



Name	Uniform, Dress Code and Laundry Policy
Summary	This policy sets out the dress code standards for all staff, including those who are not required to wear a uniform.
Associated Documents	GJF No Smoking policy GJF Managing Employee Conduct policy
Target Audience	All staff including students, temporary, locum, bank, agency staff and volunteers
Version number	1.0
PIN policy	
Date of this version	June 2018
Review Date	May 2021
Date of full impact assessment	
Name of Board	National Waiting Times Centre
Approving committee/group	SMT/Partnership Forum
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Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

1.0 INTRODUCTION AND AIM

This policy sets out the Golden Jubilee Foundation (GJF) dress code for all staff including volunteers, students, temporary, locum, bank and agency staff.

In developing this policy, the GJF has incorporated the recommendations of the NHS Scotland National Uniform, Dress Code and Laundry policies as set out in [CEL 53 \(2008\)](#), [CEL 42 \(2010\)](#) and [DL \(2018\) 4](#).

All staff are expected to present a professional image in both dress and behaviour, in line with professional codes of conduct, thereby indicating to other staff members, patients and visitors that they can expect a high standard of professional care and service within GJF.

Uniforms and personal clothing must be compatible with safe moving and handling practice and appropriate to the area and sphere of work undertaken.

All members of staff are made aware of this policy and it is a core part of staff induction. Adherence to the policy is mandatory. Failure to adhere to the policy will be dealt with in accordance with the GJF Managing Employee Conduct policy.

2.0 ROLES AND RESPONSIBILITIES

All staff:

- Are responsible for adhering to this policy.
- Must wear uniform when working in a post in an area where uniform is designated by management to be worn and must not substitute issued items of uniform with own items of clothing.
- Should raise any queries or concerns about the policy with their line manager.

Managers:

- Are responsible for ensuring that this policy is followed.
- Must ensure that all new HCWs are aware of the policy and the requirements to achieve the required standard.
- Should initiate a risk assessment when required under the terms of this policy.

3.0 EQUALITY AND DIVERSITY

GJF recognises and values the diversity of its workforce in relation to age, disability, gender, trans status, race/ethnicity, religion and belief and sexual orientation. We respect and uphold the right of individuals to the lawful expression of these differences and will take a sensitive approach when this affects dress and uniform requirements.

However, there may be circumstances in which there are genuine occupational reasons as to why the wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security and prevention and control of infection.

The GJF recognises that it should not view gender as a binary concept, with two rigidly fixed options: male or female, both grounded in a person's physical anatomy. Staff will be given the option of selecting the type of uniform they prefer relevant to their staff group rather than a uniform being assigned on an assumed gender identity.

If a member of staff needs to vary from the standards set out in this they should discuss this with their manager who will seek appropriate guidance on an individual basis, with advice and support i.e. from Occupational Health, Clinical Governance, Health and Safety, Prevention and Control of Infection Team or Human Resources as required

3.1 Allowances for Cultural or Religious Reasons

Any member of staff who wishes to wear a particular type of clothing or jewellery for cultural or religious reasons should discuss their requirements with their Line Manager who should endeavour to comply with the request. Line Managers will not have the discretion to agree any adjustments that may have the potential to compromise patient or employee safety, especially regarding Healthcare Associated Infection.

All staff must dress in a manner that is sensitive to the social, cultural, diversity and equality needs of other staff, patients and carers/visitors.

4.0 UNIFORMS AND NO SMOKING POLICY

Staff are not permitted to smoke when wearing uniform. It is not acceptable for staff to smell of smoke.

This action compromises the health improvement message for NHSScotland and is in breach of the GJF No Smoking policy.

5.0 DRESS CODE FOR ALL CLINICAL AND NON-CLINICAL STAFF EXCLUDING HOTEL

The following standards should be adhered to by staff in uniform.

STANDARD	
Non-Uniform Staff	Reason
<p>Staff not issued with uniforms should wear appropriate clothing.</p> <p>Tops should ensure appropriate coverage of the waist and upper chest area prevent any exposure of the midriff.</p> <p>Footwear should be flat or medium heeled.</p> <p>Denims and shorts are not acceptable.</p> <p>Extremes of fashion should be avoided Items of clothing with slogans are not acceptable.</p>	<p>Corporate Image</p>

ID Badges	Reason
<p>The badge is part of the overall uniform and therefore requires to be compatible with infection prevention and control as well as safe moving and handling practices appropriate to the area and sphere of work.</p> <p>Staff working in direct patient care areas where there is exposure to contamination from open wounds, blood and body fluids etc. should consider the risks of HAI. Kite strings or badges with clips should be worn as opposed to lanyards.</p>	<p>Corporate Image/ HAI Prevention</p>
Personal Hygiene	Reason
<p>Individual appearance must reflect a high standard of cleanliness and hygiene at all times.</p> <p>All staff and students must ensure good personal daily hygiene.</p> <p>If there is concern regarding poor personal hygiene, this issue should be managed by the line manager.</p>	<p>Corporate Image/ HAI Prevention</p>
Bare Below the Elbow	Reason
<p>Clinical staff must have their arms bare below the elbow when in a clinical environment. There may be areas, for example Theatre Departments, where specific protective clothing is provided which will cover the arms i.e. surgical gown.</p> <p>NHS issued cardigans may be worn during periods of non clinical activity i.e. meal breaks during periods of non clinical activity on nightshift. They should be laundered regularly at 65°C or as per the care label.</p> <p>Where, for religious reasons, staff wish to cover their forearms during patient care activity, it is acceptable to wear disposable over-sleeves. Where these are used it must be with strict adherence to hand and wrist washing before and after use. Over-sleeves must be disposed of in the same manner as disposable gloves. These can be accessed via Materials.</p> <p>Where for religious reasons staff wish to cover their upper forearms during patient care activity, it is acceptable to wear three-quarter length sleeves. Three-quarter length sleeves must not be loose or dangling. They must be able to be rolled up or</p>	<p>NHS Scotland Mandatory Requirement NHSSCOTLAND Dress Code</p>

pulled back and kept securely in place during hand washing and direct patient care activity. These can be accessed via Materials.	
Uniforms	Reason
Uniforms must be clean and changed daily. This includes sweatshirts, headscarf if worn for religious purposes.	Reduce the risk of cross infection.
Uniforms must be a good fit. Maternity uniforms are available and can be accessed via line managers	To ensure safe practice uniforms must allow free movement. European guidelines have highlighted that safe moving and handling practice may be restricted by the clothing the individual wears.
Hair, Beards and Eyelashes	Reason
Hair must be neat and tidy at all times and in the clinical environment all hair, even when tied back, must sit off the collar. E.g. a long ponytail must be clipped up	NHSSCOTLAND Dress Code
Beards should be short and neatly trimmed, unless this reflects the individual's religion, where it should be tidy. Beards must be covered with a hood when undertaking aseptic procedures and food preparation. Facial Covers Staff who wear facial coverings for religious reasons are expected to remove them whilst working clinically. This will ensure that the member of staff is identifiable and will facilitate communication with patients, relatives or friends as well as work colleagues. False eyelashes should not be worn in clinical settings	Corporate Image
Hands	Reason
Nails must be kept short and clean. Nail polish or strengtheners must not be worn. Artificial finger nails/extension must not be worn within the clinical environment and food handling preparation	NHSSCOTLAND Dress Code Research demonstrates nails, including chipped nail polish can harbour potentially harmful bacteria, which could then be transmitted to those who are receiving care. Caring for nails helps prevent the harbouring of micro-organisms.

Jewellery/Piercings, Tattoos, Ties and Headwear	Reason
<p>Non stud earrings may represent a safety hazard to staff and account of the working environment should be taken into consideration.</p> <p>Staff must not wear hand, wrist or neck jewellery when providing patient care. A plain band is permitted in clinical areas with the exception of theatres when scrubbed.</p> <p>Wristwatches Wristwatches must not be worn in the clinical environment, or by staff providing direct clinical care. Fob watches are acceptable</p> <p>Piercing Visible body piercing must be kept to a minimum, discreet, inoffensive and not present a safety hazard.</p> <p>Wrist and hand piercings must be removed</p> <p>Tattoos Tattoos must be covered until healed</p> <p>Inappropriate tattoos must be covered at all times. The charge nurse/lead consultant or head of service/department will be responsible for determining whether a tattoo is inappropriate or not i.e. any tattoo with offensive language.</p> <p>It is acknowledged that some religions/cultures use henna to decorate their bodies at certain times and this is acceptable.</p>	<p>Health and Safety</p> <p>NHS Scotland Mandatory requirement Wrist and Hand piercing must not be present when providing patient care as hand hygiene cannot be carried out effectively NHS Scotland Mandatory requirement</p> <p>NHS Scotland Mandatory requirement The area beneath wristwatches has been identified as a source of infection. May cause injury to patients during patient moving and handling.</p> <p>Corporate Image</p> <p>Prevention of Infection</p> <p>Corporate Image</p>
<p>TIES Ties must not be worn when delivering direct patient care.</p>	<p>To minimise cross-infection</p>
<p>HEADWEAR</p> <p>Headwear must be worn correctly i.e. covering all hair. All headwear must be changed daily.</p>	<p>The hat has the dual purpose of retaining stray hair and reducing the risk of cross contamination.</p>

Footwear	Reason
<p>Footwear must be clean and in a good state of repair.</p> <p>Uniformed staff: Shoes must be soft-soled and have enclosed toes and heels. Shoes should not be of the slip on variety i.e. mules. It is acknowledged however that clogs continue to be the shoe of choice in theatres. (See Operating Department Attire)</p> <p>Shoes worn in the clinical area require to be rubber soled and non-pervious. "Croc" styled shoes are not permissible.</p> <p>Dark coloured shoes are preferable however it is acknowledged that many staff, in particular those involved with moving and handling of patients prefer to wear training shoes.</p> <p>Where training shoes are worn they must at all times be clean and be of a non-pervious material. Uniform shoes / trainers should be worn in the work place only.</p>	<p>Health and Safety</p> <p>To minimise noise and prevent cross-contamination from blood and body fluids following spillage.</p> <p>Corporate Image</p>
Badges	Reason
<p>Visible name and photographic identification badge must be worn at all times. The specific identification will be issued by Security.</p> <p>For staff working in clinical areas, badges will be clipped on, not on lanyards.</p> <p>It is the responsibility of every member of staff to ensure they have the appropriate up to date identification and to raise any issues in that regard with their line manager.</p>	<p>NHSSCOTLAND Dress Code Corporate Image</p>
Designated Changing Facilities	Reason
<p>The wearing of uniform outwith GJF premises is NOT PERMITTED unless on specific duty</p> <p>Staff are not permitted to travel to and from work in uniform- changing facilities are available for all staff.</p>	<p>NHSSCOTLAND Dress Code Corporate Image</p>
<p>Staff are required to make use of designated changing facilities, changing in public/staff toilets is unacceptable.</p>	<p>Minimise cross infection.</p>

6.0 WEARING UNIFORM OUTWITH GJF

The wearing of uniform outwith GJF premises is NOT PERMITTED unless on specific clinical duty.

Requests to wear uniform out with the organisation for formal occasions or where promoting the organisation must be authorised by the appropriate Head of Department.

7. PERSONAL PROTECTIVE CLOTHING (PPE)

Personal protective equipment consists of items of clothing (e.g. impermeable gloves, shoes with protective toe-caps or non-slip soles, aprons) or other items worn on the person (e.g. respirators) and are required to protect the wearer from a hazard.

The need for personal protective equipment is determined by departmental risk assessment, with the assistance of a health and safety adviser if required.

Where the need for personal protective equipment has been recognised in risk assessment, its compulsory use must be made known by the department manager and compliance monitored.

8. ATTIRE FOR OPERATING THEATRES

<p>Scrubs-</p> <p>Personnel must not wear green scrubs out with theatres with the exception of collecting or returning a patient to the ward or in an emergency.</p> <p>Green Scrubs must not be worn on level 1 , level 5 or Hotel</p> <p>Green scrubs must be changed as soon as is practicable if they become contaminated with blood or body fluids</p> <p>Green Scrubs must not be taken home to launder</p> <p>Scrubs are not protective clothing and contamination should be minimised by the appropriate use of PPE in circumstances where exposure to blood or body fluid is likely</p> <p>Blue/Disposable Scrubs are available for non nursing staff to use for duties outwith theatres</p>	<p>To reduce the risk of contamination for patients and staff and corporate image.</p>
<p>Jewellery-</p> <p>With the exception of a plain band (that must be removed if scrubbing) no other jewellery is</p>	<p>To reduce the risk of contamination and injury to patients and staff</p>

permitted in theatres	National Infection Control Manual requirement.
<p>Footwear-</p> <p>Operating department footwear must be clean and free from post op residue. This is the responsibility of the wearer.</p>	To protect the wearer
<p>Mask-</p> <p>Scrubbed members of the theatre surgical team should wear surgical face masks during all surgical procedures.</p> <p>Surgical face masks should be worn by healthcare workers when performing invasive spinal procedures such as myelography, lumbar puncture and spinal anaesthesia.</p> <p>A fresh mask must be worn for each operation. This mask should be removed on leaving theatre</p> <p>When disposing of the mask the user must handle the ties and perform hand hygiene.</p>	<p>To reduce the risk of cross contamination and protect the wearer</p> <p>National Infection Control Manual – Surgical Masks Literature review</p>
<p>Hats-</p> <p>Hats should be worn correctly i.e. covering all hair.</p> <p>All headwear must be changed daily.</p> <p>Cloths hats may be worn for religious purposes. These must be laundered daily at temperatures above 65 degrees and disposed of if heavily contaminated with blood and body fluids.</p>	Retains stray hair and reduces risk of cross contamination
<p>Eye/Face Protection-</p> <p>Eye./Face protection must be worn if there is a risk of splashing spraying</p>	National Infection Control Manual requirement.

9.0 LAUNDERING OF USED UNIFORMS

Home Laundering Advice

Introduction

The risk of cross infection is reduced with the correct use of protective clothing. All personnel who wear issued uniforms and are involved in direct patient contact and carry out activities that are exposure prone to blood/body fluids should wear personal protective equipment. They should also understand the rationale for optimum laundering processes to render uniforms safe and fit for purpose. If uniforms are laundered correctly it will render the garments safe to wear.

Aim

To ensure that uniforms are not a reservoir for bacteria, and a source of cross infection. To minimise risks to staff laundering their uniforms at home.

Procedure for Home Laundering of Non-Contaminated Uniforms

Action	Rationale
Staff should take used uniforms home in a plastic bag that is then discarded	To minimise the risk of cross infection
Uniforms should be washed in washing machines separately from other items.	To minimise the risk of cross contamination.
Uniforms should be washed at a temperature of at least 65°C or at the temperature on the care label. Staff should use the washing powder/liquid they currently use.	To reduce bacteria load.
Washing machine should be loaded as per manufacturer guidance and never overfilled.	Minimise the risk of inadequate decontamination.
Hands must be washed after the uniforms are placed into the washing machine.	To minimise the risk of cross contamination via the hands.
Uniforms may be tumble or line dried. When thoroughly dried the uniform must be ironed with a hot steam iron.	To ensure the uniforms are adequately decontaminated.
Place clean uniforms into a clean dry plastic bag.	Minimise the risk of recontamination.

Uniforms that **must not** be home laundered

- Theatres Scrubs
- Cath Lab Scrubs
- CSPD scrubs
- Hotel Chef Uniforms
- Healthcare worker uniforms where advised by Prevention and Control of Infection not to home launder e.g. during outbreak or extreme contamination.
- Laboratory white coats

Contaminated Uniforms

- Uniforms visibly contaminated with blood and body fluids must not be taken home to launder, instead treated as infected linen.
- Contaminated uniform must be placed in an alginate bag, then clear plastic bag and sent to the hospital laundry supplier.
- Please inform Housekeeping Supervisor to arrange.
- Uniforms that are grossly contaminated must be cut off and placed into a yellow bag for incineration and disposed of.
- Clean blue scrub uniforms can be obtained from Housekeeping or Senior Nurse/Security out of hours.
- Request a replacement uniform from Line Manager / Supervisor.

It is possible to claim tax relief for the laundering of uniforms at home. Further information on how to claim this can be found by clicking on the following link for HM Revenue & Customs:

<http://www.hmrc.gov.uk/incometax/relief-tools.htm>

10.0 Golden Jubilee Conference Hotel

CEL42(2010) states that staff in the Golden Jubilee Conference Hotel are exempt from wearing the national uniforms. However, the Foundation has agreed locally the uniforms that must be worn by staff working in the hotel.

<p>Uniforms-</p> <p>Correct uniform to be worn at all times when on duty in line with your departmental uniform standard.</p> <p>Ties if worn should be fully tied at all times</p> <p>Jackets should be worn when in public areas if this is part of your department uniform (exceptions in extreme weather to be agreed by the Director or GM)</p> <p>Name badge to be worn at all times</p>	<p>Corporate image.</p>
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<p>Ensure uniforms are regularly laundered</p> <p>A SMILE is part of the uniform please ensure this is worn at all times when on duty</p>	
<p>Personal Hygiene-</p> <p>Individual appearance must reflect a high standard of cleanliness and hygiene at all times.</p> <p>All staff and students must ensure good personal daily hygiene.</p> <p>If there is concern regarding poor personal hygiene, this issue should be managed by the line manager.</p> <p>Beards, sideburns and moustaches should be short and neatly trimmed, unless this reflects the individual's religion, where it should be tidy.</p> <p>Beards must be covered with a hood when food preparation.</p> <p>Hair clean, off the face and well groomed- tied back if longer than shoulder length.</p> <p>Hair should be covered when working in food preparation areas.</p>	<p>To reduce the risk of contamination and injury customers and staff National Food Hygiene Requirements Corporate image</p>
<p>Footwear-</p> <p>Appropriate and closed toe, closed heel footwear, this forms part of your uniform and shoes should be regularly clean and polished.</p>	<p>To protect the wearer Corporate image</p>
<p>Hands and Nails-</p> <p>Hands and nails must be clean.</p> <p>If a non-food handler and wearing nail varnish these should be neutral colours and unchipped.</p> <p>Food handlers should not wear nail varnish when on duty.</p> <p>Nail polish or strengtheners must not be worn.</p> <p>Artificial finger nails/extension must not be worn within food handling preparation</p>	<p>To reduce the risk of contamination and injury customers and staff National Food Hygiene Requirements Corporate image</p>
<p>Jewellery/Piercings, Tattoos-</p>	

Tattoos and body piercings should not be visible when on duty	Corporate image
<p>While in uniform-</p> <p>There should be no chewing gum, eating or drinking in any hotel public area</p> <p>Mobile phone should be turned off and not used in public areas (if you need to have your mobile on for an emergency this should be agreed by your manager or duty manager)</p>	Corporate image

11.0 FURTHER READING:

- NHS Scotland Dress Code (CEL 53 (2008) and CEL 42 (2010))
- NHS Scotland National Uniform Policy, Dress Code and Laundering Policy DL (2018) 4
- Moving and Handling Guidelines
- Nursing and Midwifery Council Code of Professional Conduct
- Behaviours & Rituals in the Operating Theatre, a report from the Hospital Infection Society Working Group on Infection Control in Operating Theatres 2001
- Uniforms and Workwear: An Evidence Base for Developing Local Policy (Department of Health, 2007)
- Hand Adornment and Infection Control, 2007, British Journal of Nursing
- National Institute for Health and Care Excellence
- Estates and Facilities Alert – Clogs

APPENDIX 1: NHS Scotland National Uniform Specification

Clinical staff	
Clinical Nursing Managers (Band 8A or above) Associate/Deputy Nurse Directors Nurse Directors	<ul style="list-style-type: none"> • Smoked Berry burgundy tunic/polo shirt • Navy blue trousers
Senior Charge Nurses / midwives Community Team Leaders Hospital At Night Nurse Practitioners in charge of the ward	<ul style="list-style-type: none"> • Navy blue tunic / polo shirt • Navy blue trousers
Registered Nurses including Dental Nurses	<ul style="list-style-type: none"> • Cornflower blue tunic or cornflower blue polo shirt • Navy blue trousers
Allied Health Professionals (AHP)	<ul style="list-style-type: none"> • Mediterranean blue tunic or Mediterranean blue polo shirt • Navy blue trousers • Allied Health Professionals will have their professional role embroidered on their tunic/polo shirt
Healthcare Scientists, Pharmacy Technicians, Dental Care Professionals including Dental Hygienists, Orthopaedic Practitioners (holders of BCC - British Casting Certificate)	<ul style="list-style-type: none"> • Ocean Blue tunic or ocean blue polo shirt • Navy blue trousers • These staff groups will have their professional role embroidered on their tunic/polo shirt
All unregistered staff, healthcare support workers and trainees	<ul style="list-style-type: none"> • Pale sky blue tunic or pale sky blue polo shirt • Navy blue trousers • Healthcare support staff for Allied Health Professionals, Healthcare Scientists, and Pharmacy Technicians can have their department embroidered on their tunic/polo shirt or have the option to wear a non-embroidered tunic/polo shirt. This depends on local policy.
Non-clinical staff	
Catering and domestic staff, including non-clinical staff trainees.	<ul style="list-style-type: none"> • Mid-green tunic or mid-green polo shirt • Navy blue trousers
Catering and domestic supervisors	<ul style="list-style-type: none"> • Dark green tunic or dark green polo shirt • Navy blue trousers
Porters	<ul style="list-style-type: none"> • Mid-green Polo shirt or mid-green dress shirt/blouse • Navy blue trousers
Administration and Clerical Staff	<ul style="list-style-type: none"> • Plain coloured mid-green blouse/dress shirt • Navy blue dress trousers
Security Guards	<ul style="list-style-type: none"> • White shirt / blouse (available with or without epaulettes) and clip on tie with military style jumper

	or black t-shirt and stab vest depending on local policy • Black trousers
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- Polo shirts are available as an alternative to tunics depending on local policy.

A range of outer garments, including cardigans, fleeces, and shower proof jackets are available.

Where staff require a heavy duty 3 in 1 water resistant jacket for prolonged use in harsh weather conditions, this is considered a specialist item of PPE, and is available, according to local policy, from the national (PPE) contract.