

Uniform and Dress Code Policy

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Equality, Diversity And Human Right Statement	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
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Contents

1. Purpose22

2. Aims and Objectives22

3. Scope22

4. Policy Content22

4.1 Identification Badges 22

4.2 Uniformed Staff Clinical 23

4.3 Non-Uniformed Clinical Staff 23

4.4 Uniformed Staff – Non-Clinical..... 23

4.5 Core Standards..... 23

4.6 Infection Control/Health and Safety 24

4.7 Uniform – Starting Employment..... 25

4.8 Uniform – During Employment..... 25

4.9 Uniform – On Leaving Employment..... 25

4.10 Special Circumstances 25

4.10.1 Maternity 25

4.10.2 Charity Events/Career Events/Dress Down Days. 26

4.10.3 Personal Protective Equipment..... 26

4.11 Cultural Beliefs and Uniform..... 26

4.12 Compliance with Standards..... 26

5 Exceptions.....26

6 Training26

7 Monitoring of compliance.....26

8 Relevant regulations, standards, and references27

8.5 Relevant Legislation 27

8.6 Useful Contacts 27

9 Equality, Diversity, and Human Right Statement.....27

9.1 Recording and Monitoring of Equality & Diversity..... 28

10 Legal requirements.....28



Appendix 1: Equality Impact Assessment 29

Appendix 2: Roles and responsibilities 33

1. Purpose

The trust is committed to ensuring the health, safety, and welfare of its employees. The individual's standard of dress and appearance is important to the professional standing of the Trust and it is the intention to maintain that within the framework of this policy. The policy is intended to cultivate a positive image of staff, as part of the professionalism and high standards of behaviour appearance that would reasonably be expected by patients, colleagues and the wider public. It is hoped that the policy will help staff to feel good about their appearance and proud of their personal and professional image.

2. Aims and Objectives

This policy sets out the expectations of the Trust in relation to corporate Dress Code and the wearing of Trust Uniforms. The Trust recognises the diversity of cultures, religions, and disabilities as well as the sex and gender identity of its employees and will take a sensitive approach when this affects uniform and dress requirements. However, priority will be given to health and safety, security and infection control requirements and the need for verbal and non-verbal communication.

The dress code, whether uniformed or non-uniformed staff should support and promote the following principles:

- To reduce risk of cross infection
- Health, safety and wellbeing of staff
- Safety and wellbeing of patients
- Public confidence and professional image
- Professional accountability as defined by professional bodies
- To avoid offence to people of different cultures or beliefs.
- To ensure a consistent approach is taken across the Trust to create a corporate image.
- To ensure effective communication

3. Scope

The policy applies to all employees of the Trust, including those that do not wear a specified uniform and will be adapted to handle issues relating to all other workers i.e., all bank staff, agency workers, trainees, volunteers, students, contracting staff and self-employed NHS professionals.

4. Policy Content

Identification Badges

Trust identification (ID) badges must be always worn when on duty or acting in an official capacity representing the Trust. This is both for security and identity purposes. However, there is a recognition that when giving patient care, staff may have to remove identification badges. Badges should be up to date with regards to job title and photograph. All members of staff have a collective responsibility to challenge, when safe to do so anyone not clearly displaying an ID badge when required to do so.

Staff must remove ID badges when not on site or working in an official capacity when representing the Trust.

Badges should not be worn on chains around the neck as this could pose an injury to the wearer and patients during moving and handling procedures. Existing staff must have appropriate Lanyards (the neck string with safety catch accompanying an ID badge) worn with identification badges and must be recognised organisations lanyards only which comprise a safety fastening. New staff will be issued with retractable ID badge holders with the aim for this to transition to all existing staff.

ID Badges must be returned when a member of staff leaves the Trust. Lost or stolen badges must be reported to the Line Manager immediately and an incident form completed via Datix reporting system.

Uniformed Staff Clinical

This policy is designed to give guidance for clinical staff that wear a Trust uniform whilst undertaking their duties. Uniforms are intended as a means of identification to both patients and staff, to offer health and safety to the staff wearing them and to minimise risk to patients and staff through infection and/or injury. Professional badges may be acceptable but must be removed when undertaking clinical duties. Please refer to appendix 4 for guidelines.

Non-Uniformed Clinical Staff

Staff who are not required to wear a uniform but who regularly work with patients in a clinical area are expected to maintain a professional appearance and always adhere to the principles of the dress code where applicable. Please refer to appendix 5 for guidelines.

4.4 Uniformed Staff – Non-Clinical

This policy is designed to give guidance for non-clinical staff who wear a Trust uniform whilst undertaking their duties. Please refer to appendix 6 for guidelines.

Staff who do not wear a uniform in the course of their work must present themselves as tidy and professional in appearance. It should be remembered that what is worn outside of work is not necessarily appropriate for the workplace. Please refer to appendix 7 for guidance.

4.5 Core Standards

It is expected that all staff will be clean and presentable whilst at work and wear smart clothing appropriate to their role. Individuals should exercise judgement in their dress, taking account of the perceptions and values of service users, meetings they may be required to attend and cultural backgrounds.

Dress should be suitable for the type of environment in which staff work and the activities they will be required to undertake and must always take account of health and safety requirements and infection control.

Staff are not permitted to wear sportswear, clothing with offensive words or pictures, torn or ripped clothes or clothes which are too cut or expose a significant amount of skin.

Staff are not permitted to display tattoos that could cause offence and may be asked to cover up any tattoos of this nature.

Staff are expected to maintain their hair in a clean and tidy condition.

If protective clothing is provided by the Trust, then this must be worn in accordance with health and safety, infection control and personal protective equipment requirements. All uniforms and protective clothing belong to the Trust and should be returned at the end of employment in a fair condition

4.6 Infection Control/Health and Safety

In settings that involve close or direct contact with patients, contamination of clothing can occur. This may be gross contamination with body fluids, or invisible contamination with microorganisms. Because of this the following advice must be adhered to:

- It is expected that where changing facilities exist, staff should change out of uniforms at the end of every shift. Staff are permitted to remain in uniform if travelling to and from work by car.
- Jewellery including necklaces, bracelets and wrist watches must not be worn, nor should belts with buckles. One plain band may be worn on the finger and one pair of ear studs. A religious bangle can be worn but should be moved up the forearm during hand hygiene and secured during patient care activities
- Body piercing that has not fully healed should be covered up. Staff are required to be bare below the elbow in clinical areas.
- Footwear should be clean, of a sensible height and not pose any health and safety risks i.e., should be non-slip and enclose the whole foot (including toes and heels). Colours should be plain e.g., black or navy. Tights and socks must also be plain e.g., black, navy, or natural.
- Long hair should be secure off the face and tied back off the collar. Facial hair should be kept clean and tidy. Any facial hair should also be appropriate for wearing Trust protection masks.
- Where a person's faith requires it, head coverings will be permitted e.g., hijabs, turbans or kippahs. Any head coverings should be kept in a clean and presentable condition.
- Nails must be short and kept clean.
- Nail varnish, false and gel nails must not be worn as they harbour large numbers of micro-organisms. Any staff member who wears nail varnish, false or gel nails on duty will be asked to remove immediately.
- Staff are permitted to wear cardigans, jumpers and/or fleeces over their uniform, however, these must be removed in clinical areas to comply with the bare below the elbow guideline. Where a person's faith requires their elbows to be covered, three quarter sleeves will be permitted or disposable oversleeves. Any 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 must be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.
- Clean uniforms must be worn for every single shift
- Department of Health guidance suggests washing uniforms at the hottest temperature suitable for the

fabric. Uniforms and clothing worn at work should be washed at the hottest temperature suitable for the fabric and at a minimum of 30 degrees.

- Uniforms must be stored carefully to prevent contamination
- Dry cleaning is not accepted as an effective method of decontamination.
- Where there is a risk of contamination to your uniform, wear a plastic apron, worn correctly and tied at the back.

4.7 Uniform – Starting Employment

Only Uniforms approved by the Trust may be worn. Staff should always wear the correct uniform; no additions or variations are allowed. If employees need reasonable adjustments for an underlying health condition or disability, then the Trust will consider what suitable reasonable adjustment are available following discussion with the employee.

The number of uniforms issued will be according to contracted hours/shifts. The amount and allocation of uniforms is governed by corporate and local guidelines which may be subject to change.

Religious requirements relating to uniform should be discussed with the Head of Department for the relevant area. The Trust will determine what reasonable adjustments could potentially be considered following discussion with the employee.

4.8 Uniform – During Employment

Where changing facilities are made available, staff must not wear their uniforms outside the Trust and staff must not travel to and from work in their uniforms unless travelling by car. If staff do not have access to changing facilities and are travelling between sites or their home, their tunic must be covered. Staff must be aware that a uniform indicates their status as a Trust employee and must behave accordingly.

Replacement uniforms will only be issued on production of the uniform to be replaced and a requisition signed by the Ward/Department Manager or Senior Manager. Damaged uniforms will be repaired before replacement whenever possible.

4.9 Uniform – On Leaving Employment

On leaving employment, staff are responsible for returning all garments to their line manager. Failure to do so will result in a deduction being made in the last salary payment.

4.10 Special Circumstances

4.10.1 Maternity

Staff who are pregnant and are requiring maternity uniforms will be provided with scrubs or any other appropriate alternative agreed with the Line Manager. Maternity uniforms are available but only with approval from the budget holder/Ward Manager.

4.10.2 Charity Events/Career Events/Dress Down Days.

The Trust acknowledges that staff would wish to support charitable events however, it is the responsibility of Department Managers to decide the appropriateness of their department supporting temporary events i.e., comic relief, children in need etc.

If employees who take part in these events are dressed inappropriately, they will be asked to change. The department manager will decide on the appropriateness of an employee's clothing in such situations.

4.10.3 Personal Protective Equipment

If you require specific information regarding Personal Protective Equipment (PPE), please refer to the PPE Policy, which is available on the Trust Policy website.

4.11 Cultural Beliefs and Uniform

The Trust is sensitive to the needs of staff with religious or cultural beliefs which may conflict with the standard Trust uniform. Concerns may be discussed with the line manager who will consider the requirements of the Equality Act 2010 as well as organisational issues, infection control, health and safety and other clinical issues.

The population we serve is ethnically and religiously diverse and it is therefore necessary that staff dress in a manner that respects varying traditions and cultures. See Appendix 7 for more information.

4.12 Compliance with Standards

It is recognised that issues relating to clothing, personal hygiene and personal presentation may be sensitive. Managers must speak to individuals in the first instance where the policy is not upheld.

Failure to adhere to this policy without good reason may result in disciplinary action being considered and taken.

5 Exceptions

There are no exceptions.

6 Training

The Trust acknowledges the importance of awareness and skills training for managers to ensure the effective implementation of this Policy. Working in partnership the Human Resource Service will provide appropriate support through a variety of means including formal skills training, informal Policy Briefings or Guidance Toolkits.

7 Monitoring of compliance

Minimum requirement to be monitored	Process for monitoring e.g. audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan

8 Relevant regulations, standards, and references

8.5 Relevant Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1999) Personal Protective Equipment at Work Regulations (1992) Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Human Rights Act 1998
- Equality Act 2010
- 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
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Uniforms and workwear: guidance for NHS employers
- <https://www.england.nhs.uk/coronavirus/documents/uniforms-and-workwear-guidance-for-nhs-employers/>

8.6 Useful Contacts

Business HR
Tel: 0151 706 4682

Infection Control:
Royal & Broadgreen – 01551 796 4416
Aintree – 0151 529 4930

9 Equality, Diversity, and Human Right Statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary after appropriate

consultation. The Trust will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that this policy is fairly implemented.

This policy and procedure can be made available in alternative formats on request including large print, braille, moon, audio cassette, and different languages. To arrange this please contact Business Human Resources in the first instance.

The Trust will endeavour to make reasonable adjustments to accommodate any employee with equality and diversity requirements in implementing this policy and procedure. This may include accessibility of meeting venues, providing translation, arranging an interpreter to attend meetings, extending policy timeframes to enable translation to be undertaken, or assistance with formulating any written statements.

9.1 Recording and Monitoring of Equality & Diversity.

The Trust understands the business case for equality and diversity and will make sure that this is translated into practice. Accordingly, all policies and procedures will be monitored to ensure their effectiveness.

Monitoring information will be collated, analysed and published on an annual basis as part of our Single Equality and Human Rights scheme. The monitoring will cover all strands of equality legislation and will meet statutory employment duties under race, gender and disability. Where adverse impact is identified through the monitoring process the Trust will investigate and take corrective action to mitigate and prevent any negative impact.

The information collected for monitoring and reporting purposes will be treated as confidential and it will not be used for any other purpose.

10 Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

Appendix 1: Equality Impact Assessment

Title	
Strategy/Policy/Standard Operating Procedure	
Service change (Inc. organisational change/QEP/ Business case/project)	
Completed by	
Date Completed	

Description <i>(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)</i>

Who will be affected <i>(Staff, patients, visitors, wider community including numbers?)</i>

The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed, then a further EIA is not required and the EIA review date should be set at the date for the next policy review.
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed, then a new EIA is required.
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact, you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations, or direct engagement activity. You should also consult available published research to support your analysis.

Section 1 – Initial analysis

Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>		
Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers affecting people of different religions, belief or no belief)</i>		
Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		
Sexual Orientation <i>(Consider any benefits or opportunities</i>		

<i>to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i>		
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If you have identified

any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact, you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic, then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u>	Y/N
Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?	Y/N
Who and how have you engaged to gather evidence to complete your full analysis? (List)	
What are the main outcomes of your engagement activity?	
What is your overall analysis based on your engagement activity?	

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table: all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 2: Roles and responsibilities

Role	Responsibility
Employee	<ul style="list-style-type: none"> • Staff are responsible for their general presentation and appearance and for dressing in accordance with this policy • . • Staff are responsible for cooperating with the development and implementation of this policy as part of their normal duties and responsibilities. • Persistent failure to adhere to this policy will result in disciplinary action.
Line Manager	<ul style="list-style-type: none"> • Managers are responsible for ensuring that they and their staff wear the correct uniform and comply with this policy. • Managers are responsible for ensuring this policy is disseminated to their staff. • This policy addresses common issues in relation to dress code but is not possible to detail every eventuality. It is expected that managers will apply common sense in applying the guidelines attached to this policy, depending on the specific circumstances. • Managers must speak to individuals in the first instance where the policy is not upheld following advice from a HR (Human Resources) Representative. This should also be recorded. In circumstances when the staff member has breached this policy the Trust Disciplinary Policy should be referred to and advice sought from Business HR.
Human Resources	<ul style="list-style-type: none"> • Business Human Resources have a responsibility to monitor the implementation of the policy and to ensure that procedures are managed fairly and consistently across the Trust. Business Human Resources will provide guidance and support to line managers on the operation of this policy at all stages.

Chief People Officer	<ul style="list-style-type: none">• The Chief People Officer is responsible for ensuring that this Policy is fully implemented and that there is a continuing commitment to education and training on policies for managers.
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Appendix 3: Clinical Uniformed Guidance

This list is by no means exhaustive. Clothing must be appropriate for job role carried out. If staff are unsure of their responsibilities in this area, they must consult with their manager.

Subject	Clinical Uniformed	Reason
Footwear	<ul style="list-style-type: none"> • Flat/ low heeled to prevent slips and falls • Be comfortable • Cover the whole foot • Be cleanable • Be plain black or navy if trainers 	Closed toe shoes offer protection against spills.
Tights, Stockings and socks	Black or natural tights or stockings if worn with skirts or dresses. Navy blue or black socks worn with trousers.	Professional image.
Trousers	No cropped trousers as part of uniform. In spells of exceptionally hot weather, Senior Management may communicate across the Trust a brief relaxation of uniform policy to allow patient facing uniformed staff to wear smart, knee length, plain navy or black short trousers. These will not be supplied by the Trust, but if staff wish to supply their own, they may wear them during these periods when a relaxation of the policy has been communicated.	Professional image.
Scrubs	Staff wearing scrubs in theatre must not leave the department wearing scrubs.	Health & Safety & Professional image
Jewellery	Wedding band may be worn. Rings with stones should not be worn, as these can scratch patients. Bracelets should not be worn. Necklaces must be removed with the exception of medical alert necklace. One pair of plain small stud earrings can be worn.	Health & Safety & Infection Control.
Watches/. Wrist Bands	Wristwatches should not be worn in clinical uniform. Fob Watches may be	Hand/wrist jewellery can harbour micro-organisms

	worn. Charity bands and friendship bands must not be worn. A religious bangle can be worn but should be moved up the forearm during hand hygiene and should also be secured during patient care activities.	and can reduce compliance with hand hygiene.
Belts & Buckles	Traditional nurse's belts and buckles can restrict movement and cause injury to patients. The Trust does not provide these as part of the standard uniform.	Patient safety.
Hair	Below collar length should be tied or pinned up whilst on duty.	Health & Safety, infection control, non-interference in clinical procedures, to maintain a professional image.
Facial Hair	Beards and moustaches must be kept clean and tidy. Any facial hair should be appropriate for wearing Trust protection masks.	Non-interference with clinical procedures.
Perfume, aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle.	Patient care.
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	For professional imagine
Make up	To be discreet and appropriate.	To maintain a professional image.
Hands and Nail Varnish	Long and/or varnished fingernails or false nails or nail extensions are not permitted. Hands and nails should be always clean.	Long and or varnished fingernails/false nails harbour micro-organisms and can reduce compliance with hand hygiene.
Body Art	Tattoos of an obscene or offensive nature must be fully covered wherever possible.	To maintain a professional image and to protect the rights of others.
Facial/Body Piercing	Facial and body piercings should not be at risk of being accidentally pulled. If a member of staff has a body piercing that has not fully healed, then it should be covered up.	Health & Safety and to maintain a professional image.
Cardigans/ Fleeeces/ Sweatshirts	Trust issued cardigans/fleeeces/sweatshirts may be worn but must be removed when entering a ward clinical area. Professional branded clothing may also be acceptable.	Infection control & to maintain a professional image.

Badges	Excluding identification badges and other appropriate professional badges (including accreditation), no other badges may be worn. ID badges and other badges must be removed or secured when undertaking clinical procedures or moving patients.	Patient safety, professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control.
Equipment	Staff must not wear equipment (e.g. tourniquet hanging from belt and/or stethoscope around the neck, surgical face masks, Theatre caps) as part of their dress code outside of the clinical areas (e.g. canteen, toilets). There should be no rolls of Micropore tape present on lanyards.	Health & Safety and to maintain a professional image.

Appendix 4: Clinical Non-Uniformed Guidance

This list is by no means exhaustive. Clothing must be appropriate for job role carried out. If staff are unsure of their responsibilities in this area, they must consult with their manager.

Subject	Clinical Non Uniformed	Reason
Footwear	<ul style="list-style-type: none"> Flat/ low heeled to prevent slips and falls Be Comfortable Cover the whole foot Be cleanable Be plain black or navy if trainers 	Closed toe shoes offer protection against spills.
Dresses/Skirts	Not see through. No Mini or micro skirts.	Professional image.
Tops/blouses/shirts	Not see through, not low cut at the front or back, no vest style or strap tops. No bare midriiffs. Sleeves should be able to be secured above the elbow for clinical staff. Staff wearing shirts should ensure sleeves should be able to be secured above the elbow for clinical staff.	Professional image.
Ties	All ties should be removed, bow ties can be worn.	Infection Control, Health & Safety.
Trousers	Tailored or smart trousers. In spells of exceptionally hot weather, Senior Management may communicate across the Trust a brief relaxation of uniform policy to allow patient facing staff to wear smart, knee length, plain navy or black short trousers. These will not be supplied by the Trust, but if staff wish to supply their own, they may wear them during these periods when a relaxation of the policy has been communicated.	Professional image.
Jewellery	Wedding band may be worn. Rings with stones should not be worn, as these can scratch patients. Bracelets should not be worn. Necklaces must be removed with the exception of medical alert	Health & Safety & Infection Control.

	necklace. One pair of plain small stud earrings can be worn.	
Watches/ Wrist bands	Wristwatches should be removed when entering a ward clinical area Fob Watches may be worn. Charity bands and friendship bands must not be worn. A religious bangle can be worn but should be moved up the forearm during hand hygiene and should also be secured during patient care activities.	Hand/wrist jewellery can harbour micro-organisms and can reduce compliance with hand hygiene.
Belts & Buckles	Belts which are worn to serve either a practical or fashion purpose must have a small buckle which will not cause injury to the patient or wearer.	Patient safety.
Hair	Below collar length should be tied or pinned up whilst on duty.	Health & Safety, infection control non-interference in clinical procedures, to maintain a professional image.
Facial Hair	Beards and moustaches must be kept clean & tidy. Any facial hair should be appropriate for wearing Trust protection masks.	Non-interference with clinical procedures.
Perfume, aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle. Avoid excessive perfume/ aftershave.	Patient care.
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image.
Make up	To be discreet.	To maintain a professional image.
Hands and Nail Varnish	Long and/or varnished fingernails or false nails or nail extensions are not permitted. Hands and nails should be always clean.	Long and or varnished fingernails/false nails harbour micro-organisms and can reduce compliance with hand hygiene.
Body Art	Tattoos of an obscene or offensive nature must be fully covered wherever possible.	To maintain a professional image and to protect the rights of others.
Facial/Body Piercing	Facial and body piercings should not be at risk of being accidentally pulled. If a member of staff has a body piercing that has not fully healed, then it should be covered up.	Health & Safety and to maintain a professional image.

Badges	Excluding identification badges and other appropriate professional badges (including accreditation), no other badges may be worn. ID badges and other badges must be removed or secured when undertaking clinical procedures or moving patients.	Patient safety, professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control.
Equipment	Staff must not wear equipment (e.g. tourniquet hanging from belt and/or stethoscope around the neck, surgical face masks, Theatre caps) as part of their dress code outside of the clinical areas (e.g. canteen, toilets). There should be no rolls of Micropore tape present on lanyards.	Health & Safety and to maintain a professional image.

Appendix 5: Non-Clinical Uniformed Guidance

This list is by no means exhaustive. Clothing must be appropriate for job role carried out. If staff are unsure of their responsibilities in this area, they must consult with their manager.

Subject	Non -Clinical Uniformed	Reason
Footwear	<ul style="list-style-type: none"> Flat/ low heeled to prevent slips and falls Be Comfortable Cover the whole foot Be cleanable Be plain black or navy if trainers 	Health and Safety.
Tights, Stockings and socks	Neutral, black or subtle-coloured tights or stockings.	Professional image.
Dresses/Skirts	Not see through. No Mini or micro skirts.	Professional image.
Tops/blouses Shirts/ties	If not Trust issued not see through, not low cut, no vest style or strap tops. No bare midriffs.	Professional image.
Trousers	Tailored or smart trousers or Trust issued only if applicable. In spells of exceptionally hot weather, Senior Management may communicate across the Trust a brief relaxation of uniform policy to allow staff to wear smart, knee length, plain navy or black short trousers. These will not be supplied by the Trust, but if staff wish to supply their own, they may wear them during these periods when a relaxation of the policy has been communicated.	Professional image.
Belts & Buckles	Belts which are worn to serve a practical purpose must have a small buckle keeping in tone with the Trust uniform.	Professional image.
Hair	Clean & tidy.	Professional image.
Facial Hair	Beards and moustaches must be kept clean and tidy.	Professional image.
Perfume & aftershave	Perfume/aftershave can be nauseating for some patients so should be subtle. Avoid excessive perfume/ aftershave.	Patient care.
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image.
Make up	To be discreet.	Professional image.

Jewellery	Jewellery should be discreet and kept to a minimum. Exercise care and discretion regarding Health and safety at work and public image.	Professional image, Health & Safety.
Hands and Nail Varnish	Hands and Nails should be always clean. When varnish or false nails or extensions are used, they should be kept in good condition, free from chips.	Professional image.
Body Art	Tattoos of an obscene or offensive nature must be fully covered wherever possible.	Professional image.
Facial/Body Piercing	Facial and body piercings should not be at risk of being accidentally pulled. If a member of staff has a body piercing that has not fully healed, then it should be covered up.	Health & Safety for patient facing staff, professional image.
Cardigans/ Fleeces/ Sweatshirts	Trust issued only. Professional branded clothing may also be acceptable.	Professional image.
Badges	Excluding identification badges and other appropriate professional badges (including accreditation), no other badges may be worn. ID badges and other badges must be removed or secured when undertaking clinical procedures or moving patients.	Professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Infection control.

Appendix 6: Non- Clinical Non-Uniformed

This list is by no means exhaustive. Clothing must be appropriate for job role carried out. If staff are unsure of their responsibilities in this area, they must consult with their manager.

Subject	Non- Clinical Non-Uniformed	Reason
Dresses/Skirts	Not see through. No Mini or micro skirts.	Professional image.
Tops/blouses/Shirts	Not see through, not low cut, no vest style or strap tops. No bare midriffs.	Professional image.
Trousers	Tailored or smart trousers. In spells of exceptionally hot weather, Senior Management may communicate across the Trust a brief relaxation of uniform policy to allow staff to wear smart, knee length, plain navy or black short trousers. These will not be supplied by the Trust, but if staff wish to supply their own, they may wear them during these periods when a relaxation of the policy has been communicated.	Professional image.
Jewellery	Jewellery should be discreet and kept to a minimum. Exercise care and discretion regarding Health & Safety at work and public image.	Professional image, Health & Safety.
Belts & Buckles	Belts which are worn to serve either a practical or fashion purpose must have a small buckle which will not cause injury.	Health & Safety.
Footwear	Flat or low heeled to prevent slips and falls.	Health & Safety.
Hair	To be clean and tidy.	Professional image.
Facial Hair	Beards and moustaches must be kept clean and tidy.	Professional image.
Personal Hygiene	All staff must maintain a high standard of personal hygiene.	Professional image.
Hands and Nail Varnish	Hands and Nails should be always clean . When varnish or false nails or extensions are used, they should be kept in good condition, free from chips.	Professional image.
Body Art	Tattoos of an obscene or offensive nature must be fully covered wherever possible.	Professional image.
Facial/Body Piercing	If a member of staff has a body piercing that has not fully healed, then it should be covered up.	Professional image.
Cuts and abrasions	Cuts and abrasions must be covered by appropriate coloured waterproof dressings.	Health & Safety.

Appendix 7: Religion and Belief Guidelines for Uniform Policy

The Equality Act 2010 was introduced in 2010, and provides a means by which individuals are protected against discrimination on the grounds of their beliefs or non-beliefs. There are four elements to the legislation:

Direct Discrimination - Where a person experiences less favourable treatment on the grounds of religion or belief that has no bearing on their individual merit, ability or potential (e.g. refusing recruitment on the grounds that the nurse wears a turban).

Indirect Discrimination - When a general provision, criterion or practice is applied to all, but disadvantages people on the basis of religion or belief, and which cannot be justified as necessary to the legitimate aim of the role (e.g. a dress code that requires all female clerical staff to wear a knee length skirt).

Victimisation - Where a person is subjected to less favourable treatment because they have brought an action, given evidence under, or done anything under or by reference to the Religion and Belief Regulations (e.g. when an individual reports a colleague who is repeatedly asking intrusive personal questions about her beliefs or non-beliefs).

Harassment - Where a person is subjected to unwanted verbal or physical actions (such as jokes or demeaning behaviour) which results in violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them (e.g. when an individual frequently experiences comments on the grounds that she has been allowed to wear long sleeves as an adaptation to her uniform in respect for her faith).

Corporate dress-code and the individual's standard of dress and appearance is important within the institutional context of the NHS to promote professionalism and consistency. However, this has clear implications in terms of implementing equality on grounds of religion and belief, and care should be taken to ensure that discrimination does not occur through the restriction of certain clothing and expectations of appearance that cannot be reasonably justified. It is essential that the Trust welcomes the diversity of appearance that people from different religious and cultural belief backgrounds can bring and can respond flexibly where this impacts on uniform.

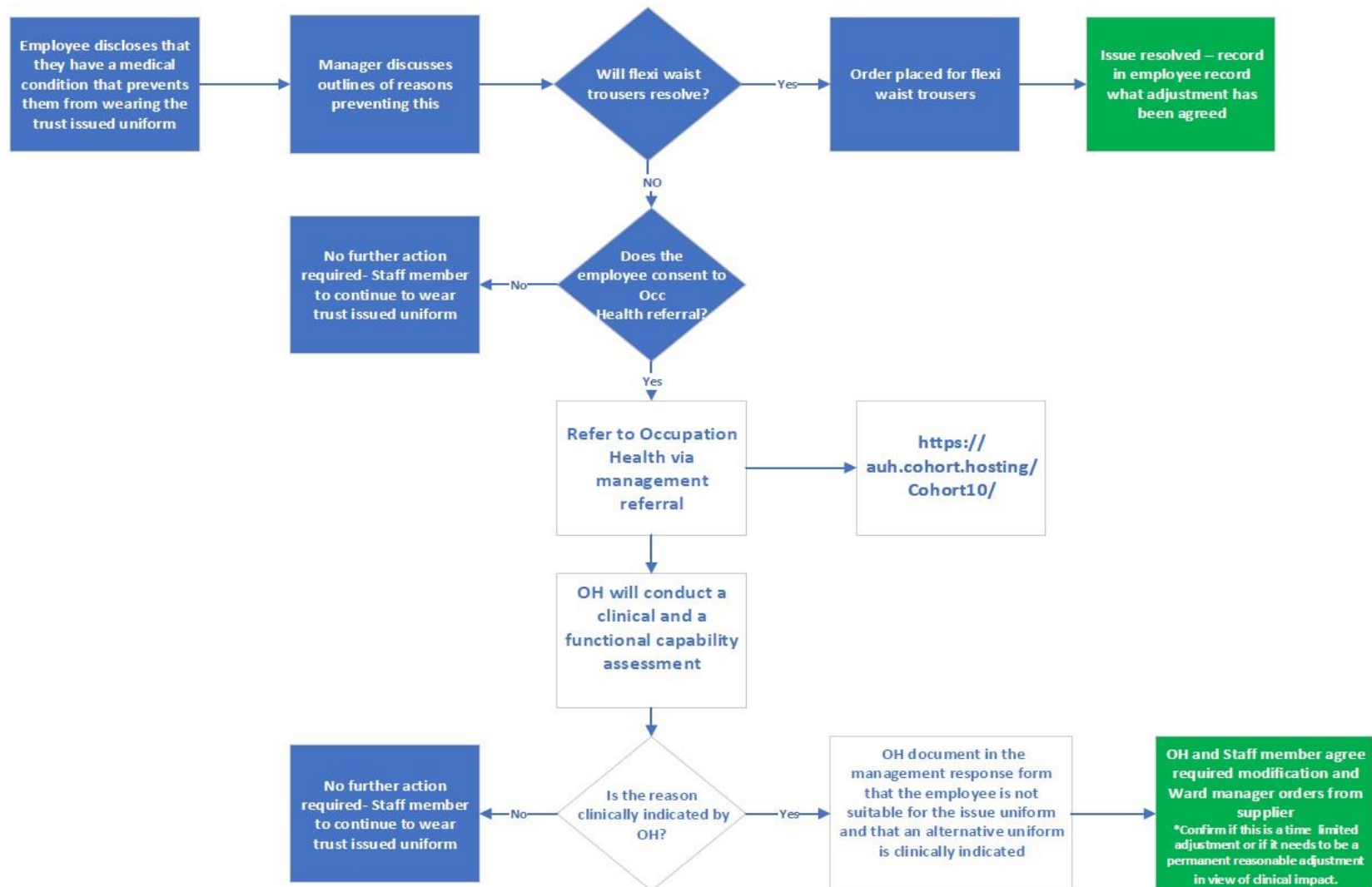
Please refer to the Equality and Diversity toolkit for examples where individual religious or cultural beliefs may impact on dress and appearance.

The Trust is sensitive to the needs of staff with religious or cultural beliefs which may conflict with the standard Trust uniform. However, there may be health and safety considerations that would restrict certain modes of dress in particular contexts. In such cases, it will be necessary for managers to consult with staff who may be affected by a restriction to see if an appropriate compromise can be reached.

The Trust will respond supportively to the beliefs and non-beliefs of staff and will meet its statutory obligations through consultation and engagement and by adopting a flexible approach to always ensure non-discriminatory practices.

Further advice and information is available from the Equality and Diversity Team.

Appendix 8: Occupational Health Referral Flow Chart



Appendix 9 - Uniform Guide

UNIFORM GUIDE

Very Senior Nurses e.g. Chief Nurse Black With White Double Trim	Band 8d Senior Nurses Navy With Gold Double Trim	Band 8c Senior Nurses Navy With Gold Trim	Band 8b Senior Nurses Navy With Red Double Trim	Band 7 Clinical Nurse Specialist Smokeberry With Royal Trim	Band 6 Clinical Nurse Specialist Smokeberry With White Trim
Band 8b Lead Nurse Smokeberry With Navy Trim	Band 8a Advanced Nurse Practitioners Smokeberry With Red Double Trim	Band 8a Clinical Nurse Specialist Smokeberry With Royal Double Trim	Nurse Consultant Smokeberry With Black Double Trim	Practice Educator Nimbus Grey With Purple Trim	Band 7 Advanced Nurse Practitioners Smokeberry With Red Trim
Bed Site Team Manager Navy With Peacock Trim	Bed Site Team Co-ordinator Peacock With White Trim	Matron Navy With Red Trim	Ward Manager Navy With White Trim	Deputy Ward / Unit Manager or Team Leader Navy with Royal Trim	Staff Nurse Royal With White Trim
Nursing Associate Royal With Royal Trim	Band 4 Uniform E.g. Assistant Practitioner/ Medical Support Worker Hospital Blue With White Trim	Band 3 Uniform HCA or Clinical Support Worker Sky Blue With Navy Trim	Band 2 HCA Sky Blue with White Trim	Band 2 Phlebotomist Sky Blue & White Stripe With White Trim	Housekeepers Aqua & White Stripe With White Trim

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UNIFORM GUIDE



AHP Consultant
Turquoise With Black Double Trim



8a AHP Advanced Clinical Practitioner
Turquoise With Red Double Trim



Pharmacy Assistant
Bottle Green With White Trim



Pharmacy Technician
Bottle Green With Jade Trim



Pharmacist
Bottle Green With Navy Trim



Dietitian
White With Purple Trim



Occupational Therapist
White With Bottle Green Trim



Physiotherapist
White With Navy Trim



Radiographer
White With Smokeberry Trim



Speech & Language Therapist
White With Red Trim



Podiatrist
White With Scan Red Trim



AHP Support Staff Band 2
White With Pale Grey Trim



AHP Support Staff Band 3
White With Hospital Grey Trim



AHP Support Staff Band 4
White With Nimbus Grey Trim



Healthcare Scientist Band 2/3/4
Red With White Trim



Healthcare Scientist Band 5+
Red With Navy Trim



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THE DENTAL HOSPITAL UNIFORM GUIDE



Matron
Navy With Red Trim



Unit Manager
Navy With White Trim



Dental Nurse Manager
Navy with Royal Trim



Senior Dental Nurse
Royal With White Trim



Dental Nurse
Royal With Royal Trim



Dispensary Assistants
Sky Blue with White Trim



Dental Hygienist
Smokeberry With White Trim



Orthodontic Therapist Band 7
Smokeberry With Royal Trim

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ADMIN UNIFORM GUIDE



FB50AB - Classic Blouse



FB80AB - Semi-Fitted Blouse



MS42NB - Male Short Sleeve Shirt

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