



## THE STATE HOSPITALS BOARD FOR SCOTLAND

### STANDARDS OF DRESS AND CLINICAL/NON-CLINICAL UNIFORM POLICY

Policy Reference Number	HR40	Issue: 4
Lead Author	Head of Human Resources	
Contributing Authors	Risk Management Department	
	PMVA Senior Trainer/Advisor	
	Associate Medical Director	
	Clinical Operations Manager	
	Senior Nurse for Infection Control	
	HR Advisor	
Advisory Group	Partnership Forum	
Approval Group	Policy Approval Group	
Implementation Date	22/12/2021	
Revised Date	20/03/2023	
Next Review Date	22/12/2023	
Accountable Executive Director	Director of HR and Wellbeing	

The date for review detailed on the front of all State Hospital policies/ procedures/ guidance does not mean that the document becomes invalid from this date. The review date is advisory and the organisation reserves the right to review a policy/ procedure/ guidance at any time due to organisational/legal changes.

Staff are advised to always check that they are using the correct version of any policy/ procedure/ guidance rather than referring to locally held copies.

The most up to date version of all State Hospital policies/ procedures/ guidance can be found on the intranet: <http://intranet.tsh.scot.nhs.uk/Policies/Policy%20Docs/Forms/Category%20View.aspx>

## REVIEW SUMMARY SHEET

**No changes required to policy** (evidence base checked)

**Changes required to policy** (evidence base checked)

### **Summary of changes within policy:**

#### **December 2021 review**

- Additional staff required to wear uniforms and the appropriate colour identified
- Advice on changing into uniform prior to commencing shift
- Revision of acceptable clothing

#### **October 2022 update**

- Addition of Clinical Environment definition (page 6)
- Clarity around wearing of watches (page 11)

#### **March 2023 update**

Section 1 (page 4) and Appendix 1 (page 12) updated to reflect Medical Staff no longer require to wear a uniform.

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## 1. Introduction

This Policy sets out a standard of dress for all staff and volunteers, including those who do not wear a uniform.

The Policy has been reviewed and developed in line with Scottish Government documentation. CEL 42 (2010) which comprises three sections, National Uniform policy, the Dress Code and the Laundering policy updates and replaces the previously issued CEL 36 (2009), CEL 46 (2009) and CEL 53 (2008).

### **Staff currently required to wear a uniform within the State Hospital:**

- Nursing / Skye Centre Activity staff (In line with national policy)
- Estates and Facilities staff (inc porters & catering)
- Security Staff
- Reception Staff
- Pharmacy Technician staff
- Students
- Clinical Pharmacists
- Psychology
- Person Centred Improvement Team (PCIT)
- Allied Health Professionals (AHPs)
- Procurement Staff

This policy will be reviewed if the position on uniforms returns to pre-Covid19 practice.

The NHS wants patients and the public to have absolute confidence in the services that it provides. In order that all State Hospital (TSH) staff maintain and promote absolute confidence in the services they provide they must demonstrate high standards of personal cleanliness, hand hygiene and ensure a professional appearance at all times.

All staff provided with a uniform will be expected to wear their uniform at all times when working in the Hospital. Staff are required to change into uniform on site prior to commencing their shift and change out of uniform at the end of their shift. The work fleece and jacket are uniform and therefore must not be used for travel.

Staff will change into their uniform either in the Hub, Ward or Department. Staff are able to transition through a clinical area in order to reach the changing area.

The State Hospital recognises the diversity of cultures and the need for some to adhere to religious dress code and will take a sensitive approach where this affects dress and uniform requirements. Any decision to exempt a member of staff / volunteer from all or part of this policy will be treated on an individual basis. However specific consideration must be given to infection control, health and safety and security priorities.

NHS Scotland National Uniform policy promotes a coherent corporate image for the organisation. Clinical Nurse Managers wear a shade of burgundy. (A Clinical Nurse Manager is defined as a Senior Nurse Leader at band 8a and above that either professionally leads nursing services or professionally leads and manages nurses (DL(2017) 20)).

The rest of the Clinical Team, staff involved in patient treatment, wear tunics in five shades of blue with navy trousers.

Senior Charge Nurses wear navy blue. The purpose of the navy blue uniform is to denote the individual undertaking the responsibilities of a senior charge nurse in a ward or clinical setting to ensure visibility of the role to patients, visitors and other members of staff.

NB - Boards must ensure that use of the navy blue tunic must not be extended to denote other specialist or senior nurses even if these are practising at the same or more senior level than the Senior Charge Nurse. Nor should it be used for any general management, supervisory or team leader roles in any other staff groups (DL (2018) 4).

The Non-Clinical Team, including porters, catering and domestic staff, wear two shades of green with navy trousers.

There are anomalies for some staff groups who do not correspond with the national uniform policy. Discussion on appropriate colour should be discussed with the Line Manager prior to an order being placed with the Procurement Department.

## **2. Purpose**

To support a standard of dress that applies to both clinical and non-clinical staff, regardless of whether or not a uniform is worn, which promotes public confidence through a professional image.

To ensure that clothing is compatible with safe moving and handling practices, responding safely to PAA calls, reduces the risk of cross infection and is appropriate to the environment.

This document considers uniform and dress code only and does not extend to personal protective equipment (PPE). For the purposes of this guidance, the Health and Safety Executive definition of PPE has been adopted: 'all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety'. The Health and Safety Executive advises that uniforms are covered by the definition of PPE where they are 'to protect against a specific risk to health and safety' but not where the primary purpose is to present e.g. a corporate image. In such situations staff will additionally need to use PPE e.g. disposable aprons. The Hospital, therefore, needs to determine locally the circumstances in which uniforms are or are not be classed as PPE and take action accordingly as dictated by risk assessment and subsequent control measures.

## **3. Scope**

The policy applies to **all** those operating on the campus or working offsite including internal and external contractors, seconded staff and agency staff, volunteers and students.

This policy is limited to the above groups. Any issues relating to clothing worn by patient visitors will be managed by the Person Centred Improvement Lead.

This policy supports staff to raise concerns in relation to the attire of a professional visitor hospital as detailed below. Specifically, to address any aspects of their clothing that may cause potential risk within the environment.

## **4. Local Definitions**

### ***Patient contact/clinical work:***

- any direct planned hands on contact e.g. taking a patient to another part of the ward in holds as part of their care & treatment plan
- any clinical activity within the treatment room (i.e. any direct contact with the patient, any contact with clinical equipment or handling of medicines)
- administering of medication oral / intramuscular both inside and outside of the treatment room;
- serving or preparing of meals both inside and outside the dining room
- any therapeutic kitchen activity in the Hub and Skye Centre

- any activity within the Health Centre (with the exception of non-clinical activities occurring within the admin offices within the Health Centre)
- any searches

### ***Clinical Environment***

- Any area where patients are present or may be present

## **5. Responsibilities**

It is the responsibility of all line managers to ensure that this policy is adhered to in their area of operations. Line managers should ensure that all members of staff are made aware of this policy and it will be a core part of staff induction.

Adherence to the policy is mandatory.

Line managers are required to monitor the application of this policy on an ongoing basis.

Failure to adhere to this policy will be dealt with by the responsible manager as guided by the NHS Scotland Workforce Conduct Policy.

All staff who are required to wear a uniform should do so in accordance with TSH Policy. A full list of national uniforms is attached (Appendix 1). The uniforms issued must not be altered or added to by the individual. TSH staff will be provided with the national uniform pertaining to their post. Members of staff will be provided with an appropriate number of tunics/tops and trousers based on the number of days worked i.e. 5 days = 5 tops, 4 days = 4 tops. Staff leaving TSH or changing their role which impacts on the uniform worn, must return their uniforms to their Line Manager along with any other TSH property.

This policy can be referred to in relation to professional visitors to enable the nurse in charge of a clinical environment to raise any concern about the appearance of a professional visitor, with either the Senior Charge Nurse or Senior Clinical Cover. If necessary to ensure the safety of the professional visitors they may be asked in a sensitive manner to address any issues related to their clothing, but in line with this policy, prior to being permitted entry to the clinical environment. It should be noted that there are some professional visitors (e.g. the Mental Welfare Commission) whose powers are such that they cannot be declined entry to the Hospital. However they should still be advised of any concern that relates to their clothing that in relation to this policy. Any concerns relating to professional visitors which may impact on cultural / spiritual diversity should be raised in advance of having a discussion with that person with the hospital Person Centred Improvement Lead.

In order to achieve a safe working environment there may be occasions when you are challenged by others (i.e. not your line manager) for non-compliance with this policy.

Those wearing uniform are responsible for laundering same themselves. For advice on Home Laundering please refer to [IC12 Operational Policy and Procedure on the Safe Management of Linen](#)

## **6. Equality and Diversity**

The State Hospitals Board (the Board) is committed to valuing and supporting equality and diversity, ensuring patients, carers, volunteers and staff are treated with dignity and respect. Policy development incorporates consideration of the needs of all Protected Characteristic groups in relation to inclusivity, accessibility, equity of impact and attention to practice which may unintentionally cause prejudice and / or discrimination.

The Board recognises the need to ensure all stakeholders are supported to understand information about how services are delivered. Based on what is proportionate and reasonable, we can provide information/documents in alternative formats and are happy to discuss individual needs in this respect. If information is required in an alternative format, please contact the Person-Centred Improvement Lead on 01555 842072.

Line Managers are responsible for ensuring that staff can undertake their role, adhering to policies and procedures. Specialist advice is available to managers to ensure that reasonable adjustments are in place to enable staff to understand and comply with policies and procedures. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

The volunteer recruitment and induction process supports volunteers to highlight any barriers to communication, physical disability or anything else which would prevent them from contributing meaningfully to patient care and / or engage in other aspects of the work of the Hospital relevant to their role. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

## **7. Stakeholders Engagement**

<b>Key Stakeholders</b>	<b>Consulted (Y/N)</b>
Patients	N
Staff	Y
TSH Board	Y
Carers	N
Volunteers	Y

## **8. Communication, Implementation, Monitoring and Review of Policy**

This policy will be communicated to all stakeholders within The State Hospital via the intranet and through the staff bulletin. The Partnership Forum (Advisory Group) will be responsible for the implementation and monitoring of this policy. The Policy will be reviewed biennially or sooner if guidance dictates.

## 9. Applicable Principles

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. Staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

<b>Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors</b>	
<b>Required</b>	<b>Rationale</b>
<p>Clothing should be appropriate to the environment/activities to be undertaken and maintain a professional appearance at all times.</p> <p>NHS issued fleeces may be worn when provided as part of a uniform but removed when performing clinical care / procedures.</p>	<p>Should allow for comfort, safe moving and handling and PMVA/ breakaway techniques, should they be required.</p>
<p>No items of clothing to be worn that display images or words that may cause offence or project a non-professional appearance.</p>	<p>Projects a professional image to other staff, volunteers, patients and visitors.</p>
<p>Staff should dress in a manner that is suitable for this environment</p> <ul style="list-style-type: none"> <li>• Dress should be such that no excessive skin or underwear is on view e.g. skirts must reach the knee, no midriff showing.</li> <li>• Trousers and skirts should sit higher than the hip bone.</li> <li>• Vest type T shirts and see through garments e.g. sheer blouses should not be worn.</li> <li>• Underwear should not be visible.</li> <li>• Overly tight or revealing clothes including clothing incorporating, rips or tears or excessive studding should not be worn.</li> <li>• The exposing of cleavage or bottom whilst standing or bending forward is unacceptable.</li> <li>• Leggings are not to be worn as an alternative to trousers. They may be worn under dresses, skirts or tunics which are not above the knee.</li> </ul> <p>For staff who are not provided with a uniform, the routine wearing of casual clothing e.g. shorts, denim, sports tops (including football tops) and lycra type clothing, within the Hospital site is not permitted. (This list is not exhaustive).</p>	<p>Projects a professional image to other staff, volunteers, patients and visitors.</p> <p>To avoid unintentional sexual provocation or offence. Clothing should fit so as not to expose excessive skin on the trunk of the body or legs.</p>



<b>Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors</b>	
<b>Required</b>	<b>Rationale</b>
<p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>• staff responding to requests to attend the Hospital whilst on call.</li> <li>• Staff using the Skye Centre for sports activity.</li> </ul> <p>Staff who are provided with a uniform and are required to change onsite may wear denims and sports clothing (providing it meets the criteria outlined above) to and from work.</p> <p>Routine wearing of sports type clothing should only be worn when this is necessary for the staff member to perform their work e.g. when working in the sports department, undertaking/providing certain types of training.</p> <p>Staff escorting patients within the community should promote a professional appearance. The wearing of casual clothing, e.g. shorts, denim, sports tops (including football tops) and lycra type clothing is not permitted.</p>	
Staff should at all times be neat, clean and tidy in their appearance. Make up must be discreet.	Projects a professional image to other staff, volunteers, patients and visitors.
Visible tattoos which may cause offence should be covered up.	To maintain a professional appearance staff and volunteers will be required to cover tattoos which are deemed as offensive, can be misinterpreted or may have a detrimental effect on others.
Jewellery, if worn, should be minimal. Jewellery must be appropriate to the type of environment and activities carried out during the course of work.	To reduce the potential for cross infection and to reduce the likelihood of injury should a member of staff require to apply breakaway techniques.
No visible body piercing with the exception of stud type jewellery.	
ID to be worn and visible at all times including volunteers, visitors, and students.	To maintain a professional appearance and to ensure that staff, volunteers and visitors are easily identified at all times.

<b>Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors</b>	
<b>Required</b>	<b>Rationale</b>
<p>ID badges must be worn in other professional premises. For staff undertaking community escorting duties they should have their badge on their person at all times but not visible.</p> <p>ID badge holders must only be used for holding photographic ID and clinical professional supporting information.</p> <p>ID badges must be attached to TSH issued lanyard.</p>	<p>TSH lanyards have a 3-point break facility to avoid risk of strangulation.</p>
<p>Loose clothing worn around the neck such as neck ties, scarves, unsecured similar draped items, are not permitted.</p> <p>Fine chained necklaces are acceptable</p>	<p>Unsecured items may be used intentionally or inadvertently to cause harm. Risk of strangulation.</p>
<p>Low or block heels are acceptable; however stiletto type heels are not.</p>	<p>Stiletto type heels could be used as an improvised weapon.</p>
<p>Pens or similar items carried in a visible manner when in patient areas e.g.in outside breast pockets, attached to lanyard, in hair or behind the ear are not permitted.</p>	<p>May be used as an improvised weapon resulting in injury.</p>
<p>Nails should be clean and of a reasonable length.</p>	<p>Long nails or extensions may cause injury in the event of PMVA techniques being required and can harbour bacteria.</p>
<p>Hair must be neat and tidy.</p> <p>All staff must wear their hair tied back off the face and up if it is at shoulder length or longer when in areas where patients are present</p> <p>Hair accessories must be discreet</p>	<p>To maintain a professional appearance.</p> <p>Maintain a person's visibility.</p> <p>Risk of injury from assault.</p> <p>Hair accessories may cause injury.</p>

<b>Dress Code Associated with Prevention and Control of Infection - Applicable to ALL staff undertaking patient contact/clinical work</b>	
<b>Required</b>	<b>Rationale</b>
<p>All Hospital staff undertaking patient contact/clinical work (as defined by TSH) or in a clinical environment must not:</p> <ul style="list-style-type: none"> <li>• Wear wrist jewellery (including watches), bracelets or rings (other than a plain wedding band).</li> <li>• Have long nails, false nails, wear nail varnish or nail decoration.</li> <li>• Must be bare below the elbows during patient contact / clinical work (the exception being walking a patient outside in extreme weather). This excludes PPE.</li> <li>• Wear false eyelashes.</li> <li>• Wear nail varnish.</li> </ul> <p>Staff face fit tested for an FFP3 mask – should ensure that hair does not cross the respiratory sealing.</p> <p><b><u>Unplanned direct hands on</u></b> Following unplanned direct hands on contact staff will decontaminate their watch using a disposable detergent wipe or if stained with a blood or bodily fluid in accordance with <a href="#">SICPS Management of blood and Body Fluid Exposure</a>.</p> <p>Support staff (e.g. non ward based nursing staff) who are level 2 PMVA trained who are involved in unplanned direct hands on contact e.g. staff responding to a PAA call will decontaminate their hands properly and will remove watches, wrist jewellery, rings (other than a plain wedding band) in order to do so as soon after the activity as possible.</p>	<p>Wrist watches, sleeves, hand/wrist jewellery, nail varnish can harbour micro-organisms; can reduce compliance with hand hygiene thus increasing the risk of cross contamination.</p> <p>Staff face fit tested for an FFP3 mask should be clean shaven or at least facial hair should replicate the style at the time they were face fit tested for an FFP3 mask.</p> <p>Facial hair inhibits a seal to be achieved with the mask therefore the FFP3 mask is ineffective and will put staff at greater risk when in the presence of an Aerosol Generated Procedure being undertaken. The same principle applies to Fluid Resistant Surgical Masks</p>
<p>TSH housekeeping staff undertaking housekeeping duties <b>will not:</b></p> <ul style="list-style-type: none"> <li>• Wear wrist jewellery (including watches) or rings (other than a plain wedding band).</li> <li>• Have long nails, false nails, nail varnish or nail decoration.</li> </ul>	<p>Wrist watches, sleeves, hand/wrist jewellery can harbour micro-organisms; can reduce compliance with hand hygiene thus increasing the risk of cross contamination.</p>
<p>Clinical and non-clinical staff, students and volunteers will wear the uniform provided.</p> <p>Staff must not wear the uniform out with the workplace other than when on escort duties.</p>	<p>Restricting uniform as far as is practical to the workplace should reduce the risk of cross contamination and will also assist in the maintenance of staff safety and security.</p>

## Uniform and Dress Code Colours

<b>Clinical Staff</b>	<b>Uniform</b>
All unregistered staff and support workers	Pale sky blue tunic or pale sky blue polo shirt Navy blue trousers  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
Registered nursing staff, including dental nurses	Cornflower blue tunic or cornflower blue polo shirt Navy blue trousers
Allied Health Professionals	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
Psychology	TBC
Pharmacy Technicians, Dental Care Professionals including Dental Hygienists	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
Senior Charge Nurses/ Team Managers	Navy blue tunic or navy blue polo shirt Navy blue trousers
Clinical Nurse Managers	Maroon tunic Navy blue trousers
<b>Non-Clinical Staff</b>	<b>Uniform</b>
Catering and domestic staff	Mid-green tunic or mid-green polo shirt Navy blue trousers
Catering and domestic supervisors	Dark green tunic or dark green polo shirt Navy blue trousers
Porters	Mid-green polo shirt or mid-green dress shirt/blouse Navy blue trousers
Security	Black polo shirt** Black trousers
Procurement	Grey and black polo shirt** Black trousers
Administrative and Clerical Staff in clinical location/base	Plain coloured mid-green blouse/dress shirt Navy blue/black dress trousers or knee length skirt

\*\* These colours have been adopted for The State Hospital

For more information refer to: [http://www.sehd.scot.nhs.uk/mels/CEL2010\\_42.pdf](http://www.sehd.scot.nhs.uk/mels/CEL2010_42.pdf)