

## Freedom of Information Request

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**Reference Number:** EPUT.FOI.24.3649  
**Date Received:** 5 August 2024

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### Information Requested:

1. Full copy of your most recent staff uniform/ dress code policy

[Policy and Procedure attached](#)

2. If there is a separate uniform policy for surgical theatres, please can you send this by email too?

The uniform for theatres is set on a national basis. Hospital/theatre facility utilised by the Trust provide the following items for us: theatre hats, clinical masks, sterile gowns, sterile gloves, scrubs and often clogs (some staff have their own clogs, which must not be worn outside a clinical area). The hats, masks, gowns and gloves are disposable and are changed after each procedure. The scrubs are worn for a session and then laundered by the facility.

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### Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>

# Dress Code and Uniform Policy

<b>POLICY REFERENCE NUMBER:</b>	CP41
<b>VERSION NUMBER:</b>	4
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Updated to include new EPUT values and strategic objectives, Reviewed to reflect 'Be You' approach, recognising individuality, Reviewed to ensure IPC as well as H&S requirements and adherence are covered, Streamlined to one single Procedure which meets needs of all services and professions (from four Procedures & Appendices), Checked for accuracy and refreshed to reflect current practice
<b>AUTHORS:</b>	Senior HR Adviser IPC Lead
<b>CONSULTATION:</b>	Joint Policy Sub-Group Joint Partnership Committee
<b>IMPLEMENTATION DATE:</b>	September 2017
<b>AMENDMENT DATE(S):</b>	February, August 2018; September 2019; May, September 2020; November 2022; March 2023
<b>LAST REVIEW DATE:</b>	March 2023
<b>NEXT REVIEW DATE:</b>	March 2026
<b>APPROVAL BY JOINT PARTNERSHIP COMMITTEE:</b>	November 2022
<b>RATIFICATION BY PORG:</b>	March 2023
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POLICY SUMMARY		
<p>The Dress Code and Uniform Policy and associated Procedure provide clarity as to the minimum standards of dress and personal presentation expected of all staff both directly employed and contracted workers participating in clinical and non-clinical duties within the Trust.</p> <p>The aim is to ensure that all staff present themselves in a manner that offer clear and consistent identification of staff, allowing both service users and visitors to approach staff with confidence. This promotes the image of the Trust in a positive and professional manner.</p>		
The Trust monitors the implementation of and compliance with this policy in the following ways:		
Managers will ensure staff are aware and understand this policy and standards required. Line Managers will ensure that this dress code and uniform policy is implemented, monitored and reviewed in their areas.		
Services	Applicable	Comments
Trust wide	Yes	

**The Director responsible for monitoring and reviewing this policy is the Executive Director of People and Culture**

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**Dress Code and Uniform Policy**

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**PROCEDURE – DRESS CODE AND UNIFORM PROCEDURE CPG41 (separate document)**

<b>ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST</b>
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**Dress Code and Uniform Policy**

**Assurance statement**

This policy applies to all staff employed by EPUT and other persons working within the organisation. It sets out the uniform and dress code principles for EPUT and the expectations for professional appearance for both those whose role requires them to wear a Uniform and those staff who are not required to wear a uniform.

It applies equally to those providing direct clinical care and those working in support roles. The policy takes into account the expectations of the public in relation to NHS staff's professional appearance. It also covers the health and safety and infection prevention and control requirements in relation to staff dress and appearance. The policy acknowledges personal and cultural diversity where this does not compromise the safety of patients or employees, or damage the professional standing of the individual or the organisation.

**Equality and Diversity Statement**

The Trust is committed to ensuring that equality, diversity, and inclusion is considered in our decisions, actions and processes. The Trust and all trust staff have a responsibility to ensure that they adhere to the Trust principles of equality, diversity, and inclusion in all activities. In drawing up this policy all aspects of equality, diversity, and inclusion have been considered to ensure that it does not disproportionately impact any individuals who have a protected characteristic as defined by the Equality Act 2010

<b>1.0 INTRODUCTION</b>
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- 1.1 The Dress Code and Uniform policy and procedure outlines the standards expected by Essex Partnership University NHS Foundation Trust (EPUT) in relation to its employees' dress and presentation, whilst at work or when representing the Trust.
- 1.2 This policy sets out the minimum standard of dress and applies to all clinical staff in uniform and non-uniform employed by or seconded to the Trust. It also applies to Temporary Workers (Bank) and individuals who are on placement within the Trust (students etc.) and those subcontracted into the Trust, i.e. agency staff, locums, contractors and volunteers etc.
- 1.3 This policy and its associated procedure have been developed in accordance with NHS England's Uniforms and work wear: guidance for NHS employers.

## **2.0 SCOPE**

- 2.1 This Policy and associated Procedure set out the basic standards required and applies to all staff working for EPUT.
- 2.2 For those staff not required to wear a Trust uniform the principles outlined in this policy must be followed. This includes both clinical and non-clinical staff.

## **3.0 RESPONSIBILITY**

- 3.1 The responsibility for complying with this Policy and associated procedure lies with the individual member of staff. If the member of staff has any reason that makes them unable to comply with this Policy or accompanying procedures they must discuss the issue with their line manager or the Human Resources Department to resolve the issue.
- 3.2 The responsibility for implementing this Policy and associated procedure lies with the line managers who should ensure that staff are aware of and understand the expected standards.

## **4.0 GUIDING PRINCIPLES**

- 4.1 This policy and associated procedure aim to provide employees and managers with guidance on the expectations on staff to dress in an appropriate and presentable way during working hours.
- 4.2 Uniforms and work wear should not impede effective hand hygiene and should not unintentionally come into contact with patients during direct patient care activities.
- 4.3 Similarly, nothing should be worn that could compromise patient or staff safety during care, for example any nails products, rings (except for a single plain metal ring, such as a wedding ring), earrings other than studs, and necklaces
- 4.4 Patients and the wider public should have complete confidence in the cleanliness and hygiene of their healthcare environment. The way staff dress is an important influence on people's overall perceptions of the standards of care they experience.
- 4.5 Uniforms must be clean at all times and professional in appearance.
- 4.6 Staff should change at work or cover their uniforms as they travel to and from work.
- 4.7 Staff working on Trust business must wear a name badge at all times that is easily visible, unless there is an identified safety and infection control risk. This can be removed when outside NHS property but must be accessible if required i.e. when attending properties requiring you to identify yourself e.g. a patient's

home. Name badges and lanyards must not be defaced or used to display emblems or stickers.

- 4.8 Where they are worn, neck lanyards should have a maximum length between breakaways of 8.5"/21cm therefore providing 4 or 5 breakaway points depending on the desired length of drop and must be Trust approved, images available Appendix 2 of this policy.
- 4.9 Subject to the overriding requirements of patient safety and public confidence, staff should feel comfortable in their uniforms. This includes being able to dress in accordance with their cultural practices

## **5.0 TEMPORARY ADJUSTMENTS DURING A HEATWAVE**

- 5.1 Where the Met Office issues a Level 3 Heat-Health Alert for the East of England, the Trust's Dress Code & Uniform Policy will be relaxed and the following temporary adjustments made:
- Staff on inpatient areas can wear scrubs (if they do not already do so).
  - Staff who do not wish to wear uniform or where scrubs are not available can wear their own loose, light clothing; please adhere to uniform colours where possible.
- 5.2 During the period of temporary adjustment workers must continue to ensure they maintain a professional image and continue to adhere to the latest [infection prevention and control guidance](#). This includes:
- Workers wearing face masks should ensure they are changed more frequently in hot weather as they can get damp.
  - Safely ventilating working spaces and patient environments, promoting the use of outdoor spaces when weather permits. Fans which re-circulate air within a room must not be used in any areas to help prevent the risk of spreading coronavirus in the environment. Vented air cooling units which have a venting pipe to the outside (via an open window or hole in the wall) may be used.
  - Protective (enclosed) footwear must be worn in all clinical areas.
  - Clothes should be cotton/cotton jersey or other fabric that can be washed at high temperatures (at least 60°C)
  - No thin strap camisole / vest tops or exposed chests; shorts and skirts should be of a reasonable length, no shorter than just above the knee; sports shirts and clothing with slogans should not be worn.
- 5.3 These temporary adjustments are permitted for the defined period of the Level 3 Heat-Health Alert only, workers should also ensure that they refer to the Trust's Heatwave Plan during this period.

## **6.0 NON-COMPLIANCE WITH POLICY**

- 6.1 In serious cases, where an employee's appearance is, in the Trust's view, unacceptable, the employee will be required to return home to change. Any employee who continues to disregard these rules may be subject to disciplinary action in line with the Trust's Disciplinary (Conduct) Policy.

## **7.0 RELIGION / BELIEF / PREGNANCY / DISABILITY / GENDER**

**There is nothing in this policy that will discriminate against a protected characteristic**

## **8.0 MONITORING AND REVIEW**

- 8.1 Line Managers will ensure that this uniform and dress code is implemented, monitored and reviewed in their areas.
- 8.2 Managers will ensure staff are aware and understand the Policy and standards required.
- 8.3 Managers in applying this policy and associated procedure will take into account the staff's cultural and religious requirements.

## **9.0 POLICY REFERENCE INFORMATION**

- 9.1 This policy should be read in conjunction with the following Trust policies:
- Health & Safety Policy RM1
  - Catering Policy RM12
  - Waste Management Policy RM13
  - Infection Control ICP1
- 9.2 This policy has been written with reference to the following guidance:
- NHS England; Uniforms and work wear: guidance for NHS employers (2020)
  - DOH 2007 'Bare below the elbow' NHS England and NHS Improvement 2020; Uniforms and work wear: guidance for NHS employers
  - Religion or Belief Regulations 2003 S1 2003/16602
  - Equality Act 2010
  - Human Rights Act 1998
  - Health and Safety at Work Act 1974
  - The Control of Substances Hazardous to health Regulations 2002
  - Management of Health & safety at work regulations
  - Securing Health Together
  - Health Act 2006 Code of Practice

**END**

# DRESS CODE AND UNIFORM PROCEDURE

<b>PROCEDURE NUMBER:</b>	CPG41a
<b>VERSION NUMBER:</b>	6
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Updated to include new EPUT values and strategic objectives, Reviewed to reflect 'Be You' approach, recognising individuality, Reviewed to ensure IPC as well as H&S requirements and adherence are covered, Streamlined to one single Procedure which meets needs of all services and professions (from four Procedures & Appendices), Checked for accuracy and refreshed to reflect current practice
<b>AUTHORS:</b>	Senior HR Adviser IPC Lead
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## PROCEDURE SUMMARY

The Dress Code and Uniform Policy and associated Procedure provide clarity as to the minimum standards of dress and personal presentation expected of all staff both directly employed and contracted workers participating in duties within the Trust. The aim is to ensure that all staff present themselves in a manner that offer clear and consistent identification of staff, allowing both service users and visitors to approach staff with confidence. This promotes the image of the Trust in a positive and professional manner.

### **The Trust monitors the implementation of and compliance with this policy in the following ways:**

Managers will ensure staff are aware and understand this policy and standards required. Line Managers will ensure that this uniform and dress code policy is implemented, monitored and reviewed in their areas.

<b>Services</b>	<b>Applicable</b>	<b>Comments</b>
Trust wide	<input type="checkbox"/>	

**The Director responsible for monitoring and reviewing this procedure is the Executive Director of People and Culture**



**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**DRESS CODE AND UNIFORM PROCEDURE**

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**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**DRESS CODE AND UNIFORM PROCEDURE**

**1.0 INTRODUCTION**

- 1.1 The Dress Code and Uniform policy and procedure outlines the standards expected by Essex Partnership University NHS Foundation Trust (EPUT) in relation to its employees' dress and presentation, whilst at work or when representing the Trust.
- 1.2 This policy sets out the minimum standard of dress and applies to all clinical staff in uniform and non-uniform employed by or seconded to the Trust. It also applies to Temporary Workers (Bank) and individuals who are on placement within the Trust (students etc.) and those subcontracted into the Trust, i.e. agency staff, locums, contractors and volunteers etc.
- 1.3 The aim is to ensure that all staff in uniform and non-uniform present themselves in a manner that complies, where necessary, with risk management and infection control policies and promotes the image of the Trust to inspire patient and public confidence.
- 1.4 The uniform will provide a professional corporate image and offer clear and consistent identification of staff, allowing both patients and visitors to identify Trust personnel and also able to approach staff with confidence.
- 1.5 The professional image presented by clinical and frontline staff is an important component in the way it is regarded by colleagues, patients and the general public.

**2.0 SCOPE**

- 2.1 This procedure sets out the basic standards required and applies to all staff working for EPUT. This includes both clinical and non-clinical staff including those on placement (students, etc.), locum and volunteers.
- 2.2 The Trust approved uniform **will be worn** by the following group of staff:
  - a) **Mental Health, Learning Disability Inpatient and Community Health Services**
    - All inpatient clinical staff including bank staff
    - All inpatient Support Services staff including bank staff
    - Housekeepers
    - Physiotherapists.
    - All pharmacy technicians and support workers.
    - Also those subcontracted into the Trust i.e. agency staff and locum.
    - Activity co-ordinator / Extended Hours Technicians.

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- Occupational Therapists (OT) (**Specific team's only** i.e. *physical rehabilitation and orientation where it has been specifically identified by the head(s) of service that the use of uniform is essential for the activities required. All OTs and all Speech and Language Therapy staff in Mental Health and Learning Disabilities will not be wearing a uniform*).
  - Community Mental Health staff including STARs and MVA teams can wear Trust approved polo shirts with NHS logo.
- b) **COMMUNITY HEALTH SERVICES** i.e. **District nurses, etc.:**
- All inpatient nursing and support staff.
  - Housekeepers
  - All community health clinical and support services staff
  - Podiatry.
  - Specialist Services (Children Nursing and Palliative Care).
  - Dental service as agreed by their managers.
  - Physiotherapists.
  - Occupational Therapists (OT).
  - All Pharmacy technicians and support workers.
  - Also those subcontracted into the Trust i.e. agency staff and locum.
- c) **HOUSEKEEPING STAFF**

Housekeepers will be issued with purple polo shirts/purple tunics with purple trim pipes and black trousers. In exceptional circumstance where a member of staff doesn't like wearing trousers at all, a special order of a purple dress with white pipe can be made via purchasing department.

EPUT Clinical Uniforms & EPROC Codes – Appendix 1

### 3.0 INFECTION CONTROL

- 3.1 All staff entering clinical area or providing clinical care must comply with the **'bare below the elbows'** (DOH 2007) code. Staff in direct clinical contact with patients must follow universal infection control principles, and take care to protect themselves and patients by wearing appropriate protective clothing items e.g. gloves and plastic aprons and other personal protective equipment.
- 3.2 All non-catering department food handlers will wear suitable clean protective clothing (white disposable aprons) when involved in serving food. This must be changed for each meal service and will only be worn for food handling duties.

### 4.0 RESPONSIBILITIES

#### **Clinical Staff/staff working in clinical areas where wearing uniform is required:**

- 4.1 All clinical staff (including those in training) and associated support workers are required to adhere to this procedure and associated policy regarding the correct wearing of uniform and the dress code.

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- 4.2 Uniforms must be complete and worn correctly whilst staff are on duty. Appearance of staff and the way in which the uniform is worn may affect the patient and their relative's perception of efficiency and professionalism.
- 4.3 Members of staff must not wear their uniform for any purpose other than their employment with the Trust.
- 4.4 When working bank shifts, staff should wear a uniform appropriate to the setting and the role in which they are employed to work. If a uniform is not provided they should wear an outfit that blends in with the uniform guidelines relevant to their discipline.
- 4.5 Students will be expected to abide by this procedure and wear their university name badge.
- 4.6 Nurses awaiting NMC registration, who have been appointed to a clinical preceptorship post and pharmacy staff awaiting their professional registration will wear the inpatient corporate uniform. A Trust preregistration name badge **must** be worn.
- 4.7 Nurses who are required to re-submit their final assignment will continue to wear their student uniform.
- 4.8 A fresh clean uniform must be worn each day and washed for a minimum of 10 minutes at a temperature of 60° for Infection Control purposes.
- 4.9 All Inpatient clinical staff working full time will be issued with five sets of uniforms each (part- time staff will be issued with a reduced number of uniforms in line with their work patterns) and will be expected to wear a fresh clean uniform every day. Community mental health staff will be issued with three sets each if working full time; one set if working one day, two sets if two days and three sets for anyone working three or more days a week.
- 4.10 On commencement of training or employment within the Trust, all clinical staff and non-clinical staff required to wear uniform will be provided with a full uniform. While waiting for the uniform to be supplied staff should wear an outfit that blends in with the uniform guidelines relevant to their discipline.
- 4.11 Staff must presume some degree of contamination, even on clothing which does not appear soiled. Therefore it is recommended that the uniform is changed before leaving the ward and only worn when at work or that their uniform is covered during travel. Further information on wearing own clothes when travelling to and from work is on paragraph 13.2 below.
- 4.12 Pregnant – A list of maternity garments can be found in **CPG41 Appendix 1**. These are the only garments that are currently available for pregnant staff. For other garments that are not listed, it is suggested that pregnant staff order bigger size(s) of their regular uniform or wear an outfit that blends with colour of their uniform.
- 4.13 Staff who are required to cover their arms for religious reasons must discuss this with their line manager with advice from Infection Control Nurse.

- 4.14 Clothes that become contaminated with body fluids must be changed at the first opportunity as they pose a risk of the spread of infection.
- 4.15 Any one that has allergies should discuss with their manager and decide whether they should wear an outfit that blends in with the uniform guidelines relevant to their discipline.

## **5.0 SHOES/BELTS/TIES**

- 5.1 All staff based in a clinical setting will wear soft-soled shoes, closed over the foot and toes. Shoes / boots must be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather.
- 5.2 For all staff not based in a clinical setting sensible footwear must be worn that is appropriate to the business being undertaken.
- 5.3 Estates, Porters and Drivers will be issued with safety footwear.
- 5.4 Within some disciplines trainers are permitted to be worn if required for the role. These should not be offensive.
- 5.5 Flip-flops are not permitted Trust- wide as staff can incur accidents, broken toes, trips and falls in any area.
- 5.6 Permission may be given temporarily for other footwear to be worn where medical reasons prevail, always remembering health and safety regulations to reflect reasonable adjustments.
- 5.7 Ties have been shown to be contaminated by pathogens (DOH 2010) and can accidentally come into contacts with patients. They are rarely laundered and play no part in patient care. Consideration must be given to the wearing of ties/belts/scarves when working in clinical areas where these could be viewed as a potential risk.

## **6.0 FLEECES / CARDIGANS**

- 6.1 Trust Fleeces/Cardigans or jumpers with long sleeves under the uniform are not to be worn during clinical interventions as staff need to be mindful of the cross- infection guidelines when direct care/contact or clinical intervention is being carried out with the patient i.e. the requirement for sleeves above the elbow.
- 6.2 Unisex waterproof fleece lined coat will be provided for community health staff wearing uniforms only (Appendix 1).

## **7.0 IDENTIFICATION CARDS AND LANYARDS**

- 7.1 Trust issued photo identification (ID) card indicating the name and job title of

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the individual member of staff must be worn and be clearly visible at all times while on duty unless there is an identified safety and infection control risk. This can be removed when outside NHS property but must be accessible if required.

- 7.2 Where they are worn, neck lanyards should have a maximum length between breakaways of 8.5" / 21cm therefore providing 4 or 5 breakaway points depending on the desired length of drop and must be Trust approved, images available at Appendix 2. NHS lanyards can be obtained from the Trust Recruitment department.
- 7.3 If the lanyard becomes visibly soiled it must be changed as soon as practicable.
- 7.4 Name badges must not be defaced or used to display emblems or stickers.
- 7.5 Agency staff must wear an agency identification badge with a photograph
- 7.6 When staff are escorting patients outside of hospital premises or when visiting secure services they are required to carry a photo-identification badge.

### 8.0 HAIR

- 8.1 Hair must be worn neat and tidy at all times.
- 8.2 If working in a clinical setting long hair/hair extensions should be tied back and kept back off the collar in a style that does not require frequent re-adjustments so it does not interfere with clinical duties and/or pose any health and safety risk.
- 8.3 Where hair accessories are worn they should be appropriate to the clinical environment and must not present a health, safety or infection control risk.

### 9.0 TATTOOS

- 9.1 It is recognised that in today's society many individuals now have tattoos. The issue here is patient attitude and confidence in their care team. For many, particularly older patients, facial piercings and tattoos can be unsettling and distracting.
- 9.2 Therefore where tattoos are likely to cause offense they should be appropriately covered. However, tattoos on the forearms and hands must be left uncovered for hand hygiene during direct patient care activity. Any possible offensive tattoos on forearms and hands should have been identified by the line manager and an agreement on how to cover these should be in place.

## 10.0 JEWELLERY AND FACIAL PIERCINGS

10.1 If working in a clinical setting (including Domestic) the following should be adhered to

- The wearing of jewellery is discouraged and generally not permitted, therefore pierced facial jewellery is not permitted. This includes piercings such as eyebrow, nose, lip and tongue - this list is not exhaustive. These should be removed / covered.
- Only **ONE** pair of small discreet studs in the ears may be worn.
- Plain wedding band on the ring finger can be worn with no stones.
- Any new piercing(s) must be completely covered with waterproof plaster for 6 weeks or until completely healed.
- No other visible jewellery is permitted; this includes wristwatches, charity bands and religious pendants and bangles.
- Fob watches may be worn with uniform.

10.2 Staff working on a Trust site in non-clinical areas and with no patient contact should be aware that jewellery and watches can harbour microorganisms and make hand hygiene less effective. Jewellery should therefore either be removed or pushed up the arm and secured in place for hand washing.

## 11.0 NAIL VANISH

11.1 If you work in a clinical setting and this (including Domestic, Laundry and Catering Staff) fingernails must be kept **short and clean** to prevent harm to patients and in adherence to Infection Prevention and Control.

11.2 Nail vanish, nail art and false or gel nails of any kind must not be worn in clinical areas including community settings.

11.3 Staff working on a Trust site in non-clinical areas and with no patient contact should be aware that gel nails/ extensions can harbour microorganisms and make hand hygiene less effective.

## 12.0 OUTDOOR UNIFORM

12.1 Staff who are required to escort patients in the community must ensure that they change out of their uniform or their uniform is covered whilst travelling, thereby maintaining professional standing and not putting the individual or public at any unnecessary risk. This will also ensure patient confidentiality

12.2 If staff change out of uniform to escort a patient in the community then they must follow the dress code policy.

12.3 Escort duties undertaken by staff that accompany patients to clinical areas such as Accident and Emergency department, should stay in uniform.

### **13.0 OCCASIONS WHEN WEARING A UNIFORM IS NOT REQUIRED**

- 13.1 All staff must project a professional image to contribute to the corporate image that the Trust wishes to present.
- 13.2 Entering commercial premises for example, supermarkets in uniform/clothing worn by staff delivering clinical care in any setting is unacceptable. However there is no evidence that this is an infection risk if staff members follow universal precaution and standards, but nationally members of the public have expressed concern over staff wearing uniforms in public places (DOH 2010). The Trust acknowledges that members of staff may need to visit retail premises whilst at work i.e. petrol stations, supermarket, etc. to purchase lunch, however individuals are urged to cover their uniform with a suitable outer garment i.e. coat or cardigan at these times.
- 13.3 Inpatient staff may attend work not wearing a uniform (in mufti) when their role, or activities for that day do not require them to have direct involvement or contact with patients.
- 13.4 A role that is considered not to require the wearing of a uniform at all (Or very occasionally) will be negotiated and agreed with the line manager.
- 13.5 There are occasions when staff will work outside normal arrangements to provide for leisure activities for patients, i.e. sports, days out etc. In this case casual leisure clothing may be worn, i.e. polo shirts, Tracksuit bottoms, shorts sportswear, trainers, sports footwear, etc.
- 13.6 Pregnant or other staff (through injury) who is subjected to a change in dress code as a result of risk assessment under H&S Legislation will wear an outfit to blend in with the uniform relevant to their discipline.
- 13.7 When representing the Trust – e.g. if staff are undertaking an external course at an academic institution, the Dress Code of the academic institution should apply.
- 13.8 Staff can wear personal clothes for charity events such as non-uniform day. This will be at the discretion of the Assistant Director of the relevant service. On such occasions suitable clothing for the job role must be worn and protective clothing must continue to be worn.

### **14.0 CORPORATE DRESS CODE FOR STAFF AND CONTRACTORS WHERE NO UNIFORM IS SET (NON-UNIFORM)**

#### **14.1 Clinical staff without uniform**

For some clinical staff e.g. Rehab, CMHT etc. it is not always appropriate to wear a uniform in certain circumstances and the professional group in



question should agree this. The rationale for clinical staff not wearing uniform may include:

- Where the patient/ clinician relationship has the potential to be compromised by the wearing of uniform.
- Where the non-wearing of a uniform would not create unacceptable risk to safety and/or infection control.

Where a uniform is not required for the role it is essential that staff members dress in an appropriate and professional manner.

The principles outlined in Section 4.1 of the Dress code and Uniform policy will apply to this staff group.

Staff members who do not wear a formal uniform must dress in a manner that avoids provocative and suggestive messages or that may cause offence or embarrassment to patients or others with whom they come in contact.

### 14.2 Non Clinical staff without uniform

- Where a uniform is not required of the role e.g. service managers and corporate staff, it is essential that staff members dress in an appropriate and professional manner.
- Senior staff e.g. directors, service managers and corporate staff can wear uniform or scrubs when visiting clinical areas.
- Staff must ensure that their clothes are presentable, neat, and clean and no cropped, strapless, overly tight or revealing tops i.e. that shows the abdomen/lower back/chest/cleavage.
- Clothes that become contaminated with bodily fluids must be changed at the first opportunity as they pose a risk of the spread of infection.

### 14.3 Porters, Estates, Drivers, Laundry Hands and Domestics

#### 14.3.1 Estates Staff

- Staff will be issued with safety footwear, trousers, polo shirts, sweatshirts, jumpers, fleeces and high visibility coats as appropriate to wear during the course of their normal duties.
- Staff will be issued with all Personal Protective Equipment (PPE) relevant to their daily duties and will be expected to wear these items in accordance with the tasks being carried out.

#### 14.3.2 Porters

- Staff will be issued with safety footwear, trousers, polo shirts,

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sweatshirts, jumpers, fleeces, jackets, coats, and boiler suits as appropriate to wear during the course of their normal duties.

- Staff will be expected to wear these items in accordance with the tasks being carried out, i.e. boiler suits to be worn over other items of clothing when collecting soiled linen.
- Staff will be issued with high visibility vests to use when required.

### **14.3.3 Drivers**

- Staff will be issued with safety footwear, trousers, shirts, polo shirts, sweatshirts, jumpers, fleeces and jackets to wear during the course of their normal duties.
- Staff will be expected to wear these items in accordance with the tasks being carried out.
- Staff will be issued with high visibility coats for use whilst out driving in times of bad weather.
- EPUT Estates, Porters and Drivers Uniform & EPROC Codes – Appendix 4

### **14.3.4 Laundry Staff**

- Staff will be issued with trousers, tops and tabards from the uniform range.
- All staff will be issued with safety footwear, and either tabards or overalls to wear over their own clothing.

### **14.3.5 Domestic**

- Staff will be issued with trousers and tops from the uniform range
- Staff that use some of the heavier cleaning machines will be issued with safety footwear
- Managers and supervisors will be issued with a short sleeved shirt/blouse and cargo trousers. Staff that require it may be issued with a tabard.
- Staff who are not issued with safety footwear are expected to wear suitable sensible footwear to carry out their normal duties.
- EPUT Domestic Uniforms EPROC Codes – Appendix 3

### **14.3.6 Bank/ Temporary/ Agency Staff**

## CPG41 –Dress Code & Uniform Procedure

- Where staff are employed at short notice through the Bank or Agency, the dress code should be of similar colour and type as the service area they will be working on. It will be the responsibility of the individual line manager of the service area to ensure this is followed.
- Where Agency staff are required to wear safety footwear, it will be the responsibility of the employing Agency to ensure that this happens prior to the acceptance of the shift.

### 16.0 LAUNDRY COSTS

16.1 There is no allowance for the cost of laundering/cleaning and repair of uniforms. Staff provided with a Trust uniform that they are required to launder and repair themselves, are eligible to make a claim against the cost through their local tax office.

### 17.0 RELIGION/BELIEF/PREGNANCY/DISABILITY/GENDER

17.1 Where issues of uniform/dress code apply and may impact on Religious Belief or disability, the Executive Nurse will consult with representatives of that group to ensure no discrimination has been made. Sensitivity will apply at all times in conjunction with Health & Safety at Work Regulations. However, where any deviation from the policy and associated procedures is requested on these grounds, health and safety and/or cross infection control legislation would over-ride such requests.

17.2 Staff who are required to cover their arms for religious reasons must discuss this with the Assistant Director of the service and Infection Control Nurse.

17.3 Head covers can be worn for religious reasons. However this must be fully risk assessed to ensure no potential risk to the staff member or service users. This will need to be considered with the requirements of health and safety legislation and infection control.'

17.4 Where a uniform is in place for a specific role, Line managers will ensure that a trans employee will have access to a uniform that is considered appropriate at all times. There may be times when a trans employee requires access to both the male and female uniforms. Managers will provide flexibility and support around the preferences of the trans person wherever possible. It is within the rights of trans staff to comply with the Trust's dress codes in a way that reflects gender expression and gender identity.

#### Definition of Terms:

- Trans people may use one or more descriptors from a variety of terms, including (but not limited to) transgender, gender queer, gender fluid, non-binary, gender variant, genderless, agender, non-gender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine.

- Transgender is considered an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Some people who have this history may not self-identify as transgender.
- Non binary - People who identify as non-binary experience their gender identity as different from exclusively masculine or feminine. They may experience a combination of masculinity and femininity or neither.

### 18.0 REPLACEMENT / LOSS / CHANGE OF UNIFORM

- 18.1 Uniform should be replaced once it becomes faded, torn or shabby. This will be the responsibility of each person to report this to their line manager. Replacement uniforms are ordered through the Trust's Eproc system.
- 18.2 Should a uniform be lost / go missing this must be reported to the line manager and Risk Department via completion of an incident form. Replacements should be ordered as outlined above.
- 18.3 When employment with the Trust is terminated or if there is a change of uniform, uniform should be returned back to the department and decommissioned by the Trust.

### 19.0 REFERENCES

- NHS England; Uniforms and workwear: guidance for NHS employers (2020)
- Department of Health, Uniforms and Workwear; an evidence base for developing local policy (2007 - revised March 2010).
- Royal College of Nursing, Guidance on uniforms and clothing worn in the delivery of patient care, 2005.
- Health & Social Care Act 2008
- Personal Protective Equipment at Work Regulations 1992

### Associated Documents

- Infection Prevention and Control Procedural Guidelines
- Corporate Health & Safety Procedure
- Conduct and Capability Policy / Disciplinary Procedure

**END**