

## DRESS CODE AND UNIFORM PROCEDURE:

PORTERS, ESTATES, DRIVERS, LAUNDRY

HANDS, IT AND DOMESTICS

<b>PROCEDURE NUMBER:</b>	CPG41c
<b>VERSION NUMBER:</b>	1.2
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	10.6 added – wipeable shoes guidance; Extension granted Sept 2020; further extension March 2021
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<b>CONSULTATION:</b>	Operational Service Leads, Facility & Catering Leads Admin leads Workforce Education & Training Leads Health, Safety & Security Committee
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<b>RATIFICATION BY QUALITY COMMITTEE:</b>	14 <sup>th</sup> December 2017

### PROCEDURE SUMMARY

The Dress Code and Uniform Policy and associated Procedure provide clarity as to the minimum standards of dress and personal presentation expected of all staff both directly employed and contracted workers participating in duties within the Trust. This procedure ensures that Porters, Estates, Drivers, Handymen, Laundry Hands, Housekeepers, IT and Domestic staff create a professional corporate image whilst ensuring security and general safety

**The Trust monitors the implementation of and compliance with this policy in the following ways;**

Managers will ensure staff are aware and understand this policy and standards required. Line Managers will ensure that this uniform and dress code policy is implemented, monitored and reviewed in their areas.

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this procedure is the Executive Director of Corporate Governance & Strategy**

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**1.0 INTRODUCTION**

- 1.1 This procedure sets out dress code and uniform guidelines applicable to Porters, Estates, Drivers, Laundry Hands, IT and Domestic staff in addition to the basic standards described in the main Dress Code and Uniform Policy.

**2.0 SCOPE**

- 2.1 This procedure sets out the guidelines applicable to non-clinical staff in Estates and Facilities

**3.0 ESTATES STAFF**

- 3.1 Staff will be issued with safety footwear, trousers, polo shirts, sweatshirts, jumpers, fleeces and high visibility coats as appropriate to wear during the course of their normal duties.
- 3.2 Staff will be issued with all Personal Protective Equipment (PPE) relevant to their daily duties and will be expected to wear these items in accordance with the tasks being carried out.

**4.0 PORTERS**

- 4.1 Staff will be issued with safety footwear, trousers, polo shirts, sweatshirts, jumpers, fleeces, jackets, coats, and boiler suits as appropriate to wear during the course of their normal duties.
- 4.2 Staff will be expected to wear these items in accordance with the tasks being carried out, i.e. boiler suits to be worn over other items of clothing when collecting soiled linen.
- 4.3 Staff will be issued with high visibility vests to use when required.

**5.0 DRIVERS**

- 5.1 Staff will be issued with safety footwear, trousers, shirts, polo shirts, sweatshirts, jumpers, fleeces and jackets to wear during the course of their normal duties.
- 5.2 Staff will be expected to wear these items in accordance with the tasks being carried out.

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Porters, Estates etc.**

- 5.3 Staff will be issued with high visibility coats for use whilst out driving in times of bad weather.

**6.0 LAUNDRY HANDS**

- 6.1 Staff will be issued with trousers, tops and tabards from the uniform range.
- 6.2 All staff will be issued with safety footwear, and either tabards or overalls to wear over their own clothing.

**7.0 DOMESTIC**

- 7.1 All staff will be issued with black cargo trousers, unisex zinc colour crew neck T-shirts and grey unisex fleeces (Dresses for some staff instead of trousers) and black tabards if required
- 7.2 Staff that use some of the heavier cleaning machines will be issued with safety footwear
- 7.3 Managers and supervisors will be issued with a grey short sleeved shirt/blouse and black cargo trousers. Staff that require it will be issued with a black tabard.
- 7.4 Staff who are not issued with safety footwear are expected to wear suitable sensible footwear to carry out their normal duties.

**8.0 IT STAFF**

- 8.1 IT staff are not required to wear a uniform but must wear appropriate smart clothing in black, white, cream or grey
- 8.2 Staff must ensure that their clothes are presentable, neat and clean.

**9.0 BANK/TEMPORARY/AGENCY STAFF**

- 9.1 Where staff are employed at short notice through the Bank or Agency, the dress code should be of similar color and type as the service area they will be working on. It will be the responsibility of the individual line manager of the service area to ensure this is followed.
- 9.2 Where Agency staff are required to wear safety footwear, it will be the responsibility of the employing Agency to ensure that this happens prior to the acceptance of the shift.

## 10.0 FOOTWEAR / HOSIERY

- 10.1 Sensible footwear must be worn that is appropriate to the business being undertaken. Footwear should be viewed as protection to feet.
- 10.2 Shoes must be clean, polished and maintained to a good state of repair.
- 10.3 Shoes must be black. Large gold/silver buckles or other adornments are not permitted.
- 10.4 Permission may be given temporarily for other footwear to be worn where medical reasons prevail, always remembering health and safety regulations.
- 10.5 Tights, stockings, hold-ups or support hosiery must be barely/nearly black or neutral coloured.
- 10.6 Shoes / boots must be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather

## 11.0 HAIR

- 11.1 Hair and beards should be clean, neat and tidy at all times.
- 11.2 All staff should have regard to health and safety measures and where appropriate, hair should be tied back, having regard to the activity being carried out at the time e.g. using an office shredder, operating machinery, working with food.

## 12.0 JEWELLERY

- 12.1 Staff working in non-clinical areas: Jewellery should be kept to minimal and discreet. As a guide:
- Plain wedding bands on the ring finger can be worn
  - One chain necklace
  - One single bracelet
  - A watch
  - Earrings and additional visible body piercings e.g. facial jewellery, tongue studs etc. must be kept to a minimum.
- 12.2 Staff working in clinical areas e.g. Domestic: No hand / wrist jewellery or items other than one plain band ring

### 13.0 NAME BADGES

- 13.1 Staff working in Trust properties must wear a name badge at all times in a position that it is easily visible.
- 13.2 Name badges must not be defaced or used to display emblems or stickers.

### 14.0 MAKE-UP/NAILS/TATTOOS

- 14.1 Make up should be discreet and appropriate to the business environment. Hands must appear clean, well-cared for and appropriate for the area of work.
- 14.2 Nail polish can be worn but should be discreet or in a colour that complements the uniform by staff in non-clinical environments
- 14.3 For domestic/laundry/catering staff no nail polish, gel or false nails allowed.
- 14.4 Where tattoos are likely to cause offense they should be appropriately covered.

### 15.0 TIES / BELTS / SCARF

- 15.1 Consideration must be given to the wearing of ties/belts /scarves when working in **clinical areas** where these could be viewed as a potential risk.

### 16.0 LAUNDRY COSTS

- 16.1 There is no allowance for the cost of laundering/cleaning & repair of uniforms.

Staff provided with a Trust uniform that they are required to launder/repair themselves, are eligible to make a claim against the cost via gov.uk or through their local tax office.

### 17.0 CONTRACTORS

- 17.1 All contractors should wear their allocated uniform, safety footwear and should wear their ID at all times.
- 17.2 Make up and jewellery should be kept to a minimum.

**18.0 RELIGION / BELIEF / DISABILITY**

- 18.1 Where issues of uniform/dress code apply and may impact on religious belief or disability, the Executive Nurse will consult with representatives of that group to ensure no discrimination has been made. Sensitivity will apply at all times in conjunction with Health & Safety at Work Regulations. However, where any deviation from the policy and associated procedures is requested on these grounds, health and safety and/or cross infection control legislation would over-ride such requests.
- 18.2 Staff who are required to cover their arms for religious reasons must discuss this with their line manager and Infection Control Nurse.
- 18.3 Head covers can be worn for religious reasons. However this must be fully risk assessed to ensure no potential risk to the staff member e.g. when using equipment.

**19.0 REPLACEMENT / LOSS / CHANGE OF UNIFORM**

- 19.1 Uniform should be replaced once it becomes faded, torn or shabby. This will be the responsibility of each person to report this to their line manager. Replacement uniforms are ordered through the Trust eProc system.
- 19.2 Should a uniform be lost / go missing this must be reported to the line manager and Risk Department by raising an Incident on Datix. Replacements should be ordered as outlined above.
- 19.3 When employment with the Trust is terminated or if there is a change of uniform, it is the responsibility of each individual to first destroy the logo on the uniform and then dispose of the garment.

**20.0 OCCASIONS WHEN WEARING OF UNIFORM IS NOT REQUIRED**

- 20.1 Pregnant staff or other staff who are subjected to a change in dress code as a result of injury / risk assessment under Health & Safety Legislation will wear an outfit to blend in with the uniform.
- 20.2 Staff can wear personal clothes for charity events such as no uniform day. This will be at the discretion of the line manager. On such occasions suitable clothing for the job role must be worn and protective clothing must continue to be worn.

**END**