

# Dress Code Policy

## Version No: 5.1

**Document Summary:**

The purpose of this policy is to ensure that workwear worn by staff working within St Helens and Knowsley Teaching Hospitals NHS Trust portrays a professional image, meets patient and public expectations and adheres to infection prevention and health and safety policies.

<b>Document status</b>	Approved	
<b>Document type</b>	Policy	Trust wide
<b>Document number</b>	STHK0182	
<b>Approving body</b>	Workforce Council	
<b>Date approved</b>	18/11/2020	
<b>Date implemented</b>	19/11/2020	
<b>Review date</b>	31/10/2023	
<b>Accountable Director</b>	Director of Nursing, Midwifery & Governance	
<b>Policy Author</b>	Deputy Director of Governance	
<b>Target audience</b>	All staff	

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## Document Control

Section 1 – Document Information	
<b>Title</b>	Dress Code Policy
<b>Directorate</b>	Quality & Risk
Brief Description of amendments	
See version control section below <i>Please state if a document has been superseded.</i>	
<b>Does the document follow the Trust agreed format?</b>	Yes
<b>Are all mandatory headings complete?</b>	Yes
<b>Does the document outline clearly the monitoring compliance and performance management?</b>	Yes
<b>Equality Analysis completed?</b>	Yes

Section 2 – Consultation Information	
<b>Consultation Completed</b>	<input type="checkbox"/> Trust wide <input type="checkbox"/> Trust wide <input type="checkbox"/> Local <input type="checkbox"/> Local <input checked="" type="checkbox"/> Specific staff group <input checked="" type="checkbox"/> Specific staff group
<b>Consultation start date</b>	08/05/2019
<b>Consultation end date</b>	31/05/2019

Section 3 – Version Control		
Version	Date Approved	Brief Summary of Changes
5.1		Amendment to section 6.16 to state that staff should continue to change into uniform when arriving at work and change before leaving to go home. Where it is not possible to change at work, which may include those staff who do not have access to changing facilities or those that work in community, clinical uniform must be covered and staff should return directly to their home following completion of their shift changing out of their uniform, before entering a public area.
5		Amendment of section 6.16 to stipulate that all staff that are patient facing, who would ordinarily wear a uniform or scrubs, MUST travel to and from work in their own clothes, only changing into their uniform/scrubs once inside the hospital. Amendment of section 6.4 to remove reference to branding on trainers. Amendment to appendix for uniform for pharmacy technicians and clinical radiographers. Updates to references.
4.1	22/01/2020	Additional guidance relating to: <ul style="list-style-type: none"> <li>• Nails in sections 6.10 and 12.1</li> <li>• False eyelashes in section 6.12</li> </ul>

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		<ul style="list-style-type: none"> <li>• Henna tattoos in section 6.13</li> <li>• Headscarves in theatres in section 12.1</li> </ul>
4	24/07/2019	<p>Minor amendments throughout the document, with inclusion of:</p> <ul style="list-style-type: none"> <li>• Casual wear in patient-facing areas is not permitted in section 6</li> <li>• Hair colours should present a professional appearance in all patient facing areas in section 6.9</li> <li>• Requirement to wear overcoat over theatre scrubs when leaving to visit the restaurant etc.in Appendix 1</li> </ul>
3	30/06/2016	<p>Format of policy amended to follow Trust standard</p> <p>Definitions expanded in section 4</p> <p>Duties amended in section 5 to include new roles</p> <p>Section 6.8.1 amended to include information on Sikh kara</p> <p>Section 6.16 updated to mirror Trust's infection prevention policy re laundering of uniforms</p> <p>Section 6.17 updated to ensure staff are aware they can access the Trust's laundry service to launder uniforms and that the Medirest Dress Code Policy covers Retention of Employment staff</p> <p>References checked and updated as necessary throughout, including equality analysis section</p>

#### Section 4 – Approval – *To be completed by Document Control*

<b>Document Approved</b>		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with minor amendments	
<b>Assurance provided by Author &amp; Chair</b>		<input type="checkbox"/> Minutes of Meeting <input type="checkbox"/> Email with Chairs approval <input checked="" type="checkbox"/> Email with Chairs approval	
<b>Date approved</b>	22/01/2020	<b>Review date</b>	31/01/2023

#### Section 5 – Withdrawal – *To be completed by Document Control*

<b>Reason for withdrawal</b>		<input type="checkbox"/> No longer required <input type="checkbox"/> No longer required <input type="checkbox"/> Superseded <input type="checkbox"/> Superseded	
<b>Assurance provided by Author &amp; Chair</b>		<input type="checkbox"/> Minutes of Meeting <input type="checkbox"/> Minutes of Meeting <input type="checkbox"/> Email with Chairs approval <input type="checkbox"/> Email with Chairs approval	
<b>Date Withdrawn:</b>	Click here to enter a date.		

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## 1. Scope

This policy applies to all staff, students, contractors and volunteers, who are employed by the Trust or deliver services on behalf of the Trust. This includes medical staff, doctors in training, registered nurses, assistant practitioners, health care assistants, housekeepers, nursing students, radiology, pathology, allied health professionals, non-clinical employees visiting clinical areas (for example, management, operational managers, porters, catering staff, spiritual care team, volunteers and administrative staff ) and any staff not employed directly by the Trust but delivering services within

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the Trust. This list is not exhaustive and the use of the word 'staff' throughout the Policy applies in this wider sense.

The policy also applies to all staff who wear uniforms both whilst at work and when travelling to and from work.

## 2. Introduction

Patient, staff and visitor safety is of paramount importance, and therefore, work attire must be suitable for the working environment. The clothing that staff wear should make compliance with health and safety and infection prevention and control as easy as possible, whilst reducing the risks to patients.

In addition, the appearance of all staff is very important in creating a professional image and promoting public confidence and trust. Standard uniforms are provided for some staff groups across the Trust which helps identify their roles also.

## 3. Statement of intent

This policy is to ensure that all staff working within St Helens and Knowsley Teaching Hospitals NHS Trust are compliant with infection prevention and control and health and safety legislation and meet patient and public expectations in relation to the dress code. It will ensure that nothing should be worn at work that could compromise the safety of patients or staff when direct patient care is being provided.

In addition, the policy promotes mobility and comfort for the wearer and supports the easier identification of some groups of staff, through the use of standard uniforms.

## 4. Definitions

- Uniform: an identifying outfit worn by members of a specified profession or group.
- Workwear: clothing worn for work
- Personal protective equipment (PPE): specific items worn to protect the health and safety of the wearer, over and above ordinary work clothes or standard uniforms, for example, gloves, aprons, masks or theatre footwear.

## 5. Duties, accountabilities and responsibilities

### Trust Board

Overall responsibility for ensuring the Trust has appropriate policies and procedural documents in place that are legally compliant and effective in supporting achievement of the Trust's vision and objectives.

### Director of Human Resources

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The Director of Human Resources is accountable to the Trust Board for ensuring compliance with this policy in all parts of the Trust and ensuring that the policy is reviewed and updated by the specified review dates.

**Directors, Deputy Directors, Assistant Directors, Directorate Managers, Clinical Directors, Heads of Nursing and Quality, Head of Quality, Departmental Heads and Matrons**

It is the responsibility of Directors and managers to implement this policy and comply with this policy in their area of practise.

**Deputy Director of Governance**

The Deputy Director of Governance has delegated responsibility for reviewing and revising this policy. She has responsibility for ensuring operational implementation and associated monitoring of compliance with the policy.

**Ward/Department Managers**

It is the responsibility of the Ward/Department Managers to ensure compliance with this policy and to ensure that all current and any new staff within their areas are made aware of the content of this policy, including all students and volunteers.

**All staff**

It is the responsibility of all Trust staff to comply with the content of this policy. Staff who are issued with uniforms are responsible for returning them to the hospital linen service when they no longer work or provide services for the Trust.

Staff not employed by the Trust but delivering a service within the Trust  
It is the responsibility of all staff working within the Trust to comply with the content of this policy.

**Theatre staff**

Staff who work in theatre are required to adhere to the dress code contained in Appendix 1.

## 6. Dress code process

All uniforms and workwear must be clean, tidy and well-maintained at all times and maintain a professional appearance; casual wear in patient-facing areas is not permitted. Uniforms and workwear must comply with relevant infection prevention and control and health and safety requirements, including the need for all staff providing clinical care to adhere to the bare below elbow standard to facilitate effective hand and wrist washing. Staff must not have their movements restricted by clothing.

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Appendix 2 contains a list of uniforms provided by the Trust.

### 6.1 Smokefree Policy

In line with the Trust's Smoke-free Policy, staff are not permitted to smoke on Trust premises and staff who choose to smoke in close proximity to the hospital grounds must not do so in uniform. Workwear must not smell of smoke or carry the risk of transfer of carcinogenic substances. Line Managers are entitled to ask employees to change their clothing if they determine that this policy has been breached.

### 6.2 Badges/lanyards

All staff should wear their Trust identification badge at all times when at work.

The following badges are approved:

- A Trust issued ID Badge which **must** be worn at all times.
- The badge of a professional organisation or trade union (optional)
- Approved national campaign badges may be worn at the time of a campaign
- All badges must be removed in situations where they are likely to cause injury to patient, staff or visitors.

If worn, neck lanyards must have a quick release safety clip and should be plain navy or black with no text unless NHS, St Helens & Knowsley NHS Teaching Hospitals NHS Trust or Trade Union approved.

Some exceptions to the designs are allowed for staff in Children's Areas.

### 6.3 Undergarments, hosiery and socks

Tights worn with uniforms should be neutral or black in colour, with no patterns. Only plain dark socks should be worn. If socks are worn by female staff members wearing a dress they should be neutral in colour and not visible (for example, trainer style socks).

Short-sleeved t-shirts can be worn under tunics or scrubs and must be plain coloured, white, black or grey if visible. These must be laundered in line with 6.16 of this policy.

### 6.4 Footwear

Footwear must be appropriate for the role employed. Sensible low heels (no higher than 3cm) and shoes that provide good support, with non-slip soles and an enclosed toe must be worn in all clinical and front line working areas.

Footwear worn by all staff must be smart, robust enough to protect from injury in the workplace, in good repair, clean and free from debris and scuff marks.

Suede or fabric shoes are not permitted in clinical areas.

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Both qualified and unqualified nursing staff must wear plain black, flat shoes or plain black trainers. Closed shoes must be worn, that is, no open toes or open areas over the foot area which are big enough to allow the passage of body fluids and needles or other instruments.

Staff wearing scrubs uniforms may wear plain black or plain white training shoes.

## 6.5 Headwear

Headwear should only be worn for faith reasons and must be:

- Freshly laundered in accordance with section 6.19 and transported in accordance with 6.16 in the main body of this policy
- Professional in appearance, free of holes and visible soiling
- Close fitting and secure so no part can come adrift.
- Tucked in if any part falls below the neckline and not left dangling
- Simple in design – i.e. free from tassels and other embellishments including badges.

Disposable headwear is available from the Linen Department and at the Trust's main reception desk (out of hours) should an individual's headwear need to be replaced if it has become soiled or a member of staff is entering a high risk area.

## 6.6 Non-uniform workwear

Staff wearing non-uniforms need to ensure their own and others' safety and to demonstrate a professional image to patients, staff and visitors. Clothing should be clean, modest and tidy; jewellery should be kept to a minimum and must not cause a risk either due to infection control or to snagging.

All non-uniform staff can wear clothes of their choice but loud gaudy colours and informal wear are not considered professional and are, therefore, not permitted.

## 6.7 Ties

Where staff wear ties these must be tucked into shirts, removed or held back with a tie pin whilst carrying out patient care. It is the individual member of staff's responsibility to ensure these are laundered/cleaned regularly.

## 6.8 Jewellery

Jewellery should be discreet and kept to a minimum. Non-clinical staff who enter into a clinical area must adhere to the guidance for staff in clinical areas, detailed in the section below.

### 6.8.1 Jewellery for staff working in clinical areas

- Wristwatches must not be worn as they compromise hand hygiene. Fob watches are allowed but should be removed in situations where they are likely to cause injury to patient, staff or visitors (DH, 2010).
- Earrings: small plain stud earrings only. No hoop earrings should be worn (DH, 2010).

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- Rings: one plain ring band may be worn.
- No necklaces, chains, bracelets, ankle chains are to be worn. This includes items in all metals or materials, including those worn for therapeutic purposes. The only exception is for religious reasons, for example, the Sikh Kara, however this must be secured at the elbow to comply with the bare below the elbow requirement when providing clinical care.
- No visible body jewellery is to be worn. This includes ear jewellery not worn in the ear lobe, nose rings, tongue studs and other visible body piercing (DH, 2010)

## 6.9 Hair

Hair should be clean, neat and tidy. Hair must be worn neatly in a style that does not require frequent readjustment. The hair should not fall onto the face. Hair colours should present a professional appearance in all patient facing areas. The Director of Nursing, Midwifery and Governance will determine what constitutes a professional appearance if there is any doubt.

Facial hair must be kept short, neatly trimmed or tidily secured.

### 6.9.1 Hair for staff working in clinical areas

- Long hair should be tied up off the collar. If hair is longer than 6 inches in length when tied up, it should be secured firmly in either a bun style or by using a plain, dark-coloured hair fastening.
- Loose hair should be no longer than collar length.
- Hair fastenings should be minimal and black, navy or dark in colour and discreet.
- Hair beading is not acceptable

## 6.10 Finger nails

Nails should be kept clean and neat.

### 6.10.1 Finger nails for staff working in clinical areas

Nail varnish, false finger nails, nail extensions (with a tip or sculpted) or nail overlays, including acrylic, gel coated, crystal, polygel, fibreglass or silk nails, nail art or nail jewellery/gems are not allowed to be worn as these substances compromise hand hygiene.

## 6.11 Make-up, perfumes and aftershave

Make up should be discreet and not draw undue attention. Perfumes and aftershaves should be subtle as some patients may be nauseated by overpowering smells.

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### 6.12 False eyelashes

Staff working in clinical areas should not wear any form of false eyelashes. This is inclusive of strip lashes, individual flare lashes and individual single lashes that are either glued on or applied via eyeliner and magnetic strip.

### 6.13 Tattoos

It is recognised that in today's society many individuals now have tattoos. Tattoos in areas that remain exposed when wearing a uniform must not be offensive. It is for managers to discuss with individual staff members the appropriateness of their tattoo being on display where it is considered inappropriate or likely to cause upset to patients, carers, visitors or other staff. The individual may be requested to cover the tattoo.

Fresh henna tattoos are not allowed with the henna paste on the skin but are allowed after the paste is completely washed off.

### 6.14 Chewing gum

In order to promote a professional appearance staff must refrain from chewing gum whilst on duty or in uniform.

### 6.15 Outer garments

No outer garments should be worn upon entering a clinical area, for example, fleeces, cardigans and jackets. Coat hooks should be utilised at the entrance to every ward. Plain navy blue cardigans/sweatshirts must not be worn whilst attending patients, but may be worn outside the clinical area, for example, in staff rest areas and staff restaurants (DH, 2010)

Staff performing outside duties may wear jackets if their work takes them out of the Trust e.g. domiciliary/school visiting. All outer garments should be of a length to completely cover the tunic/dress when worn and must be fully closed at all times.

### 6.16 Wearing uniform out of work

Staff should continue to change into uniform when arriving at work and change before leaving to go home. Where it is not possible to change at work, which may include those staff who do not have access to changing facilities or those that work in community, clinical uniform must be covered and staff should return directly to their home following completion of their shift changing out of their uniform, before entering a public area. Uniforms removed prior to leaving the hospital should be transported in a separate plastic bag, with the bag disposed of, if being laundered at home. No medical equipment, e.g. stethoscopes, should be visible on staff outside the hospital premises.

For all other staff wearing a hospital uniform, it must not be worn outside the hospital premises unless completely covered by a coat or outer garment that is fully fastened.

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This includes during any mode of transportation to and from work and during all seasons. In order to maintain a professional image at all times, staff must not be seen outside work with their uniform visible.

All staff undertaking work in community settings should wear hospital uniform when on duty, unless otherwise agreed, for example, due to safety reasons.

### 6.17 Dress code for training days on Trust premises

Unless specific instructions regarding dress code for training days are received, all staff who usually wear a uniform provided by the Trust **must wear** this when attending a training day on the Trust's premises.

### 6.18 Laundering of Uniforms

Hospital uniforms may become contaminated with pathogenic organisms. In order to prevent these from being transferred to the home environment, it is recommended that, where possible, uniforms are laundered using the hospital laundry service accessible via the sewing room.

Domestic washing machines may NOT be as effective as the industrial washing machines used in the hospital laundry. They also do not undergo regular maintenance programmes to ensure that adequate temperatures are actually reached. There is a risk, therefore, of transfer of hospital organisms to the machine to other items to be washed and the risk of organisms from the load being transferred to the uniform. It is strongly recommended, therefore, that uniforms are NOT laundered at home. Staff should have sufficient uniforms to allow for the turnaround time in the hospital laundry and for a fresh uniform to be worn each day.

Uniforms must NEVER be laundered at home if

1. Worn while caring for patients in isolation
2. Worn during outbreaks
3. Soiled with blood/body fluids/excreta
4. Worn in high risk areas i.e. Critical Care Unit, Special Care Baby Unit (SCBU), Burns Unit, Operating Theatres.

It is recommended that the Trust laundry service is used for laundering of uniforms.

If staff must launder their own uniforms, the following policy must be adhered to:

### 6.19 Dresses/Tunics/Trousers/Tabards (i.e. non-theatre scrub suits e.g. Endoscopy/ Emergency Department)

- a. Launder daily on a separate wash at the highest temperature available on a domestic washing machine (minimum 60°C). DO NOT add domestic clothing/other items in the load
- b. Tumble dry separately on the highest setting until completely dry.
- c. Iron on the hottest setting possible.

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- d. Dirty uniforms must not be stored in lockers/changing areas
- e. Any uniform visibly soiled with blood/body fluids must be immediately removed and laundered using the hospital laundry services. Temporary replacement uniforms are available via the hospital linen service.
- f. In any outbreak situation or when caring for isolated patients, all staff uniforms must be laundered using the hospital laundry service.

**6.20 Laundering of staff uniforms in high risk areas (Theatre, Burns Unit, Critical Care Unit, Special Care Baby Unit/SCBU)**

- a. In these areas uniforms must be laundered using the hospital service.
- b. Theatre staff must change out of scrub suits when leaving the operating theatre departments e.g. break times. Theatre scrubs must be covered with a clean gown when travelling between theatres.
- c. Scrub suits/uniforms must not be worn outside of work.
- d. Any scrub suit/uniform visibly soiled with blood or body fluids should be changed as soon as possible.

**Supply of Uniforms**

Staff who wear a uniform will be supplied according to their pattern of working shown below:

- 5 days a week 5 sets of uniform
- 4 days a week 4 sets of uniform
- 3 days a week 3 sets of uniform
- 2 days a week 2 sets of uniform
- 1 day a week 1 set of uniform

Staff will, therefore, be issued with the same number of sets of uniform to correlate with the number of days they work each week.

Retention of employment (RoE) staff should refer to Medirest Dress Code Policy regarding the number of uniforms allocated.

Ward based staff who are rostered to work a non-clinical day on their ward are expected to wear their uniform and comply with all the relevant sections of this policy.

Staff employed through Staffing Solutions will be supplied with two sets of uniforms.

Staff requiring uniforms during pregnancy may be supplied with a larger size tunic or a white maternity tunic and maternity trousers.

**7. Training**

All staff have access to this Policy via the Trust’s intranet.

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All new starters will be informed of the Policy by the Ward or Department Manager on induction.

## 8. Monitoring compliance with this document

### Key performance Indicators of the Policy

Describe Key Performance Indicators (KPIs) Must reflect	Frequency of Review	Lead
All staff made aware of Dress Code Policy	Annual	Deputy Director of Governance
No complaints reported relating to dress code	Annual	Deputy Director of Governance
Staff compliant with the Policy	Annual	Deputy Director of Governance

### Performance Management of the Policy

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report	Group / committee / individual responsible for ensuring that the actions are completed
Staff compliance	MIAA quality spot checks	Deputy Director of Governance	Annual	Workforce Council	Workforce Council

## 9. References/ bibliography

- Uniforms and workwear: guidance for NHS employers (2020) NHS England and NHS Improvement
- Health and Safety at Work Act 1974
- The Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance
- Provisional Guidance on of Wearing of a Headscarves and Long-Sleeve Tops for Staff Working in Operating Rooms (2018), Professor M Cormican, HSE.<https://www.britishima.org/hbbe-toolkits/> (Accessed 05 November 2019)

## 10. Related Trust policy/procedures

- Infection Control Manual, including Chapter 5: Personal Protective Equipment Policy and Chapter 20A: Laundry Policy (2019)
- Smoke-free Policy (2017)
- Infection prevention manual. Chapter 21: Hand Decontamination (2018)

## 11. Equality Analysis Form

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The screening assessment must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process to ascertain whether a full equality analysis is required. This assessment must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Patient Inclusion and Experience Lead for monitoring purposes. [Cheryl.farmer@sthk.nhs.uk](mailto:Cheryl.farmer@sthk.nhs.uk). If this screening assessment indicates that discrimination could potentially be introduced then seek advice from the Patient Inclusion and Experience Lead. A full equality analysis must be considered on any cost improvement schemes, organisational changes or service changes which could have an impact on patients or staff.

Equality Analysis			
<b>Title of Document/proposal /service/cost improvement plan etc:</b>		Dress Code Policy	
<b>Date of Assessment</b>	28/11/2019	<b>Name of Person completing assessment/job title:</b>	Anne Rosbotham-Williams
<b>Lead Executive Director</b>	Director of Nursing, Midwifery & Governance		Deputy Director of Governance
<b>Does the proposal, service or document affect one group more or less favourably than other group(s) on the basis of their:</b>		<b>Yes / No</b>	<b>Justification/evidence and data source</b>
1	Age	No	
2	Disability (including learning disability, physical, sensory or mental impairment)	No	
3	Gender reassignment	No	
4	Marriage or civil partnership	No	
5	Pregnancy or maternity	No	
6	Race	No	
7	Religion or belief	Yes	The Department of Health (DH) (2010) worked jointly with the Muslim Spiritual Care Provision in the NHS (MSCP*) to consider a number of concerns raised by some religions relating to the requirements of some dress codes. The DH stated that there is clear evidence that hand hygiene is compromised by hand and wrist jewellery, and by clothing that prevents the wrist being included in hand hygiene. There is also evidence that cuffs become heavily

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			contaminated. The DH and MSCP made a number of recommendations to support effective hand hygiene and these are referenced in the Infection Control Manual.
8	Sex	No	
9	Sexual Orientation	No	
<b>Human Rights – are there any issues which might affect a person’s human rights?</b>		<b>Yes / No</b>	<b>Justification/evidence and data source</b>
1	Right to life	No	
2	Right to freedom from degrading or humiliating treatment	No	
3	Right to privacy or family life	No	
4	Any other of the human rights?	No	
<b>Lead of Service Review &amp; Approval</b>			
<b>Service Manager completing review &amp; approval</b>		Anne Rosbotham-Williams	
<b>Job Title:</b>		Deputy Director of Governance	



## 12. Appendix 1 – Operating Theatre Suite Dress Code

### 12.1 Introduction

- Trust staff have a responsibility to portray a professional image at all times.
- The theatre Suite means the entire theatre complex including operating theatres, storerooms, staff facilities and the office accommodation. The Operating theatre is a single operating theatre and adjoining anaesthetic and preparation rooms.
- The dress code applies to all staff who enter the operating theatre suite.
- Non-clinical staff (except Materials Management) should wear the uniform specified for their role as set out elsewhere in this policy.
- Visitors who are using the seminar/meeting rooms and visiting staff in offices within the theatre suite do not need to change but must remove outdoor coats. When leaving the theatre Suite on official or unofficial duties, personnel should adhere to the recommendations contained within this code.
- Restricted areas are defined as the operating rooms and preparation rooms.
- All personnel must be correctly dressed before entering the restricted areas of the operating department and off duty clothing will not be worn in these areas.
- Correct theatre attire includes trouser/scrub suits, hats covering head/facial hair masks and protective eyewear. Plastic aprons should be worn to provide protection from contamination for both patients and staff.
- Home laundering of theatre attire is not allowed except for cloth hats and religious headwear allowed in part 12.1.12. These items must be laundered in accordance with section 6.19 in the main body of the policy.
- All staff working in/visiting theatres and Recovery must be bare below the elbow unless wearing a surgical gown.
- Jewellery is a hazard and as such is not recommended.
- Wrist watches must not be worn.
- For security, it is recommended that a minimum number of valuables be brought into the operating department and those necessary should be secured in the lockers provided.

#### 12.1.1 Theatre attire

- All clinical staff within the Operating Suite should wear freshly laundered scrub suits at the start of each shift.
- Scrubs selected should be of an appropriate and comfortable fit.
- Soiled scrubs must be changed as soon as possible; as a minimum this means before the start of the next patient procedure. Soiled scrubs **MUST NOT** be worn outside the theatre suite.
- If clean, scrubs may be worn outside the theatre department. . If visiting the canteen or other retail units **then** Theatre footwear must not be worn and **clean** overcoats (provided) should be worn over scrubs and be fully fastened.
- There is no need to get changed on return to theatre except in certain circumstances, in particular prolonged patient contact when responding to emergencies e.g. in the Emergency Department.
- Unless stated otherwise below, theatre personnel must not leave the main hospital building in theatre attire/shoes. This includes the hospital grounds during rest breaks, the car parks and public transport. The only exceptions to this are

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- staff attending medical emergencies in the Trust grounds and
- porters taking specimens to Nightingale House who must wear an overcoat and outdoor shoes when doing so.
- Neither used nor clean theatre attire should be stored in lockers for further use.

### 12.1.2 Headwear

Surgical site infections have been traced to organisms isolated from the hair and scalp (Association for Perioperative Practice, 2016).

Headwear should be donned prior to donning the scrub suit. This reduces the possibility of hair or dandruff being shed onto scrub clothing.

Staff who are not working within restricted areas do not need to wear a hat in the theatre suite.

- Before entering a restricted area, all head and facial hair must be covered, using a single use disposable theatre cap/hood, that must be discarded after each use and **MUST NOT** be worn outside the operating theatre suite unless transferring a patient from theatre direct to Critical Care.
- Cloth hats are not recommended. If a member of staff does choose to wear a cloth hat then the wearer must follow the instructions below. Religious headwear may be worn but the wearer must follow the instructions below:
  - Must be freshly laundered in accordance with section 6.19 and transported in accordance with 6.16 in the main body of this policy,
  - Must be free of holes and visible soiling and changed on entering the theatre suite (i.e. not the same headwear worn to travel to work or that has been worn in clinic/on the ward).
  - Must fully cover the hair; if not a suitable disposable headwear must be worn over the cap and hair.
  - The headwear must be close fitting and secure so no part can come adrift.
  - Any part of the headwear that falls below the tunic neckline must be tucked into the tunic or fully covered by a surgical gown and not left dangling.
  - Must be simple in design – i.e. free from tassels and other embellishments including badges. Trade union branding is not allowed on headwear.

#### **Additional information relating to wearing religious headwear in theatre**

- If the staff member does not provide their own suitable headwear or should it become soiled, the Trust provides 3 alternatives, one of which must be worn:
  - Trust made linen headscarves; these cannot be laundered after use and should be disposed of after use.
  - A surgical Hood with a wrap around neck cover: NHS SC Part FBE23622 (ISKUS HEALTH UK LTD 4381). See Figure 1 below. May be worn with a cap to cover the hair further if required.
  - A surgical hood: SBS BWF089 (HALYARD UK LIMITED 69110) which may only be suitable if worn with a surgical gown or under garment in accordance with 12.1.6 (Figure 2 below)

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The Trust is interested to hear about alternative headwear items any user would find suitable; suggestions should be made in writing to [OperationalManager.Theatres@sthk.nhs.uk](mailto:OperationalManager.Theatres@sthk.nhs.uk).

Figure 1: ISKUS HEALTH UK LTD Surgical Hood (NHS SC Code FBE23622)

Figure 2: Halyard 69110 (NHS SC code BWF089)



- Used headwear, including linen headscarves should be discarded into a clinical waste bin after each use or if soiled.

### 12.1.3 Footwear

**The Personal Protective Equipment at Work (HMSO 1992) Regulation 4 requires every employer to provide suitable PPE to each employee who may be exposed to any risk while at work.**

- Theatre footwear should provide adequate protection and be suitable for decontamination.
- The purpose of specific theatre footwear is to provide antistatic properties in accordance with BS EN ISO 20345 (**BSI 2004**).
- Theatre footwear will be provided by the employer and should be well fitting, supportive and protective with enclosed toes and uppers. They should provide protection from spillages, accidentally dropped sharps, allow rapid response to an emergency, facilitate safe manual handling, reduce noise levels and minimise the infection risk.
- Theatre footwear should be for that specific purpose and should be replaced by the Trust when necessary.
- Footwear should be regularly cleaned/ decontaminated using appropriate PPE.
- Clean theatre footwear may be worn when leaving theatre while on theatre business e.g. visits to clinical areas to review/collect patients or to the surgical division administration area or to attend an emergency. At all other times, change into outdoor footwear.

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- Soiled footwear MUST NOT be worn outside theatres.
- Staff are responsible to ensure clogs are cleaned at the end of each shift.
- Theatre footwear should not be left in a contaminated state or on changing room floors. Footwear should be left clean and ready for use.
- A clog washing service is available.
- Visitor theatre footwear must be placed into the clog washer after use.

#### 12.1.4 Face masks

The use of facemasks in a surgical setting is to contain the micro-organisms expelled from the mouth and nose. They also protect the wearer from potential splashes of body fluids and blood. Masks also offer some protection from inhalation of surgical smoke and Laser plume.

The Association for Perioperative Practice (AfPP) also explains that the primary purpose of surgical masks is to prevent splashes and droplets contaminating the wearer's mouth and respiratory tract. In the case of the scrubbed surgical team masks may prevent large droplets from the mouth and nose entering the surgical site (AfPP 2016).

- It is recommended that masks be worn when sterile items are being opened or are already open, when surgery is about to commence or is already underway, and during surgical intervention.
- It is acknowledged that individual Consultants exercise their discretion over personnel in their theatre wearing masks although, as masks are classified as PPE, individuals may exercise their right to wear one if they so choose.
- Masks are single-use and disposable. They must not be worn outside of an operating theatre unless transferring a patient from theatre to recovery or directly to Critical Care.
- Some masks have additional features, such as fluid shields. Protective face shields should be worn whenever activities could place personnel at risk of splashes or aerosol contamination.
- Masks should cover the mouth and nose, fit the contour of the face and be tied securely.
- The user should avoid touching the mask once it is applied. A used mask should be handled by the tapes only.
- Used masks should be discarded into a clinical waste bin after each use or if soiled.
- Masks should not hang around the neck or under the chin. They should not be put into pockets for future use. A fresh mask should be worn following a rest break.
- When required, i.e. when caring for a patient who has a confirmed or suspected diagnosis of Mycobacterium Tuberculosis, a higher filtration and closer fitting FFP3 mask with a valve for exhaled air is available. These conform to the required standard. Additional training is required in its correct application and is available via the Training Department.
- Refer to the Infection Control Policy Chapter 5: Personal protective equipment policy : <http://nww.sthk.nhs.uk/PoliciesGuidelinesDocuments/Ch%205%20PPE.pdf>

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### 12.1.5 Eye protection

- Protective eyewear, mask or face shields should be worn whenever there is a risk of splash or spray contamination to face or eyes.
- Protective eyewear should be discarded or decontaminated when contaminated, observing standard precautions.
- Personal eyewear is not a substitute for PPE.
- See the Infection control policy Chapter 5: Personal protective equipment policy (PPE)

### 12.1.6 Surgical gowns

- Surgical gowns are worn for surgical/aseptic clinical procedures.
- They should not be worn to counteract cool ambient temperatures. If staff are cold in theatres they must address the problem by adding under layers e.g. short sleeved T shirt/thermal garments under their scrubs. If under layers are ineffective, a gown may be worn within the restricted areas only and not worn outside of the operating room, adjoining prep room and anaesthetic room. In other words no gowns should be seen in the theatre suite corridors, store rooms or staff facilities nor outside of the theatre suite unless transferring a patient from theatre to recovery or directly to Critical Care.

### 12.1.7 Jewellery/visible body piercing/tattoos/false eyelashes

Jewellery/piercing may increase surface bacterial counts when in situ and its removal also eliminates the risk of it falling onto a sterile area or being lost in a wound.

Staff must comply with sections:

6.8 - Jewellery for staff working in clinical areas.

6.12 - False Eyelashes

6.13 - Tattoos

### 12.1.8 Fingernails

Refer to the infection prevention manual. Chapter 21: Hand Decontamination and Paragraph 6.1 in the main body of this policy

### 12.1.9 Make-up/perfumes/aftershave

Make-up, perfumes and aftershaves should be subtle as some patients may be nauseated by overpowering smells.

### 12.1.10 Personal bags

Personal bags MUST NOT to be taken into the theatre/anaesthetic/preparation room. Clean laptops bags are permitted while laptops are being used for Trust business.

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### 12.1.11 Personal hygiene, appearance & identification cards

- Individuals are personally accountable for demonstrating a professional appearance, in order to engender patient/public/visitor confidence.
- Outside clothes/coats etc. should not be worn over theatre attire at any time other than that described above in paragraph 1.
- It is acknowledged that it is a Trust requirement to wear name/ID badges and the associated lanyards, Staff have a duty to keep them clean and presentable.
- Neck lanyards should have a quick release safety clip and should comply with section 6.2 of this policy.

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### 13. Appendix 2 – List of uniforms by staff group

Area / Department	Uniform
<b>Burns Unit</b>	Maroon scrubs whilst on the unit General ward area uniforms are worn when not on the unit.
<b>Cadet Nurses</b>	Petrol blue dresses/tunics
<b>Catering Staff</b>	All catering staff to wear black catering mob cap
▪ Ward Hostesses	Black blouses, black trousers, black apron, black safety shoes
▪ Dining Room assistants	White blouse, black trousers, black apron, black safety shoes
▪ Catering Supervisor	White blouse, black waistcoat, black trousers, black safety shoes
<b>Clinic Reception Staff</b>	Tunic provided by the Trust. Smart skirt or trousers – business dress etc. Smart comfortable shoes.
<b>Cold Decontamination Units</b>	
Decontamination Technician	Light Blue Scrub suit, clogs. (Personal Protective Equipment is worn on top of scrubs as required for specific duties --as per endoscopy decontamination policy)
<b>Community Staff</b>	
▪ Community COPD team	Navy blue tunic and pants in winter, navy scrubs in summer. Royal blue hoodies, navy blue coats
▪ Community female midwives	Plain royal blue tunic/dress with white piping and navy blue trousers
▪ Community male midwives	White 'V' neck tunic with royal blue epaulet and navy blue trousers
<b>Corporate Nursing Team</b>	Red tunic/dress with black trim and black trousers
<b>Critical Care</b>	Plain blue scrubs
<b>Dental Department</b>	
▪ Specialist Dental Nurse	Turquoise Scrub Suits logo on pocket
▪ Clinical Services Manager	Navy scrub suit logo on pocket
▪ Staff Grade	Pale blue scrub suit
▪ Clinical Assistants	Pale blue scrub suit

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▪ Specialist Registrars	Pale blue scrub suit
<b>Dietitians</b>	
Dietitians	White tunic with amethyst piping, or white polo shirt. Black trousers, black shoes.
<b>Dietetic Assistant</b>	Amethyst tunic, black trousers and black shoes
<b>Domestics</b>	
Domestics	Teal tunic / dress with white piping and black trousers
Discharge rapid cleaning team and corridor team	<b>Summer</b> Orange T-shirt and black trousers in summer <b>Winter</b> Corridor team wear teal tunic/dress with white piping and black trousers Rapid Cleaning Team females wear teal tunic with white piping and black trousers females and males wear black polo shirt with Medirest Logo and black trousers.
<b>Education Centre</b>	
Admin staff / Managerial staff/ Resus. staff	Smart office attire
<b>Clinical and Undergraduate staff</b>	Black scrubs with either “Clinical education” logo on top pocket or “Medical Education” logo.
<b>Clinical Educators</b>	Plain navy blue tunic or dress with white piping and navy blue trousers.
<b>Emergency Department</b>	
▪ Nurse Consultant / ENP	Maroon scrubs
▪ Senior Nurses	Black scrubs
▪ Sisters	Blue scrubs
▪ Staff Nurse	Light blue scrubs
▪ Health Care Assistants	Grey scrubs
▪ Medical Support Workers	Turquoise scrubs
Footwear for all Emergency Department staff is plain black or white trainers.	
<b>Emergency department Clerical staff</b>	
Administration Team Leaders	Olive tunic and black trousers / skirt
Secretaries	Turquoise tunic and black trousers / skirt Black cardigan – must be removed in the clinical area
Data Quality Officer	Red Tunic and black trousers / skirt
Coding clerks	Red tunic and black trousers / skirt
All above clerical staff must wear black closed / full shoes	
<b>Endoscopy</b>	
▪ Manager	Navy blue scrubs with logo on pocket



▪ Sister	Royal blue scrubs with logo on pocket
▪ Registered nurses	Purple scrubs with logo on pocket
▪ Assistant Practitioners	white tunic with pale blue epaulettes and navy trousers
▪ HCA & Endoscopy Assistant	Pale blue scrubs with logo
▪ Nurse Endoscopist	Navy blue scrubs with logo on pocket
▪ Nurse Consultant	Navy blue scrubs with logo on pocket
▪ Nurse Clinician	Navy blue scrubs with logo on pocket
▪ Doctors	Navy blue scrubs with logo on pocket
▪ Housekeeper	Maroon scrubs with logo on pocket
<b>General Ward Areas</b>	
▪ Ward Manager	Navy striped tunic/dress with white piping and navy blue trousers
▪ Female Staff Band 6	Lilac striped tunic/dress with white piping and navy blue trousers
▪ Male Staff Band 6	White 'V' neck tunic with lilac striped epaulette and navy blue trousers
▪ Female Registered Staff Band 5	Pale blue striped tunic/dress with white piping and navy blue trousers
▪ Male Registered Staff Band 5	White 'V' neck tunic with pale blue striped epaulet and navy blue trousers
▪ Female Midwives	Plain royal blue tunic/dress with white piping and navy blue trousers
▪ Male Midwives	White 'V' neck tunic with royal blue epaulet and navy blue trousers
▪ Midwifery Support Worker	White tunic/dress with lilac piping and blue trousers
▪ Assistant Practitioner	White tunic with red epaulet and navy blue trousers
▪ Female HCA Staff	Grey striped tunic/dress with white piping and navy blue trousers
▪ Male HCA Staff	White 'V' neck tunic with grey striped epaulet and navy blue trousers
▪ Nurse Specialist	Plain navy blue tunic/dress with white piping and navy blue trousers
▪ Matron	Dark grey wide striped tunic and black trousers
<b>NB:- staff in Paediatrics may wear uniforms with child friendly motifs</b>	
▪ Ward Housekeeper	Mint green striped tunic/dress with white piping and navy blue trousers
▪ Male Housekeeper	Mint green polo shirt and navy trousers
<b>Lilac Centre</b>	
Nursing staff	As detailed for general ward areas
Volunteers	Volunteer polo shirt or tabard
Counsellors	Own clothes

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<b>Neurophysiology</b>	White tunics with royal blue piping and navy trousers
<b>Occupational Therapy</b>	
Male and female uniform	White tunic with green piping or white polo shirt with green piping. Green trousers.
<b>Orthoptic Department</b>	White Tunic with black trim, black trousers, black socks, black shoes.
<b>Pathology</b>	White coats are worn over staff's own clothes
<b>Pharmacy</b>	
Pharmacy technicians/assistants	Dark blue scrubs
▪ Pharmacist Staff	Own clothes
▪ Secretarial Staff	Own clothes
<b>Phlebotomy staff</b>	Navy blue tunic with red piping and navy blue trousers.
<b>Physician Associate Students</b>	Burgundy scrubs, with Student Physician Associate and Edge Hill logo embroidered on the front
<b>Physiotherapy</b>	
▪ Male uniform	White tunic with navy blue piping. White polo shirt with navy blue piping Navy blue trousers
▪ Female uniform	White tunic with navy blue piping. White polo shirt with navy blue piping Navy blue trousers.
▪ Therapy Assistants	White tunic with teal piping or white polo shirt. Black trousers and black shoes.
<b>Pathology Support Team</b>	Navy blue tunic with yellow trim and navy trousers.
<b>Portering Staff</b>	Black polo shirt with Medirest Logo and black trousers. Black safety shoes.
<b>Radiology</b>	
Male Radiographers	White polo shirt with and black trousers
Female Radiographers	White tunic / dress with maroon piping and maroon trousers
Clinical Radiographers bands 5-6	Burgundy scrubs
Radiography assistant practitioner	White dress / tunic / polo shirt with white trim Female staff maroon trousers Male staff black trousers
Interventional Radiologist	Blue Scrubs

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Fluoroscopy Radiographers	Blue Scrubs
Radiography Department Assistants and Helpers	Grey striped tunic / dress or grey polo shirt Female staff maroon trousers Male staff black trousers
Clerical staff	Department blouse and black trousers
Nursing staff	As described in General Ward area section
All Radiology staff will adhere to section 5.7 regarding hosiery and socks	
<b>Security Staff</b>	White shirt with black epaulets depicting the word security, black tie and black trousers. Black jumper with black epaulets displaying the word security
<b>Speech and Language Therapists</b>	White tunics with red piping and black trousers
<b>Students</b>	As per Education Institution and University Logo
<b>Trainee Assistant Practitioner</b>	White tunic with grey and white striped epaulet with navy trousers
<b>Theatres</b>	
All staff	Dark blue scrubs
Theatre on call staff	Raspberry scrubs
<b>Volunteers</b>	Red Polo shirts with Trust logo
<b>Ward Clerk</b>	Navy blouse with white pattern for female and white shirt for males and black trousers