

Uniform and Non Uniform Policy

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Related Policies and Guidelines	<ul style="list-style-type: none"> • Security Policy • Code of Expectations of Employees Policy • Managing Conduct Policy • Infection Control Policy • Operating Theatre Dress Policy
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Amendment History

Issue	Status	Date	Reason for Change	Authorised
1.0	Final	2013	New policy; previously included in the Code of Expectations Policy (reference 108).	Lynn Vaughan, Director of Human Resources
1.1	Final	July 2014	Minor amendment to policy (re Junior Doctor grades FY1, FY2, ST/CT1-2, Trust Doctors and GPST uniforms p17)	Claire Buchanan Director of Human Resources
2.0	Final	2015	Revised with minor amendments.	Claire Buchanan, Director of Human Resources
2.1	Final	April 2016	Minor tweak to 4.2 Staff with Trust Uniforms (p7). No need for ratification	
2.2	Final	May 2018	Policy updated to reflect current practices.	Claire Radley, Director of People.

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1. Policy Summary

This Policy provides guidance for staff within the Royal United Hospitals Bath NHS Foundation Trust about the standards the Trust requires its staff to meet at all times.

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

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

2. Policy Statements

To demonstrate clearly, the standard of dress required of all staff.

These standards are based on clinical, health & safety & professional requirements; further guidance concerning these is provided below.

2.1. Infection Control

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

Bare below the elbow

On the 1st January 2008, the 'bare below the elbow' initiative was implemented to adhere to Department of Health guidance as outlined by the Health Secretary in September 2007. The guidance has been introduced to ensure that staff wash their hands regularly and thoroughly to limit the spread of infection. It applies to non-uniformed and uniformed staff and the clinical area which is defined as from the door that provides direct access to the ward or department where patients are seen or treated or any facility where patient care is being provided.

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In summary the key points are:

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

Theatres

All personnel visiting or working in theatre must be familiar with and adhere to the R.U.H. Trust Code of Expectations, the Trust Uniform policy, the Theatre Departmental Expectations, and the Theatre Policy; Preparation of Personnel within the Operating Theatre Environment.

On entering any designated theatre area a clean scrub suit must be selected from the changing area. Any item of operating department clothing which becomes contaminated with blood or bodily fluids must be changed as soon as possible.

Footwear worn inside theatres should be designated for that purpose and must be able to be cleaned and decontaminated. It is the responsibility of each member of staff to ensure that their footwear is cleaned regularly and stored appropriately.

No designated footwear intended to be worn inside the operating theatre may be worn outside the theatre complex. On leaving the operating theatres footwear that is intended to be worn inside the area must be removed for outdoor footwear.

Surgeons, anaesthetists and other personnel within Theatres who need to leave the department during the duration of an operating list may visit clinical areas in theatre scrubs however they must change out of theatre footwear and remove masks and hats. On return to they must change into fresh attire.

2.2. Health and Safety

Protection from Hazards

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

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Moving and Handling

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

2.3. Professional Image

Ensuring that all staff look smart, clean and professional is vital to reassuring patients, relatives and visitors to the hospital that they will receive effective and high quality care in a clean environment. (“Trust Code of Expectations of Employees”).

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

2.4. Identification of Staff

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

3. Definition of Terms Used

NMC: The Nursing and Midwifery Council

4. Duties and Responsibilities

4.1. All Staff

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

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

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

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4.2. Nursing and Midwifery Staff with Trust Uniforms

Each staff member is personally responsible for organising and collecting their uniform from the linen room in exchange for a refundable deposit, which is deducted from the staff member's salary following the signing of an agreement form.

Staff leaving the Trust must return their uniforms to the linen room within two months of leaving the Trust. On receipt of the uniform being returned and payroll being informed any deposit owed will be processed by payroll.

Trust uniform deposits will be forfeited in the event that they are not returned within the above timescales.

4.3. Line Managers

Must ensure that uniforms are worn where required and that the standards of dress set within this policy are adhered to, including leading by example and identifying areas of review to the Trust's Uniform Group.

Requisitioning and authorising of requests/orders for staff uniforms and that the correct uniform for the band is requested.

The control records for the uniform deposit system where relevant, i.e. where the uniform is not arranged through the Trust's Linen department.

4.4. Linen Department

The Linen Department is responsible for:

- The purchase and issue of all nursing uniforms
- The labelling of all uniforms purchased by the Trust
- The alteration/fitting of all staff uniforms issued by the Trust
- The recording of names of staff and the number and style of uniform(s) issued
- Establishing and retaining accurate control records for the nurse uniform deposit system

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5. Non Clinical Staff in Non Uniform

5.1. Clothing

Clothing must project a positive professional image and must not cause embarrassment or offence to colleagues, patients, other staff or visitors to the Trust.

Clothes must be clean and tidy and in a good state of repair.

Clothing must be modest and appropriate e.g. no spaghetti straps or midriffs showing. Logos/motifs on tops must look professional. Denim clothing and leggings are not permitted.

All clothing must be sufficiently loose to allow for a full range of movement and must not hinder moving and handling procedures. In clinical areas ties must be securely tucked in, or a bow tie or no tie can be worn.

Short sleeves, or rolled up sleeves are necessary when working in a clinical area.

Where cardigans are worn they must be in a good state of repair. They should be removed when carrying out any clinical procedure or patient assessments.

Sikh men are permitted to wear a turban and Muslim women are permitted to wear a Hijab, (unless there is a Health and Safety reason). Sleeve protectors must be worn if jewellery cannot be removed due to religious reasons.

If shorts are worn, they should be smart, plain and knee length.

5.2. Watches

Wrist watches must not be worn by any members of staff in the clinical area as they impede proper hand washing.

Wrist watches must not be worn by any staff that have responsibility for patient contact due to the risk of causing injury to patients during patient manual handling procedures.

A suitable fob watch may be attached to the clothing of those staff who work clinically.

5.3. Footwear

All shoes must be practical in order to carry out their role; they must be

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clean and in a good state of repair.

There are certain jobs that require staff to wear protective footwear. These staff must wear the correct footwear for doing their work and if staffs are uncertain they must check with their line manager. These will be assessed on an individual risk assessment basis, based upon role, environment and task undertaken .
If such specialist footwear is required, it will be classed as PPE as dealt with under the Health and Safety policy.

5.4. Badges

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

5.5. Jewellery

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

No long necklaces or dangling earrings for pierced ears shall be worn in a clinical area where patients might be confused or violent or where there is the risk of contact with machinery.

Jewellery including wrist watches must be removed prior entering a clinical environment.

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

Managers must be flexible and reasonable concerning those items of jewellery and markings that are traditional within some religions and beliefs.

5.6. Body/Facial Piercing

Body piercing must be discreet.

5.7. Headphones

Headphones for personal use can only be worn when on an official break, or with the agreement of the line manager.

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6. Clinical staff and contractor issued with Trust Uniform or any Staff entering a clinical Area

All staff are required to wear the Trust uniform for their role and department at all times when at work. It is not acceptable to wear uniforms from other Trusts / organisations.

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

Uniforms belong to the Trust and should not be worn outside the hospital unless on hospital business or direct journeys to and from work. For the latter, uniform must be covered by **outdoor wear** (see section below on the wearing of uniform outside hospital premises).

Uniforms must be taken to the sewing room for alterations and repairs as soon as necessary to ensure the maintenance of smart appearance.

Replacement uniforms must be approved by the appropriate Manager.

Trousers worn with tunics which are not supplied by the linen room should be of an appropriate style, plain, navy or black depending on the colour of uniform and must be in a good state of repair. Leggings or Denim are not permitted.

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

Staff wearing dresses provided by the trust, should be of a length either on or below the knee.

6.1 Obtaining Trust Uniform

In order to obtain a Trust uniform from the Linen Room, staff must complete a uniform measurement form which is authorised by their manager (available via intranet).

Staff must take the form to the Linen Room and have the measurements checked before the order can be placed.

Newly qualified nurses who are awaiting NMC registration will be issued with a staff nurse uniform and a white belt, plus a badge stating pre-registration nurse. -

Staff when collecting their uniform must sign an agreement form for receipt of the uniforms. This gives authority for a refundable deposit to be taken from their salary.

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Some departments have alternative local arrangements for obtaining uniforms. These uniforms must be taken to the Linen Room to be marked with the Trust label prior to wearing.

[The Trust Nurses Uniform budget is held by the Facilities Directorate and will not fund cardigans, jumpers, jackets and shoes](#)

The numbers of uniforms issued will be as follows:

Days worked per week	Numbers issued	
	Tunic/Dress	Trousers Navy
5 or more	5	5
4	4	4
3	3	3
2	2	2
1	1	1

If staff choose to have a mix of tunics and dresses the allocation of trousers will be average using the days worked formula.

6.2 Obtaining other Uniforms

All non-nursing uniforms should be ordered by the ward/department managers who hold their own budgets. All uniforms will be purchased at a standard length.

Once the uniform has been agreed, ordered and supplied by the manager the staff member will take their uniforms to the Linen Room for marking.

6.3 Footwear/Tights

Must be clean and in a good state of repair.

Clinical staff who wear uniform, must wear flat soft soled shoes, closed over the foot and toes and is appropriate for the clinical environment.

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

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

Where protective footwear is a requirement it will be supplied by the

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Trust and must be worn.

Shoes must be secure. Clogs and Croc type footwear can be worn in the theatre or birth centre environment but should be full toed without holes, following permission from the relevant manager, or predominately dark coloured.

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

For female staff, legs must be covered with black or flesh coloured non patterned plain tights/stockings as agreed locally, when wearing dresses, except in exceptional hot weather when permission is given by the ward manager.

6.4 Tabards

In Paediatric areas and for medication rounds where tabards are worn they must be clean and in a good state of repair. Staff must remove them in any public areas unless directly escorting or transferring a child to another clinical department.

Tabards should be changed as a minimum daily or when soiled and are subject to the same washing procedure as uniforms (60°). Unless they are wipeable.

Badges

The Trust Identification Badge must be worn and visible by all staff at all times when at work. Additional trust name badges by approval of line manager.

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

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

Lanyard attachments for badges must be clean and appropriate for the clinical area or be of the clip variety. All lanyards must be anti-ligature (break clasp).

6.5. Jewellery

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

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

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

Small stud earrings are permitted.

6.6. Hair

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

Male staff must be clean shaven or ensure that their beards/moustaches are neatly trimmed. Consideration will be given to staff with religious beliefs and they should discuss this with their manager.

6.7. Fingernails

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

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

6.8. Body/Facial Piercing

Body piercing must be discreet.

6.9. Tattoos

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

6.10. Headphones

Headphones for personal use can only be worn when on official break, or with the agreement of the line manager. Headphones whilst on work duties are permitted as part of secretarial duties.

6.11. Wearing of Trust Uniform outside hospital premises

The wearing of uniform outside the hospital premises is **ONLY PERMITTED** when staff are on specific Trust duty e.g. transferring patients or for direct journeys travelling to and from work or attending meetings in a clinical or official capacity.

When travelling to and from work, **uniforms must be covered.**

This recommendation is made for the Health and Safety and security of all staff and to minimise the risk of cross infection.

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

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

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

6.12. Protective Clothing

Personal protective equipment consists of items of clothing (e.g. impermeable gloves, shoes with protective toe-caps or non-slip soles, aprons) or other items which are worn on the person (e.g. respirators) and which are required to protect the wearer from a hazard.

The need for personal protective equipment is determined by a departmental risk assessment, in conjunction with the local risk officer.

Where the need for personal protective equipment has been recognised in a risk assessment, its use must be made compulsory by the department manager and monitored.

6.13. Laundering of Uniforms

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

6.14. Maternity Wear

Staff who are pregnant will be issued with larger sizes of dresses, tunics or trousers or scrub tops if required.

Any alteration to uniforms will be subject to assessment by the Linen room seamstress to ensure that it is safe and feasible.

6.15. Cultural and Religious Wear

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

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6.16. Scrubs

Theatre Scrubs (dark blue)

It is required that dark blue theatre scrubs will only be worn by staff working in treatment areas requiring a ventilated environment for the procedures carried out within them (i.e. the operating theatres and the Cardiac Catheterisation Laboratories). **Dark Blue scrubs must not be worn outside the Theatre Complex.**

Non tailored Scrubs within clinical areas (light blue)

Light blue scrubs may be worn in wards/departments. These areas will include Intensive Care Unit (Doctors only) and the Mortuary.

In the non-theatre areas where scrubs are worn as the standard clinical uniform, this shall be as the standard attire.

Staff must not wear long sleeved garments under their scrubs, i.e. long sleeved t-shirts and jumpers.

Scrubs must not be worn outside the hospital buildings or when travelling to and from work.

Light Blue Scrubs

Staff whose uniform is contaminated with bodily fluids during their shift, will be able to obtain scrubs to change into.

- **In Hours** – Linen Room
- **Out of Hours** – via site manager and security to obtain from the domestic offices.

The scrubs must be returned when next on duty.

Green Scrubs

Green Scrubs will be worn by Junior Doctors in Grades F1, F2, ST/CT1-2, Trust Doctors and GPST at all times whilst working in the Trust. Doctors at grades ST3-9 (SpR) will be expected to wear uniforms whilst undertaking on-call work.

When travelling to and from work, scrubs must be covered.

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7. Medical Staff

Medical staff will comply with the standards set out in both professional codes for the wearing of Trust uniform and non uniforms and the Department of Health 'bare from the elbow down' requirements (set out in section 2 of the Policy above). All staff must wear appropriate attire when completing any invasive procedures.

In order to obtain a Trust uniform from the Linen Room, staff must complete a uniform measurement form which is authorised by their manager (available via intranet).

Staff must take the form to the Linen Room and have the measurements checked before the order can be placed.

Junior Doctor grades FY1, FY2, ST/CT1-2, Trust Doctors and GPST will be expected to wear uniforms issued upon commencement with the Trust. SPR grades (ST3-9) will be expected to wear uniforms when undertaking on call.

8. Monitoring & Review

This policy will be subject to a planned review every 3 years as part of the Trust's Policy Review Process. It is recognised however that there may be updates required in the interim, arising from amendments or release of new regulations, Codes of Practice or statutory provisions or guidance from the Department of Health or professional bodies. These updates will be made as soon as practicable to reflect and inform the Trust's revised policy and practise.

The Trust's Uniform Policy Group will be responsible for monitoring this Policy & reflecting any necessary changes in light of changes to legislation, infection control requirements etc.

Compliance with the Trust Uniform and Dress Code policy will be the responsibility of the Manager of those staff groups affected. Non-compliance issues will be managed in line with the Trusts Conduct Policy and Procedure.

9. References

Department of Health (2015) The Health and Social Care Act 2008.

Code of practice on the prevention and control of infections and related guidance, London.

Department of Health (2007). Uniforms and Workwear.

An evidence base for developing local policy. Leeds

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