

# **Worcestershire Acute Hospitals NHS Trust**

## **Uniform and Dress Code Policy**

<b>Department/Service</b>	<b>Human Resources</b>
<b>Accountable Director</b>	<b>Chief People Officer</b>
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## Contents

<b>What this Policy Covers .....</b>	<b>4</b>
<b>Policy Statement .....</b>	<b>4</b>
<b>Scope .....</b>	<b>5</b>
<b>Policy in Practice .....</b>	<b>5</b>
<b>Responsibilities .....</b>	<b>6</b>
<b>Chief Nurse and Chief Medical Officer .....</b>	<b>6</b>
<b>Uniform Services Department.....</b>	<b>6</b>
<b>The Divisional Directors and Associate Directors of Nursing, Divisional Directors of Operations, Clinical Service Leads, Heads of Departments and Professional Leads, Matrons and Senior Sisters/ Charge Nurses.....</b>	<b>6</b>
<b>Line Managers .....</b>	<b>6</b>
<b>Colleagues.....</b>	<b>7</b>
<b>Implementation Plan and Monitoring.....</b>	<b>7</b>
<b>Associated Policy and Procedural Documentation .....</b>	<b>7</b>
<b>Appendix 1 .....</b>	<b>8</b>
<b>Dress and Uniform Standards.....</b>	<b>8</b>
<b>Appendix 2 Equality and Diversity Implications of a Uniform/Dress Code.....</b>	<b>13</b>
<b>Appendix 3 Uniform Policy Non Clinical Colleagues .....</b>	<b>16</b>
<b>Appendix 4 Dress and Uniform Policy Audit Tool Clinical Colleagues.....</b>	<b>17</b>
<b>Appendix 5 Approved Uniforms.....</b>	<b>18</b>
<b>Appendix 6 Flowchart for approval of new uniforms .....</b>	<b>24</b>
<b>Appendix 7 Uniform Request Form .....</b>	<b>25</b>
<b>Appendix 8 Equality Impact Assessment Tool .....</b>	<b>26</b>

## What this Policy Covers

### Policy Statement

The aim of this Policy is to ensure that clothing and accessories worn by those working within the Trust are consistent with the trust's Infection Prevention and Control Policies and Health and Safety Policies, and comply with patient and public expectations.

The policy objectives are:

- To contribute towards Trust Infection Prevention and Control measures by minimising the risk of cross-infection from clothing/accessories
- To contribute towards Trust Health and safety measures by minimising risk of injury or harm to patients and colleagues from inappropriate clothing/accessories and ensuring use of appropriate protective clothing
- To ensure that a smart, professional image is maintained by all persons working within the Trust
- To promote mobility and comfort of the wearer; and
- To allow identification from security and communication purposes

NHS Employers identify two areas of focus of legislation affecting uniforms and workwear:

- A primary concern with health and safety, along with the requirement to prevent the spread of infections.
- Employment equality for colleagues in terms of age, disability, gender, sexual orientation, race and ethnicity, religion or belief, and protection of human rights.

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.

The impact of "Health 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 of the Health and Social Care Act 2008: Code of Practice for Health and Adult Social Care on the Prevention and Control of Infections and Related Guidance. This requires that uniform and work wear policies ensure the clothing worn by colleagues when carrying out their duties is clean and fit for purpose and that such policies should specifically support good hand hygiene.

All healthcare workers 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 Trust Infection Prevention and Control Policy and the Hand Hygiene Policy.

The Trust recognises and values the diversity of culture, religion, gender and disabilities of its employees and will take a sensitive approach which 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. Every effort has been made to reach assurance that this policy does not cause either offence or discrimination. However, individual cases will be considered on their merits. A breach of this policy is regarded as a serious offence and may lead to disciplinary action, which may include dismissal, in accordance with the Trust Disciplinary Policy.

## Scope

This policy applies to **ALL** colleagues, whether they wear a uniform or not, including those with honorary contracts, subcontractors, volunteers, locum, bank and agency workers, and students working on and off Trust premises and representing the Trust.

## Policy in Practice

This section describes the Trust board framework relating to dress and uniform. Detailed instructions are provided in the associated procedural document “Dress and Uniform Standards”. These are provided in Appendix 2.

The Chief Nursing Officer and Chief Medical Officer will approve all procedural documents associated with this policy and any amendments to such document and are responsible for ensuring that such documents are compliant with this policy.

The Trust will provide uniforms to colleagues who are required to wear them. Clinical colleagues will be provided with clinical style uniforms. All other colleagues who are required to be in uniform will be provided with appropriate professional style work wear.

Other groups colleagues who wish to adopt or change a current style uniform may only do so with the guidance of the Deputy Chief Nurse and approval from the Chief Nursing Officer.

The Trust will provide theatre scrubs/clogs to colleagues who require them.

Colleagues who travel to and from work in Trust uniforms must cover their uniform with a coat during their journey between their home and place of work.

When in uniform, colleagues must not enter commercial premises (e.g. supermarkets, shops and public houses) but if entering on Trust business colleagues must be smartly dressed with their identification badge visible.

Where there are legal requirements under Health and Safety legislation, the Trust will provide appropriate personal protective clothing and equipment which must be worn correctly.

The Trust will provide information to colleagues who wear uniforms to ensure they have the appropriate washing instructions. This is incorporated into the Dress and Uniform Standards document in Appendix 2.

When employment ceases with the Trust, colleagues must return the uniforms via their Line Manager. The Line Manager needs to ensure that this happens as part of the exit process.

## Responsibilities

### Chief Nurse and Chief Medical Officer

The Chief Nurse and Chief Medical Officer will:

- Approve the Dress and Uniform Standards and any other associated procedural documents
- Receive reports of serious breaches of the Dress and Uniform Policy and associated procedural documents from line managers
- Provide a judgement where the individual colleague's interpretation of the policy and its associated procedure in relation to individual beliefs has meant a compromise cannot be achieved by line and senior managers
- The Chief Nursing Officer will declare relaxation of the policy in relation to wearing of full uniforms in exceptional heat circumstances.

### Uniform Services Department

The Facilities Manager for the relevant site will:

- Ensure that all colleagues requiring uniforms will be provided with uniforms appropriate to their role as outlines in Appendix 6 of this policy.
- Uniforms can be exchanged to ensure that they are well fitting and of good condition.

### The Divisional Directors and Associate Directors of Nursing, Divisional Directors of Operations, Clinical Service Leads, Heads of Departments and Professional Leads, Matrons and Senior Sisters/ Charge Nurses

- Ensure colleagues are aware of and know how to access and comply with this policy and its associated procedural document
- Ensure appropriate uniforms and health and safety equipment is available and provided for colleagues.
- Manage failure to adhere to this policy and its associated procedures, using the disciplinary procedure if required

### Line Managers

- Ensure all colleagues are aware of and know how to access and comply with this policy and its associated procedural document.
- Ensure adherence to this policy within their areas of responsibility
- Ensure all colleagues have uniforms if required
- Act as good role models
- Set out requirements for areas where there are legal requirements under Health and Safety legislation in terms of personal protective equipment. They will ensure that such local Codes of Safe Practice are compliant with this policy and associated Dress and Uniform Standards and must ensure that colleagues working in such areas do wear the protective apparel specified.
- Manage failure to adhere to this policy and its associated procedures using the disciplinary procedure if required.

## Colleagues

- Ensure that they are fully conversant with this policy and its associated procedural documents.
- Comply with the requirements of this policy and the Dress and Uniform standards that apply to them.
- Raise any issues that may prevent them from complying with this policy so they can be managed on an individual basis and follow Health and Safety advice as required.
- Assume responsibility for ensuring colleagues are compliant with the policy and challenge or report to their line manager if unable to address any breaches.

## Implementation Plan and Monitoring

This policy supersedes previous policies and will be circulated to the following forums for feedback and consultation:

- Clinical Governance Group
- Multi CNO Meeting
- Senior Nurses Meeting
- Junior Doctors Forum
- Infection Prevention Control Group
- Joint Negotiation Consultative Committee (JNCC)

This policy will be available on the Trust Intranet.

A policy briefing will be developed for Divisional Management Boards, Directorate Meetings and Worcestershire weekly.

## Associated Policy and Procedural Documentation

- Trust Infection Prevention and Control Policy
- Hand Hygiene Policy
- Transsexual and Gender Fluid Policy
- Disciplinary Policy
- Heatwave Plan

## [HR Key Documents](#)

## Appendix 1

### Dress and Uniform Standards

#### Generic Requirements for All Colleagues

All colleagues are expected to always be clean and well-presented whilst on Trust business with a high standard of personal hygiene which would be acceptable to others.

- Colleagues are reminded that when attending courses within or external to the Trust they are representing the Trust and their appearance must reflect a professional image.
- All colleagues must always wear an easily visible identity badge.
- Lanyards must not be worn by any Trust colleagues due to health and safety and infection control reasons.
- A maximum of two professional/religious badges, of which one may be a religious badge, may be worn.
- Safety footwear, where provided, must be worn at all times. Where safety footwear is not provided, colleagues must wear footwear appropriate to the environment in which they are working and the job they perform. Footwear must be in a good state of repair, with anti-slip soles and low heels with enclosed toes heels and uppers. The material must be wipeable or machine washable. Colleagues should wear footwear that give protection against spillages or falling equipment. Footwear should be black.
- Facial hair must be clean and well presented.
- Make up, perfume and after-shave must be discreet.
- Where a colleague has a visible tattoo this must not be offensive to others. If concerns are raised by patients, carers, visitors or other colleagues, it is the line manager's responsibility to review these concerns and discuss with the individual colleague the appropriateness of their tattoo being on display. Tattoos must not make a political statement.

#### Trust Colleagues Wearing Uniforms

- Where uniforms are provided, they must always be worn fully fastened including the top press stud; in the way they have been designed to be.
- A clean uniform must be worn every day.
- Any problems with uniforms must be discussed with the Line Manager, who will give authorisation for any exchanges that are appropriate.
- When involved in patient contact all colleagues must be bare below the elbows to enable effective hand washing. There may be occasions when it is necessary for colleagues to wear personal protective clothing to cover their arms to reduce any risk of exposure (refer to the relevant guidance, for example the COSHH Assessment for a particular hazardous substance being used as part of a procedure).
- **Belts and buckles** are optional for qualified nursing colleagues but must not be worn when delivering clinical care or working in clinical areas.
- **Ties** must be tucked in or removed when carrying out direct patient care as they have been shown to be colonised by pathogens. Ties are regularly handled by the owner and come into contact with numerous objects and therefore have the potential to transmit Health Care Associated Infections (HCAs).



- Clinical colleagues involved in patient procedures and direct clinical contact **must not wear prosthetic nails or nail varnish and nails must be short** i.e. not visible above the tips of fingers. This is to avoid potential damage to patient's skin and to facilitate correct hand hygiene.
- **Clinical colleagues involved in patient procedures and direct clinical contact must not wear false eye lashes.** This is to prevent false lashes becoming loose and causing potential harm to patients.
- Sweaters, fleeces and cardigans may be worn if in keeping with a professional image. These must be of an agreed matching colour to the uniform as agreed by your Line Manager. These items of clothing must not be worn when in direct contact with patients.
- Launder uniforms and clothing worn at work at the hottest temperature suitable for the fabric. A wash for 10 minutes at 60°C removes almost all micro-organisms. Washing with detergent at lower temperatures – down to 30°C – eliminates MRSA and most other micro-organisms. Washing machines and tumble dryers should be cleaned regularly, in accordance with manufacturer's instructions.
- The Trust will ensure that all uniforms will be reviewed and will consider fabric washing instructions prior to purchase
- In areas where food is prepared and handled, appropriate protective clothing must be worn in line with Food Safety (General Food Hygiene) Regulations 1995.
- **Hosiery** (tights/stockings) must be plain and either flesh or black in colour. Plain black/navy socks must be worn with uniform trousers.
- When in uniform, hair must be worn up or tied back off the collar in a style that does not require frequent re-adjustment. Hair when tied into a ponytail must not fall beneath the level of the collar or onto the face – if it does hair must be clipped up to prevent this happening.
- Hair must be clean and always off the collar. Accessories, clips and fasteners must be discreet if worn. Where required, the appropriate clinical head covering must be worn.
- Colleagues in uniform or engaged in patient contact must not wear jewellery with the exception of one plain metal ring with no stones. If the metal band contains stones this must be removed or taped.
- **Piercings:** A single pair of stud earrings in the ear lobe. No other visible piercing, including tongue, nose stud, eyebrow studs or any other facial piercings or stretchers can be worn. Ear stretcher 'tunnels' are not acceptable, 'plugs/spacers' will be permitted. If spacers are removed, then large holes in ears should be taped.

### **Wearing Uniforms Out of Work**

Uniforms are only to be worn for official duties inside or outside the hospital premises (see section 3.3 re travel to and from work). The wearing of uniform outside the hospital premises is only permitted when colleagues are on specific Trust duty e.g. community services or transferring patients.

Colleagues travelling to work in uniform must cover uniforms with a coat whilst travelling between their home and place of work e.g. with a coat that is fully fastened and a length to fully cover uniform, whether this is a tunic top or dress. It is acceptable for colleagues to change into a casual top such as sweater or T-shirt with work trousers to travel home in. These requirements are made for the safety and security of all colleagues, plus the professional image of the workforce and Trust reputation.

## **Theatre Scrubs/Trauma Suits**

### **Scrub Suits (Scrubs)**

Scrubs are recognised as Trust uniforms for colleagues working in the Theatre and interventional clinical environments.

Clean scrubs must always be worn. They must be changed as soon as possible when contaminated with blood or bodily fluids. Changing rooms and showering facilities are provided. Scrubs must not leave the Trust site and will be laundered by the Trust.

Colleagues must change their scrubs following any surgery/procedure when a patient has been identified as being infected.

Hair must be tucked under a cap or tied up as per this policy (page 14) personal protective equipment must be removed when not in use including face masks, aprons and gloves.

Colleagues wearing scrubs **are** permitted to:

- Escort patients to and from their department
- Visit a clinical area in the course of their duties i.e. seeing a patient
- Visit their office whilst on-call

Colleagues wearing scrubs are **not** permitted (unless attending an emergency i.e. cardiac arrest call/fire assembly) to:

- Leave the hospital
- Travel home or between sites
- Visit the education or library department
- Visit the hospital restaurants or shops
- Wear a surgeon's operative gown, under any circumstances, over their scrub suits unless performing an aseptic procedure

### **Trauma Suits**

Trauma Suits are a uniform option for our clinical workforce:

- Junior Doctors can wear green trauma suit tunic and matching green trousers.
- Pharmacists can wear a burgundy trauma tunic and black trousers.
- Endoscopy Nurses can wear trauma suit tunics and matching trousers in a colour according to their role.
- Critical Care colleagues can wear trauma suit tunics and trousers in a colour according to their role.
- Meadow Birth Centre Colleagues can wear navy blue trauma suit tunics and trousers.
- ED wear purple trauma suits.

Trauma suit options are an option for colleagues working in ward or department clinical settings

### **Trust Colleagues not supplied with a uniform**

- All colleagues not wearing uniform must wear clothing that is consistent with a smart, professional image, akin to working within a formal office setting.
- Hemlines must be no shorter than just above the knee to promote a professional image to patients, colleagues, other colleagues or visitors to the Trust.
- Necklines are required to be modest, and exposed areas, for example midriffs and backs, are not acceptable.
- Jeans, leggings on their own or worn with a short top, ski pants, tight fitting trousers and shorts that sit higher than knee length are not acceptable.
- Casual clothing, for example tracksuits, lounge wear, are not acceptable
- if trainers or casual shoes are worn, they are to look smart and tidy.
- It is recognised that if on call colleagues are called in from home in an emergency that clothing may be different from the recommended
- Hair must be kept clean and maintained off the collar.
- Colleagues must ensure nail varnish is well maintained, of a discrete colour and portrays a professional image. Nail varnish is not permitted in Clinical areas.
- Colleagues are reminded that jewellery can be a health and safety hazard. Any jewellery worn must be discreet. When engaged in direct patient care, colleagues must not wear any visible jewellery except one plain metal ring and a single pair of stud earrings. No other visible piercing, including tongue, nose and eye brow studs or stretchers can be worn. Colleagues engaged in patient contact must not wear jewellery except for one plain metal ring and a single pair of stud earrings in the ear lobe. No other visible piercing, including tongue, nose stud, eyebrow studs or stretchers can be worn.
- Ear stretcher 'Tunnels' are not acceptable, 'plugs/spacers' will be permitted. If spacers are removed, then large holes in ears should be taped.
- Clinical colleagues involved in patient procedures and direct clinical contact must not wear prosthetic nails or nail varnish and nails must be short i.e. not visible above the tips of fingers. This is to avoid potential damage to patient's skin and to facilitate correct hand.
- Exceptional circumstances, for example, during a heatwave, colleagues may wear shorts. Shorts must be professional in appearance and be knee length. Confirmation of this will be provided by the CNO office. Other adjustments may be made as and when required.

### **Wearing of Religious Adornments**

- The wearing of religious adornments or symbols is permitted for those who wish to wear them, providing that the health, infection control, safety and security of patients and colleagues is not compromised.
- Colleagues who wear facial coverings for religious reasons are required to remove them whilst on duty. This is to ensure that the member of colleagues is identifiable, and to enhance engagement and communication with patients, visitors and colleagues. The Sikh Kara (bangle) may be worn but must be worn high up the forearm as possible or removed when carrying out direct patient care. Patient safety is paramount; the Trust's primary concern is to maintain a bare below the elbow policy.

### **Wearing of Religious Headwear in Theatre Settings**

- When delivering direct care, items that are porous/cotton that are worn on the wrist are not permitted as they impede good hand hygiene and will remain wet this increases the risk of cross infection.
- The wearing of Turbans, Kippots, and headscarves is supported on religious grounds. These must be plain and either navy or black in colour, shoulder length, adornment free and must not drape freely when providing direct clinical care.
- Colleagues who wish to wear a visible faith symbol for religious reasons may wear a small and unobtrusive badge on the lapel or underclothing, if they do not present a risk either to the health and safety or a risk of infection to the individual wearing them or anyone else. Necklaces are not permitted

Religious headwear can be worn within theatre settings without the wearing of cap. The religious headwear worn must comply with requirements as outlined below:

Headwear to be made of non-linting fabric, tightly woven polyester cotton mix

Headwear is to be in good condition

Clean headwear must be worn daily

A change of headwear is to be kept at work to allow the colleagues member to change should their headwear become contaminated.

### **Return of Uniforms**

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.

## **Appendix 2 Equality and Diversity Implications of a Uniform/Dress Code**

Managers should carefully review the accepted standards of dress on an ongoing basis – perceptions of what is “acceptable” clothing at work do change, and dress codes may become outdated and more difficult to justify as a result. There are many legitimate health and safety, business, and practical reasons in the NHS why dress codes are not just important, but sometimes vital. However, Managers must ensure that they have a legitimate reason for imposing a dress code that can stand up to scrutiny. All existing and potential departmental dress codes should be reviewed with this in mind.

The Trust needs to be consistent and sensitive in its approach to the enforcement of a code. If an individual feels that an employer is trying to compromise their religious beliefs by enforcing a dress code, then it can be upsetting for that employee and a heavy handed approach is likely to exacerbate the situation. Managers are therefore advised to contact one of the Equality Leads for advice. Any restriction should be connected to a real business or safety requirement.

### **Avoiding Discrimination**

Dress codes can be considered to be discriminatory on a number of grounds covered by the Equalities Act 2010, including:

#### **Protected Characteristic Examples**

Age - Tattoos are more prevalent in the younger generation. Rules should be based on justifiable grounds and applied consistently.

Disability - Some people wear a necklace or bracelet to highlight a disability in case of an emergency. Although a necklace or bracelet may not be allowed for health and safety or infection control reasons a compromise might be to allow a lapel pin. Reasonable adjustments should be applied under the Disability Discrimination Act 1995 for disabled employees who cannot comply with a uniform policy.

Gender - The individual will dress in accordance with the gender that they identify with. Issues that an employer might need to accommodate include hair length and style, use of makeup, and the wearing of jewellery. All uniform options are available to employees regardless of gender.

Females are not required to wear skirts or dresses. A compromise would be to offer alternative uniform of tunics and trousers. Likewise requirements for long hair to be tied up on health and safety or hygiene grounds should be applied consistently to all employees regardless of gender identity.

Marriage/civil partnership - Requirement not to wear rings (or to have them taped) should be applied consistently to those who are married or not, and those in civil partnerships.

Religion/belief - Some colleagues may be concerned on religious grounds with the requirement for clinical colleagues to be “bare below the elbow” Infection control will always take precedence but a compromise would be for wedding rings to be taped, the Kara to be pushed the arm or for disposable sleeves to be worn where the individual is not able to expose their forearms.

Many employers now face confusion in trying to implement their dress codes, in fear that they may fall foul of the law. However, the principle remains that the implementation of a dress code is still legitimate, provided that it is justifiable and is applied consistently.

If an employee makes a request which is contrary to this dress code but which could relate to a protected characteristic, careful thought should be given as to whether there is a legitimate business reason for applying the policy. If there isn't then the request should be handled sensitively and discussed with one of the Equality Leads or a member of the HR department.

#### Tips for keeping within the law

- Set clear standards
- Set out clear consequences of failing to comply.
- Communicate the policy.
- Avoid having blanket bans unless you have reasons which would justify that decision, such as health and safety, or infection control
- Allow some flexibility to deal with requests on a case by case basis.
- Deal with issues as they arise - you are within your rights for example to ask employees to cover up tattoos or visible piercing if there is a reason behind this
- Be aware of discrimination issues: these usually concern an employee's religion, belief race but can in some instances relate to disability or gender.
- Policies should apply to men and women equally, although there may be different requirements they should have the same overall effect.
- Consider the reasoning behind the policy so that you can justify your decision if required.

When devising or reviewing a local dress code, employers must ask themselves whether the dress code will require employees to dress in a way that contravenes their religion or belief. If a rule is likely to conflict with an employee's religion or belief, there must be clear evidence to demonstrate objective justification. This analysis may be required on a case by case basis. Codes may directly or indirectly restrict:

- the length of beards for men
- the wearing of headscarves
- the wearing of burkas and veils
- the wearing of jewelry (such as a Christian cross) or a piercing

#### **Bare below the Elbow**

The Trust expects all patient facing clinical colleagues to practice "bare below the elbows" on the grounds of control of infection. However, it is recognised that exposure of the forearms is not acceptable to some because of their faith.

- Uniforms may include provision for sleeves that can be full length when colleagues are not engaged in direct patient care activity. Uniforms can have three-quarter length sleeves.
- Any full or three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.

- Disposable over-sleeves, elasticated at the elbow and wrist, may be used but must be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.

Where, for religious reasons, colleagues wish to cover their forearms or wear a bracelet when not engaged in patient care, they must ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand washing and direct patient care activity.

## Appendix 3 Uniform Policy Non Clinical Colleagues

### Appendix 4 – Dress and Uniform Policy Non Clinical Staff Audit Tool

Dress and Uniform Policy Non Clinical Staff Audit Tool: This audit tool should be completed following observation and questioning of Non Clinical staff.

Date: Department: Completed by:	1	2	3	4	5	6	7	8	9	10
Clothing of non-clinical staff: Should project the professional status of the member of staff. <u>Neck line</u> and hemlines should be of appropriate length. No jeans or leggings should be worn. Clothing should be clean, undamaged, crease free, odour free and of a good fit.										
Footwear: Shoes should be professional in image and give protection against spillages or falling equipment.										
Identification badge: Should be on display and easily visible, lanyards may not be worn by any Trust members.										
Hair: Hair must be clean and maintained off the collar										
Jewellery: All jewellery worn should be discreet no other visible piercing including tongue nose or <u>eye brow</u> or stretchers should be worn. Spacers are accepted and if removed earlobe holes should be taped										
Makeup, perfume and aftershave: must be discreet.										
Nails: Nail varnish must be well maintained and of a discrete colour and portray a professional image.										
Score										
Total possible score	7	7	7	7	7	7	7	7	7	7



## Appendix 4 Dress and Uniform Policy Audit Tool Clinical Colleagues

Dress and Uniform Policy Audit Tool Clinical Colleagues: This audit tool should be completed following observation and questioning of clinical colleagues.

Date:	1	2	3	4	5	6	7	8	9	10
Department:										
Completed by:										
Uniform: Should be crease free, not damaged, odour free, clean and of good fit. Vests, T-shirts or under garments should not be visible at any time. Colleagues must be bare below the elbows.										
Footwear: Shoes should be plain black, well supported, good firmness to the sole, quiet soled and enclose the whole foot.  Running trainers (except in the gym) are not permitted. Clogs are permitted in theatre environment and should be clean and stain free. Court shoes are not permitted.										
Identification badge: Should be on display and easily visible, lanyards may not be worn by any Trust members.										
Hair: Hair must be clean and maintained off the collar										
Wristwatches: Must not be worn in clinical and personal care situation. A fob watch is acceptable.										
Jewellery: One single pair of stud earrings and a plain stone free metal wedding ring may be worn. No other visible piercing including tongue, nose, eyebrow or stretchers are permitted. If spacers are removed then holes should be taped. Tattoos must not be offensive.										
Makeup, perfume and aftershave: must be discreet. False eyelashes are not permitted to be worn.										
Nails: Clinical colleagues must not wear prosthetic nails or nail varnish and nails must be short.										
Hosiery: Plain flesh colour/black hosiery if worn. Plain navy or black socks.										
Care of Uniform: Should be washed separately at 60°C in a domestic washing machine, tumble dried or ironed. A clean uniform should be worn every shift/working day.										
Score										
Total possible score	10	10	10	10	10	10	10	10	10	10

## Appendix 5 Approved Uniforms

### Nursing and Medical

Chief Nursing Officer Deputy Chief Nursing Officer	Red with navy trim tunic or dress Navy trousers Navy belt Red with navy trim trauma suit
Divisional Directors of Nursing Divisional Director of Midwifery	Navy with red trim tunic or dress Navy trousers Navy belt Navy with red trim trauma suit
Matron	Navy with royal blue trim tunic or dress Navy trousers Navy belt Navy with royal blue trim trauma suit
Consultant Nurse	Navy with purple trim tunic or dress Navy trousers Navy belt Navy with purple trim trauma suit
Lead Nurse Corporate Lead Nurse	Navy with yellow trim tunic or dress Navy trousers Navy belt Navy with yellow trim trauma suit
Ward Manager Ward Sister/Charge Nurse /Midwife Junior Sister/Charge Nurse/ Midwife	Navy with white trim tunic or dress Navy trousers Navy belt Navy with white trim trauma suit
Specialist Nurse Advanced Nurse Practitioners Advanced Clinical Practitioners	Navy/white Spotted tunic or dress Navy trousers Navy belt Navy trauma suit
Senior Colleagues Nurse	Royal blue with white trim tunic/dress Navy Trousers Navy blue belt Royal blue trauma suit top
Colleagues Nurse	Hospital blue with white trim tunic or dress Navy trousers Navy belt Hospital blue trauma suit top
Meadow Birth Centre	Trauma suits
Corporate Nurses /Allied Health Professionals	Navy with white trim tunic/dress

(Bands 5,6 & 7)	Navy trousers Navy blue trauma suit with white epaulettes
Nursing Associate	Peacock blue dress or tunic Navy blue trouser Peacock blue trauma suit top
Associate Practitioner and Assistant Practitioner (Band 4)	Pale blue with navy trim with epaulettes tunic or dress Navy trousers
Senior Health Care Support Worker (Band 3)	Pale blue with white trim and red epaulettes tunic or dress or trauma suit Navy trousers
Health Care Support Worker (Band 2)	Pale blue with white trim tunic or dress or trauma suit Navy trousers
Nursery Nurse (Paediatric Wards)	White and pale blue polo shirt  Navy trousers  Play tabard
Nursery Nurse (NICU and TCU)	Grey and white striped tunic or dress  Navy trousers
Student Nurse/Midwifery Student (Worcester University)	White with blue trim tunic or dress Epaulettes navy with white stripes dependent on year of training Navy Trousers
Dental Nurse	Navy and white stripe tunic or dress  Navy trousers
Occupational Health Nurse	Purple tunic or dress  Navy trousers
Medical Student	Black Trauma Suit

**Allied Health Professional, Clinical Scientists and Clinical Support  
Workers**

Advanced Clinical Practitioners	Navy Trauma Suits
Physiotherapist	White with navy trim tunic or dress White polo shirt Navy trousers
Physiotherapy Assistant	Sky blue tunic or polo shirt Navy trousers
Occupational Therapist	White with bottle green trim tunic or dress white polo shirt with bottle green trim Bottle green trousers
Occupational Therapy Assistant	Bottle green with white trim tunic/dress Green polo shirt with white trim Bottle green trousers
Speech and Language Therapist	Turquoise with white piping dress or tunic Black trousers
Orthoptist	White tunic with black trim tunic or dress  Black trousers
Audiologist	White with emerald green trim tunic or dress Black trousers
Student Audiologist	White with emerald green trim tunic or dress Black trousers
Audiology Senior Assistant Technical Officer Audiology Assistant Technical Officer	White with white trim tunic or dress or trauma suit top  Black trousers
Newborn baby screening	Aqua with white trim tunic or dress or trauma suit top  Black trousers

Phlebotomists	White with turquoise trim tunic or dress or trauma suit top  Black trousers
Diagnostic and Breast Imaging Radiographers	Burgundy trauma suit with white trim
Assistant Radiology Practitioners	Royal blue trauma suits
Radiography Assistants	Grey trauma suits with white trim
Pharmacist	Burgundy trauma tunics  Black trousers (sewn in front seam)
Pharmacy Assistants	Burgundy trauma tunics  Black trousers (sewn in front seam)
Advanced Pharmacist Practitioners	Navy Trauma Suits
Dietician	Burgundy tunic or dress  Black trousers
Dietician Assistant	Pale grey with white stripe tunic or dress  Black trousers
Theatre Colleagues	Blue theatre scrubs
Clinical and Medical Scientist	White with turquoise trim tunic or dress

	Black trousers  Laboratory coats depending on working environment
Clinical Neurophysiology Healthcare Scientist	Grey trauma suit
Vascular Scientist	Grey trauma suit
Cardiopulmonary Healthcare Scientist and Physiologist	Grey Trauma Suit
Additional Healthcare Technicians	Grey trauma suits with white trim

### Administrative and Clerical

Ward or Department Clerks	Navy/aqua patterned blouse Sapphire short sleeved shirt Black skirt or trousers
Receptionist	Navy/aqua patterned blouse Sapphire short sleeved shirt Black skirt or trousers
Progress Chaser	Grey with white trim tunic or dress  Black trousers
Ward Administrator	Ruby blouse or shirt Black trousers or skirt

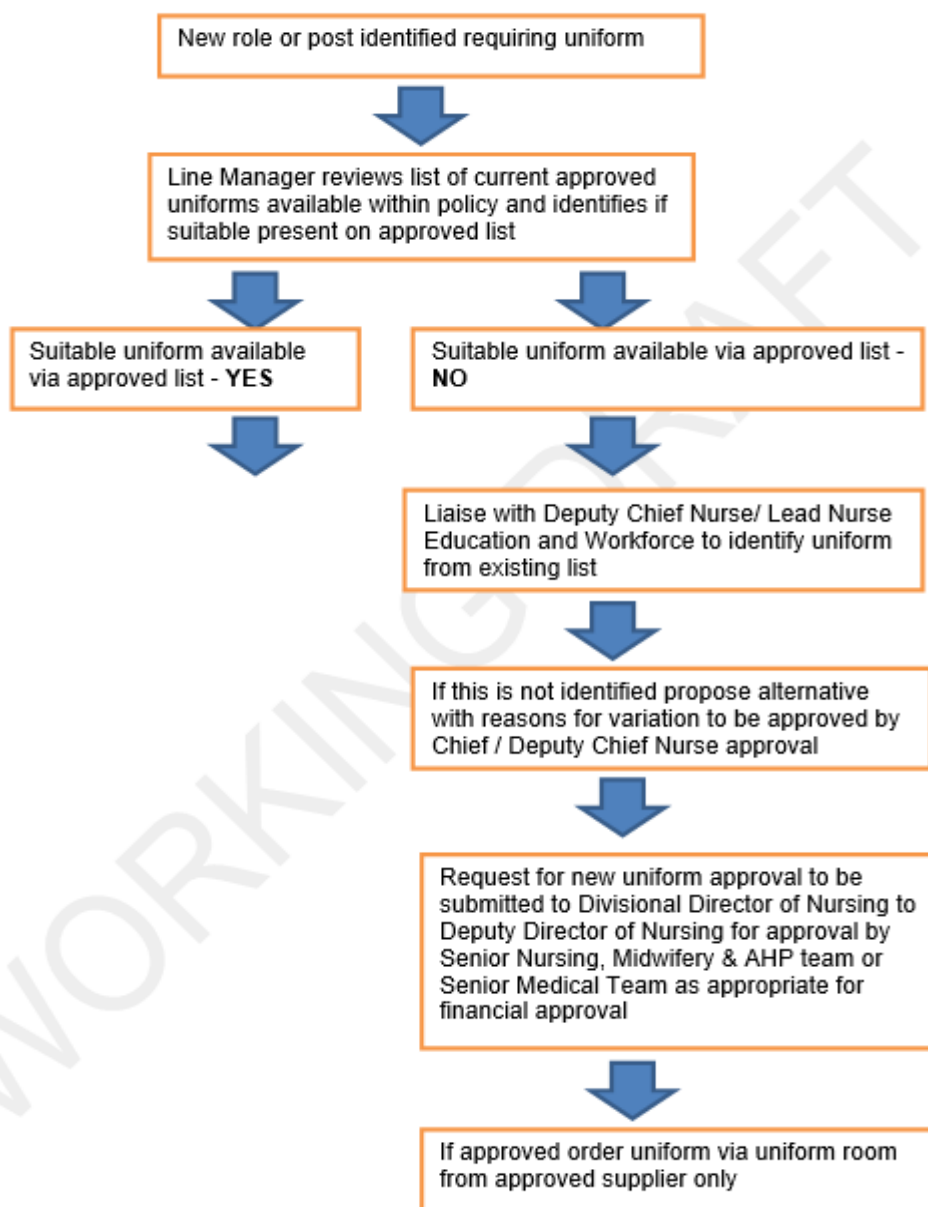
### Support Services

Ward Housekeeper	Blue stripe shirt Black skirt or trousers
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Housekeeper: AGH and KTC	Green trauma top with white trim Black trousers
Housekeeping Supervisor: AGH and KTC	Green blouse or shirt Black trousers
House Keeping Fast Response Team: AGH and KTC	Jade trauma suit with red trim
House Keeping Supervisor for Fast Response Team: AGH and KTC	Jade trauma suit with yellow trim
House Keeping Team Leader: KTC	Green trauma top with navy trim
Catering: AGH and KTC	Purple tunic with white trim Black trousers
Linen Room Colleagues: AGH	Red polo shirt Black trousers
Porters: AGH and KTC	Blue Shirt Black trousers
Portering Supervisor: AGH and KTC	Royal blue shirt Black trousers
Estates Colleagues: AGH and KTC	Blue polo shirt Blue trousers
Volunteer	Mid blue "Volunteer" tabard Mid blue polo shirt

## Appendix 6 Flowchart for approval of new uniforms

Appendix 10 – Flowchart for approval of new uniforms





## Appendix 7 Uniform Request Form

### UNIFORM REQUEST FORM

NAME		GRADE	
CONTRACTED HOURS:		LOCATION	
COST CENTRE CODE		CONTACT NO	
NEW STARTER:	<b>Y / N</b>	SIZE REQUIRED	
NO. REQUIRED*:		TUNIC	
DRESSES		BLOUSE	
TROUSERS		TRAUMA TROUSERS	
TRAUMA TOP		MATERNITY TROUSERS	
MATERNITY DRESS		POLO SHIRTS	
AUTHORISED BY (MANAGERS SIGNATURE)			

You will be issued with the following number of uniform sets dependent on contracted hours – (31 to 37.5 hours - 5 SETS), (28-30 HOURS - 4 SETS), (21 to 27 hours – 3 sets), (under 21 hours – 2 sets).

### SEWING ROOM OPENING HOURS

**WRH Monday to Friday from 8.00am – 13.00 pm, Alexandra Hospital from 8:00am – 13:00pm.**

## Appendix 8 Equality Impact Assessment Tool

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
<b>1.</b>	<b>Does the policy / guidance affect one group less or more favourably than another on the basis of:</b>		
	Race	No	This policy has potential to discriminate and will be applied sensitively in regards to protected characteristics.
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Age	No	
	Sexual Orientation (LGBTQIA+)	No	
	Culture	No	
	Ethnic origins (Gypsies & Travellers)	No	
	Nationality	No	This policy has been updated to ensure that uniform options are not gender specific.
<b>2.</b>	<b>Is there any evidence that some groups are affected differently?</b>	No	Potentially yes for some religious groups
<b>3.</b>	<b>If you have identified potential discrimination, are any exceptions valid, legal and / or justifiable?</b>	Yes	Health and Safety and Infection control
<b>4.</b>	<b>Is the impact of the policy / guidance likely to be negative?</b>	No	
<b>5.</b>	<b>If so can the impact be avoided?</b>	No	
<b>6.</b>	<b>What alternatives are there to achieving the policy / guidance without the impact?</b>	No	
<b>7.</b>	<b>Can we reduce the impact by taking different action?</b>	No	

If you have identified a potential discriminatory impact of this key document, please refer it to Head of Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.