

Reference Number: FOI/2020/267
From: Commercial
Date: 28 September 2020
Subject: Staff Uniform Policy and colours used to signify role.

Q1 Could you please send me information regarding the colours of staff uniform which signify their position and/or the section in which they work. (Colour of tunic/shirt, colour bands etc)

A1 Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

This information is available on our website, it can be found in our 2018 Disclosure Log, please see FOI request Ref: 274

<http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/>

Enter the year into the Category field and reference number into the Title field then click Search. Select Download to open.

Q2 Could you also please send me a copy of your Trust's uniform policy?

A2 See attached policy document: Uniform and Work Wear Policy v2.0

Uniform and Workwear

Policy

For completion by Author

Author(s) Name and Title:	Kate Lambe Interim Matron Surgery Claire Harvey Interim Matron Medicine		
Scope:	Trust Wide	Classification:	Non-Clinical
Version Number:	2.0	Review Date:	12 June 2021
Replaces:	v1.6		
To be read in conjunction with the following documents:	Theatre Etiquette Policy Infection Prevention and Control Standard		
Document for public display:	Yes		
Executive Lead	Sue Pemberton Director of Nursing and Quality		

For completion by Approving Committee

Equality Impact Analysis Completed:		Yes	
Endorsement Completed:	Yes	Record of Changes	No
Authorised by:	Quality and Patient and Family Experience Committee	Authorisation date:	12 June 2020

For completion by Document Control

Unique ID No:	TC06(08)	Issue Status:	Approved	Issue Date:	24/06/2020
After this document is withdrawn from use it must be kept in archive for the lifetime of the Trust, plus 6 years.					
Archive:	Document Control		Date Added to Archive:		
Officer responsible for Archive:		IG and Document Control Facilitator			

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Document Statement

Liverpool Heart and Chest NHS Foundation Trust believe that the standard of dress and professional appearance presented by staff plays an important part in patient safety, public confidence and staff comfort. A consistent approach to the standards of work wear and wearing of uniforms enables colleagues, patients and the public to identify us with ease. Wearing appropriate work wear and uniform also meets the requirements of infection control and health and safety regulations.

This policy provides a work wear and uniform dress code relating to selecting, wearing and decontaminating uniforms or clothing worn at work and in clinical settings which will:

- Comply with infection control and health and safety regulations.
- Promote mobility and comfort of the wearer.
- Allow identification for security and communication purposes.
- Project a professional image.

This policy applies to all staff (including students, trainees and volunteers) working within the hospital and externally. It is divided into sections as follows:

Section 1 – Uniform dress code

Section 2 – Non- uniform work wear dress code

1. Roles and Responsibilities

Board of Directors

It is the responsibility of the Board of Directors to ensure systems and processes are in place to monitor and implement this procedural document.

Chief Executive

In line with the requirements of Governance, the Chief Executive carries ultimate responsibility for assuring the quality of the services provided by the Trust that is included within this Policy

Executive Directors

- The Director of Nursing is accountable to the Trust Board for compliance with the policy by Nursing AHP and Midwifery staff.
- The Medical Director is accountable to the Trust Board for compliance with the policy by medical staff.
- The Director of Nursing is accountable to the Trust Board for compliance with the policy by staff and for the appropriate provision of uniforms/ Trust clothing

Delegated Executive Lead

The Director of Nursing and Quality has been delegated by the Chief Executive to take the Executive ownership for this document.

General Managers

Divisional Head of Operations and Heads of Nursing and Quality are responsible for the compliance with the policy by all staff members including students and visitors to clinical areas within their Division.

Chief Operating Officer

The Associate Director, Estates and Facilities has budgetary control for the supply of uniforms. The allocation and provision of uniforms is undertaken, in liaison with the Heads of Departments.

Ward and Departmental Managers

Ward Managers / Departmental Managers are responsible for compliance by all staff members including students and visitors to clinical areas within their areas of responsibility.

All Staff

All staffs are expected to comply with this document. If for any reason a deviation occurs this should be alerted to their manager/supervisor.

2. Procedure

2.1 Uniform Dress Code

- **Uniform should be bare below the elbows in clinical areas at all times.**

UNIFORM:

- Uniform should be of an appropriate fit.
- Uniform should be clean and crease free – if a uniform is soiled it should be changed as soon as possible.
- Uniform should be maintained by the wearer and be in a good state of repair.
- Uniform dresses should be worn at knee length or just below knee.
- scrubs are worn outside the theatre / complex for reasons previously mentioned, they must be changed on return to theatre. Hats and masks **MUST** be removed when leaving theatre.
- Uniforms should be removed at the end of a shift prior to travelling home or should be completely covered by a coat.
- Outer garments such as cardigans/jumpers and fleeces should only be worn out of clinical areas.
- It is acceptable for staff working outside of the hospital in the community traveling to patients' homes or between clinics; to wear uniform while travelling, however this does not apply outside of these visits/clinics and as far as is reasonably practicable.

BADGES:

- ID badges issued by the Trust must be worn and be visible at all times where possible. This is for security and communication purposes.
- A maximum of two badges (e.g. trade union / professional badge) per uniform may be worn but must be positioned carefully to minimise risk to patients.

FOOTWEAR:

- Should be black shoes and should be supportive and a full shoe style.
- Have a low heel <5cms.
- Have a suitable grip.
- Not generate excessive noise.
- Crocs, sandals and flip flops are not permitted.
- Theatre clogs must not be worn outside of theatre
- Trainers may be worn with uniform trousers provided they are entirely black with no visible logo.

HOSIERY

- When wearing uniform dresses tights/stockings should be worn and should be skin tone or black with no patterns or designs.
- Exceptions to tights/stockings can be made in warm weather conditions with permission from their manager/supervisor.
- Staff wearing trousers should wear plain dark socks.

HAIR:

- Hair must be clean, neat and off the collar.
- Long hair must be tied back off the collar using plain hair accessories.
- Minimal hair clips/ bands should be worn and should be plain.
- Staff who for cultural/religious purposes wear a head scarf, must ensure it is clean and tidy.

JEWELLERY:

- Rings – one plain band can be worn – rings with stones must be removed.
- Chains – no visible chains, ankle chains, no bracelets. Medi alert chains must be discussed with line manager and Occupational Health.

- Earrings –one plain stud per ear no stones or designs on the stud.
- Piercings – all visible piercings must be removed, including (but not exclusively): nose, tongue, lip, eyebrow, extra ear piercings.

WATCHES:

- Fob watches are permitted
- Wristwatches are not permitted in clinical areas.

OTHER:

- Belts and buckles should not be worn.
- Pens/scissors should be kept to a minimum and positioned carefully to avoid risk to patients.

TATTOOS:

- Visible tattoos should be kept to a minimum and covered with a waterproof dressing if deemed to be offensive to others. Discussion with manager / supervisor may be required.

FINGERNAILS:

- Nails must be kept short and clean.
- False nails, acrylic/shellac nails or nail extensions are not permitted
- Nail gems or nail jewellery are not permitted.
- Nail varnish, including clear nail varnish are not permitted.

MAKE-UP:

- Should be kept to a minimum.
- No false eyelashes.

Specific requirements for staff working in a theatre environment

All staff that work in the theatre department must follow the regulations set out in this Uniform policy above with a few exceptions. The intention of the uniform policy is to ensure health and safety standards are met and that the risk of cross infection is minimised.

Staff in the operating room should wear the appropriate personal protective clothing.

Visitors to the operating department, who are not required to enter the operating room, should cover their outdoor clothing with the green cover gown provided.

Visitors accompanying patients in the anaesthetic room should cover their outdoor clothing with a green cover gown.

Trust employees in uniform (i.e. nursing or portering staff), who are not required to enter the operating room are permitted in the operating department.

Identity badges must be worn at all times. Staff must take responsibility in cleaning them on a regular basis to reduce bio contamination.

Theatre Footwear

- Individuals should ensure that their footwear is appropriate as per uniform guidelines and kept clean.
- All footwear worn must be CE marked, approved theatre footwear.
- Theatre footwear should only be worn in the hospital buildings and not outside.

Theatre Attire

- Clinical staff must don the conventional theatre clothing provided.
- Stained or contaminated theatre clothing must be changed immediately and disposed of as per Trust Laundry policy.

- Theatre clothing can be worn outside the theatre environment but they must be clean and not contaminated with blood or body fluids.
- If wearing theatre clothing outside the theatre environment a disposable green cover gown or reusable white coat should be worn.
- Staff must not sit in the Trust dining areas in theatre clothing or go to dining areas to purchase food in theatre clothing.
- Surgical gowns must not be worn outside of the operating theatre.

Theatre Caps

- Disposable head gear is worn in the theatre department.
- Staff in the operating room must wear a theatre cap.
- Hair should be secured under a hat in theatre.
- The wearing of a hat is optional in recovery and the outside theatre corridors. Hair should be clean and neat, long hair should be tied back and off the collar.
- After use dispose of theatre cap and do not wear outside of the theatre department.

Theatre clothes must not be worn outside hospital buildings

All staff that work in the Cath Lab must follow the regulations set out in the Trust Uniform policy. The intention of the uniform policy is to ensure health and safety standards are met and that the risk of cross infection is minimised.

Staff in the Cath Lab should wear the appropriate personal protective clothing.

Identity badges must be worn at all times.

The wearing of a hat and mask is only relevant in certain cases (open procedures or intravascular lines remaining in-situ i.e. Central line or IABP). Disposable hats and masks are available.

2.2 Non- Uniform work wear

Clothes should be appropriate for a working environment – e.g. business style. Clothing should portray a smart professional image and should be an appropriate fit.

The following are not permitted:

Ripped jeans

Cropped tops showing midriff

Very short skirts

Strapless or revealing tops

Shorts

When working in clinical areas:

- **Workwear should be bare below the elbows in clinical areas at all times.**
- Short sleeves or sleeves rolled up above the elbow.
- Ties must reflect a professional image and be removed or tucked in when in clinical areas.
- Staff must wear appropriate personal protective equipment (PPE) when carrying out patient care/treatment e.g. aprons / gloves/ masks / safety goggles.
- Outer garments such as cardigans/jumpers and fleeces should only be worn outside of clinical areas
- No bags or handbags should be worn by clinical staff when near the patient's bedside/on ward round.

BADGES:

- ID badges issued by the Trust must be worn and be visible at all times where possible. This is for security and communication purposes.
- A maximum of two badges (e.g. trade union / professional badge) are permitted.
- Lanyard must have a safety clasp with a quick release.
- Lanyards must be kept clean and unsoiled

FOOTWEAR:**In clinical areas:**

- Should be supportive and a full shoe style in clinical areas.
- Have a low heel <5cms.
- Have a suitable grip.
- Not generate excessive noise.
- Crocs, sandals and flip flops are not permitted.

In non-clinical areas:

- Should portray a professional image
- Should be supportive and have a suitable grip
- Not generate excessive noise
- Have a low heel – not over 3 inches
- Crocs and flip flops are not permitted
- Safety toe shoes to be worn in designated areas.

HAIR:

- Hair must be clean, neat and tidy and maintain a professional image. In clinical areas long hair must be tied back off the collar using plain hair accessories.
- Staff who for cultural/religious purposes wear a head scarf must ensure it is clean and tidy

JEWELLERY & ACCESSORIES**In clinical areas:**

- Rings – one plain band can be worn – rings with stones must be removed.
- Chains – no visible chains, ankle chains, no bracelets. Medi alert chains must be discussed with line manager and Occupational Health
- Earrings – if dealing with patients one plain stud per ear no stones or designs on the stud.
- Piercings – all visible piercings must be removed, including (but not exclusively): nose, tongue, lip, eyebrow, extra ear piercings
- Wristwatches are not permitted

TATTOOS:

- Visible tattoos should be kept to a minimum and covered with a waterproof dressing if deemed to be offensive to others by the line manager

FINGERNAILS:**In clinical areas:**

- Nails must be kept short and clean
- False nails or nail extensions are not permitted
- Nail gems or nail jewellery are not permitted
- Nail varnish, including clear nail varnish is not permitted

MAKE-UP:

- Should be kept to a minimum

3. Laundering of Uniforms/Work Wear

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

- there is little effective difference between domestic and commercial laundering in terms of removing micro-organisms from uniforms and work wear;

- washing with detergents at 30°C will remove most gram positive micro-organisms, including all Methicillin-resistant *Staphylococcus aureus* (MRSA)
- a 10-minute wash at 60°C is sufficient to remove almost all micro-organisms.

In tests, only 0.1% of any *Clostridium difficile* spores remained. Microbiologists carrying out the research advise that this level of contamination on uniforms and work wear is not a cause for concern.

The appropriate use of personal protective equipment (PPE) will protect staff uniform from contamination in most circumstances.

When laundering uniforms at home, staff are advised to wash it separately from other household laundry at the hottest temperature the material will allow, then ironed or tumbled- dried.

Disposable plastic bags can be used to transport uniforms home if there are any concerns regarding infection risk. This bag should be disposed of into the household waste stream if there are any concerns regarding infection risk.

Scrub Suits (provided by the Laundry Contractor) must be sent for laundering via the external Laundry Contractor.

4. Policy Implementation Plan

This Policy will be ratified by the Infection Prevention Committee and be discussed at individual Divisional Governance Committees.

This policy will be available on the intranet

5. Monitoring of Compliance

Ward/Departmental Managers are responsible to ensure this policy is implemented within their areas of responsibility. Failure to follow this policy may be subject to the Trusts disciplinary procedure.

6. References

Guidance on uniforms and work wear (2013), Royal College of Nursing

Uniforms and work wear: Guidance on uniform and work wear policies for NHS employers (2010), Department of Health

COVID-19: Guidance for infection prevention and control in healthcare setting. Version 1.0 2020

7. Glossary of Terms

Uniform - relates to clothing that is provided by the Trust to be worn at work.

Work wear - relates to clothes that are worn by staff in the workplace

Lanyard – cord or strap used around the neck to display ID badge

PPE – personal protective equipment - For the purposes of this guideline, the PPE described, includes: gloves, aprons/gowns, face, mouth/eye protection, e.g. masks/ goggles/ visors

Equality Analysis Desktop Screening Template EA1

Section One

1. What strategy, policy or practice are you screening?	Uniform and Work wear policy
2. Can you summarise the strategy, policy, practice purpose, aims, objectives and outcomes?	This policy gives guidance to LHCH staff regarding uniform and work wear relating to selecting, wearing and decontaminating uniforms or clothing worn at work and in clinical settings. It applies to all LHCH staff.
3. Is this a new or existing strategy, policy or practice?	Existing
4. Who is responsible for this strategy, policy or practice?	Kate Lambe Claire Harvey
5. Who is leading on this desktop screening and who else may be involved or consulted to help complete this desktop screening?	Kate Lambe Interim Matron for Surgery Claire Harvey Interim Matron for Medicine Joanne Shaw Head of Nursing Clinical Services and Safeguarding
6. Is the strategy, policy or function related to other strategies, policies or practice? Please list which ones	Infection Prevention and Control Standard Precautions Policy 2020
7. Who are the key stakeholders or intended beneficiaries of the strategy, policy or practice?	Patients LHCH staff

Section Two

Protected Characteristic/Other Groups	Positive Impact (please specify)	Negative Impact (please specify)	Neutral Impact (please mark)	Unknown (please mark)
(Socially Excluded groups) i.e Carers, people living in deprived areas, refugees, asylum seekers, rough sleepers			x <input type="checkbox"/>	<input type="checkbox"/>
(Age) i.e. Older or younger people			x <input type="checkbox"/>	<input type="checkbox"/>
(Race) i.e People who are from majority or minority ethnic groups (i.e. White British, Black or Asian,			x <input type="checkbox"/>	<input type="checkbox"/>
(Disability) i.e. People who are blind or visually impaired, those			x <input type="checkbox"/>	<input type="checkbox"/>

with learning disabilities or mental health problems.				
(Gender)i.e. Men or Women – including Pregnancy or maternity for women, paternity for men or parental leave for both	Uniforms are currently gender based, consideration for gender neutral should be made when uniforms change.		x <input type="checkbox"/>	<input type="checkbox"/>
(Gender Identity) i.e. people who may not identify as the gender assigned at birth, or undergoing gender reassignment	Uniforms are currently gender based, consideration for gender neutral should be made when uniforms change. This would need to be a discussion and would be based upon the gender that the individual defines themselves not the gender in which they were born.		x <input type="checkbox"/>	<input type="checkbox"/>
(Marriage& Civil Partnership) People who are in same sex or heterosexual relationships with a religion or belief (or who choose not to have a religion or belief)			x <input type="checkbox"/>	<input type="checkbox"/>
(Religion and Belief) i.e. People who have no religious belief, those who identify with a specific religion- Hinduism, or have cultural norms and practices linked to their spiritual beliefs or ethnic background, such as vegetarianism or halal	Consideration to Headwear for those who would wish to wear a head covering if suitable for the job role. Full covering theatre hats should be available.	yes	<input type="checkbox"/>	<input type="checkbox"/>
(Sexual Orientation) i.e. People who are straight, gay, lesbian, bisexual			x <input type="checkbox"/>	<input type="checkbox"/>

6. Where potential adverse impact has been identified, can any **low level action** be taken to change the likely impact of a decision on a particular group?

- Where low level action **can** be taken there may be is no need to proceed to a full equality analysis.
- Where low level action **cannot** be taken, or impacts are judged to be unknown, or considered to be major; a full impact equality

Yes

Please specify:

Included guidance regarding head coverings

analysis will need to be completed.

8. Endorsed By:

Name of Lead Clinician / Manager or Committee Chair	Position of Endorser or Name of Endorsing Committee	Date
Raph Perry	Medical Director	12 th June 2020

9. Record of Changes

Section No	Version No	Date of Change	Description of Amendment	Description of Deletion	Description of Addition	Reason