



# **Company dress/workwear code and Uniform Policy**

**This policy is applicable to all East Coast Community Healthcare staff.**

## Document Control Sheet

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## Revision History

Revision Date	Summary of changes	Author(s)	Version Number
Nov 10	Clarification of non uniformed clinical staff workwear	IPCT	5
Dec 2012	Preferred supplier added + information for hotel services	IPCT	6

## Approvals

This document requires the following approvals either individual(s), group(s) or board.

Name	Title	Date of Issue	Version Number
	Joint Infection Control Committee		5
	IPACC		6

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## **1. Introduction**

This policy applies to all staff who have patient/client contact, as well as staff who are required to promote a positive corporate image. It has been written to ensure that East Coast Community Healthcare CIC (ECCH) complies with relevant national guidance and legal requirements regarding patient and staff safety.

All ECCH staff must ensure they comply with this policy.

The Health and Social Care Act (2008) contains a code of practice on the prevention and control of healthcare associated infections (HCAIs). Under compliance 2, organisations are expected to minimise the risk of healthcare associated infections.

An important aspect of providing healthcare is the confidence service users have in our ability to deliver services in a professional manner. The adherence by all staff to the policy also ensures a positive corporate image.

All staff are expected to be 'bare-below-the-elbow' DoH (2008) when having direct physical patient contact.

Any proposed deviation from this policy by dint of cultural, ethnic and religious considerations must be agreed in consultation with the Infection Prevention and Control Team, the Human Resources department and the individual staff member's manager.

This policy was written in consultation with managers of all staff groups.

## **2. Scope**

This policy is for all staff employed either directly or indirectly by ECCH. This policy also applies to Agency staff. These staff may work within ECCH premises, patients' own homes, or other care settings owned by other agencies.

## **3. Policy Statement**

This policy will be implemented to ensure that safe practice and a positive corporate identity is adhered to.

## **4. Responsibilities**

It is the responsibility of all staff to ensure that they adhere to best practice, as described in this policy.

## **5. Policy monitoring**

It is the responsibility of all department heads/ professional leads, to ensure that the staff they manage adhere to this policy. An audit tool for uniformed staff is available as an appendix to this policy and must be completed every 6 months.

## **6. Review**

This policy will be reviewed by the Infection Prevention and Control Team in conjunction with other staff groups.

## **7. Uniforms**

A clean uniform (tunic and trousers if worn) must be worn for each shift/day; this must be changed during the shift if it becomes contaminated with body fluids, staff must ensure that they have a spare uniform available in this event. Staff carrying out clinical 'hands on' care must also wear appropriate personal protective equipment (PPE, such as gloves aprons etc). A uniform is not an item of PPE.

The public's perception of staff wearing uniform in public places is that it poses a risk of infection. This results in loss of confidence and complaints.

Where ECCH provides changing facilities these must be used. If no changing facilities are available or the staff member is community based they must not wear a uniform to engage in activities outside working hours (i.e. shopping, collecting children from school).

The uniforms remain the property of ECCH and must be returned on ceasing employment. Line managers are responsible for reallocating uniforms or disposing of uniforms that are no longer usable.

## **8. Badges**

Identification must be worn at all times while working. Professional badges, including trade union badges, may be worn but should be free from stickers and cleaned on a regular basis. The placement of all badges should be considered for staff who are undertaking moving and handling of patients to ensure they can do no physical harm.

## **9. Belts/ buckles for staff wearing a uniform**

Belts and buckles although not recommended, may be worn with a dress, however care must be taken not to restrict movement, which may lead to harm to patients or the member of staff. Belts must be laundered regularly at least weekly and must be removed whilst attending to patient's physical requirements.

## **10. Footwear**

Shoes must be suitable for the work task, low-heeled and must be closed around the toes and heel in a material that can be wiped clean they may be black, brown or navy in colour. They should be lace up or slip on full shoes which are plain in colour.

Suede or fabric shoes, croc type shoes, ballerina type shoes and sandals are not permitted. Trainers are not permitted (except if the staff member has permission from their manager for a specific reason or condition). Boots are permitted for community based staff only. Shoes should be comfortable and safe for the wearer during the moving and handling of patients.

Where other safety measures are impractical ECCH will provide PPE to ensure the employees safety. Where these are provided the employee and employer must ensure that they are used as required. The provision of PPE will be made following assessment of the employee's task by either generic risk assessment or COSHH data sheets.

Any deviance to the above must be supported by medical evidence by the individual. The staff member will be required to attend occupational health as required.

## **11. Tights, stockings and socks**

Plain dark socks must be worn with tunic and trousers. Plain natural or dark tights must be worn with dresses. Only in exceptional circumstances (e.g. hot weather) tights/stockings may be omitted with the permission of the relevant line manager.

## **12. Cardigans/ overcoat/ gilets**

Cardigans/fleece, overcoats and gilets must be either plain navy or black and must not be worn during patient care. If an overcoat/fleece is provided this should be worn as weather dictates. If a fleece is worn on waste collection rounds it must not be worn for other tasks.

## **13. Jewellery**

One plain ring without stones is permitted. If ears are pierced one plain pair of stud earrings may be worn. If a wristwatch is worn this must be removed during patient care and hand washing. No other form of jewellery is permitted.

#### **14. Nails**

False nails or the wearing of nail polish is not permitted. Nails must be kept short and clean.

#### **15. Hair/makeup/tattoos**

Hair must be clean and tidy and be kept above collar level by means of plain bands if required.

Discreet makeup may be worn or sufficient to cover any facial disfigurement.

Perfumes and aftershaves must be subtle. The wearing of deodorant is encouraged.

Tattoos; wherever possible these must be covered by means of clothing. If this is not possible and the body art is potentially offensive then it must be covered by means of a simple dressing.

#### **16. Laundering of Uniforms**

ECCH does not have facilities for uniform laundering. Staff are required to wash their own uniforms. Staff can claim tax relief in respect of laundry costs by writing to the local Inland Revenue office with NI number and details of costs.

For infection prevention and control purposes the uniform should be subjected to heat as part of the laundry process by means of a hot wash\*, tumble dry and/or ironing.

Uniforms should be machine washed\*, separate from other items. They should be dried quickly (not left in a wet state for any length of time), or tumble dried, and ironed. They should then be stored in a plastic bag to prevent contamination by dust and other pollutants.

In summary, staff are required to:

- Change out of uniform at the end of a shift
- Take their used uniform home in a carrier bag. The bag will be contaminated and must be disposed of
- Wash\* all items of uniform, separate from other items, dry quickly and iron
- Store in a clean plastic bag
- Keep a supply of spare uniforms at work at all times
- Wear a clean uniform for each shift

\*A ten minute wash at 60C is sufficient to remove most micro-organisms.

#### **17. Dress code for non uniformed staff that have direct patient/client/child/baby contact**

If a uniform is not required staff must wear clothes suitable for the type of environment and activities they are required to undertake.

Clothes should be clean and in a good state of repair.

Examples of unsuitable clothing are: - Fashion garments with excessive zips, belts, chains and pockets, clothes that are revealing and may cause embarrassment or offence, clothing that exposes underwear, shorts and denim jeans are not acceptable.

Midribs should be covered.

If staff members have any doubt as to the suitability of clothing for work they must check with their line manager.

Neck ties have no beneficial function to patient care; they are regularly handled by the wearer and have the potential to come in contact with numerous objects. As such ties have the potential, to act as a vector for the transmission of HCAs. They must be removed during clinical activities. However bow-ties are permissible.

**All staff are expected to be 'bare-below-the-elbow' DoH (2008) when having direct physical patient contact.**

Non uniformed staff should:

- Wear clothes that can be laundered frequently.
- Remove or tuck in functionless clothing.
- Wear appropriate PPE.
- Remove wristwatches, rings (apart from a wedding band).
- Tie long (below the collar) hair back.
- Finger nails must be kept short with no nail polish or false nails.

### **18. Failure to comply with this policy**

Staff who are deemed by a line manager or senior person on duty to be contravening this policy will be requested to adhere to the policy as soon as practicably possible. Members of staff failing to comply with this policy will be subject to disciplinary action.

### **19. Preferred supplier of uniforms**

It is expected that all staff requiring new uniforms will use Meltemi. Any deviation must be authorised by the unit's business manager.

All new uniforms will have ECCH and NHS logos on them.

### **20 .References and further reading**

Callagan I. (1998) *Bacterial Contamination of Nurse's Uniforms*. Nursing Standard. 13,1: 37-42

Department of Health (2008) Clean Safe Care.

Department of Health (2007) Uniforms and Workwear.

Department of Health (2009) The Health and Social Care Act 2008 . DoH London

Manual Handling Operations Regulations (1992) London. HMSO.

National Health Service Executive (1995) *Hospital laundry arrangements for used and infected linen*. HSG(95) 18.

NICE Clinical Guideline 2 (2003) *Infection Control: Prevention of healthcare-associated infection in primary and community care*. London. NICE. Publication code N0218 50K

Parliament (1974) *Health and Safety at Work Act*. London. HMSO.

Parliament. Statutory Instrument (1992) No.3004 *The workplace [Health, Safety and Welfare] Regulations*. London. HMSO

Pereira LJ, Lee GM & Wade FJ. (1990) *The Effect of Surgical Handwashing Routines on the Microbial Counts of Nurses*. American Journal of Infection Control. 18:354-364

Perry C, Marshall R & Jones E (2001) *Bacterial Contamination of Uniforms*. Journal of Hospital Infection. 48:238-241

Royal College of Nursing (2005) *Uniform approach: Key points for Nursing Staff*. London. RCN. Publication code 002 723

Royal College of Nursing (2005] *Guidance on uniforms and clothing worn in the delivery of patient care*. London. RCN. Publication code 002 724

### **20. Author**

Infection Prevention and Control Team

## Uniform policy audit tool

Ward or department:-		Staff checked												
		1	2	3	4	5	6	7	8	9	10			
Auditor:-														
Date:-														
1	The member of staff is 'Bare below the elbows'													
2	No wrist watches are being worn													
3	Long hair is tied up													
4	Hair is clean, neat and tidy													
5	Rings- one plain ring only is being worn													
6	Shoes are low heeled closed at the toe and heel													
7	Shoes are black, brown or navy													
8	Foot wear is of a material that can be wiped													
9	Plain dark socks are worn with trousers													
10	Earrings- one plain pair of stud earrings or no earrings													
11	Tights/stockings are plain natural or dark in colour													
12	Name badge is clean and sticker free													
13	Cardigans are not being worn during patient care													
14	All badges are professional													
<b>Score</b>														
<b>Possible score</b>														

\*Please return a copy of this audit to the infection prevention control team\*

**Each department must complete this tool every 6 months**

Scores will be fed back to relevant managers, the infection prevention and control committee and form part of the infection prevention and control annual report.



Purchase Order Number	Budget Code	Cost Centre	Requisitioning Department

**Wearer Details**

Delivery Address	Staff Name	Staff Band	Hours/Shifts	Dept/Ward

**Female Staff – all tunics/dresses available in petite, regular or tall fit**

Code	Description	Size	Length/Fit	Qty

**Male Staff**

Code	Description	Size	Length	Qty

To clarify if your uniform requires logo please tick the appropriate box to confirm if you are community or hospital based.

Community Based	
Hospital Based	

Wearers Signature.....

Authorisers Name.....Signature.....

Female Sizing Chart - Body Measurements															
		6	8	10	12	14	16	18	20	22	24	26	28	30	32
BUST to:	Inches	32.5	34	35.5	37	39	41	43.5	46	48.5	51	53.5	56	58.5	61
	Centimetres	83	86	90	94	99	104	110	117	123	130	136	142	149	155
WAIST to:	Inches	26.5	28	29.5	31	33	35	37.5	40	42.5	45	47.5	50	52.5	55
	Centimetres	67	71	75	79	84	89	95	102	108	114	121	127	133	140
HIPS to:	Inches	35	37	39	41	43.5	46	49	52	54.5	57	59.5	62	64.5	67
	Centimetres	89	94	99	104	110	117	124	132	138	145	151	157	164	170

Unisex Sizing Chart - Body Measurements			
	Female	Male Chest	Male Waist
X Small	6	30"	28"
Small	8-10	34"	30"
Medium	12-14	38"	34"
Large	16-18	42"	38"
X Large	20-22	48"	42"
XX Large	24-26	54"	47"

Female Height Fittings	Code
4'11" to 5'3"	P - Petite
5'2" to 5'8"	R - Regular
5'7" to 5'11"	T - Tall

