

## Workwear Policy

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### Contents

Section	Page
<a href="#">Document summary sheet</a>	
1 <a href="#">Overview</a>	2
1 Who should read this document?	2
2 Key messages	
3 <a href="#">Background/Scope</a>	3
4 <a href="#">What is new in this version?</a>	3
5 <a href="#">Policy/protocol:</a>	3
6 Standards	16
7 <a href="#">Roles and responsibilities</a>	19
8 <a href="#">Monitoring document effectiveness</a>	19
9 <a href="#">Abbreviations and definitions</a>	19
10 <a href="#">Appendices 1 and 2</a>	20-21
11 <a href="#">Document Control Information</a>	22
12 <a href="#">Equality Impact Assessment (EqIA) screening tool</a>	23

## 1. Who should read this document?

All Trust Staff

## 2. Key messages

The Trust to ensure that the appearance of staff at work meets the expectations of patients and their families and minimises risks to staff.

Wherever this policy refers to clinical areas/clinical contact, it should be understood that this means any area of the Organisation (or location in which an employee may work e.g. within the community services) in which patients are present to receive treatment, consult clinicians, attend procedures or in which clinicians/technicians prepare for these activities.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 2 of 24

### 3. Background & Scope

This policy document is the result of a consultation process involving many groups of staff, including group clinical directors, clinical governance leads and the trade union representatives (including the Staff Partnership Forum), and reflects the views of the vast majority of those people.

Staff wishing to propose amendments to this document should submit their request to the Originator.

Medical staff who wish to suggest amendments should do so by submission to the Executive Medical Director.

The objectives of the policy are to:

- (a) enhance the image of the Trust as a professional and businesslike organisation;
- (b) provide appropriate staff with garments that are fit for purpose and reflect the consultative process.
- (c) minimise the risk to staff and patients by compliance with the relevant Health and Safety, Food Hygiene and Control of Infection regulations;
- (d) provide for easy identification of staff.

### 4. What is new in this version?

No distinction between male and female uniform styles.

V8.2: 12-month extension applied as author awaits national uniform guidance.

### 5. Policy/Protocol

#### 1. The method of issuing uniforms

The method of issuing uniform will be:

**New employees:** must be booked in for a uniform fitting before a visit to the Uniform department to be measured for their uniform prior to starting their employment. This will be arranged by their line manager.

**Existing employees:** who require replacement uniform or a change of uniform must book an appointment on line via Intranet (via Corporate Services>Hotel Services>Staff Uniform . See Appendix 1 for full details).

**Old uniform:** staff must cut out NHS logo / name and discard of garments themselves. A recycle bin is located on the hospital site (currently in the waste control area behind the ground floor restaurant).

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 3 of 24

**Terminating staff** will be instructed in the letter acknowledging termination of their employment to return all garments to the Uniform Department or their Manager.

It is the responsibility of the wearer to maintain garments in a clean state and in good repair.

**If a uniform has been contaminated with blood or body fluids, it must be processed by the Hospital laundry provider as potentially infected linen.**

Otherwise, uniforms can be laundered at home according to the instructions on the garment.

## 2. Number of Uniforms issued

The number of issue stated is a reflection of the current situation and represent the minimum requirements.

The numbers may be increased at the departmental manager's discretion, if finance is available. Staff may purchase additional garments at their own expense by booking an appointment online (see Appendix 1) and will need to complete an online form detailing their assignment number and NI number.

## 3. Identification Badges

Corporate name badges must be worn. Any additional name badge must be of a plain design and have plain white background with job title and name in black letters. Staff should ensure that their identification badge is visible at all times whilst on duty. Clinical staff should not wear lanyards but lanyards may be worn to carry security devices eg Skyguard for community staff.

## 4. Non Clinical Staff – PAYE/NI compliance

Any clothing provided to staff by the Trust, which fails to clearly identify the clothing as Trust/NHS property will result in the Trust incurring a tax and National Insurance liability. In order to avoid such a liability, all uniforms and work wear clothing provided by the Trust to non-clinical staff and which could be considered as suitable for general everyday use, must be clearly marked or embossed with the Trust or NHS logo.

Managers requiring further clarification on this standard may do so by contacting the Supplies or Uniform department.

Embroidered garments or garments with Tax tags **CANNOT** be returned to the supplier unless they have been supplied incorrect against the order or are faulty.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 3 of 24

## 5. Nursing

The colour range of garments for both male and female staff is as follows:

STAFF DESIGNATION	MAIN COLOUR	TRIM
Support Workers Medical Support Workers	Blue and White Stripe Tunic or dress. Flat black full shoes with soft soles.	White
Health Care Assistants	Pale Blue tunic/dress. Navy trousers. Flat black full shoes with soft soles.	Pale Blue
Trainee Assistant Practitioners (TAP'S)	Aqua Navy trousers Flat black full shoes with soft soles.	White
Assistant Nurse Practitioners Community Nursery Nurses	Bottle Green dress/tunic Black trousers Flat black full shoes with soft soles.	White
Advanced Nurse Practitioner Nurse Consultant	Navy dress/tunic Navy trousers Flat black full shoes with soft soles.	
Return to Practice Nurse	White dress/tunic Navy trousers Flat black full shoes with soft soles.	White
Cadet Nurse (General Nursing) Uniforms provided by the NHS Academy.	Teal dress/tunic Navy trousers Flat black full shoes with soft soles.	Navy
Staff Nurses and all community nurses	Hospital blue dress/tunic Navy trousers Flat black full shoes with soft soles.	White
Sister/Charge Nurse	Navy dress/tunic Navy trousers Flat black full shoes with soft soles.	White
Lead Nurse Operational	Navy dress/tunic with Flat Collar. Navy trousers Flat black full shoes with soft soles.	Yellow
Specialist Nurse	Navy dress/tunic Navy trousers Flat black full shoes with soft soles.	White
Director and Divisional Directors of Nursing to be worn during Clinical Walkabout.	Navy dress/tunic with Flat Collar. Navy trousers Flat black full shoes with soft soles.	Yellow
Matrons / Ward Matrons	Scan Red dress/ tunic. Navy trousers Flat black full shoes with soft soles.	Navy
Student Health Visitors	Hospital Blue dress/tunic Navy trousers. Flat black full shoes with soft soles.	White

Research Practitioners	Navy dress/tunic Flat black full shoes with soft soles	Pale blue
A&E Matron/Coordinator	Navy dress/tunic Navy trousers Flat black full shoes with soft soles.	Scan Red
Nurse Practitioner	Navy dress/tunic Navy trousers Flat black full shoes with soft soles.	White
Practice Education Facilitator Practice Trainers Clinical Skills Tutor	Convoy grey tunic Burgundy tunic Purple tunic	Red Cream White
Health Visiting and School Nurse Services  Band (6/7) Band (5) Band (4) Band (3) SCPHN student	Navy Blue Green (Black trousers) Blue stripe Blue	All: white trim

All tunics/dresses will be issued bearing the NHS logo, job role and name/department issued by the uniform department.  
Please note no additional logo is permitted on any uniform.

All ID badges must be worn at all times, clearly identifying your name and job role.

The garments worn will be as follows:

Dress or Tunic and Trousers (Not  
Leggings) Tunic and Trousers

The dress/tunic will have an action back and pleats to allow for ease of movement.

All garments will be obtained from the Trust's Uniform department and will be issued at a standard length.  
Dress length, if altered, must be below the knee.

The Trust Nurses Uniform budget, held by the Facilities Directorate, will not fund cardigan, jumper, jackets or shoes. Only community staff will be issued with coats and cardigans.

The numbers issued will be as follows:

<b>Days worked per week</b>	<b>Tunic/dress (no. issued)</b>	<b>Trousers (no. issued)</b>
5 or more	5	2
4	4	2
3	3	2
2	2	1
1	1	1
+ 3 long days	3	2

Staff requiring garments whilst pregnant will be issued with 3 scrub tunic tops and two pairs of trousers. Staff have the option of obtaining standard uniform in larger sizes which is readily available.

### Volunteers

<b>UNIFORM</b>	<b>QUANTITY</b>
Royal Polo Shirts with NHS Logo	To be specified and funded by Human Resource Department.

Volunteers in some areas may be provided with other work wear to suit the needs of the job if appropriate.

<b>Staff designation</b>	<b>Colour/trim</b>
<b>Ward Housekeepers</b>	<b>5 black tunics or shirts</b>
The quantity specified above is intended as a guide – one top issued for each day to be worked up to a maximum of 5 per week. The ward/unit manager will specify on the uniform request form the number of uniforms to be issued. The cost of providing this uniform is to be charged to the specific ward/unit budget.	

<b>Accident &amp; Emergency Dept Workwear</b>		
<b>ROTECNO PROTECTIVE SUITS</b>		
<b>STAFF DESIGNATION</b>	<b>MAIN COLOUR</b>	<b>QUANTITY</b>
Doctor (new intake Consultant)	Green Pewter Grey	3 pairs
Sister/Charge Nurse	Navy Blue	3 pairs
Nurse	Light Blue	3 pairs
Support Workers	Purple	3 pairs
Health Care Assistants	Light Grey	3 pairs
<p><b>Footwear for A&amp;E Staff</b></p> <p>Staff working in A&amp;E should wear plain white or black trainer, or Flat black full shoes with soft soles.</p>		

## 6. Theatre Style Work Wear

Employees working in the following departments wear blue theatre suits or dresses (i.e. according to their banding) :-

Main Theatre. (Level Three)  
 Maternity Theatre.  
 Neuro. Theatre. (Level Three)  
 Day Surgery Theatre. (Level One)  
 Intensive Care  
 Renal Unit  
 Neuro. X-Ray  
 Radiology One (only when carrying out specific tasks such as fluoroscopy).  
 Radiology Two (only when carrying out specific tasks such as fluoroscopy).  
 Dermatology Theatre  
 The Mortuary  
 Endoscopy Unit (GI Unit)

**Uniform may only be worn travelling directly to and from work or when involving direct patient care. Uniform must not be visible at all other times.**



The work wear consists of either :-

Blue Tunics and Trousers or Dress.

Footwear for staff working in theatre will include, anti-static wellington boots, white or black trainers and Trust clogs fitted with heel straps, the heel strap should be in place around the heel to be safe. This footwear must be removed and left in the department. Staff working in Critical Care should wear either a black full flat shoe or a predominantly white trainer.

Theatre work wear will be provided to an agreed shelf level in each department, sizes available may include Small, Medium, Large, X Large and X X Large.

The size will be indicated by a colour tag on each garment as

follows:- <u>Size</u>	<u>Colour</u>
Small	Yellow
Medium	Brown
Large	White
X Large	Pink
XX Large	Orange

- (i) Sufficient clean work wear will be available in each department to allow employees to change into a clean suit or dress prior to each session/shift and during a shift if work wear becomes contaminated with blood or body fluids.
- (ii) On the completion of the session/shift and before leaving the department, all staff must change out of workwear.

Staff working in the operating theatres should not leave theatres in their theatre clothes, unless it is to attend an emergency, or to carry out specific tasks relevant to their work. If they do need to leave the area they must change to clean theatre clothes on their return.

Protective masks, hats and gowns must be removed before leaving the clinical area.

- (iii) To prevent the risk of cross infection, work wear must not be taken home for washing; the soiled work wear must be placed in white plastic bag for collection by the linen distribution staff. (Workwear that is contaminated with blood or body fluids must be placed in a Red Alginate stitched bag then placed in a red plastic bag.) All bags must be closed at the neck of the bag and marked with wards or department ID Tape.

## 7. Professions Allied to Medicine

The main garment colour is white with a range of coloured trims to reflect nationally recognised colour schemes:

DEPARTMENT	Colour and garment
<b>PATHOLOGY</b> Laboratory Staff Pathology Support Workers	6 Howie coats Footwear should be non-slip and fully closed. Open toed shoes and sandals are not allowed in the Laboratory.
<b>RADIOLOGY</b> <b>NUCLEAR MEDICINE</b> <b>MTOS</b>	5 white polo shirts 5 white 'howie' coats
<b>GAMMA CAMERA</b>	5 white polo shirts/ white dresses/maroon
<b>RADIOGRAPHER</b>	5 white polo shirts/ maroon 5 white tunics/maroon
<b>ASSISTANT</b> <b>RADIOGRAPHER</b>	5 pale blue polo shirts
<b>RADIOGRAPHIC</b> <b>SUPPORT</b> <b>WORKERS/HELPERS</b>	4 pale blue striped tunics/ 2 pairs navy trousers
<b>PHYSIOLOGICAL</b> <b>MEASUREMENTS AND</b> <b>OTHER TECHNICIANS</b>	5 white coats White dresses/grey trim or white tunics/grey trim; navy trousers
<b>CARDIORESPIRATORY</b> <b>INVESTIGATIONS (ECG)</b>	Hospital grey dress/ tunic with white trim, navy trousers.  The quantity of issue will be as specified under the Nursing section above
<b>DENTAL</b>	White tunics/Yellow trim Navy trousers

<b>PHARMACISTS</b>	<p>Shirt with collar, with short or three quarter length sleeves, or able to be rolled up in clinical areas/ blouse, jumper or t-shirt.</p> <p>Professional dress, skirt or trousers (no jeans).</p> <p>Ties may be worn but not in the clinical area.</p>
<b>PHARMACY TECHNICIANS AND ATO's</b>	<p>Either: White dress/aqua green trim with aqua green pharmacy logo on chest or White tunic/aqua green trim with aqua green pharmacy logo on chest.</p> <p>Navy blue or black skirt/trousers (no jeans) or</p> <p>Jade sweatshirt or cardigan with pharmacy logo. Quantity of issue as specified by head of department Sleeves should be rolled up when working in clinical areas</p>
<b>ALL PHARMACY STAFF</b>	<p>Full shoe or smart trainer, which will comply with Health and Safety and fit the feet securely, should be worn. Footwear must be clean.</p>
<b>PHLEBOTOMIST</b>	<p>White tunic or dress/lavender trim Navy trousers.</p> <p>Quantity of issue as specified by head of department</p>
<b>RESUSCITATION OFFICER</b>	<p>5 Navy Polo shirts Navy scrubs Flat black full shoes with soft soles.</p>

<b>Miscellaneous Departments</b>	<b>Colour</b>
Polo shirts for all Therapy staff: one top issued per days worked + 2 trousers	
Dietetics	White polo or tunics white / pale grey
Podiatry	White polo or tunics white / royal navy polo or tunics as above
Orthotics	White polo or Navy Polo shirts
Orthotics assistant	Pale blue polo
Audiology	White polo or navy stripe tunic / white trim Pale Blue / white tunic
Audiology assistant	
Physio therapy assistant	Sky blue polo or pale blue tunic / navy trim
O.T.	White polo or white / bottle trim tunic
Physio	Navy polo or white / navy trim
Children's O.T.	White polo with Childrens O.T logo
Children's Physio	White polo with Childrens Physio
Children's Therapy Assistants	Sky blue v neck polo with Children's Therapy Assistant Logo
Speech and Language	White polo or white / black trim tunic

Health & Wellbeing Practitioner	Hospital Blue polo shirts / navy trousers
Discharge Facilitator	Charcoal grey polo shirt / navy trousers
Photobiology	Navy shirts
Renal Technician	Grey polo shirts
Neurophysiology	Jade polo shirts
Rehab Techs	White polos or White trim purple tunic

Flat black shoes or white or black trainers can be worn.  
 Therapists are also able to wear white polo shirts as well as tunics.  
 All polo shirts are issued with NHS logo only. No departmental logos allowed apart from Childrens areas where badges cannot be worn .

**7. Medical Staff**

Medical staff will comply with the standard set out in page 21 of this document (below).

White coats will not be worn in clinical areas.

Medical staff must wear an identification badge with the Trust photograph visible at all times and reflect the image of the Trust.

Short sleeves, or rolled up sleeves are necessary when working in the clinical areas.

Shirts/blouses should look professional, with a collar, in a plain and sensible colour with short or three quarter length sleeves. No t-shirts.

Plain trousers will be worn (no jeans).

Professional dress or skirt may be worn.

Ties will not be worn in the clinical area. However if medical staff wish to wear a tie for meetings or non clinical activities, they are free to do so.

Flat full shoes, which will comply with Health and Safety and fit the feet securely, should be worn. Footwear must be clean.

Hairstyle should be tidy, not requiring constant repositioning, nor causing annoyance or hazard when carrying out working duties. Hair shoulder length and below should be tied up above the collar. Hair accessories should not be worn i.e. Brightly coloured clips, slides , beads. Necklaces may only be worn if out of sight.

Cardigans/jumpers/jackets will not be worn in the clinical area when in contact with patients.

In the letter of appointment, medical staff will be informed of the dress code and expected to adhere to it.

## 9. Non-Clinical Support Staff

### Transportation and distribution staff, Porters:-

5 pale blue shirts/tunics/polo shirts  
or 5 white shirts/blouses for Supervisors  
5 charcoal grey shirts for Allocators  
2 pairs navy trousers  
1 navy Fleece with Trust Logo.  
1 pair safety shoes  
1 high – visibility blouson jacket to be allocated to transport staff

### Car parking customer care staff:-

5 lilac shirts  
3 pairs charcoal grey trousers  
1 pair safety boots/shoes

### Plus:

1 high visible blue jacket with logo  
1 high visible blue vest for summer  
1 pair of gloves  
1 winter woollen hat

### Estates:-

1 navy fleece  
3 pairs navy trousers  
5 light blue shirts or  
5 navy blue polo shirts  
1 Anorak/Fleece  
1 pair safety shoes

### Plus:

Navy overalls to be allocated when staff undertaking especially dirty work

**N.B. Short or long-sleeved shirts and blouses can be worn dependent upon weather conditions and the type of work being undertaken.**

## 10. Caterin

### g Chef

6 White Jackets/Dresses  
6 Chef Trousers  
6 Aprons  
6 Neckerchiefs  
6 Oven cloths  
Disposable hats/ peaked hairnet on request  
Beard net on request  
Safety Shoes

### Ward Catering Coordinator

5 Lilac Shirt

3 Navy Trousers  
Full Shoe

**Catering Assistants (Kitchen)**

6 White jackets/tunics/dresses  
6 Trousers  
6 Aprons  
Skull/Baseball Cap  
Hairnet/Beard net on request  
Safety Shoes

**11. Domestics**

**Services Domestic**

**staff:-**

Lilac with white trim scrub top/polo shirt and navy scrub trousers (not leggings).

**SAS Team:-**

Male and female: Red polo shirt and navy trousers

**Supervisors Trainer and Monitoring**

Lilac shirt /blouse/tunic and navy trousers

**12. Clerical**

**staff/reception** Navy  
blue skirt/trousers Light  
blue shirt/blouse

**Bereavement admin. staff**

Navy shirt/blouse

**Staff working in areas such as theatres, SSD, TPN etc will be issued with a specific uniform which must be worn as directed. The standard Domestic uniform must NOT be worn.**

**Clerical and Management**

Staff in this group will follow the Trust's dress code and be given access to the following 'wardrobe' of garments on the basis of Corporate Image.

This group includes Ward Clerks, Secretaries, PA's, Clerical, Administration and Reception Staff etc and whose role comprises **regular** front line contact with the public will be allocated an issue funded by the Trust as follows:

Light Blue shirt  
Blouse, choice of either Light blue poly-cotton or navy blue with diamond pattern polyester

**13. Information System Trainers Uniform**

Black polo shirt

The quantity of issue will be determined by the line manager.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 14 of 24

## **For all corporate services staff:**

Staff will be allowed to buy extra Corporate workwear and purchase garments at competitive rates from the Uniform Dept only. A system will be available whereby the member of staff concerned can repay the Trust over a period of three months if they wish to partake of this financial arrangement. Otherwise, staff will adhere to the Trust's Dress Code and new staff will have the code as an official part of their terms and conditions.

All garments which are purely corporate will be marked to identify them with the Trust's Logo to ensure compliance with the Income Tax Regulations.

**Embroidered garments CANNOT be returned to the supplier unless they have been supplied incorrect against the order or are faulty.**

**For further information on the clerical uniform available and how to order the clerical uniform, please see the Procedure for Ordering the Trust Clerical Uniform available on the Linen Intranet Site on Synapse.**

### **14. Personal Protective Equipment**

Each ward and department will continue to be responsible for undertaking a Risk Assessment to highlight specific risks to which staff may be exposed and providing the relevant equipment or clothing to comply with EU guidelines, and this can be discussed with the Risk, Health and Safety Manager, Control of Infection Team and Back Care Educator. Staff issued with PPE by the Trust must use this in line with Trust policies and manufacturers instructions.

### **15. Contract staff / Volunteers**

When work is being undertaken by external staff, the Trust Manager responsible will request a copy of the Company's work wear policy to ensure that it complies with Health and Safety Guidelines and the Trust's own policy.

Volunteers will be issued with an identification badge or wear their own work wear which complies with the Trust's requirements. Assessment for uniform requirement may be made dependant on the area of work, e.g. WRVS, Patient Support Volunteer.

### **16. Patient Information**

A short letter outlining the basic details of the Policy will be included in the general information package sent to each patient prior to admission, for their information.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 15 of 24

## 6. Standards

### Standards of appearance

A standard of appearance must be maintained which reflects the correct professional image and meets the expectations of the public.

#### 1. Standards – General for Staff

- 1.1. Hair should be tidy and of a style not to interfere with working duties. Staff who operate machinery must keep their hair secure in such a way that it does not pose a health or safety hazard.
- 1.2. Appearance, including any make up worn, should promote a professional image.
- 1.3. Make up in keeping with local management arrangements to promote the appropriate professional image may be worn.
- 1.4. Fingernails to be maintained at a length not to impede working duties.
- 1.5. False nails not to be worn by staff in contact with food or patients and staff working in any of the Pathology departments.
- 1.6. Staff that wear false eyelashes must be aware of the associated infection risk. If staff have any eye infections they must take appropriate treatment and not attend work until infection free.
- 1.7. Employees may be asked to cover tattoos where they are considered to be offensive.
- 1.8. Work wear clothing and footwear must be interpreted in such a manner so as not to compromise safety and the Trust's work wear policy.
- 1.9. Staff work wear, theatre work wear and white coats **must not** be left in areas to where the public have a general access i.e. corridors, nor should they be left unattended within insecure areas **at any time**.
- 1.10. Any staff that find it difficult to comply with these guidelines because of religious or cultural issues should bring their concern to the attention of their line manager as soon as possible. Staff may also bring to the attention of their manager any recommendation made by Occupational Health regarding workwear (eg suitable footwear).
- 1.11. Staff should wear their Trust ID badge whenever they are on Trust business on site or in the community. The ID badge should be worn where it can be clearly seen.
- 1.12. Uniform allowance is every 3 years or, for Therapy services, 2 items every 12 months.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 16 of 24



## 2. Standards – Nursing, and All Staff working Clinical Areas

- 2.1. Hairstyle should be tidy, not requiring constant repositioning, nor causing annoyance or hazard when carrying out working duties. Hair shoulder length and below should be tied up above the collar with plain hair ties. Hair accessories should not be worn e.g. brightly coloured clips, slides, beads.
- 2.2. In clinical areas with the exception of a plain band ring and small stud earrings (ONE pair only), jewellery and wrist watches should not be worn. No other visible body piercings to be worn. Necklaces should only be worn if out of sight.
- 2.3. **Flat black** full shoes with soft soles, which fit the feet securely, should be worn. Footwear must be clean.
- 2.4. Either neutral coloured or black tights or stockings should always be worn with dresses. They must be plain and not patterned. Community staff during winter months only may wear black, non patterned opaque tights. If socks are worn with trousers, they should be black or grey. In exceptionally hot weather conditions, the requirement for nursing staff to wear tights/stockings when wearing dresses may be relaxed. This will only be for the duration of the extreme weather conditions, and does not apply to footwear.
- 2.5. Make-up in moderation may be worn.
- 2.6. To reduce the risk of infection fingernails should be short and clean with no nail varnish. False nails including overlays should not be worn.
- 2.7. To reduce the risk of infection cardigans and jumpers must not be worn when carrying out clinical procedures.
- 2.8. Short sleeves, or rolled up sleeves are necessary when working in the clinical areas.
- 2.9. One or two badges only may be worn, e.g. denoting professional qualifications.
- 2.10. Staff should observe safe practice when carrying pens, scissors etc (eg these should not be carried in outside breast pockets as this may cause injury when moving patients).
- 2.11. Work wear, when worn, should be complete and correct at all times.
- 2.12. Uniform should be fully covered when travelling to and from work. Scrubs should not be worn when travelling on public transport. Available changing areas should be used.

- 2.13. Staff should refrain from smoking whilst in uniform if staff are smoking in designated areas then uniform, name badges or protective clothing must not be visible. In the interest of hygiene employees are asked to take whatever steps are necessary to ensure tobacco odour is not present on their person or clothing /uniform so maintaining a professional image at all times.
- 2.14. Offsite uniform may only be worn travelling directly to and from work or when involving direct patient care. Uniform must not be visible.
- 2.15. Hoodies do not form part of the work wear policy

### **3. Standards – Direct customer contact**

- 3.1. Staff must wear business like clothing.
- 3.2. Clothing must be clean, in good repair and pressed.
- 3.3. Footwear must be clean and enable the wearer to work safely
- 3.4. Hair must be kept clean and tidy.
- 3.5. When staff are working within a clinical environment (regardless of whether you are providing clinical care), they must comply with the infection control procedures relating to work wear (ie. bare below elbow, removal of tie and wristwatch).

(To be read in conjunction with points listed in (1)).

### **4. Local Protocols**

To support the above standards, local protocols will be available to ensure compliance with legislation, specific to individual departments, e.g. Catering, Estates.

### **5. Compliance with Policy**

Staff who fail to comply with this policy may be subject to the Trust's disciplinary procedure.

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 18 of 24

## 7. Roles & responsibilities

1. Director of Nursing: accountable to the Trust Board for compliance with the policy by nursing staff
2. Medical Director: accountable to the Trust Board for compliance with the policy by medical staff
3. Assistant Directors of Nursing, General Managers: responsible for the compliance with the policy by all staff members in their area.
4. Matrons, Line Managers and Supervisors: responsible for ensuring compliance with the policy within their areas of control.
5. All members of staff: to comply with the policy.

## 8. Monitoring document effectiveness

### 8.1. Policy Implementation Plan

The policy will be posted following approval on the Trust Policy webpages on Synapse.

### 8.2. Monitoring and review

An audit on compliance with this policy will be carried out quarterly by nominated managers/staff, 2 of each grade to be assessed, results sent to the Corporate Assistant Director of Nursing. See audit form in Appendix 2

All Managers, Consultants and all supervisory staff in the Trust should have a commitment to the Corporate Workwear Policy and have a responsibility to ensure that it operates effectively.

Each Directorate will nominate a manager to monitor the Policy and the paperwork as in Appendix 2 will be completed and taken to the Sewing Room.

If any member of staff has concerns about any aspect of this policy because of religious, cultural, or personal reasons they should discuss the issues with their line manager.

## 9. Abbreviations and definitions

N/A

Workwear Policy			
Reference Number 126TD(F)5	Version 8.2	Issue Date: 22/03/2023	Page 19 of 24

## 10. Appendices

### Appendix 1

Salford Royal NHS Foundation Trust will provide appropriate uniforms determined by the post. A uniform requisition order **MUST** be completed online via Intranet /Corporate Services / Staff Uniform to make a fitting appointment and authorised by the appropriate Directorate Manager / Professional Lead or Appointing Officer; the form should be taken to the Uniform Department for issue.

Uniform fitting appointments are Mon to Thurs 7.30am to 12.30pm Tel. Maureen Ramage or Courtney Keogh 0161 206 8266

Contact: [maureen.ramage@srft.nhs.uk](mailto:maureen.ramage@srft.nhs.uk) [Courtney.keogh@srft.nhs.uk](mailto:Courtney.keogh@srft.nhs.uk)

Replacement uniforms will **ONLY** be issued with a booked appointment and a form completed with the correct cost code.

Print Name:

Date:

.....  
**(Directorate Manager/Professional Lead)**

## Appendix 2

### SALFORD ROYAL NHS FOUNDATION TRUST

### UNIFORM POLICY COMPLIANCE AUDIT FORM

WARDS OR DEPARTMENT:.....

DATE OF AUDIT:.....

AUDIT CARRIED OUT BY:.....

GRADE OF STAFF	AREA	COMPLIANT Yes/No	COMMENTS/ACTION TAKEN
	Uniform/Workwear		
	ID Badge		
	Shoes		
	Jewellery, watches, rings		
	Makeup/Hair/Nails/Tattoos		
	Other		
	Uniform/Workwear		
	ID Badge		
	Shoes		
	Jewellery, watches, rings		
	Makeup/Hair/Nails/Tattoos		
	Other		
	Uniform/Workwear		
	ID Badge		
	Shoes		
	Jewellery, watches, rings		
	Makeup/Hair/Nails/Tattoos		
	Other		

## 11. Document Control Information

All sections must be completed by the author prior to submission for approval

<b>Lead Author:</b>	David Hargreaves		
<b>Lead author contact details:</b>	0161 206 5183 David.hargreaves@srft.nhs.uk		
<b>Consultation</b> List the persons or groups who have contributed to this policy. (please state which Care Organisation)	<b>Name of person or group</b>	<b>Role / Department / Committee (Care Org)</b>	<b>Date</b>
	J Dobson	Ass Dir Wkfce NCA	Dec-Feb 2019
	D Armstrong	Head of Facilities	Dec-Feb 2019
	M Ramage	Uniform Coordinator	Dec-Feb 2019
	L Burey	UNITE	Dec-Feb 2019
	T Barker	Vice-Chair staff-side	Dec-Feb 2019
	SA Griffiths	UNISON/staff-side Chair	Dec-Feb 2019
<b>Endorsement</b> List the persons or groups who have seen given their support to this policy. (please state which Care Organisation)	<b>Name of person or group</b>	<b>Role / Department / Committee (Care Org)</b>	<b>Date</b>
	SCO HR Policy sub group		Feb/Mar2019
<b>Keywords / phrases:</b>	List the search terms and phrases you think that staff would use to search for this document. Add old reference/ID number if applicable – see section 4. Uniform; workwear		
<b>Communication plan:</b>	State below how the practice in this document will be rolled out across the organisation and embedded in practice  The policy will be posted on the Trust Policy webpages on Synapse.		
<b>Document review arrangements:</b>	This document will be reviewed by the author, or a nominated person, at least once every three years or earlier should a change in legislation, best practice or other change in circumstance dictate.		

This section will be completed following committee approval

<b>Policy Approval:</b>	Salford COPF Policy sub group	
	Chairperson: Jon Dobson	
	Approval date: 13 March 2019	
	Formal Committee decision <b>X</b>	Chairperson's approval (tick)

## 12. Equality Impact Assessment (EqIA) screening tool

Legislation requires that our documents consider the potential to affect groups differently, and eliminate or minimise this where possible. This process helps to reduce health inequalities by identifying where steps can be taken to ensure the same access, experience and outcomes are achieved across all groups of people. This may require you to do things differently for some groups to reduce any potential differences.

<b>1a) Have you undertaken any consultation/ involvement with service users, staff or other groups in relation to this document?</b>	Yes/No Please state: Yes			
<b>1b) Have any amendments been made as a result?</b>	Yes/No Please Comment: Yes			
<b>2) Does this policy have the potential to affect any of the groups below differently or negatively?</b> This may be linked to access, how the process/procedure is experienced, and/or intended outcomes. Prompts for consideration are provided, but are not an exhaustive list.				
Protected Group	Yes	No	Unsure	Reasons for decision
<b>Age</b> (e.g. are specific age groups excluded? Would the same process affect age groups in different ways?)		X		
<b>Sex</b> (e.g. is gender neutral language used in the way the policy or information leaflet is written?)	X			
<b>Race</b> (e.g. any specific needs identified for certain groups such as dress, diet, individual care needs? Are interpretation and translation services required and do staff know how to book these?)	X			
<b>Religion &amp; Belief</b> (e.g. Jehovah Witness stance on blood transfusions; dietary needs that may conflict with medication offered.)	X			
<b>Sexual orientation</b> (e.g. is inclusive language used? Are there different access/prevalence rates?)	X			
<b>Pregnancy &amp; Maternity</b> (e.g. are procedures suitable for pregnant and/or breastfeeding women?)	X			
<b>Marital status/civil partnership</b> (e.g. would there be any difference because the individual is/is not married/in a civil partnership?)		X		
<b>Gender Reassignment</b> (e.g. are there particular tests related to gender? Is confidentiality of the patient or staff member maintained?)		X		
<b>Human Rights</b> (e.g. does it uphold the principles of Fairness, Respect, Equality, Dignity and Autonomy?)	X			
<b>Carers</b> (e.g. is sufficient notice built in so can take time off work to attend appointment?)		X		
<b>Socio/economic</b> (e.g. would there be any requirement or expectation that may not be able to be met by those on low or limited income, such as costs incurred?)		X		
<b>Disability</b> (e.g. are information/questionnaires/consent forms available in different formats upon request? Are waiting areas suitable?) Includes hearing and/or visual impairments, physical disability, neurodevelopmental impairments e.g. autism, mental health conditions, and long term conditions e.g. cancer.		X		

<p><b>Are there any adjustments that need to be made to ensure that people with disabilities have the same access to and outcomes from the service or employment activities as those without disabilities?</b> (e.g. allow extra time for appointments, allow advocates to be present in the room, having access to visual aids, removing requirement to wait in unsuitable environments, etc.)</p>		x	
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**3) Where you have identified that there are potential differences, what steps have you taken to mitigate these?**

**4) Where you have identified adjustments would need to be made for those with disabilities, what action has been taken?**  
N/A

**5) Where the policy, procedure, guidelines, patient information leaflet or project impacts on patients how have you ensured that you have met the Accessible Information Standard – please state below:**  
N/A

.....  
...  
***EDI Team/Champion only:** does the above ensure compliance with Accessible Information Standard*

- Yes

If no what additional mitigation is required:

**Will this policy require a full impact assessment? No**

**Please state your rationale for the decision:**

*(a full impact assessment will be required if you are unsure of the potential to affect a group differently, or if you believe there is a potential for it to affect a group differently and do not know how to mitigate against this - Please contact the Inclusion and Equality team for advice on [equality@pat.nhs.uk](mailto:equality@pat.nhs.uk))*

Author: Type/sign: J Dobson Date: Mar  
2019

Sign off from Equality Champion: Date: