

**TRUST CORPORATE POLICY**  
**UNIFORM AND DRESS CODE POLICY**

<b>APPROVING COMMITTEE(S)</b>	Trust Policies Committee and Chair's Action	Date approved:	08/11/13 02/03/15
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<b>AUTHOR/FURTHER INFORMATION</b>	Associate Chief Nurse		
<b>SUPERCEDED DOCUMENTS</b>	Legacy Uniform & Dress Code Policies BLT, Whipps Cross, Newham Hospitals		
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<b>CONSULTATION</b>	<i>Barts Health</i>	This is the amalgamation of existing policies from WX, BLT and Newham sites which were widely consulted upon. Reviewed by CAG Directors, Corporate Nursing, Legal, Infection Prevention and Control and Equality and Diversity. HR Policies Working Group: 27/03/13. Trust Policies Committee: 20/06/13
	<i>External Partner(s)</i>	Capital Hospitals via the New Hospital Control Team - completed 03/06/13

<b>SCOPE OF APPLICATION AND EXEMPTIONS</b>	<b>Included in policy:</b> <i>For the groups listed below, failure to follow the policy may result in investigation and management action which may include formal action in line with the Trust's disciplinary or capability procedures for Trust employees, and other action in relation to organisations contracted to the Trust, which may result in the termination of a contract, assignment, placement, secondment or honorary arrangement.</i>
	All Trust staff, working in whatever capacity
	Other staff, students and contractors working within the Trust
	<b>Exempted from policy:</b>
	No staff groups are exempt from this policy.

<b>1</b>	<b>VISION, VALUES &amp; BEHAVIOURS</b>	<b>3</b>
<b>2</b>	<b>AIMS AND OBJECTIVES</b>	<b>3</b>
<b>3</b>	<b>PROCESS</b>	<b>4</b>
<b>4</b>	<b>KEY POINTS FOR ALL STAFF (QUICK REFERENCE)</b>	<b>4</b>
	HAIR	5
	JEWELLERY & WATCHES	5
	PERSONAL HYGIENE	6
	BARE TO MID- FOREARM	6
	CLINICAL AREA	7
	ID BADGES	7
	SCRUBS (DESIGNATED AREAS ONLY)	7
<b>5</b>	<b>MONITORING THE EFFECTIVENESS OF THIS POLICY</b>	<b>8</b>
	<b>APPENDIX 1: CHANGE LOG</b>	<b>9</b>
	<b>APPENDIX 2: IMPACT ASSESSMENTS</b>	<b>9</b>
	<b>APPENDIX 3: THE LEGAL FRAMEWORK WHICH SUPPORTS THIS POLICY:</b>	<b>9</b>
	<b>APPENDIX 4: UNIFORM &amp; DRESS CODE FOR UNIFORMED STAFF DELIVERING DIRECT CLINICAL CARE</b>	<b>10</b>
	<b>APPENDIX 5: DRESS CODE FOR NON-UNIFORMED CLINICAL AND MEDICAL STAFF (THOSE STAFF WHO ARE DIRECTLY INVOLVED IN PATIENT CARE)</b>	<b>15</b>
	<b>APPENDIX 6: DRESS CODE FOR NON-CLINICAL STAFF</b>	<b>16</b>
	<b>APPENDIX 7: PROTECTIVE ACTIONS AND THE USE OF PROTECTIVE CLOTHING</b>	<b>18</b>

**UNIFORM AND DRESS CODE POLICY****1 VISION, VALUES & BEHAVIOURS**

- 1.1 In order to establish a sense of organisational community during the development of Barts Health, the 'Creating our Future together Campaign' was established. The Campaign engaged patients, carers, staff and partners to identify a set of values and behaviours we can all share to make Barts Health a great organisation. Our vision is to change lives.
- 1.2 Our values define what is important in the way we deliver this vision. Our core behaviours set out how all of us will work regardless of the role we hold in the organisation. These behaviours consistently carried out will help embed the values in our everyday working lives and ultimately consistently 'doing the right thing' will affect our organisation's culture. Every time individually we do the right thing it makes it easier for others to follow our example.
- 1.3 At Barts Health we champion dignity, compassion and respect, putting the individual at the heart of all decisions, striving to get it right for every person, every time.
- 1.4 As Managers and staff we must ensure we implement the principals held by the values & behaviours so we can support the achievement of our vision to 'Change Lives'
- 1.5 Barts Health NHS Trust Values:
- Caring and compassionate with patients, each other and our partners
  - Actively listening, understanding and responding to patients, staff and our partners
  - Relentlessly improving and innovating for patient safety
  - Achieving ambitious results by working together
  - Valuing every member of staff and their contribution to the care of our patients.
- 1.6 All of us are responsible for ensuring the values and behaviours are integral to how we implement this policy. Through this implementation together we can affect the organisational culture and change lives.

**2 AIMS AND OBJECTIVES**

- 2.1 To ensure compliance with best practice in the control of infection
- 2.2 To ensure compliance with best practice in protecting staff in health and safety matters
- 2.3 To promote a professional and positive public image which gives patients and their families confidence in hospital standards and the way in which the Trust undertakes its responsibilities.

### 3 PROCESS

- 3.1 The policy applies to all Trust staff, including those with honorary contracts, subcontractors, bank, agency and locum staff from all professional, administrative and managerial groups. It also applies to students from all professional groups while working/training on trust premises. The policy applies to both uniformed and non-uniformed staff groups.
- 3.2 Adherence to the principles of this policy is important for both staff and patient safety. Failure to do so may result in formal management action under performance and conduct procedures if deemed appropriate.
- 3.3 This policy sets out standards of dress and uniform for all staff groups, as well as standards for use of protective clothing. This policy also recognises that not all staff are required to wear uniforms, and therefore provides guidance on professional dress codes which will maintain the positive image the Trust wishes to portray to stakeholders.
- 3.4 Line Managers will ensure the policy is disseminated and adhered to across all sites and departments of the organisation.
- 3.5 The policy has been developed using infection control and health and safety guidance; and takes account of employer's responsibilities for respecting Human Rights and Equality and Diversity.
- 3.6 The policy supports the requirement for a proportionate means to achieving a legitimate aim in the exercise of all decision making in reference to the protected characteristics of the Equality Act (2010).
- 3.7 This policy is written with acknowledgement of the requirement to ensure appropriate application in reference to all the protected characteristics, with some emphasis on gender reassignment and staff with disabilities.

### 4 KEY POINTS FOR ALL STAFF (QUICK REFERENCE)

- 4.1 All uniformed staff are expected to wear the appropriate uniform and those staff who do not wear uniform are expected to adhere to the professional dress code at all times when at work.
- 4.2 All newly qualified health care professionals and internationally recruited staff awaiting NMC PIN numbers at the time of employment must wear a health care support worker uniform until the Trust formally receives their PIN Number. These staff should wear a name badge which defines clearly their role as a Health Care support worker.
- 4.3 Clean clothes must be worn daily. Personal hygiene is important in delivering effective clinical care and the highest standards of hand hygiene including **BARE TO MID-FOREARM** (which includes an appreciation of issues of religious beliefs, cultural norms and disability) must be adhered to at all times (see below for further information).
- 4.4 Uniformed staff must change into and out of uniform at work where possible. If changing facilities are not available, staff must ensure that:

- Their uniforms are fully covered when coming to and from work.
  - Their uniforms are washed, clean and changed daily.
- 4.5 Staff uniforms must never be visible to the public outside of Trust premises unless travelling on Trust transport, in an ambulance in a professional capacity. It is absolutely forbidden for uniforms to be worn in any Public House or Bars and any such instances will be investigated and may result in disciplinary action.
- 4.6 Staff must not chew gum in the delivery of the responsibilities of their role at work.
- 4.7 Barts Health is a **NON-SMOKING** organisation and staff must not smoke anywhere on Trust premises or while representing the Trust externally.
- 4.8 All staff must have a valid ID badge clearly displayed at all times at work. Staff must take ID badges home after work (but not worn outside work), as to regain access to the Trust during a major incident will require ID to be shown on arrival at the site. ID is also important in the management of infection outbreaks. Staff must ensure their ID badge can be easily released to protect themselves from injury should a person attempt to pull or grab at it.
- 4.9 **The following are NOT permitted to be worn by ANY STAFF:**
- Very casual or high fashion trousers, such as ripped trousers, track suit bottoms and shorts, low waistband trousers showing abdomen/lower back.
  - Cropped tops, showing the abdomen/lower back.
  - Strapless or revealing tops.
  - Very short skirts.
  - Excessive jewellery.
  - When in clinical setting, loose clothing such as ties, shawls, capes which can come into contact with patients or bedside equipment.

## Hair

- 4.10 **Hair must be clean, neat and tidy.** Hair must be off the collar and long hair must be tied back and if very long must be put into a bun or coiled at the top or back of the head so it is above the collar when working in a clinical setting. Fringes must be above the level of the eyes and if longer tied back.
- 4.11 If wigs or toupees are worn these are to be secured to ensure they do not fall off. They need to be washed as frequently as natural hair.
- 4.12 Men's beards must be trimmed and kept neat at all times.
- 4.13 If wearing a headscarf for religious reasons or neck scarf's then these must be secured at neck level or placed inside clothing. This is to prevent loose scarves coming into contact with patients or their equipment.

## Jewellery & Watches

- 4.14 Best practice is to remove all jewellery, including that permitted within the policy. However, staff may wear one pair of plain yellow or white metal stud earrings. No studs with stones or hoops are permitted.
- 4.15 Wristwatches harbour many organisms and they also compromise effective hand hygiene. They must not be worn in any clinical setting where you are having contact with patients. Fob watches are allowed but must be removed in situations where they are likely to cause injury to patient, staff or visitors (DoH, 2007).
- 4.16 Rings with stones must not be worn as they compromise hand hygiene. Any other items of jewellery, including watches, other than plain bands, must be removed when dealing directly with patients and in situations likely to cause injury to patients, staff or visitors.
- 4.17 No other visible body jewellery to be worn. This includes ear jewellery not worn in the ear lobe e.g. nose rings, tongue studs and other visible piercing (DoH, 2007).
- 4.18 The Trust will not be liable for any injury sustained by an employee caused by the wearing of any jewellery.
- 4.19 The security of an employee's jewellery remains the responsibility of the wearer even if they have been asked to remove it. The Trust is not liable for any loss.
- 4.20 Religious bracelets can be worn but must be loose enough to be pushed up and secured to the middle of the forearm to allow for hand washing and during clinical care.

### **Personal Hygiene**

- 4.21 Staff are reminded that their role requires close personal contact. All staff must ensure a good level of personal hygiene is observed.
- 4.22 Uniforms and own clothes must be clean and pressed when on duty.
- 4.23 Perfume/aftershave/make-up may be worn but must not be heavy or overpowering.
- 4.24 Nails must be kept short, clean and neat. Nail varnish, false nails, nail extensions or nail jewellery/gems are not permitted for clinical staff in order to comply with the Trust Hand Hygiene Policy (DoH, 2007).

### **Bare to Mid- Forearm**

- 4.25 The guidance of bare below the elbow has been replaced so when delivering clinical care staff must be bare from mid forearm. This is to ensure staff can undertake good hand hygiene (DoH 2010).
- 4.26 Where for religious reasons staff wish to cover their forearms and wear bracelets they can do so when not in a care area. When working in a clinical area staff must ensure sleeves and religious bracelets can be pushed up to mid forearm and secured in place when undertaking hand hygiene and delivery of care.

- 4.27 A disposable over sleeve which is elasticated at wrist and elbow can be used to cover the wrist to forearm area. Strict hand hygiene procedures must be adhered to before application of the over sleeve and immediately after removal. The over sleeves must be put on and discarded in exactly same way as for disposable gloves.
- 4.28 Our uniform dress code allows for staff being able to cover their forearms when not in the clinical areas.

### **Clinical Area**

- 4.29 For the purpose of this policy clinical area and clinical care is defined as:
- Clinical area is the entrance to a ward area and entrance to a clinic room.
  - Clinical care is performing duties that include:
    - i. Patient contact that involves patient examination resulting in contact with intact skin or carrying out any clinical procedure.
    - ii. Patient environment contact.
    - iii. Contact with equipment, charts at the end of a patient's bed such as would apply to pharmacists.
    - iv. Outpatients: whilst performing duties that involve but not exclusively: patient examination, wound dressing, collecting samples for laboratory tests.
    - v. Working in surgical minor procedures rooms.
    - vi. Manipulation or adjustment of any piece of clinical equipment or device that is being used in the clinical environment including patients' charts or beds.

### **ID Badges**

- 4.30 **All Trust Staff must wear their ID badge, where it is visible to others at all times when at work. ID badges must be taken home from work, as access during a major incident will require all staff to show ID on entry to the Trust.**
- 4.31 The photo ID Badge verifies staff authenticity, their role and level of responsibility. ID badges also enable access to Trust premises, IT and security systems and enable staff to perform their role within the Trust.

### **Scrubs (Designated Areas Only)**

- 4.32 Scrubs may only be worn in designated areas as agreed by the Director of Infection Prevention and Control or a designated Infection Control Specialist.
- 4.33 Scrubs are not sterile uniforms, but are worn in clinical areas where frequent changes of clothes may be necessary due to infection control hazards and body fluids.
- 4.34 For infection control purposes, staff wearing scrubs must not leave their area of work in scrubs unless going directly to another clinical area.

- 4.35 When visiting a non-clinical area or leaving the building in which they work, staff must change out of their scrubs, or cover them with a designated theatre coat.
- 4.36 Staff must remove theatre hats, masks and footwear when leaving theatres.
- 4.37 Staff wearing scrubs and theatre hats will be refused service in the staff restaurant if not appropriately covered and hats removed.
- 4.38 For all areas, vests worn under scrubs must be clean, short sleeved and must not be visible
- 4.39 Staff are issued with scrubs on a daily basis. After use, scrubs must be placed in the bags provided for cleaning by the linen department.
- 4.40 Crocs shoes of any description **are not to be worn**.
- 4.41 Footwear must be well fitting and offer sufficient protection, including impervious soles. No light fabric shoes.
- 4.42 Footwear worn in theatres must be cleaned regularly (at least once per week if not otherwise soiled) to remove splashes of blood and bodily fluids.

## 5 MONITORING THE EFFECTIVENESS OF THIS POLICY

Issue being monitored	Monitoring method	Responsibility	Frequency	Reviewed by and actions arising followed up by
Management of the uniform and dress code policy in practice remains within the sphere of responsibility of the departmental manager and any breaches of the uniform/dress code policy must be addressed in the first instance at this level.	To be monitored during Senior Corporate Nursing teams during clinical Friday visits	Monitoring of adherence to the dress code and uniform policy will be included in visits to clinical areas by CAG and Senior Corporate Nursing teams during clinical Friday visits	Regular monitoring will be undertaken by line managers (each day).	CAG Directors of Nursing will review in their specific areas



### Appendix 1: Change Log

Change Log – Policy Name		
Substantive changes since previous version	Reason for Change	Author & Group(s) approving change(s)
Inaugural Barts Health New Uniform Policy	Trust Merger	Associate Chief Nurse

### Appendix 2: Impact assessments

Equalities impact checklist - must be completed for all new policies



equalities

Organisational impact checklist - must be completed for all new policies



Organisational  
impact assessment

### Appendix 3: The Legal Framework which supports this policy:

**1. The Health and Safety at Work Act (1974)**

<http://www.hse.gov.uk/legislation/nswa.htm>

**2. Section 2:** Covers risks to employees

**3. Section 3:** Covers others affected by their work (e.g.) patients.

**4. The Control of Substances Hazardous to Health Regulations (COSHH 2002)**

**5. Further** information about COSHH and its applicability to infection control can be found at <http://www.hse.gov.uk/biosafety/healthcare.htm>

**Appendix 4: Uniform & Dress Code for Uniformed Staff Delivering Direct Clinical Care**

POLICY	RATIONALE
<p><b>Appearance:</b></p> <ul style="list-style-type: none"> <li>• Dress in a professional manner which is likely to inspire public and colleague confidence in hospital standards and standard of care.</li> </ul>	<ul style="list-style-type: none"> <li>• Dress and appearance are important factors in promoting the professional image of the Trust.</li> <li>• This also promotes good health and safety, infection control and security for patients/clients, their families, other staff and visitors to the Trust.</li> </ul>
<p><b>Hair:</b></p> <ul style="list-style-type: none"> <li>• Hair must be neat, off the face and collar.</li> <li>• Head coverings in observance of religious beliefs or due to hair loss as a result of illness may be worn following consultation with Line Manager and undertaking of risk assessment of potential infection control or health and safety risks.</li> <li>• Hair coverings must be plain in colour and close in colour to the appropriate uniform.</li> <li>• All headwear must be secured discretely and changed daily.</li> <li>• Veils which cover the face are not practical in the clinical setting as they impose a communication barrier with patients and therefore must not be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• Hair carries a wide range of bacteria and professional standards and confidence in staff is retained when staff appear well groomed to patients.</li> <li>• Loose veils and headwear poses an infection control risk. Veils and headscarves must not prevent effective communication with patients and families.</li> </ul>
<p><b>Fingernails:</b></p> <ul style="list-style-type: none"> <li>• Must be clean and short.</li> <li>• Nail varnish, acrylic and false nails of any kind are not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention of infection transmission.</li> <li>• Reducing the risk of injury to patients when involved in direct care.</li> <li>• To promote a professional appearance.</li> </ul>

<p><b>Jewellery:</b></p> <ul style="list-style-type: none"> <li>• Best practice would indicate removal of all jewellery, including that permitted within the policy. However, staff may wear one pair of plain white or yellow metal studs and one plain metal ring.</li> <li>• <b>Wrist watches must not be worn in the clinical area.</b></li> <li>• Where for reasons of religion or to convey health information (e.g. Med-alert bracelets) members of staff who wish to wear bracelets, must be able to push the bracelets as far up the arm as possible, covered and secured with tape for hand hygiene and direct patient care activity, or in direct contact with patient care activity, or in direct contact with patients environment.</li> <li>• Where, for reasons of religion or belief, or to convey health information, staff wish to wear a necklace, this will be considered in terms of the specified requirements of the particular religion or belief/or health concern.</li> <li>• In these circumstances, a proportionate means to a legitimate aim will be exercised e.g. consideration will be given to alternative forms of symbolic expression (of the particular religion or belief and these will be discussed with staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Jewellery harbours bacteria which creates an infection control risk, particularly if worn on the hands/wrists, which will impede good hand hygiene.</li> <li>• Jewellery may also be a hazard to patients when delivering care, particularly loose, hanging jewellery, which can also be harmful to staff if pulled upon by patients during the delivery of care.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• This may include wearing symbolic pins or badges, but only once risks to patients have been assessed and line management permission has been given.</li> <li>• In reference to health issues, staff will be permitted to retain the necklace as long as it remains out of access to patients.</li> </ul>
<p><b>Tattoos:</b></p> <ul style="list-style-type: none"> <li>• Visible temporary tattoos are not usually permitted, however, in circumstances where they are applied for specific religious or cultural occasions, e.g. marriage ceremonies they will be permitted in the context of a proportionate means to a legitimate aim.</li> <li>• The Line Manager must be informed prior to the tattoo being applied.</li> </ul>	<ul style="list-style-type: none"> <li>• Tattoos may be unsettling for some people and may convey a poor image of staff. For others, they may be of little consequence; however, the aim of this policy is to constantly promote a positive and professional appearance to patients and families.</li> <li>• The Trust does not wish to restrict the expression of individuality of its staff but wishes to maintain its positive and professional portrayal of staff to patients.</li> </ul>
<p><b>Piercings:</b></p> <ul style="list-style-type: none"> <li>• Visible piercings other than a pair of yellow or white metal ear studs are not permitted, including tongue piercings.</li> </ul>	<ul style="list-style-type: none"> <li>• Facial piercings can contain high levels of bacteria and are often touched throughout the day, thus increasing the risk of cross contamination.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tongue piercings in patient, clinical or staff contexts do not portray the professional standards for business dress required by the Trust.</li> </ul>
<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Uniformed staff must wear low heeled, rubber soled, closed toe, black leather or leather look shoes in good condition.</li> <li>• Crocs and Crocs work shoes, open toed sandals, flip flops and canvas or suede shoes are not permitted.</li> <li>• Trainers are permitted only if they are all black or white and plain without garish logo or design, with a sturdy surround.</li> <li>• Clinical clogs must only be worn in designated areas i.e. Theatres.</li> <li>• Black or flesh coloured non-patterned tights or stockings must be worn if female staff are wearing a dress, and for male and female staff wearing tunic and trousers, plain black socks must be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• To reduce noise levels for patients.</li> <li>• To ensure that staff are able to respond rapidly in emergency situations.</li> <li>• To ensure staff are protected from spillage or body fluids.</li> <li>• To facilitate safe manual handling and reduce staff risks of trips and falls.</li> </ul>
<p><b>Belts:</b></p> <ul style="list-style-type: none"> <li>• Belts must have smooth edges and be positioned so as not to harm patients during personal care/contact.</li> <li>• Belts must be cleaned as a minimum standard at the beginning and end of every shift.</li> </ul>	<ul style="list-style-type: none"> <li>• To reduce the risk of injury to patients during care interventions.</li> <li>• To maintain good standards of infection control.</li> </ul>
<p><b>Uniform and Clothing:</b></p> <ul style="list-style-type: none"> <li>• Uniform must meet the requirements of a professional uniform for position/designation.</li> <li>• The uniform must be clean, tidy and worn in the correct way without modification.</li> <li>• Staff who wear long-sleeved uniforms (for religious or cultural reasons or for reasons of disability) must roll the sleeves up and turn them back when in clinical areas and when having direct contact with patients and during hand washing.</li> <li>• For reasons of religious belief or disability, some staff may express a preference for disposable over-sleeves, elasticated at the wrist or elbow to cover</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms help patients and relatives to identify staff.</li> <li>• Uniforms worn in a poor state of repair or untidiness indicate a lack of professional pride and may imply poor standards of care to patients and relative.</li> <li>• Cuffs can become contaminated when working in direct clinical contact with patients and therefore the need to maintain excellent standards of hand, wrist and forearm hygiene is essential to prevent cross contamination and spread of infection between patients during the course of care delivery.</li> <li>• To portray a professional image at</li> </ul>

<p>forearms, during patient care. These can be worn, but strict adherence to arm, hand and wrist decontamination prior to and after direct patient care is essential.</p> <ul style="list-style-type: none"> <li>• Over-sleeves must be disposed of in exactly the same way as disposable gloves immediately after contact with <b>ONE</b> patient and prior to any contact with another patient.</li> <li>• All shirts/blouses must be buttoned with no more than one button opened at the neck.</li> <li>• Blouses must conceal mid-rift area and must meet waistband of skirt/trousers.</li> <li>• No white coats must be worn in clinical areas or when delivering patient care/treatment.</li> <li>• Shorts must not be worn.</li> <li>• Skirts must not be shorter than two inches above the knee or longer than two inches above the ankle.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Barts Health NHS Trust provides uniforms for pregnant staff.</li> </ul>	<p>all times.</p> <ul style="list-style-type: none"> <li>• To prevent spread of infection and cross contamination between patients.</li> </ul>
<p><b>Fleeces and Cardigans:</b></p> <ul style="list-style-type: none"> <li>• These additional outer garments may be worn, however, they must be plain and meet local guidance.</li> <li>• These outer garments must never be worn when engaging in direct patient care and must never be worn around the waist.</li> <li>• These items must be laundered at least weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• To reduce the risk of cross infection.</li> <li>• To promote a positive image to staff to patients</li> </ul>
<p><b>Personal Work Items:</b></p> <ul style="list-style-type: none"> <li>• Pens and scissors must not be carried in the top pocket of uniforms.</li> <li>• Stethoscopes must not be carried or worn around the neck.</li> <li>• These items must be carried in a bag or stored in a pocket below the waist. The bag must be secured to the waist and must not impact on patient care. It must be made of non-absorbent material must be easily wiped clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Objects carried in top pockets may cause injury to staff and patients.</li> <li>• Stethoscopes may come into contact with hair and therefore may cause contamination when used to examine patients.</li> <li>• To reduce the risk of cross contamination.</li> </ul>

<p><b>Washing/Laundry Guidance:</b></p> <ul style="list-style-type: none"><li>• For effective washing and decontamination of clothes work in a clinical setting, either wash via the Trust laundry or at home. When washing uniforms or work wear at home, the clothes must be washed at the hottest temperature suitable for the fabric.</li><li>• Uniforms must be kept separate from other clothing and the machine must not be overloaded.</li></ul>	<ul style="list-style-type: none"><li>• Washing uniforms or work wear at 60 degrees Celsius destroys most micro-organisms.</li><li>• To prevent cross contamination and enable uniform to be washed at highest possible temperature.</li><li>• In addition to the principles outlined in the above section, healthcare professionals, who do not wear uniform, have a responsibility to minimise the spread of HCAs by wearing appropriate clothing in the clinical setting. Micro-organisms are frequently carried on clothes, and this represents a potential source of HCAI in the clinical setting.</li><li>• To prevent contamination of clothes and potential spread of infection between patients.</li></ul>
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**Appendix 5: Dress Code for Non-Uniformed Clinical and Medical Staff (Those staff who are directly involved in patient care)**

POLICY	RATIONALE
<ul style="list-style-type: none"> <li>• Cuffs become heavily contaminated and are likely to come into contact with the patient.</li> <li>• Sleeves must be rolled up, or short sleeved shirts and blouses must be worn in clinical areas at all times.</li> <li>• Ties must be tucked in or pinned during any activity that involves direct patient contact. They perform no beneficial function to patient care and have shown to be colonised by pathogens.</li> <li>• All clinicians and students must observe the following guidance when working in clinical areas.</li> <li>• The standards listed below are mandatory for ward areas and recommended in clinics, especially when examining a patient:               <ul style="list-style-type: none"> <li>✓ Jackets must be removed</li> <li>✓ Bare to mid-forearm when in clinical areas, during all direct patient contact and during hand washing.</li> <li>✓ Ties must be tucked in.</li> <li>✓ Long necklaces removed</li> <li>✓ Wristwatches removed, and any hand jewellery removed except one plain wedding band. Hand/wrist jewellery can harbour micro-organism and can reduce compliance with hand hygiene</li> <li>✓ All bags, jackets and other personal belonging must be removed in ward areas.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the principles outlined in the above section, healthcare professionals, who do not wear uniform, have a responsibility to minimise the spread of HCAs by wearing appropriate clothing in the clinical setting. Micro-organisms are frequently carried on clothes, and this represents a potential</li> <li>• This policy will be applied fairly and consistently to all staff employed at the Trust regardless of sex, race, religion, ethnic origin, marital status, disability, union membership, age, sexual orientation, status, staff group, profession, numbers of hours worked or any other irrelevant factor.</li> <li>• It also applies to those working in the Trust as students, temporary staff, staff working through agencies including NHS Professionals, staff working on a consulatory basis and contractors</li> <li>• Consultants are asked to lead by example and encourage juniors to adhere to this dress code, as well as decontaminating hands in line with infection control policy</li> </ul>

**Appendix 6: Dress Code for Non-Clinical Staff**

POLICY	RATIONALE
<ul style="list-style-type: none"> <li>• For staff working in any area of the Trust where they may come into general contact with patients or members of the general public.</li> <li>• The following section of this policy must be followed in conjunction with the relevant components from section 1:</li> </ul> <p><b>Acceptable Clothing</b></p> <ul style="list-style-type: none"> <li>• For staff who do not work in clinical areas and are not required to wear uniform, examples of acceptable staff clothing includes:</li> </ul> <p><b>Female Employees:</b></p> <ul style="list-style-type: none"> <li>✓ Skirts (not shorter than 2 inches above the knee), blouses, cardigans, smart T-shirts, jumpers, jackets, dresses, culottes, suits, dress or smart trousers.</li> <li>✓ Shoes or boots must be clean, smart and safe.</li> <li>✓ Trainers (except by agreement with line manager) are not acceptable.</li> <li>✓ Flip flops are not acceptable at any time.</li> </ul> <p><b>Male Employees:</b></p> <ul style="list-style-type: none"> <li>✓ Business suits, sports jackets, blazers, tailored trousers, shirts (with collars – long or short sleeved), smart T-shirts, cardigans.</li> <li>✓ No shorts (Bermuda or Cargo) to be worn.</li> <li>✓ Shoes or boots must be clean, smart and safe.</li> <li>✓ Trainers (except by agreement with</li> </ul>	<ul style="list-style-type: none"> <li>• To reduce the risk of infection being brought in and out of the hospital environment.</li> <li>• Dress and appearance are important factors in promoting the professional image of the Trust and to good health and safety, infection control and security for patients/clients, their families, other staff and visitors to the Trust</li> </ul>



<p>line manager) are not acceptable.</p> <ul style="list-style-type: none"><li>✓ Flip flops are not acceptable at any time.</li></ul> <p><b>Non-Acceptable Clothing</b></p> <ul style="list-style-type: none"><li>• For non-uniform wearing staff, the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or the Trusts public image:<ul style="list-style-type: none"><li>✓ Denim jeans or skirts (all colours and styles) track suits, jogging bottoms, leggings, leather skirts or trousers, casual sports T-shirts, leisure shorts, sweatshirts, combat trousers(unless part of uniform), baseball caps/hats.</li><li>✓ Overly tight, see through, or revealing clothes, including mini-skirts, tops with plunging neck lines or which expose the midriff.</li><li>✓ Blatantly visible undergarments are also considered inappropriate clothing.</li><li>✓ Any clothing that is sufficiently long that it touches the ground when walking is not acceptable on safety and hygiene grounds.</li><li>✓ Clothing bearing any inappropriate slogans must not be worn.</li></ul></li></ul>	
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**Appendix 7: Protective Actions and the use of Protective Clothing**

POLICY	RATIONALE
<p><b>Hand Hygiene:</b></p> <ul style="list-style-type: none"> <li>All staff must ensure that hands are thoroughly decontaminated using appropriate hand hygiene product when entering and leaving clinical areas.</li> <li>Hands must be washed between each patient contact and wash with hot, soapy water wherever possible. Supplement with alcohol hand rub.</li> <li>Alcohol gel can be used as an alternative to washing with soap and water in certain situations. Please refer to infection control policy</li> </ul> <p><b>Disposable Aprons:</b></p> <ul style="list-style-type: none"> <li>All staff must wear a disposable apron when providing direct patient care or on contact when in direct contact with bodily fluids. The apron must be for single use only and must be changed between patient contacts.</li> </ul> <p><b>Gloves:</b></p> <ul style="list-style-type: none"> <li>Gloves, when worn, must be changed between each patient contact.</li> <li>Hand hygiene must happen prior to being put on and once gloves have been removed.</li> </ul>	<ul style="list-style-type: none"> <li><b>This part of the policy must be used in conjunction with Infection Control Policies</b></li> <li>Hand hygiene is the single, most important factor in the prevention of cross-infection.</li> <li>Staff have a professional duty to protect patients from risk of infection and are expected to comply with Infection Control Policy.</li> </ul> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>The use of hand disinfection gels containing synthetic alcohol does not fall within the Islamic prohibition against alcohol (from fermented fruit or grain). This point has been clarified by The DoH Muslim Spiritual Care Provision Group, which include Islamic Scholars and Chaplains</li> <li>Aprons provide a barrier to protection.</li> <li>Refer to Infection Control Policy (Standard Precautions)</li> <li>Gloves provide a barrier to body fluids and bacteria.</li> </ul>

<ul style="list-style-type: none"><li>• Gloves are single use items and must not be washed.</li></ul> <p><b>Disposable Sleeves:</b></p> <ul style="list-style-type: none"><li>• If worn, these must be changed between tasks and each patient contact.</li><li>• Hand hygiene must be undertaken prior to putting on and removing disposable sleeves.</li><li>• These are single use items and must not be washed or reused.</li></ul> <p><b>Eye Protection:</b></p> <ul style="list-style-type: none"><li>• Protective eye wear (goggles) must be worn to protect the eyes from risk of blood and other body fluids, other particles, or when working with dangerous substances</li></ul> <p><b>Mouth Protection:</b></p> <ul style="list-style-type: none"><li>• Masks must be worn to reduce the transfer of airborne particles and to help prevent blood and body fluids entering the oral cavity during clinical procedures and care.</li></ul>	<ul style="list-style-type: none"><li>• The use of mouth protection masks has been shown to reduce the incidence of infection and ingestion of unwanted particles/fluids.</li></ul>
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