

Work Wear and Uniform Policy

This policy outlines the standards of Uniform and Work wear applicable to all staff working within the organisation

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	15/1/18	Policy reviewed and updated by the task and finish group, reviewed in line with UHL's uniform policy, other LPT relevant policies including Protective Work wear, Infection Control and Equality and Human rights.
2	03/05/18	Changes made following consultation including Health and Safety and changes to work wear and uniform standards for all staff
3	10/07/2019	Policy reviewed and updated, reviewed in line with Northamptonshire Healthcare Foundation trust Dress code policy, and discussion with the Head of Chaplaincy and Bereavement services.
4	02/12/20	Changes made and updated in line with Covid-19 requirements and recommendations

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Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment on impact) on existing and new policies in line with the Equality Act 2010. This process will help ensure that:

- Strategies, policies and procedures and services are free from discrimination;
- LPT complies with current equality legislation;
- Due regard is given to equality in decision making and subsequent processes;
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 30 of this policy).

Definitions that apply to this Policy

Clinical Activity	Clinical activity is defined as any work activity either in a ward, health centre, LPT department or clients home during which a member of staff is in direct contact with the patient/client, their medical equipment or their immediate environment (to include anywhere clinical activity is taking place).
Covid-19	COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' This has become a worldwide pandemic
Infection	An organism present at a wound/site and causes an inflammatory response, or where an organism is present in a normally sterile site
Uniform	Clothing of distinctive design worn by members of a particular group as a means of identification;
Work wear	Clothes designed to be worn while working.
PPE	Personal protective equipment.
Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none">• Removing or minimising disadvantages suffered by people due to their protected characteristics.<ul style="list-style-type: none">• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

1.0. Purpose of the Policy

The purpose of this policy is to ensure that all staff (both directly and indirectly employed) participating in duties within the Trust project a professional image. The policy is to ensure that clothing is compatible with safe moving and manual handling and is appropriate to the area of work undertaken, minimising the risk of infection, whilst maintaining staff and patient safety. A professional appearance is reassuring to patients, relatives and visitors' to the Trust.

2.0 Summary and scope of policy

This policy applies to **all staff** (including temporary staff, bank, agency, volunteers and students) employed within the organisation. Uniform or work wear must be fit for purpose, whether working on the organisation's premises or elsewhere. The Policy will be shared with Commissioners and other regulatory bodies for the expected standards of work wear when visiting clinical areas.

All staff are required to appear presentable and smart in the workplace and must be:-

Safe	Uniforms and clothing worn are practical, comfortable and meet Health and Safety at Work Act (1974) and associated regulations
Protected	Clinical staff uniforms and clothing meet Infection Prevention and Control recommendations and bare below the elbow (BBE). The aim being to reduce the risk of cross infection and avoid staff contaminating clothes. Some staff may have specific clothing requirements depending on the nature of their work (e.g. pharmacy staff)
Professional	Ensuring that the individual promotes a clean, smart professional appearance, building public trust, confidence and promoting a positive image for the Trust and supports the Trust Values.
Corporate	Promoting a corporate image for uniformed and non-uniformed staff that encourages co-operation and a willingness to work together, to achieve goals.
Responsible	It is the responsibility of every member of staff to ensure that their uniform is worn correctly, the dress for non- uniformed staff is of a professional standard and that the image and behaviour presented to the public is of the highest professional standard at all times. Repeated failure to adhere to the standards of this policy will result in disciplinary action.
Legal	<p>Legislation affecting uniforms and work wear has two main areas of focus:</p> <ul style="list-style-type: none"> ▪ A primary concern with health and safety of patients and staff, along with the requirement to prevent the spread of infections; and ▪ Employment equality for staff in terms of age, disability, gender, sexual orientation, race and ethnicity, religion or belief and human rights. <p>Local policies on uniforms and work wear should take account of legislation which specifically addresses work clothing and transmission of infection, principally:</p> <ul style="list-style-type: none"> ▪ The Health and Safety at Work etc. Act 1974, Sections 2 and 3

Section 2 concerns risks to employees. Section 3 concerns risks to others affected by their work.

- **The Control of Substances Hazardous to Health (COSHH) Regulations 2002.**
Information about the relevance of COSHH regulations for infection control is available at www.hse.gov.uk/biosafety/healthcare.htm.
- **The Management of Health and Safety at Work Regulations 1999.**
Specifically regulation 3 & 5, the requirement to undertake suitable and sufficient risk assessment and provide information, instruction and training.
- **Personal Protective Equipment Work Regulations 1992 (as amended).** Where it is identified in a risk assessment for the protection of individuals, patients, staff, visitors PPE must be worn.
- **The Health and Social Care Act 2008 (updated 2015): 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 staff when carrying out their duties is clean and fit for purpose and that such policies should specifically support good hand hygiene.

Employers should also be aware of the provisions of equality and diversity legislation. Valuable guidance on this issue is available.

3.0 Introduction

Leicestershire Partnership NHS Trust (LPT) to be referred to as “the Trust”. The Work wear and Uniform policy has been developed to ensure a consistent approach to standards of uniform and work wear that underpins both infection prevention and control and health and safety policies and increases public confidence.

The objective of this policy is to provide trust wide guidance in the following key areas:

3.1 Patient Safety:

Effective hygiene and preventing infection are absolutes in all healthcare settings. The clothes that staff wears should facilitate good practice and minimise any risk to patients. Uniforms and work wear must not impede effective hand hygiene, and should prevent indirect contact with patients during direct/indirect patient care activity. Similarly, nothing should be worn that could compromise patient or staff safety or dignity during care.

3.2 **Public Confidence:**

Patients and the wider public should have complete confidence in the cleanliness and hygiene of their healthcare environment. Staff uniform or work wear is an important influence on peoples' overall perceptions of the standards of care they experience. Uniforms and work wear should be clean at all times, and professional in appearance. In addition, public attitudes indicate it is good practice for staff either to change uniform at work, or to cover their uniforms as they travel to and from work. Further information and guidance is given within this policy in relation to the Covid-19 pandemic and the prevention of infection and cross contamination regarding uniforms and workwear.

Patients, carers and visitors also like to know who is who in the care team. Uniforms and name badges can help with this identification.

Community or in-patient staffs who do not wear a dedicated uniform must adhere to the work wear standards to demonstrate a professional appearance, maintaining infection prevention and control adherence to promote and uphold a consistent approach to standards of care.

3.3 **Staff Comfort and Safety**

As far as possible, subject to the overriding requirements of patient safety and public confidence, staff should feel comfortable in their uniforms and work wear. This includes being able to dress in accordance with their cultural practices, where it does not conflict with the above principles and standards outlined in the policy.

3.4 **Bare Below the Elbows (BBE) – How does it affect you?**

Current National and International guidance has consistently identified that effective hand decontamination results in significant reductions in the carriage of potential pathogens on the hands and therefore it is logical that the incidence of preventable Healthcare Associated Infection is decreased (Epic 3).

One of the Trusts objectives is to ensure all patients and service users receive harm free care through the delivery of the Trust's patient and service user safety programme across all inpatient. To assist in achieving this objective staff must be compliant with effective hand decontamination and bare below the elbows. Bare below the elbows is identified as; hands and arms up to the elbow /mid forearm are exposed and free from clothing / jewellery (except plain wedding bands and wedding bangles).

Frequent hand hygiene audits are carried out on all clinical staff to monitor adherence to policy.

4.0 Definitions

The definition for uniform and work wear is as follows:

- **Uniform:** clothing of distinctive design worn by members of a particular group as a means of identification;
- **Work wear:** clothes to be worn whilst working.

- 4.1 Some members of staff may require a more individual approach to their clothing worn for work, for example pregnant women, certain religious groups or staff who have a physical disability. These needs must be discussed and agreed with their line manager, once the appropriate risk assessment is undertaken. Any variation from the policy should be addressed through a documented risk assessment. This is to be carried out by the line manager, supported by relevant expertise e.g. Human Resources, Occupational Health, Infection Prevention and Control and Health and Safety, and a decision made based on the assessment which is agreed.
- 4.2 A bespoke uniform may be supplied on religious grounds but this will be subject to an initial Equality Assessment /Risk Assessment and will ensure compliance with infection prevention and control needs and Health and Safety regulations. Some staff may require a modified uniform because of their disability or on religious grounds.
- 4.3 Managers will be expected to take each case on its individual merit, by undertaking a risk assessment and equality impact assessment. It is important that managers seek advice and guidance from the HR Advisory or the Equality Diversity and Inclusion team for clarification
- 4.4 Every effort will be made to resolve any issues at a local level. Staff that have reason to disagree with the imposition of a dress restriction will have recourse to the trust's Grievance and Disputes Policy and Procedure.
- 4.5 Contracted staff must wear the uniform as dictated by their contractors.
- 4.6 Students will wear the uniform supplied by their University (whilst ensuring compliance to trust uniform policy).
- 4.7 Clinical apprentices will wear the agreed trust uniform

4.8 Headwear

Staff who require protection for their hair are able to order one of 2 approved products from procurement



'Shade' – Navy

One Size



'Jovia' – Navy

Available in sizes M, L

5.0 Personal Protective Equipment (PPE)

The use of personal protective equipment (PPE), must be based on a risk assessment and comply with the relevant Trust policies;

- Health and Safety Personal Protective Equipment Policy
- Infection Prevention and Control Overarching Policy
- Hand Hygiene Policy (including Bare Below the Elbow)

6.0. Duties within the Organisation

- 6.1 The Trust Board has a legal responsibility for Trust Policies and for ensuring that they are carried out effectively.
- 6.2 The Strategic Workforce Group will be the governing group of this policy.
- 6.3 The directors, heads of service and professional leads will ensure that the policy is implemented and take responsibility to ensure staff within their directorate/service/locality adheres to the policy.
- 6.4 Copies of the policy will be provided to all new staff during the induction process. For all existing staff the policy will be communicated through the organisations normal publicity route i.e. intranet, e-newsletters, etc.

- 6.5 Managers will provide and dispose of any uniforms to relevant staff in accordance with the policy.
- 6.6 Employees are responsible for returning their uniform to their manager where it is no longer fit for purpose or required.
- 6.6 Healthcare professional leads for pre-registration education of staff groups such as medical, nursing and allied health professionals are responsible for:-
- Informing the Higher Education Institutions (HEI's) of the trusts uniform and work wear requirements and that pre-registration students or trainees must be able to comply with this policy. This should have been communicated to them at their interview
 - Informing HEI's that non-compliant students in training could result in failure in their professional conduct requirements which could lead to termination from the course.
- 6.7 **Employees Responsibility:**
- Adhere to the uniform and work wear standards at work and personal appearance appropriate to their area of work
 - Where the uniform as provided by the trust, and not adapt it in part or whole by purchasing own items to wear with or instead of the Trust uniform
 - Inform their manager in a timely manner of requirement for any replacement of uniform
 - Return uniforms to the employer for disposal/recycling as part of the termination of employment process
 - Comply with this policy and any other associated policy and procedure
 - Wear any PPE provided at the required/indicated time.
 - Recognise that their own clothing and any other articles, i.e. spectacles could be damaged; the trust may accept limited liability. Please refer to the LPT Losses and Special Payments Policy.
 - Acknowledge that failure to adhere to the policy may result in disciplinary action in accordance with the trust policy and procedures.

7.0 Uniform and work wear standards

7.1	Standards for All Staff
	<ul style="list-style-type: none"> i. The uniform and work wear policy should be explained at interview and any concerns about being able to adhere to the policy discussed at time of interview. Advice if required must be sought from HR. ii. The uniform and work wear policy will be distributed to new staff and discussed during their local induction programme iii. All staff are required to wear a Trust photo ID badge when at work. Staff must expect to be challenged if their ID is not visible. iv. Work wear must be clean, smart, professional, appropriate and fit for purpose at all times. Specific examples of what is inappropriate non uniform clothing are (this is not an exhaustive list): <ul style="list-style-type: none"> a. Clothing with slogans. b. Cropped tops showing midriff, short / mini-skirts (above knee), low slung trousers which show underwear bands, sweatshirts, football or rugby shirts c. Vest/spaghetti strap/strapless tops or sundresses d. Jeans, jogging, tight fitting or combat trousers (unless clinically agreed as part of uniform), shorts that are not tailored, vests or denim. e. Any jewellery not compliant with policy, as detailed in 7.2, including the need to be bare below the elbows v. Staff must wear footwear that is appropriate for the environment(s) and work activities they undertake, and must be closed toe. Staff should never remove their footwear whilst undertaking work related tasks or activities. Over shoes must not be worn at work unless a specific infection risk and permission has been approved by Health and Safety. vi. The provision of footwear by the employer is a requirement when safety footwear is identified as necessary for personal protection. Advice can be sought from the Health and Safety Team. For staff that visit clients/patients in the community; during inclement weather e.g. ice/snow anti-slip snow/ice grippers can and will be provided upon request to staff from their line manager. vii. Visible tattoos must not contain offensive language or crude imagery. viii. Beards and moustaches must be clean, neat and tidy and if possible tied up ix. Staff are expected to maintain a good level of personal hygiene.
7.2	Standards for ALL Staff who work or visit in ward / patient areas / clinics / patient homes / patient facing areas (uniformed and non-uniformed staff) must be read in conjunction with section 7.1
	<p>It is acknowledged that not all staff who have regular contact with patients wear a uniform, however the following are a set of standards that apply to all staff irrespective of whether they wear a uniform or not but who work in areas where they come into contact with patients</p> <ul style="list-style-type: none"> i. All staff must be bare below the elbow in accordance with the Hand Hygiene Policy. Being able to adhere to bare below the elbow overrides any religious / cultural requirement for arm covering. This is due to the infection risk to patients. ii. Jewellery that is permitted is (see below):

- iii. Plain stud earrings, hoops must not be worn as these can be more easily caught and increases the risk of injury.
- iv. Plain wedding/civil partnership band
- v. Metal Kara (metal bangle worn by Sikh staff)
- vi. One necklace can be worn that signifies religious belief or a medical alert. This must be on a long chain which is tucked securely out of sight
- vii. Pierced facial jewellery is not permitted. This does not just refer to ear piercing but includes other piercings such as eyebrow, nose or lip (this list is not exhaustive) and should be removed, unless worn for religious purposes when they must be taped or pinned to skin or the inside of the dress/tunic.
- viii. Staff with stretched / gauged ears must wear a solid plug or filler in their ear in a neutral colour. If the solid plug or filler is over 4cm it is not to be worn and instead the earlobe must be secured behind the ear to reduce the risk of being caught and causing injury
- ix. Visible tattoos must not contain discriminatory language or imagery.
- x. Ties, scarves, and ID badges on lanyards must be securely tucked away and not allowed to fall onto patients or equipment during patient care/contact.
- xi. Wristwatches, charity bangles, fitbits and the Rakhi (cotton thread worn on the wrist by Hindus) must not be worn when undertaking clinical practice, as bacteria can live on watchstraps and fabric threads. Fob watches have been designed to negate this problem (which should be wipeable and impervious to fluid).
- xii. The Kirpan (small symbolic dagger worn by Sikhs under their clothing) may be worn dependant on an individual risk assessment, taking in to consideration the risk relating to patient safety and area of work, caution to mental health inpatient areas specifically, if worn must be out of sight.
- xiii. Hair must look tidy and if longer than jaw length must be tied back and up 'off the collar' with a plain hair clip / tie to prevent it coming into contact with the patient or working environment. Long fringes must be clipped back to prevent it from swinging across the face.
- xiv. Members of staff who for religious reasons need to cover their hair and neck by the wearing of a dark plain coloured scarf, turban or bandana are permitted to do so. The material must be able to withstand a 60 degree mechanical wash.
- xv. The veil is not permitted for staff who are patient facing.
- xvi. Fingernails must be kept clean, short and smooth; long nails are harder to keep clean. When hands are viewed from palm side, nails should not be visible beyond the fingertip.
- xvii. Nail varnish or nail extensions / false nails must not be worn; false nails harbour micro-organisms and reduce compliance with hand hygiene.
- xviii. False eyelashes (including stick on and extensions) must not be worn as these are at risk of becoming detached and falling onto patients
- xix. In order to promote a professional appearance staff must refrain from chewing gum whilst on duty.

	<p>xx. If own clothes are worn they need to be mechanically laundered at the maximum temperature for the garment, with a minimum of 30°C).</p> <p>xxi. White doctors' coats must not be worn</p>
7.3	Additional Standards for staff who wear a Uniform and must be read in conjunction with sections 7.1 and 7.2
	<ul style="list-style-type: none"> i. Uniform sleeves must be short (to comply with bare below the elbow and the 5 moments of hand hygiene) this excludes staff that have specific PPE requirements. ii. Uniforms must not restrict movement at the shoulders, hips and waist. Incorrectly fitting uniforms must be replaced. iii. Staff must wear the uniform issued by the Trust, and should not be purchasing their own items to wear with the uniform (for example, but not limited to, trousers). iv. The uniform dress length must be a minimum of 2 inches below the knee. v. Belts supplied by the trust to support safe clinical practice in mental health areas vi. Supplied by the Trust to support safe clinical practice in mental health areas must be removed for direct patient care and moving and handling so movement is not restricted. A risk assessment for staff who wear belts for specific safety reasons i.e. Staff groups in mental health areas must be undertaken. Belts must be able to be laundered along with uniforms. vii. T shirts may be worn under the uniform tunic however these must have short sleeves to enable compliance with the Hand Hygiene Policy and be either plain white or the same colour as the uniform tunic. viii. Cardigans may be worn outside, but not in the clinical area or during any care activity that involves direct patient contact to ensure adherence to bare below the elbow policy. The cardigan must be black, navy or match the colour of the tunic top. ix. Uniforms are allowed to be worn outside of the hospital to go to and from work, and when attending any community visits. It is essential that uniforms are covered outside of work due to the perceptions of the public regarding hygiene and professionalism. x. If it has been agreed, following a risk assessment that staff need to travel outside without covering their uniform, the ID badge must be removed from sight, (for example, but not limited to, where a MH patient is requiring escorting outside the grounds of a hospital premises, or where staff are walking with patients as part of their therapy when caring for them in the community). Staff must consider that they may be challenged by members of the public. Staff must be aware of their personal safety and of professional obligations to help in emergency situations. xi. Staff must not be seen smoking or out socially in uniform. Staff must expect to be challenged by managers, members of the public and other staff if they do not adhere to this. (Please refer to the Smoke Free Policy) xii. In clinical areas staff must wear brown or black footwear. They must provide good foot support; have a closed toe, rubber/crepe soles for noise prevention and non-slip reasons and no more than a 1 inch heel.

- xiii. For Health and Safety and hygiene reasons, footwear must have a closed heel and toe and styles which have open holes all over the main body of the shoe are not permitted.
- xiv. Black trainers can be worn by staff, but must be plain in colour and have antistatic soles and be able to withstand rigorous cleaning/washing. They must not be made of soft absorbent material
- xv. Socks worn with tunic top and trousers must be dark in colour, ideally black or navy.
- xvi. Hosiery should either be black, navy or flesh tone. During the summer months when experiencing extremely hot temperatures, uniform dresses may be worn without tights.
- xvii. For patient safety staff are required to limit the number of pens or other items worn in uniform pockets because of the risk of falling onto patients during patient care / contact.
- xviii. Staff are expected to exercise professional judgement on the number of badges that are worn on the uniform, uniform collars or ID badge neck cords and they must not be over laden with badges. No more than five badges are allowed to be worn as listed below. Badges must be removed in situations where they are likely to cause injury to patient, staff or visitors
- 1 Trust Photo ID badge
 - 1 Trust Name badge
 - 1 Title Badge (Nurse in charge / Ward Sister / Charge Nurse / Matron / HoN etc.)
 - 1 Professional Registration / Union badge
 - 1 other which could be a campaign / pin badge for an initiative that is relevant at the time
- xix. Pregnant staff will wear the existing uniform modified with maternity trousers and/or dress
- xx. Staff can request a light weight uniform if required and can have a mixture of light weight and regular uniforms in line with their allowance. The only restrictions to this are where the supplier does not offer a lightweight option for the uniform worn.
- xxi. Uniforms must be changed daily. If a uniform is heavily contaminated it must be changed as soon as possible.
- xxii. All uniform items, including lanyards, must be laundered at the highest temperature the fabric allows, this must be no less than a minimum of 30 degrees centigrade. All uniform items must then be dried quickly, or tumble-dried and ironed with a hot iron.
- xxiii. Contracted staff must wear the uniform as dictated by their contractors
- xxiv. Employees leaving the service of the Trusts must return any uniforms issued or they may incur the cost of the uniforms.
- xxv. Trusts uniform descriptions and minimum levels of issue can be found in section 10.
- xxvi. A who's who of Uniforms should be displayed on clinical area notice boards and the pictures are available on staff e-source via the following link

7.4	Additional Standards to be considered during the summer months in times of extreme temperatures. (uniformed and non-uniformed staff) must be read in conjunction with section 7.1, 7.2 and 7.3
	<p>a) Staff may wear a black cotton t-shirt instead of the tunic. Staff will be notified when it acceptable to change to this uniform.</p> <p>b) Tailored/dress shorts (navy or black) which are knee length are acceptable.</p> <p>c) Light weight uniform options are available for most of the clinical uniforms and can be supplied on request</p>
7.5	Additional Standards in line with the requirements of National requirements and guidance for the Covid-19 Pandemic
	<p>a) Staff must follow the Action card – Covid-19 The management of uniform and workwear. This process identifies the requirements of changing in and out of uniform both within inpatient settings and community services.</p>

8.0 Washing Uniforms and clothing worn at work

8.1 Where staff are involved in direct patient care they must observe the following guidance on laundering uniforms and clothing worn at work.

8.2 All elements of the washing process contribute to the removal of micro-organisms on fabric. Detergents (washing powder or liquid) and agitation release any soiling from the clothes, which is then removed by sheer volume of water during rinsing. Temperature also plays a part.

8.3 Scientific observations and tests, literature reviews and expert opinion suggest that:

- There is little effective difference between domestic and commercial laundering in terms of removing micro-organisms from uniforms and work wear;
- washing with detergents at 30°C will remove most gram positive micro-organisms, including all methicillin-resistant *Staphylococcus aureus* (MRSA);
and
- A 10-minute wash at 60°C is sufficient to remove almost all micro-organisms. In tests, only 0.1% of any *Clostridium difficile* spores remained. Microbiologists carrying out the research advise that this level of contamination on uniforms and clothing worn at work is not a cause for concern.

Standards	Why
<p>Washing Instructions:</p> <p>Staff should wash contaminated uniforms and work wear at the hottest temperature suitable for the fabric.</p> <p>All other uniform and work wear should be washed at the highest temperature the fabric will tolerate (see manufactures washing instruction label)</p>	<p>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.</p> <p>Overloading the machine will reduce wash efficiency.</p>

<p>but this should be at least 30°C.</p> <p>Clothing/Head wear that cannot be washed at 30°C should not be worn.</p> <p>Do not overload the washing machine. Wash heavily soiled uniforms separately.</p> <p>Clean washing machines and tumble driers regularly, in accordance with manufacturer's instructions.</p>	<p>Separate washing will eliminate any possible cross-contamination from high levels of soiling, and enable the uniform to be washed at the highest recommended temperature.</p> <p>Regular cleaning and maintenance will protect the machine's washing efficiency. Dirty or underperforming machines may lead to contamination of clothing, although there is no published evidence that this presents an infection risk.</p>
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8.4 Contaminated clothing should be carried/transported home separately from other items for example in a plastic carrier bag. Clean and dirty clothing must not be transported together. If clothing is heavily soiled or wet then it should be double bagged in plastic bags which should be knotted. The clothing should remain in the bag until it is washed, so as to avoid contamination of other clothes or the environment.

9.0 New Staff

9.1 As part of trust induction all new starters will be provided with x2 NHS lanyards; (the lanyards will have a 3 break minimum), clinical uniform relevant for their job role and working days. Where uniform quantity, sizes or style are not available then these will be ordered at induction and should arrive from suppliers within 5 days. All staff will be provided with suitable alternative clinical uniforms to enable them to work whilst waiting for the correct uniform to arrive.

Staff changing job roles within the trust

Uniforms can be exchanged at LPT uniforms when staff move job roles and require different uniforms.

The Work Wear and Uniform Action Card will be distributed to new staff along with their allocated uniforms when they attend the organisations induction programme.

The Work Wear and Uniform Policy will be distributed to new staff when they attend their local induction.

10.0 Uniform Issue, replacement and disposal

10.1 There are agreed uniforms adopted by the organisation. All trusts have been advised (NHS Security Management Service 2010) that employers must have a significant audit trail to ensure that uniforms and ID badges are used for their intended purpose and not otherwise. A potential terrorist tactic might involve using health service staff uniforms/ID. This has been a tactic used globally on a number of occasions by terrorist organisations.

- 10.2 On commencement of employment staff will be issued the appropriate uniform, as per service.

The recommendations for minimum levels of issue are;

Working clinically 4-5 days	4 tunic tops or dress 3 trousers
Working clinically 3 days or less	3 tunic top or dress 3 trousers
Bank staff	3 tunic top or dress 3 trousers
Employees leaving the organisation	3 tunic top or dress 3 trousers
Scrub	3 tunic top or dress 3 trousers
Lost or Stolen items –	3 tunic top or dress 3 trousers

Where uniforms are damaged and require replacement staff should inform their line manager

Employees must return all uniforms issued. Failure to do so may result in disciplinary action

employee should inform their line manager as soon as possible if an item is lost or stolen

- 10.3 Winter Coats (Navy blue current style) will be provided by LPT uniform to the all community based staff who are required to travel between bases and patients as part of the daily work (only). 10.4 Cardigans and fleeces will not be supplied as part of the routine uniform provision

Outer layers are not permitted when carrying out clinical care and staff must be bare below the elbows.

- 10.4 Disposal/Recycling – items that are no longer required should be returned to LPT Uniform. To contact them email LPTUniform@leicspart.nhs.uk
- 10.5 Staff that require replacement or further uniforms can request these through LPT Uniform. To contact them email LPTUniform@leicspart.nhs.uk
- 10.6 For information regarding the latest roles and colour schemes for uniforms please contact LPTUniform@leicspart.nhs.uk to request the latest information.
- 10.7 Appendix 1 identifies a number of Frequently Asked Questions (FAQ's) to support the provision and management of staff uniforms.

11.0. Training needs

There is no training requirement identified within this policy

12.0. Monitoring Compliance and Effectiveness

- 12.1 In order to maintain standards within the organisation it will be essential to take a serious view of anybody who consistently deviates from this policy. Any member of staff must be prepared to be challenged at any time, if the policy guidelines are not followed.
- 12.2 Line Managers will monitor and address compliance with this policy across their area of responsibility.
- 12.3 It is the line manager's responsibility to ensure that their staff receive appropriate education, training and guidance on undertaking their role and ensuring appropriate work wear and any required PPE is readily available for staff to use.

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
6.7	Employees adhere to the uniform and work wear principles	Matron spot checks	Number of disciplinary cases	Workforce Development Sub Group	Monthly
		IPC Hand hygiene audits	Hand hygiene audit compliance	Infection Prevention and Control Committee	Monthly

13.0. Standards/Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 12) <i>Requirements relating to workers regulation (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010</i> CQC essential standards	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 12

14.0. References and Bibliography

14.1 The Work Wear and Uniform Policy was drafted with reference to the:

- UHL Uniform and Dress Code Policy
- LPT Infection Prevention and Control Overarching Policy
- LPT Hand Hygiene (Including Bare Below the Elbows) Policy
- LPT Health and Safety Personal Protective Equipment Policy
- NHS Security Management Service (2010) Guidance on security measures to be included in ambulance trust uniform policy.
- Northamptonshire Healthcare NHS Foundation Trust, Dress Code Policy – ICP019
- Uniforms and Work – Guidance on Uniform and Work Wear policies for NHS employers - http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_114751
- LPT Equality and Human Rights Policy
- LPT Losses and Special Payment Policy

14.2

- Ayliffe, G.A.J., Lowbury, E.J.L., Geddes, A.M. & Williams, J.D. (2000) Control of Hospital Infection: A Practical Handbook Chapman & Hall;
- Department of Health (2007) Uniforms and Workwear: an evidence base for developing local policy, September, <http://www.dh.gov.uk/publications>;
- Epic 3: National Evidence-Based Guidelines for Preventing Healthcare-Associated Infections in NHS Hospitals in England. Journal of Hospital Infection (2014).

- Equality and Human Rights Commission: Guidance on the wearing of sikh articles of faith in the workplace and public spaces (2010)
- National Audit Office, Reducing Healthcare Associated Infections In England, (June 2009, HC560);
- NHS East Midlands (2007) Infection Prevention and Control Uniform and dress Guidance;
- Public Health England (August 2020) COVID-19: Guidance for the remobilization of services within health and care settings. Infection prevention and control recommendations.
- The Institute of Environmental Health (1996) Basic Food Hygiene Teaching Package
- The Royal Marsden Hospital (2004) 6th Edition Manual of Clinical Nursing Procedures, Blackwell Scientific;
- Wilson, J. (1995) Infection Control in Practice Ballière Tindall;
- www.rcn.org.uk/mrsa link to RCN uniform standard recommendations July 2005;
- **TVU1**: a literature review of evidence around the role of uniforms in the transfer of infections, and effectiveness of laundry methods in removing contamination
- **TVU2**: a literature review of evidence on how uniforms affect the image of individuals and the organisations they work for – and the importance that people attach to this.
- **UCLH**: practical work to establish the effectiveness of domestic and commercial laundering methods in removing micro-organisms from uniform fabrics.
- **HHTF**: the guidance includes recommendations from the Healthcare Infection Control Practices Advisory Committee and Hand Hygiene Task Force: *Morbidity and Mortality Weekly Report* 2002; 51 (No. RR-16) in reference to the NHS Security Management Service – Guidance on security measures to be included in an ambulance trust uniform policy

LPT Clinical Uniforms

lptuniform@leicspart.nhs.uk

What is the reason for wearing a clinical uniform?

Clinical uniforms are provided by the employer where there is a health and safety, and/or infection prevention control risk which has been assessed as requiring staff to wear specifically designed and safety tested clothing. The requirement for such a uniform is subject to change, for example during an infectious disease pandemic. Therefore, there will be some job roles that require to be supplied with a permanent clinical uniform and others where it may be supplied on a temporary basis in response to a change in clinical environments.

What is the process for ordering clinical uniforms?

From 1st June 2020 a new centrally co-ordinated ordering system has been established. To order a clinical uniform please email lptuniform@leicspart.nhs.uk. You will then be sent either an individual order form or a bulk order form depending on your request. Once complete, return it to the same email address for processing. All bank workers are required to order their new uniform via the online order form: <https://www.leicspart.nhs.uk/uniform-ordering-for-bank-staff/>

What should I do with uniforms I no longer use?

Uniforms supplied by LPT to you are NHS property so when no longer in use must be returned. Please send them to: LPT Uniforms, Beaumont Leys ETC (NSPCC), 3 Gilmour Place, Beaumont Leys, Leicester.

If I leave the Trust what happens to my uniforms?

If you are leaving employment in our Trust, your manager will request you return all uniforms the Trust has provide for you; please ensure they are returned to LPT Uniforms so that your records can reflect this. If you wish to keep your uniforms then you will be charged the cost price for them.

How many items can I have?

The number of items you can have depends on how many clinically facing working days you do in an average week or if you are working on the bank or require scrubs.

Working clinically 4-5 days	4 tunic tops or dress 3 trousers	Lanyards All clinical staff will be provided with x2 NHS lanyards to ensure they can be worn and washed. The lanyards will have a 3 break minimum
Working clinically 2-3 days	3 tunic tops or dress 3 trousers	
Bank Staff	3 tunic tops or dress 3 trousers	
Scrubs	3 tops 3 trousers	

How do I get a maternity uniform?

Please contact LPT Uniforms via the email address or call 07867 373749. You can exchange any of your current uniforms throughout your pregnancy for a size that suits you. When you return from maternity leave please contact us prior to starting to exchange uniforms again.

Is there a choice of uniform suppliers?

To ensure there is consistent supply to meet the Trust's demand for uniforms and standardisation across our services, uniform suppliers are managed centrally between procurement and the LPT Uniform Service.

Is it possible to have uniforms altered?

Yes, this can be booked through LPT Uniforms. We currently have a group of volunteers offering to help with alterations. However, in light of COVID19 it may take a few weeks to arrange.

Is there an option to wear a different style of uniform?

The style (fit and cut) of uniform is determined by the work activity, infection prevention and control and health and safety requirements for each role.

Can I buy my own uniform and the Trust repays me?

The Trust may have a different purchase price to the one an individual off the shelf orders. Therefore, any approved repayment may not be able to cover the full price. Any orders and repayments must be approved by LPT Uniforms in advance of personal purchases.

Can I wear my own trousers?

No, the uniform provided for you is approved for use in clinical areas and supports effective infection prevention and control and health and safety. The items can all be washed and treated at the necessary temperatures. If you have a uniform from another trust you would like to wear these must be approved by the LPT uniform before use.

Can I claim any costs for cleaning my own uniforms?

You may be able to claim tax relief on the cost of cleaning, repairing or replacing specialist clothing (for example, a uniform or safety boots). For further information follow this link: <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

Will I be supplied with work shoes?

Shoes are not supplied centrally by LPT uniforms. Please discuss with your manager your requirements and follow the workwear and uniform policy on footwear.

Is it possible to have embroidery on the uniform?

There are some services for whom embroidery on their uniform will come as standard. We are looking into this as an option for all uniforms but currently the majority will not be embroidered.

Will I be provided with outerwear as part of my uniform?

Those staff working in the community, required as part of their role to travel to and from different sites to provide clinical care, will be provided with a winter coat. Other items such as cardigans, gilets and fleeces are not currently required as part of the Trust uniform and not supplied.

If my uniform is damaged or not suitable to wear what should I do?

You can exchange your unwanted or unsuitable uniforms directly with LPT uniforms. Please arrange a time to return your item for a new item. Items for exchange will only be accepted if recently cleaned and bagged.

Is a lighter weight uniform available instead of regular uniforms?

Yes. Most uniform colour schemes have tunics available in both regular and lightweight material. There are no dresses or trousers available currently in a lightweight material. You can exchange a tunic and trousers for a dress as an alternative to a lightweight tunic.

How do new starters to the Trust get a uniform?

All new clinical starters will receive a uniform as part of their clinical induction. If their size is not available at this time then a personal order will be made for them.

How long from ordering a new uniform before I receive it?

If uniform is in stock then we aim to dispatch with 7 working. The timelines are dependent on receiving full information from requester. If item is not in stock and are required to be ordered from our suppliers then they are currently advising up to 3 months due to COVID19. Our experience is that typically they arrive between 2 days to 6 weeks.

Do I change my uniform if I'm on secondment or acting up?

Yes, if your new role has a different uniform then you can exchange your current uniform for your new job uniform. Please contact LPT uniform to arrange. On returning to your substantive post please return your uniform in exchange for your substantive jobs uniform colour scheme.

Can I wear shorts in the summer?

Certain clinical teams have approved the wearing of shorts when clinically appropriate as it is not appropriate for all job roles. If the wearing of shorts have been approved for wearing in your team they must be worn at knee length and tailored.

lptuniform@leicspart.nhs.uk

07867 373749

Appendix 2

The NHS Constitution

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input checked="" type="checkbox"/>
Respond to different needs of different sectors of the population	<input checked="" type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input checked="" type="checkbox"/>
Support and value its staff	<input checked="" type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input checked="" type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input checked="" type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input checked="" type="checkbox"/>

Appendix 3

Stakeholders and Consultation

Key individuals involved in developing the document

Name	Designation
Michelle Churchard Smith	Head of Nursing, Directorate of Mental Health, Inpatients
Emma Wallis	Lead Nurse
Tracey Henry	AHP Lead
Diane Mallon	HR Business Partner
Sharon Murphy	Deputy Director of Finance
Mohamed Patel	Contracts Officer, Procurement
Alice Skeavington	Occupational Therapist
Sue Wyburn	Therapy team manager
Susan Challis	Secretary
Carole West	Occupational Therapist
Emma Wallis	Associate Director of Nursing and Professional Practice
Amanda Hemsley	Lead Infection Prevention and Control Nurse
Alison O'Donnell	Head of Education Training and Development

Circulated to the following individuals for comment

Name	Designation
Anne Scott	Director of Nursing, AHP's and Quality
Claire Armitage	Deputy Head of Nursing, AMH/LD community
Tracy Yole	Lead Nurse, CHS Community
Sarah Latham	Deputy Head of Nursing, CHS Inpatients
Louise Evans	Deputy Head of Nursing, FYPC/LD
Leona Knott	Equalities and Human rights Co-ordinator
Bernadette Keavney	Head of Health and Safety Compliance
Sue McGarr	Bank Office Supervisor
Infection Prevention and Control Committee members	
Kathryn Burt	Deputy Director of HR and OD
Gemma Ablewhite	Listening into Action and Health and Wellbeing Lead
Stephanie O'Connell	Lead Therapist CHS
Michelle Churchard	Head of Nursing AMH/LD services
Jane Martin	Acting Deputy Head of Nursing AMH
Margot Emery	Head of Nursing and Quality CHS
Zayad Saumtally	Deputy Head of Nursing MHSOP
Carmela Senogles	Lead Practitioner for safeguarding children and Young adults

Due Regard Screening Template

Section 1			
Name of activity/proposal		Work wear and Uniform Policy	
Date Screening commenced		July 2019	
Directorate / Service carrying out the assessment		Work wear and Uniform task and finish group	
Name and role of person undertaking this Due Regard (Equality Analysis)		Emma Wallis, Associate Director of Nursing and Professional Practice	
Give an overview of the aims, objectives and purpose of the proposal:			
AIMS: The purpose of this policy is to ensure that all staff (both directly and indirectly employed) participating in duties within the organisation project a professional image. The policy is to ensure that clothing is compatible with safe moving and manual handling and is appropriate to the area of work undertaken, minimising the risk of infection, whilst maintaining staff and patient safety.			
OBJECTIVES: The objective of the policy is to provide the organisations' expected standards of work wear and uniform			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details		
Age	No impact expected		
Disability	Reference within the policy to adjustments to work wear and uniform when disabled		
Gender reassignment	No impact expected		
Marriage & Civil Partnership	No impact expected		
Pregnancy & Maternity	Reference within the policy to adjustments to work wear and uniform when pregnant		
Race	No impact expected		
Religion and Belief	References within the policy acknowledging religious and cultural beliefs and impact to work wear and uniform for example; the Kirpan, Kara, head scarf, necklaces that signify religious belief		
Sex	No impact expected		
Sexual Orientation	No impact expected		
Other equality groups?			
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	<input checked="" type="checkbox"/>
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
Signed by reviewer/assessor		Date	
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed		Date	