

**CONTROLLED DOCUMENT**

## Dress and Uniform Policy

<b>CATEGORY:</b>	Policy
<b>CLASSIFICATION:</b>	Human Resources
<b>PURPOSE</b>	To ensure that clothing and accessories worn by Trust staff are consistent with the Trust's infection prevention and control policy, health and safety policies and comply with patient and public expectation.
<b>Controlled Document Number:</b>	189
<b>Version Number:</b>	5.0
<b>Controlled Document Sponsor:</b>	Chief Nurse
<b>Controlled Document Lead:</b>	Lead Nurse Quality and Clinical Assurance
<b>Approved By:</b>	Chief Executive
<b>On:</b>	February 2020
<b>Review Date:</b>	January 2023
<b>Distribution:</b>	
<ul style="list-style-type: none"> <li>• <b>Essential Reading for:</b></li> <li>• <b>Information for:</b></li> </ul>	<p>All Trust staff</p> <p>All Trust staff</p>

## Contents

<b>Paragraph</b>		<b>Page</b>
1	Policy Statement	3
2	Scope	4
3	Framework	4
4	Duties	5
5	Implementation and Monitoring	7
6	References	8
7	Associated Policy and Procedural Documentation	9
<b>Appendices</b>		
Appendix A	Monitoring Matrix	10

## 1. Policy Statement

- 1.1 The aim of the Dress and Uniform Policy (the “Policy”) is to ensure that clothing and accessories worn by those working within University Hospitals Birmingham NHS Foundation Trust (the ‘Trust’) are consistent with the Trust’s Infection Prevention and Control and Health and Safety Policies, and comply with patient and public expectations.
- 1.2 The policy objectives are:
  - 1.2.1 To contribute towards Trust Infection Prevention and Control measures by minimising the risk of cross-infection from clothing/accessories;
  - 1.2.2 To contribute towards Trust Health and Safety measures by minimising risk of injury from inappropriate clothing/accessories and ensuring use of appropriate protective clothing;
  - 1.2.3 To ensure that a smart, professional image is maintained by all persons working within the Trust;
  - 1.2.4 To promote mobility, comfort and safety of the wearer; and
  - 1.2.5 To allow identification for security and communication purposes.
- 1.3 The Trust considers that the way employees dress and their appearance is of significant importance in portraying a professional image to all users of its service, whether patients, visitors, clients or colleagues. It also considers that, 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.
- 1.4 The impact of Hospital Care Associated Infection (HCAI) on patients in terms of morbidity and mortality cannot be understated, and the safety of patients in relation to HCAI is a clear priority for the Trust. Dress code, uniform and hygiene in the clinical setting are integral to the control and prevention of HCAI. This policy is therefore based on the principles, directions and guidelines as stated in the Department of Health (2015) and the Care Quality Commission’s fundamental standards as a basic requirement of registration for healthcare providers.
- 1.5 All Trust staff have a responsibility to minimise the spread of infection by complying with the requirements of this policy. This policy must be read in conjunction with the associated Infection Prevention and Control Policy.

- 1.6 The Trust recognises and values the diversity of cultures, religions and disabilities of its employees and 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/not wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security and infection control. This policy has been reviewed by the various religious and cultural leads to reach assurance that it does not cause either offence or discrimination.
- 1.7 A breach of this policy is regarded as a serious offence and may lead to disciplinary procedures, which may include dismissal, in accordance with the Trust Disciplinary Policy.

## **2. Scope**

- 2.1 This policy applies to all staff groups, whether they wear a uniform or not, including those with honorary contracts, sub-contractors, volunteers, locum, bank and agency workers, and students when working on or off Trust premises and representing the Trust.
- 2.2 Military clinical and non-clinical uniform is mandated by the three Services i.e. Navy, Army and Royal Air Force, and is therefore dealt with in separate Military policy.

## **3. Framework**

- 3.1 This section describes the broad framework relating to dress and uniform throughout the Trust. Detailed instructions are provided in the associated procedural documents.
  - 3.1.1 Staff who are not required to wear a uniform must comply with the associated Dress Code.
  - 3.1.2 Staff who are required to wear a uniform must comply with the associated Uniform Standards. Staff required to wear a uniform are listed in Appendix B.
- 3.2 The Executive Chief Nurse will approve all procedural documents associated with this policy and any amendments to such documents, and is responsible for ensuring that such documents are compliant with this policy.
- 3.3 The Trust will provide uniforms to staff who are required to wear them. Clinical staff will be provided with clinical style uniforms. All other staff who are required to be in uniform will be provided with Trust approved and appropriate professional style work wear.

- 3.4 The Trust will provide theatre scrubs/clogs to staff that require them.
- 3.5 Staff who travel to and from work in Trust uniforms, where there are no changing facilities available, must cover their uniform during their journey between their home and place of work.
- 3.6 Staff are not permitted to wear uniforms for election purposes (e.g. when canvassing, in election material etc). This applies equally in relation to all political parties.
- 3.7 When in uniform, staff must not enter commercial premises (e.g. supermarkets, shops and public houses) unless on Trust business. If required to enter, when on Trust business, staff must be smartly dressed with their identification badge visible. Staff working in the community who need to purchase meals or refreshments etc. should cover their uniform.
- 3.8 Where there are legal requirements under Health and Safety legislation, the Trust will provide appropriate personal protection clothing and equipment which must be worn correctly.
- 3.9 The Trust will provide information to staff who wear uniforms to ensure they have the appropriate washing instructions. This is incorporated into the Uniform Standards document.
- 3.10 When employment ceases with the Trust, the employee must return the uniform to the Trust via their line manager. The line manager needs to ensure this happens as part of the exit process.
- 3.11 As detailed in the associated Uniform Standards, scrub suits can be accessed in the event that a member of staff has their uniform soiled whilst working clinically.
- 3.12 In the event of a major incident being declared it may be necessary to request scrub suits from the linen service provider to support staff availability for a short period of time (48 hours). These arrangements will be co-ordinated by the Clinical Site Team and the lead Facilities Manager responsible for the provision of linen services.

#### **4. Duties**

##### **4.1 Board of Directors**

The Board of Directors will ensure appropriate uniforms and health and safety equipment is available and provided for staff when required.

##### **4.2 Chief Nurse**

The Chief Nurse will:

4.2.1 Approve the Dress Code and Uniform Standards and any other associated procedural documents; and

4.2.2 Apply appropriate discretion where the individual staff interpretation of the policy and its associated procedures in relation to individual beliefs has meant a compromise cannot be achieved by line and senior managers.

#### 4.3 **Head of Contracting**

The Head of Contracting will:

4.3.1 Ensure all specified staff groups who require uniforms are provided with suitable uniforms; and

4.3.2 Ensure processes are in place for the exchanges of uniforms as appropriate.

#### 4.4 **Associate Directors of Nursing and their Deputies, Head of Midwifery and Associates, Associate Directors of Allied Health Professionals, Directors of Operations, Divisional Directors, Clinical Service Leads, Healthcare Scientist Leads, Heads of Departments and Professional Leads, Matrons and Senior Sisters/Senior Charge Nurses**

The Associate Directors of Nursing and their Deputies, Head of Midwifery and Associates, Associate Directors of Allied Health Professionals, Directors of Operations, Divisional Directors, Clinical Service Leads, Heads of Departments and Professional Leads, Matrons and Senior Sisters/Senior Charge Nurses will:

4.4.1 Ensure all staff are aware of, know how to access and comply with this policy and its associated procedural document;

4.4.2 Ensure appropriate uniforms, health and safety equipment is available and provided for staff;

4.4.3 Apply appropriate discretion when applying this policy and its associated procedures; and

4.4.4 Manage failure to adhere to this policy and its associated procedures, using the disciplinary processes if required.

#### 4.5 **Line Managers**

Line Managers will:

- 4.5.1 Ensure all staff are aware of, know how to access and comply with this policy and its associated procedural document;
- 4.5.2 Ensure adherence to this policy within their areas of responsibility;
- 4.5.3 Ensure all staff have uniforms if required;
- 4.5.4 Act as good role models;
- 4.5.5 Set out the particular requirements for areas where there are legal requirements under Health and Safety legislation in terms of personal protection equipment. They will ensure that such local Codes of Safe Practice are compliant with this policy and the associated Dress Code and Uniform Standards and must ensure that staff working in such areas do wear the protective apparel specified;
- 4.5.6 Apply appropriate discretion when applying this policy and its associated procedures; and
- 4.5.7 Manage failure to adhere to this policy and its associated procedures using the disciplinary processes if required.

#### **4.6 Human Resources**

Members of the Human Resources department will:

- 4.6.1 Support managers to manage staff who fail to comply with this policy; and
- 4.6.2 Consult with the Inclusion, Equality and Diversity Team where appropriate.

#### **4.7 All Staff**

All staff must:

- 4.7.1 Ensure that they are fully conversant with this policy and its associated procedural documents;
- 4.7.2 Comply with the requirements of this policy and the Dress Code or Uniform Standards that apply to them; and
- 4.7.3 Raise any issues regarding their compliance with this policy with their line manager so they can be managed on an individual basis and follow Health and Safety advice as required.

## **5. Implementation and Monitoring**

## 5.1 Implementation

This policy and its associated procedures are available on the Trust intranet and will be disseminated to staff through the Divisional management and internal team structures within the Trust.

## 5.2 Monitoring

See Appendix A for detail of the monitoring of this policy, and its associated procedures.

## 6. References and Bibliography

Care Quality Commission (2017) **The fundamental standards**

<http://www.cqc.org.uk/content/fundamental-standards>

[Accessed 28.02.20]

Department of Health (2010) **Uniforms and Workwear; Guidance on uniform and workwear policies for NHS Employers** The Stationary Office, London.

[https://webarchive.nationalarchives.gov.uk/20130123201551/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_114751](https://webarchive.nationalarchives.gov.uk/20130123201551/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_114751)

[Accessed 28.02.20]

Infection Prevention Society (2017) **Quality Improvement Tools**

<https://www.ips.uk.net/professional-practice/quality-improvement-tools1/>

[Accessed 28.02.20]

Department of Health (2015) **The Health and Social Care Act. Code of practice on the prevention and control of infections and related guidance.**

<https://www.gov.uk/government/consultations/prevention-and-control-of-infections-code-of-practice>

[Accessed 28.02.20]

The Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

[Accessed 28.02.20]

Equality and Human Rights Commission Guidance. (2010) Guidance on the wearing of Sikh articles of faith in the work place and public space.

<https://archive.org/details/GuidanceOnTheWearingOfSikhArticlesOfFaith/module/2up>

[Accessed 28.02.20]

Food Safety (General Food Hygiene) Regulation 1995

<http://www.legislation.gov.uk/ukxi/1995/1763/made>

[Accessed 28.02.20]



Health and Safety Executive (2018) **The Personal Protective Equipment (Enforcement) Regulations**

<https://www.legislation.gov.uk/uksi/2018/390/contents/made>

[Accessed 28.02.20]

Health and Social Care Act (2008) (England only) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/2936/contents/made>

[Accessed 28.02.20]

Human Rights Act 1998

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

[Accessed 28.02.20]

Ionising Radiation Regulations 2017

<http://www.legislation.gov.uk/uksi/2017/1075/contents/made>

[Accessed 28.02.20]

Management of Health and Safety at Work Regulations (1999)

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

[Accessed 28.02.20]

Manual Handling Operations Regulations (1992)

<http://www.legislation.gov.uk/uksi/1992/2793/contents/made>

[Accessed 28.02.20]

Mitchell A, Spencer M, Edmiston C (2015) Role of healthcare apparel and other healthcare textiles in the transmission of pathogens: A review of the literature. **Journal of Hospital Infection** 91(3) pp 285-292.

Salisbury et al (1997) The effect of rings on microbial load of health care workers' hands. **American Journal of Infection Control** (25) pp24-27

Workplace (Health and Safety and Welfare) Regulations (1992)

<http://www.legislation.gov.uk/uksi/1992/3004/contents/made>

[Accessed 28.02.20]

## 7. **Associated Policy and Procedural Documentation**

Disciplinary Policy

Dress Code

Food Hygiene Policy and Procedures

Infection Prevention and Control Policy

Smoke Free Policy

## Uniform Standards

**Appendix A**

**Monitoring Matrix**

MONITORING OF IMPLEMENTATION	MONITORING LEAD	REPORTED TO PERSON/ GROUP	MONITORING PROCESS	MONITORING FREQUENCY
<b>At Queen Elizabeth Hospital Birmingham:</b>				
A programme of spot audits will be carried out as part of regular governance visits, such as ward reviews.	Divisional Management Teams	Senior Manager Corporate Risk	Audit	As required
<b>At Heartlands, Good Hope, Solihull Hospitals:</b>				
Monitoring of nursing and midwifery adherence is conducted monthly via the Nursing and Midwifery Indicators.	Matrons and Divisional Head Nurses and AHN'S	Divisional Management Teams	Monthly Care Indicators	Monthly
<b>Trust wide (All sites)</b>				
For non-nursing staff, Human Resources provide a summary of the disciplinary cases leading to dismissal where breaches of uniform policy were specifically mentioned.	Line Managers	Divisional Management Teams	Individual line managers	Annual

## Appendix B List of Staff Groups Required to Wear Uniforms

Staff Group	Uniform allocated
Chief Nurse	
Deputy Chief Nurse	Tunic Navy with Purple Trim
Associate Director of Nursing	Tunic Dress Navy and Lilac Trim
Deputy Associate Director of Nursing	Tunic Dress Navy and Lilac Trim
Matron	Tunic Dress Trauma Top Navy and Teal Trim
CNS/ Offline/ band 6, 7, 8,	Tunic Dress Trauma Top Navy and Maroon Trim
Ward Manager Band 7	Tunic Dress Trauma Top Navy and white trim and epaulettes
Band 6	Tunic Dress Trauma Top Navy and white Trim
Band 5	Tunic Dress Hospital Blue and Navy Trim
HCA Band 4	Sky Blue Tunic-Dress with Navy Trim-Navy epaulettes
HCA Band 3	Sky Blue Tunic Dress with Navy Trim-White epaulettes
HCA Band 2	Sky Blue Tunic Dress with Navy Trim
QEHB at Home Coordinators	Navy and burgundy Trim
Physiological Service	Trauma suits - Caribbean blue
QEHB at Home field team	Hospital Blue and white trim
Physiotherapists	White Tunic with Navy Trim Navy Trouser
Therapy assistants (including SHARP)	Tunic Pale Blue with Navy Trim Navy Trouser
Occupational Therapists	White Tunic with Bottle Green Trim Polo White with green trim
Dietitians	White Tunic Dress with Sky Blue Trim
Speech and Language Therapists	Caribbean blue trauma top
Radiographers	White Tunic Dress with Navy Trim Navy Trouser
Ward House Keeper	Burgundy Blouse, and Shirt Stripe Apron and Black Cargo Trousers
Radiographers Support Workers	Pale Grey Tunic with White Trim/Dress Nimbus Grey Trouser
Ward Domestic	Aqua Green Tunic and Bottle Green Trim Aqua Polo shirt
Ward Catering	Eau De Nil Green with White Trim and Black Trouser
Supervisors	Bottle Green Stripe with Bottle Green Trim
Ward Clerk	Teal/ peacock blouse black trousers/skirt
Pharmacists	Beige Tunic with Navy Trim
Pharmacy Technicians	Beige Tunic with White Trim
Medical Physics	White tunic with lilac strip and round colour
Dental Nurses	Royal Blue Tunic or Dress with White Trim
Neurophysiology	Trauma Top in Caribbean Blue

<b>Admin Staff -Research</b>	Pale Blue Blouse Dark Blue Spots with Logo
<b>Medical Engineering</b>	Black Polo Shirt and Black Cargo Trousers
<b>Logistics</b>	Navy Blue Shirt or Polo Navy Trouser with Logo
<b>Laboratory staff</b>	White lab coat
<b>Phlebotomy</b>	White tunic-nimbus grey trim
<b>Clinical Photography</b>	White tunic - postman blue trim
<b>Front desk atrium</b>	Blue Patterned Blouse and Black Skirt or Trousers
<b>Volunteers</b>	Royal Blue polo shirt
<b>Plaster Room staff</b>	Plain White Tunic and Navy Trouser or Dress
<b>Plaza Restaurant</b>	Black blouse with stripe, black trousers, purple apron
<b>Plaza Chef</b>	Red chef jacket/black trouser
<b>Trauma research</b>	White polo shirt with logo
<b>Transport Supervisor</b>	White Shirt Black/Navy Trousers with Logo
<b>Transport</b>	Mid Blue Shirt with logo
<b>Uniform Services</b>	Grey blouse shirt polo black /grey trouser
<b>Orthoptists</b>	White Trauma Top Black trousers,
<b>Echo staff</b>	White tunic tops with hospital blue trim and navy trousers
<b>Plaza Front of House</b>	Purple blouse - black skirt
<b>Technical Cardiology</b>	White Tunic with hospital blue piping
<b>Renal Technicians</b>	Grey shirt
<b>Nuclear Medicine Tec's</b>	White with Lilac Stripe
<b>Scientist</b>	Bottle Green with Navy Trim
<b>Cancer services</b>	Pale pink shirt /pale pink blouse
<b>All technicians e.g. Emergency Department Technicians</b>	Bottle Green with White trim
<b>Nursing Associates</b>	Peacock Blue with White Trim
<b>Rehabilitation Assistant</b>	Blade Blue sample to be made up (no trim)