ul style="list-style-type: none"> • Not wearing protective clothing where provided and essential to job role • Wearing theatre attire outside of theatre areas • Incorrect disposal of protective clothing inline with Infection Control Policy

4. Responsibilities

- 4.1. It is the responsibility of all staff to ensure that every effort is made to keep uniforms in good repair and staff must inform their manager when items need replacing / repairing.
- 4.2. It is the responsibility of the ward/department managers, clinical leaders and clinicians to monitor compliance.
- 4.3. A clean uniform must be worn for each shift and laundered in accordance with the guidance issued in conjunction with infection control team.

5. Other Issues

5.1. Replacements

Uniforms are designed to last approximately 3 years. If items need to be replaced within the timescale it must be clearly demonstrated that the replacement request is due to an accident or incident at work or fluctuation in stature. If the old uniform has been wilfully damaged or has been altered then the trust may charge for its replacement.

5.2. Leaving the Trust

All uniforms or personal protective equipment provided remain the property of the Trust and must be returned when staff leave, along with their identity badge and other Trust property.

Staff should be aware that East Lancashire Hospitals NHS Trust reserves the right to make a deduction from the employee's final salary if all Trust property, including clothing, is not returned.

5.3. Alternative Uniforms

On occasions when staff require an alternative uniform, such, as during pregnancy, this should be arranged through their line manager.

5.4 Protective Clothing

Protective clothing is provided by the Trust for those members of staff who are required to wear them in the course of their duties.

Personal Protective Equipment includes both the following when they are worn for the protection of Trust employees' health and safety:

- Protective clothing, such as aprons, gloves, hair nets, clothing for adverse weather conditions, gloves, safety footwear, safety helmets, high visibility waistcoats etc.
- Protective equipment such as eye protectors and safety harnesses.
- Face protection to include mouth, nose and eye, in order to protect from splashes from blood, bodily fluids and chemicals.