

Shropshire Community Health

NHS Trust

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Local Ref (optional)		
Main points the document covers	This policy details the requirements for all staff regarding the wearing of uniforms and a dress code for all other staff and achieving and maintaining the standards required by the Care Quality Commission and other national, regional or professional bodies.	
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Author	Associate Director of Infection Prevention and Control	
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1	02.07.2024	Update to Appendix 3 Clinical staff, item 3 Nails change to staff allowed to use clear nail varnish on natural nails and allowed the use of Builder in a bottle (BIAB) gel polish on natural nails in a natural colour.
2	29.04.25	Update to Appendix 3 Exceptions to included Dental staff as well as Theatred

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1 Introduction

The aim of this policy is to ensure that all staff (both directly and indirectly employed) whilst on duty within the Trust are dressed in such a way that maximises staff and patient safety and projects a professional image. All agency staff, students, work experience and contractors are expected to adhere to this policy.

The professional image presented by staff is an important component in the way we are perceived by colleagues, patients and the public. Uniforms make a profession recognisable, which in turn promotes trust and confidence.

Shropshire Community Health Trust (SCHT) is committed to supporting equality and diversity; staff should approach their line manager and People Services to discuss personal requests that they may have or exceptions to the Dress Code and Uniform Policy in relation to personal/faith/cultural requirements.

The main body of the policy relates to general advice regarding uniform and dress code for all staff. Specific principles relating to theatre staff, catering staff and clinical staff are covered in Appendices 1, 2 and 3.

2 Purpose

The purpose of the Policy is to outline the standards expected in relation to staff uniform and personal appearance. The Policy applies to all staff, including those with external contracts, students and agency workers when working on the Trust premises and working on behalf of the Trust in a community setting.

The policy is intended to support the three objectives outlined in the **Uniforms and Workwear: Guidance for NHS employers**:

Patient Safety

Effective hygiene and preventing infection transmissions are absolutes in all healthcare settings. Although there is no conclusive evidence that uniforms and workwear play a direct role in spreading infection, the clothes that staff wear should facilitate good care practices and minimise any risk to patients. Uniforms and workwear should not impede effective hand hygiene and should not unintentionally come into contact with patients during direct patient care activities. Similarly, nothing should be worn that could compromise patient or staff safety during care.

Public Confidence

Patients and the wider public should have complete confidence in the cleanliness and hygiene of their healthcare environment. The way staff dress is an important influence on people's overall perceptions of the standards of care they experience. Uniforms must be clean at all times and professional in appearance. In addition, although there is no evidence that wearing uniforms outside work adds to infection risks, public attitudes indicate it is good practice for staff to change at work. Patients and visitors also like to know who staff are in the care team. Uniforms and name badges can help with this.

Staff Comfort

As far as possible, subject to the overriding requirements of patient safety and public confidence, staff should feel comfortable in their uniforms. This includes being able to dress in accordance with their cultural practices. However, staff must adopt the "bare below the elbows" approach when in clinical settings and at all times when in uniform.

Where there are any difficulties in complying with this policy for personal, religious or cultural beliefs, then this must be discussed with the line manager, and reasonable steps taken to respond sensitively to such needs. Whilst the organisation recognises the diversity of cultures, religious needs and disabilities of its employees, and will endeavour to take a sensitive approach when this affects uniform and work wear requirements; priority will be given to health and safety,

security and infection prevention and control considerations.

It is also aligned to Criterion 9 of the Health and Social Care Act 2008 (revised December 2022).

3 Definitions

Term / Abbreviation	Explanation / Definition
Bare Below the Elbows (BBE)	When entering any clinical area, all staff must roll sleeves above the elbow and remove ALL jewellery, including wrist watches, no stoned rings, however the wearing of one plain metal band is permitted.
Clinical Area	All areas where patient care is delivered and managed. This may be an in-patient ward, theatre or a clinic/out-patient setting.
HAI	Healthcare Associated Infection
IPC	Infection Prevention and Control
Non-uniformed staff	Staff who wear their own clothes to work.
PIR	Post Infection Review
RCA	Root Cause Analysis
Scrubs	Protective clothing used in theatres.
SIP	Service Improvement Plan
Staff	Any person working in the Trust on any form of contract, it also includes people who are on Trust premises providing a service.
Uniformed Staff	Staff who are provided with a uniform.
BIAB	Builder in a Bottle gel polish

4 Duties

4.1 Responsibility for Infection Prevention and Control (IPC) outside the immediate scope of this policy

For duties and responsibilities for IPC practices outside the specific scope of this policy, please refer to the IPC Arrangements and Responsibilities Policy on the Staff Zone [SCHI Staff Zone \(shropcom.nhs.uk\)](#).

4.2 IPC Duties specific to this policy

4.2.1 Ward/Department/Team Leaders/Managers and Clinical Leads

Ward/Department/Team Leaders, Managers and Senior Clinicians have a responsibility to set the standard and role-model this policy and present a professional image at all times both in and out of uniform. They have responsibility for ensuring the policy is adhered to within their area of control.

Line managers must ensure that:

- An initial set of uniforms are ordered, dependent upon the role, hours worked and days worked. Managers must also ensure uniforms are returned on termination of employment along with personal Trust Identification Badge, car passes and keys.
- Staff are aware of the standard of dress within the policy.

- Replacement uniforms are provided as required and in agreement with the line manager.
- Policy is implemented; adhered to and compliance monitored.
- Ensure that any clothing that is provided to protect the Health & Safety of staff is fit for purpose and utilised in accordance with its designated purpose.

4.2.2 Staff

It is the employee's responsibility to:

- Always adhere to the standards of Dress Code and Uniform Policy with personal appearance appropriate to their staff role.
- Inform their line manager in a timely manner should their uniforms need replacing.
- Ensure uniforms and identity badges are returned upon leaving Trust.
- Comply with this policy and any other associated policy and procedures.
- Professionally challenge staff who are not compliant with the policy and procedures.
- Please also refer to specific standards for staff working in theatre departments and catering departments, which are set out in Appendix 1 and 2 respectively.

5 Policy Implementation and Legal Context

Ward/Department/Team Leaders/Managers and Clinical Leads should observe that the general appearance and items worn by staff are always appropriate for the workplace and any issued uniforms are worn in accordance with policy.

Where dress is not in accordance with this policy, it is legitimate to ask staff to rectify this immediately. Repeated disregard of this policy by Trust Staff (including Agency and Bank) will be considered in line with the Trust's Disciplinary Policy/Procedures.

Legislation affecting uniforms and workwear has two main areas of focus:

- A primary concern with health and safety, along with the requirement to prevent the spread of infections.
- Employment equality for staff in terms of age, disability, gender, sexual orientation, race and ethnicity, religion or belief, and protection of human rights.

6 Principles Applicable to Staff

General Principles apply to all staff, clinical and non-clinical. Appendix 3 provides specific guidance for clinical staff providing direct clinical care. Standards for staff working in theatre departments and catering departments are set out in Appendix 1 and 2 respectively.

6.1 Principle 1 – All staff will be expected to dress in smart (that is, neat and tidy) clean attire in their workplace.

- Staff must wear their uniforms/work clothes in a manner that will inspire public confidence.
- Clean uniform/work attire must be worn for each shift.
- Clinical staff must have access to a change of uniform should their uniform be contaminated during their shift.
- Cardigans, fleeces and jackets must be plain in colour and in line with uniform specifications and are not to be worn in clinical areas, unless able to roll up sleeves.
- Staff should be dressed modestly and should not wear revealing clothing and should be of a length to not touch the floor.

- Staff should follow written guidance on laundering own uniforms contained in Appendix 4 which reflects current best practice guidelines.
- Staff should use additional protective clothing when anticipating contact with blood and/or bodily fluids in line with current infection prevention and control policies.

6.2 Principle 2 – All staff will present a professional image in the workplace.

- In order to promote a professional appearance, the chewing of gum either in a clinical area or whilst in uniform is not permitted.
- All staff should uphold the Trust's "No Smoking Policy." Staff must not smoke (including e-cigarettes and vaping) with ID badges in situ or when in uniform, even if their uniform is covered.
- The use of personal mobile phones is restricted to work purposes only and should not be carried in pockets of clinical personnel, unless required for their role.

6.3 Principle 3 - Staff should not wear an identifiable NHS uniform outside the workplace.

- Staff must not travel to and from work in any uniform unless conducting duties in line with Community/Home/Virtual Ward settings. Changing facilities are provided by the Trust in Community Hospitals, MIU and Clinics.
- Trust uniform may only be worn outside hospital premises if the staff member is on specific Trust duties. Requests to wear uniform outside Trust premises for formal occasions or where promoting the Trust must be authorised by the Team Lead or Department Manager as appropriate.

6.4 Principle 4 – Infection, Prevention and Control standards must be adhered to.

- All clinical staff must wear short / elbow length sleeves in the workplace to enable effective hand washing techniques (religious or cultural advice see Principle 9).
- Uniformed staff should be bare below the elbows (BBE) at all times.
- Bare below the elbows means when entering any clinical areas, all staff must roll sleeves up and remove ALL jewellery including wrist watches, however the wearing of one plain metal band is permitted. Religious or cultural bracelets must be pushed up the forearm and away from the wrist.
- Ties must be tucked in prior to any activity involving patient contact.

6.5 Principle 5 – All staff must always wear clear identification.

- Staff must wear identification that includes their title, name and profession at all times. Magnetic name badges are preferred to minimise the risk of sharps injury to patients if badges come undone.
- Staff identification must be clearly visible.
- Staff must ensure that current photo ID badges are available for presentation whenever requested, to optimise patient and staff security (this includes agency /locum and volunteers).
- Lanyards must not be worn by staff in a clinical area as can pose a risk of infection if in contact with a patient or patient's environment. Name badge clips are provided.
- All agency and locum staff must wear photo ID at all times. Where individuals do not comply with this, they may be refused the right to work the shift.
- Other badges should be restricted to a maximum of two and may include a badge depicting professional registration.

6.6 Principle 6 – Staff who wear their own clothing for work should not wear any clothing that is likely to cause a safety hazard.

- Staff should not wear any loose/long clothing that may compromise their health and safety in the workplace.
- Footwear should be comfortable and practical for the role undertaken.

6.7 Principle 7 – Jewellery should be kept to a minimum.

Further information for staff delivering direct clinical care is outlined in Appendix 3.

6.7.1 Clinical Staff

- Clinical staff may wear one plain ring, with no stones and able to be moved on the finger for hand hygiene.
- On entrance to a clinical area in order to comply with BBE Policy wrist watches must be removed and should not be worn in any case whilst in uniform (including scrubs).
- One plain fob watch or carabiner watch may be worn.
- No fitness or health monitoring devices may be worn below the elbow.
- No earrings should be worn by staff directly involved with surgical procedures (the scrub team/surgeons).

6.7.2 Non-Clinical Staff

Jewellery may be worn but should be discreet and in line with bare below the elbow requirements in clinical areas. Staff should also consider the suitability of jewellery in relation to the type of work they are engaged in, as the Trust cannot accept responsibility for any damage to jewellery caused in the normal course of an employee's work.

6.7.3 Medical Alert Jewellery

It is important that where staff have medical conditions that require action if they become unwell there is a process of identification. Medical alert bracelets for staff who provide clinical interventions is not acceptable in line with the BBE policy. Should staff need to wear a medical alert it should be securely placed around their ankle or as a necklace, within their uniform. It is also advisable that staff discuss their individual conditions with their manager and occupational health to ensure we can respond to their needs safely and effectively.

6.8 Principle 8 – Staff should maintain high levels of personal hygiene and appearance

- Clinical staff should ensure that hair is clean, well-groomed and tied off the collar (including ponytails) to reduce the incidence of bacterial growth around the collar and hair falling onto surfaces and patients, and to prevent injury when caring for violent and aggressive patients.
- Clinical staff should ensure they are either clean shaven or facial hair must be well groomed, neatly trimmed or secured.
- All staff should always maintain a high level of personal hygiene and appearance. Failure to do so will be brought to the individual's attention by their line manager.
- Any make up worn should portray a professional image.
- Strip false eyelashes are not permitted in the clinical area as can fall off into the patient environment.
- Fingernails should be clean and in good condition.
- For clinical staff, fingernails should be kept short and clean; when viewed from the palm of the hand the fingernails should not project beyond the pad of the finger.

Clinical staff should not wear nail art, artificial nails or any type of acrylic or gel nails whilst on duty.

- Where a staff member has a tattoo in an area that remains exposed when wearing their uniform, the tattoo must not be of a nature that could be considered offensive or be unprofessional. If you are unsure if your tattoo may be viewed as offensive, please discuss with your line manager. Where a tattoo is considered professionally inappropriate or likely to cause offence to others (patients, family/friends, visitors and/or other staff) the individual will be requested to cover the tattoo. If the tattoo in question is below the upper arm and covering would conflict with the bare below the elbow principle for clinical staff, guidance should be sought from line manager in the first instance and then the Infection Prevention and Control team as to suitable PPE to cover the tattoo.

6.9 Principle 9 – Allowance on the grounds of cultural or religious beliefs

The wearing of items arising from cultural or religious norms is in most circumstances welcomed by SCHT, if patient care and experience, health and safety, infection control and security and safety of patients or staff is not compromised.

- Clinical staff who wear facial coverings for religious reasons are expected to remove them whilst on duty.
- Headwear, e.g. turbans and kippot, veils and headscarves are permitted on religious grounds.
- Headscarves should be shoulder-length and must be a neutral colour, worn unadorned and secured. Headwear should be laundered as per the guidance contained in Appendix 4.
- Neck chains/necklaces with religious symbols may normally be worn by staff but must be removed or worn discreetly when performing clinical duties.

As per the Department of Health's guidelines on Uniforms and Workwear 2010 Appendix B, the following provision is available for faith exemptions to bare below the elbows policy. Sleeves can be full length when staff are not engaged in direct patient care activity. Any full or three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand washing and direct patient care activity. Disposable over-sleeves, elasticated at the elbow and wrist, may be used but be donned and doffed in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.

7 Consultation

This policy has been developed by the IPC team in consultation with appropriate Locality Clinical Managers, advisors/specialists (e.g., Medical Advisor, Specialist Nurses, Medicine Management), NHS guidance and IPC Operational Group Meeting members.

A total of three weeks consultation period was allowed and comments incorporated as appropriate.

7.1 Approval Process

The IPC Operational Group Meeting members will review this policy and it will then be tabled at the IPC Committee for approval.

8 Dissemination and Implementation

This policy will be disseminated by the following methods:

- Managers informed via Datix, who then confirm they have disseminated to staff as appropriate
- Staff – via Communications and IPC newsletters

- Published to the Staff Zone of the Trust website

The web version of this policy is the only version that is maintained. Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments. When superseded by another version, it will be archived for evidence in the electronic document library.

9 References

Health and Safety Executive (1974). The Health and Safety at Work Act 1974.

Health and Safety Executive (2022) Personal Protective Equipment at Work Regulations.

NHS England and NHS Improvement: (2020) Uniforms and workwear: guidance for NHS employers. London Department of Health.

Royal College of Nursing (2020) Uniform and workwear guidance RCN, London.

Standards and recommendations for safe perioperative practice (2022) Association of Perioperative Practice (AfPP).

10 Associated Documents

This policy should be read in conjunction with:

The National Infection Prevention and Control Manual (NHSE)

National standards for healthcare food and drink (2022) (NHSE)

11 Appendices

Appendix 1 – Theatre Uniform Standards

The theatre attire and appearance standards expected of staff when working in and around the operating theatres of this Trust are stated below and all staff are expected to adhere to them.

Jewellery, nails, and uniform conform with AfPP standards for practice, Trust policies, infection control, security policy, patient safety, public perception and courtesy and corporate image.

1. Theatre Uniform

Donning Theatre Attire

On arrival, staff should select their theatre clothing, remove outdoor clothing and jewellery, and replace with theatre scrub clothing. A theatre hat must be worn.

Clean appropriate footwear must be put on and then hands should be washed.

Hats

A hat must be worn before entering theatre, covering all hair. Hood-style hats are available to cover facial hair.

For staff wearing religious headwear, a theatre hat or hood must be worn over this within the theatre environment.

Disposable hats must be worn, no cloth items. Hats should be discarded in the appropriate waste stream.

All staff in theatre must ensure that their hair is tied up and off their collar when not wearing a theatre hat.

Masks

Masks must be a minimum of an IIR Surgical mask, they must cover the nose and mouth and tied securely. Masks must not be left around the neck or in pockets.

The mask should be removed by the tapes and discarded in the appropriate waste stream and hands should then be washed.

Masks should be changed between cases.

Shoes

Footwear in theatres should provide adequate protection, e.g. minimise the risk of exposure to blood or other infectious material, sharps injuries, and slips. The footwear must be suitable for decontamination. Footwear should provide antistatic properties in accordance with BS EN ISO 20347 (BSI 2012). Footwear that is not supplied by the employer may not meet all the necessary standards.

Footwear should be well-fitting, supportive and protective. They should have low heels and non-skid soles. Shoes should protect from spillages by enclosing the entire foot.

Footwear worn in theatres should be for that use only and should be cleaned after use and when contaminated with blood/body fluid with disinfectant wipes.

Footwear must NOT be left in a contaminated state in the changing rooms and must be stored clean and ready for use. It is each individual health worker's responsibility to ensure that their footwear is decontaminated.

It is essential that **no staff member** leave the department with blood/bodily fluids on their shoes.

Exiting Theatres

Theatre scrubs must be changed if they become wet or soiled and placed in an alginate bag, otherwise laundered in line with arrangements.

Theatre scrubs are NOT to be worn outside the theatre complex.

2. Jewellery

The only jewellery allowed to be worn in theatres is:

- A plain (NO stones and smooth-surfaced) ring.
- Medical Alert necklaces.
- Jewellery worn for cultural reasons should be discussed with the Line Manager and agreed at their discretion; if permitted, it **MUST** adhere to the Health and Safety and infection control rules and **MUST** not hang out of theatre clothes

The following jewellery is prohibited at all times in Theatres:

- Stoned Rings.
- Stoned Earrings (including ear tunnels and plugs).
- Necklaces (exception as above).
- Bracelets.
- Watches including fitness/health monitoring wrist attire.
- Any piercings (nasal, tongue, lip or eyebrow).
- No earrings should be worn by staff directly involved with surgical procedures (the scrub team/surgeons).

3. Nails

- Artificial fingernails (gel coated, acrylic, false) are not permitted. Fingernails should be kept short and clean.
- Nail polish must not be worn.

4. ID Badges

- ID badges must be always worn and be visible and worn as not cause harm to the patient.
- Lanyards must not be used.
- ID badges must be wiped down once a day with a detergent wipe.
- If your badge becomes contaminated (with blood, urine, vomit or faeces, for example), it must be cleaned with disinfectant wipes.

Appendix 2 – Catering Departmental Policy for Jewellery and Uniform

Staff who do not comply with these requirements could be deemed to be contravening the Regulations (EC) No 852/2004 (General Hygiene) Annex 2 Chapter 7 Paragraph 1 and 2 and The Food Hygiene (England) Regulations 2006 (as amended).

Jewellery

No jewellery should be worn by catering staff when working in the kitchen or Front of House areas. This will include bracelets, earrings, studs and sleepers, necklaces, chains, watches, rings or any other form of jewellery. There will be one exception to this, which will allow the wearing of a single plain ring with no stones.

If there is a cultural reason for the wearing of jewellery this should be raised with the line manager and agreed at their discretion and be in accordance with considerations on meeting regulations in food hygiene.

Protective Clothing

All catering staff within a catering environment (including bank staff) who are involved with food preparation / production and/or handling of food will wear a uniform provided by the trust.

Staff will be expected to wear a fresh clean Trust approved uniform every day and must ensure that their uniform is presentable. The uniform should be neat, clean and without holes. Staff should have access to a spare uniform in case of soiling.

Uniform should be replaced once it becomes faded, torn or shabby. This will be the responsibility of each person to report this to their line manager.

Clothes that become contaminated/heavily soiled must be changed at the first opportunity.

All staff will wear safety footwear provided by the Trust.

Hair will always be neat and tidy and covered with protective headwear. Any long hair will be tied up, off the collar. Elaborate hair accessories must not be worn. Beards will be covered with a protective cover.

Protective clothing and equipment provided for the health, safety and comfort of staff for instance thermal jackets, gloves etc.) must be clean and in good order.

Protective clothing must not be worn outside the work environment, and all staff should change into uniform when arriving for work using the changing rooms provided.

Personal Hygiene

All staff should maintain a high standard of personal hygiene.

Any cuts, grazes or scrapes should be covered with a waterproof, catering standard (Blue) dressing.

Make up should be minimal, discreet and appropriate to the environment.

Nail varnish, false or gel nails of any kind must not be worn, and fingernails must be kept short and clean.

Personal Items

All personal items including mobile phones should be left securely in lockers in staff changing room locker whilst on duty. The Trust is not responsible for the loss of personal property taken into the workplace.

Non-Catering Staff

Visitors must wear protective coats, hats and beard cover, if required, when visiting food areas

Appendix 3 – Standards for All Staff Involved in Direct Clinical Care

All staff involved in direct clinical care must adhere to the requirements below.

POLICY	RATIONALE
<p>Hair: Hair must be tidy, off the face and if long should be worn off the collar and tied back to facilitate this, where hair is long when staff work in clinical areas or where hair may be caught in moving parts of equipment or machinery.</p> <p>In certain areas such as food handling areas, hair must be covered as required, with appropriate headwear, to avoid risk of hair contaminating food products.</p>	<p>Potential for wound contamination from loose hair. Providing hair is clean and tidy the risk of dispersal is minimal.</p> <p>Health and safety</p>
<p>Fingernails: Nails should be kept short (2mm) and clean.</p> <p>Well maintained nail polish of a clear or natural appearance applied directly to natural nails is permitted with the Exception of staff working in Theatres and Dental staff where nail polish is not permitted.</p> <p>Artificial/acrylic nails are not permitted.</p> <p>Well maintained BIAB gel nails on natural nails is permitted with the Exception of staff working in Theatres and Dental staff where BIAB gel nails are not permitted.</p>	<p>To avoid transferring bacteria under the fingernails. Reduces the risk of trauma to the patient when involved in direct patient contact.</p> <p>False nails can harbour micro-organisms and make effective hand hygiene more difficult.</p>
<p>Jewellery: Staff who work in or visit clinical areas as part of their working day must keep jewellery to a minimum.</p> <p>Wristwatches including fitness monitoring bands and bracelets must not be worn in clinical areas, and whilst wearing a uniform, including scrubs</p> <p>Wedding rings or other rings should not be worn on chains around necks.</p> <p>Ankle chains, bracelets and other visible body ornaments are NOT permissible.</p> <p>NB If there is a cultural reason for the wearing of jewellery this should be raised with the line manager facilitated as long as health and safety/IPC is not compromised</p> <p>Bangles worn to denote support of a particular charity must be treated as a wristwatch and should not be worn in the clinical environment.</p> <p>Medic-alert jewellery can be worn but must be cleanable, plain and discreet.</p>	<p>To prevent injury to staff and patients during manual handling.</p> <p>Jewellery and watches can harbour micro-organisms and make effective hand hygiene more difficult.</p> <p>Rings with stones are hazardous and can scratch patients; the stones may become dislodged. Jewellery that is hanging e.g. a necklace, could potentially be dangerous when working with a confused or violent patient or working with machinery.</p>
<p>Piercings: Earrings –plain stud earrings are advisable. A ‘tunnel’ or ‘plug’ if worn MUST be as close to natural skin tone for the individual.</p> <p>Facial piercing should remain discreet and facial jewellery should be plain and flat. Any piercings or jewellery which may cause an infection prevention control hazard must therefore be covered or removed.</p>	<p>Maintaining a professional appearance is important for patients. Dangling earrings or raised piercings can pose a safety risk if grabbed or caught on clothing.</p>

<p>New visible body piercings should be covered with a blue plaster until the wound has healed.</p>	<p>New wounds shed high levels of bacteria.</p>
<p>Footwear:</p> <p>Must be a full rubber soled shoe, clean, plain, low heeled, enclosed and in a good state of repair. Staff are responsible to ensure that footwear worn is appropriate to the area in which they are working and complies with health and safety regulations. Exceptions to this are on the recommendation of Occupational Health.</p> <p>'Crocs' sandals or open toe shoes are unacceptable footwear and not permitted. Trainers are permissible and should be plain design wipeable or machine washable, used only for work purposes.</p>	<p>Noise in hospital is a national problem, especially at night; therefore, rubber soled shoes are preferred. Shoes in a poor state of repair are a safety risk. Staff working in a clinical area must take noise issues into account regarding their footwear. Health and safety statutory requirements</p> <p>These do not protect staff from potential blood and chemical spill exposure and potential inoculation injuries. DH Guidance- CMO. Bright coloured trainers are not permitted as does not promote a professional appearance.</p>
<p>Tights/Stockings/Socks:</p> <p>Tights/stockings/hold ups should be plain and in a colour in keeping with the uniform, they must be worn if wearing dresses.</p> <p>During periods of hot weather, it may be advised by a senior manager that tights are not required to be worn.</p>	<p>To promote a professional appearance and prevent skin shedding for infection prevention.</p>
<p>Designated Uniform:</p> <p>Must be changed daily and in line with appendix 4. Those staff wearing white uniforms should maintain whiteness as off white/grey will be seen as unclean and compromise professional image.</p> <p>Change into and out of uniform at work or cover uniform completely when travelling to and from work.</p> <p>Change immediately if uniform or clothing becomes visibly soiled or contaminated.</p> <p>During periods of hot weather, and at the discretion of a senior manager, it may be advised that normal uniforms may be replaced by scrubs.</p>	<p>Reduces the risk of cross-infection. To promote professional appearance.</p> <p>There is no evidence of an infection risk from travelling in uniform, but many people perceive it to be unhygienic.</p> <p>Soiling may present an infection risk and presents an unprofessional image.</p>
<p>ID Badges:</p> <p>Magnetic badges are preferred, should be clearly visible and worn at all times; cleaned regularly with detergent wipes or when contaminated with disinfectant wipes.</p>	<p>Security Policy. Patients should know the name and roles of staff who are caring for them.</p>

Clothes:

If own clothes are worn these should be smart and in good repair.

Short sleeved blouses/shirts are recommended.

All staff to present bare below the elbow when in a clinical area. Uniformed staff should be bare below the elbows at all times.

Remove or tuck in all neck ties prior to any activity involving patient contact and when entering clinical areas.

Skirts should be of a length not to touch the floor.

Knee-length tailored shorts are permitted.

No jeans, sports clothing or other casual trousers.

Low waistbands/cropped tops showing the abdomen/lower back or allowing underwear to be visible are not permitted.

To maintain an overall professional appearance.

Enables appropriate hand washing techniques. Cuffs at the wrist can become heavily contaminated and are likely to come into contact with patients.

Professional appearance. People may use appearance as a proxy measure of professional competence.

12 **Appendix 4 – Guidelines for Staff Washing Uniforms at Home**

There is little effective difference between domestic and commercial laundering in terms of removing micro-organisms from uniforms and workwear.

- washing with detergents at 30°C will remove most Gram-positive micro-organisms, including methicillin-resistant *Staphylococcus aureus* (MRSA)
- a ten minute wash at 60°C is sufficient to remove almost all micro-organisms
- Wash uniforms separately from other clothes to avoid overloading the washing machine which will reduce wash efficiency
- Wash heavily soiled uniforms separately to prevent cross infection of other clothing
- Uniforms should be ironed before use to present a tidy and professional public facing image