

DRESS CODE AND UNIFORM PROCEDURE: CATERING STAFF

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KEY CHANGES FROM PREVIOUS VERSION	3 month extension to Dec 21 (QC Sept 21)
AUTHORS:	[REDACTED] Business Support Manager
CONSULTATION:	Operational Service Leads, Facility & Catering Leads Admin leads Workforce Education & Training Leads Health, Safety & Security Committee
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APPROVAL BY HEALTH SAFETY AND SECURITY SUB-COMMITTEE:	Chairs Action taken 16 November 2017
RATIFICATION BY QUALITY COMMITTEE:	14 th 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 Policy and Procedure is to ensure that all staff working in Catering services in both inpatient and non-inpatient areas present themselves for employment appropriately attired to be able to perform their duties effectively, efficiently and safely. Uniformity of appearance must be maintained at all times.
The Trust monitors the implementation of and compliance with this procedure 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 policy and procedure is the Executive Director of People & Culture

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1.0 INTRODUCTION

- 1.1 The purpose of these guidelines for Catering staff is to provide very clear direction for the workforce to present a positive and professional image that is supported by clear information for patients and the public in relation to the different roles, titles and responsibilities. The aim is to foster confidence and trust, by creating a positive image of the Trust and a sense of pride for staff and to ensure that catering standards are maintained.

2.0 SCOPE

- 2.1 The Dress Code and Uniform Policy and associated Procedure provide clarity as to the presentation expected of all catering staff both directly employed and contracted workers participating in duties within the Trust. This procedure sets out the rules in addition to the basic standards described in the main Dress Code and Uniform Policy. Failure to follow the policy may put the member of staff at risk or cause cross contamination and is a breach of the Food Hygiene Regulations.
- 2.2 All catering staff within a catering environment (this includes Bank staff) who are involved with food preparation / production and/or handling of food will wear a uniform.
- 2.3 On commencement of training or employment within the Trust, all Catering and Bank staff will be provided with a full uniform.
- 2.4 Staff will be expected to wear a fresh clean Trust approved uniform every day and must ensure that their uniform is presentable.
- 2.5 The uniform should be neat, clean and without holes. Only Trust approved badges and logos will be worn.
- 2.6 Staff must wear the designated uniform at all times, unless permission is given to the contrary.
- 2.7 Clothes that become contaminated / heavily soiled must be changed at the first opportunity.

3.0 RESPONSIBILITIES

- 3.1 Catering staff (including those in training) and catering support staff are required to adhere to the Policy regarding the correct wearing of uniform and the dress code.
- 3.2 Uniforms must be complete and worn correctly whilst staff are on duty. The appearance of staff and the way in which they present themselves may have a negative effect upon their colleagues and other staff, patients and their carers' perception of efficiency and professionalism.
- 3.3 Members of staff must not wear their uniform for any purpose other than their employment with the Trust.
- 3.4 When working bank shifts, staff should wear a uniform appropriate to the setting and the role in which they are employed to work.

4.0 CATERING WORK WEAR

- 4.1 Catering uniforms will be issued to each employee. It is the individual employee's responsibility to ensure their uniform is cleaned and pressed ready for use each day of work.
- 4.2 A fresh clean uniform must be worn each day and washed at a temperature of 60°C for Infection Control purposes.
- 4.3 Dresses must be measured to below the knee.
- 4.4 Staff will be issued with all relevant uniforms as directed by the Trust catering services manager.
- 4.5 Staff will not travel to or from work in catering uniform. Staff may travel in enclosed private transport in uniform on the completion of their duties.
- 4.6 When uniforms are issued it will be necessary to sign a receipt when collected from the Catering Office / Catering Manager.
- 4.7 When employment with the Trust is terminated, all uniforms must be returned to the Catering Office / Catering Manager for security and protection of the public and signed back in. Failure to do so within one week of termination will result in deductions from final salary.

5.0 FOOTWEAR

- 5.1 All staff will wear Steel Toe Capped plain Black/White or Navy fully closed shoes/boots with flat heels no higher than 1.5 inches.
- 5.2 Suede shoes, sandals, trainers, open toe shoes or shoes with decoration **must not be worn**. Permission may be given temporarily for other footwear to be worn where medical reasons prevail, always remembering health and safety regulations.
- 5.3 Shoes/Boots must be clean, polished and maintained to a good state of repair.
- 5.4 Shoes / boots must be durable enough to withstand decontamination to minimise cross infection, i.e. must be a wipeable, smooth outer textile / leather

6.0 STOCKINGS/TIGHTS

- 6.1 Barely Black/black or neutral coloured stockings or tights will be worn. This may be waived temporarily in extreme temperatures. This will be at the discretion of the Department Manager following discussion with the appropriate director.
- 6.2 Plain socks must be worn if stockings or tights are not.

7.0 HAIR

- 7.1 Hair will be worn neat and tidy at all times, and covered with protective headwear.
- 7.2 All staff with long hair below collar length will wear it tied back and off the collar.
- 7.3 Elaborate hair accessories should not be worn. Scrunchies, slides or alic bands must be plain navy blue or black.
- 7.4 Hair glitter must not be used.

8.0 JEWELLERY

- 8.1 Jewellery should be kept to minimal and discreet as follows:
- a plain wedding band
 - one chain necklace
 - Stud earrings
- 8.2 Any new piercing(s) must be completely covered with waterproof blue plaster for 6 weeks or until completely healed.

- 8.3 No other visible jewelry is permitted; this includes facial jewellery, as well as charity bands, wrist watches, bracelets etc., as these impede hand washing.

9.0 NAME BADGES

- 9.1 Staff working in Trust properties must wear a name badge at all times in a position that it is easily visible.
- 9.2 Name badges must not be defaced or used to display emblems or stickers.
- 9.3 Agency staff must wear an agency identification badge with a photograph.

10.0 MAKE-UP/NAILS/TATTOOS

- 10.1 Make up should be minimal, discreet and appropriate to the business environment.
- 10.2 Nail varnish, false or gel nails of any kind **must not** be worn and fingernails must be kept **short and clean**.
- 10.3 Hands must be clean, well-cared for and appropriate to the area of work. **All cuts must be covered with blue plasters and must follow guidelines for infection control.**

11.0 OFF DUTY

- 11.1 Staff will not travel to or from work in catering uniform. Staff may travel in enclosed private transport in uniform on the completion of their duties.
- 11.2 Members of staff must not wear their uniform for any purpose other than their employment with the Trust.

12.0 LAUNDRY COSTS

- 12.1 There is no allowance for the cost of laundering/cleaning or 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.

13.0 RELIGION/BELIEF/DISABILITY

- 13.1 Where issues of uniform/dress code apply and may impact on religious belief or disability, the Executive Director of Corporate Governance & Strategy 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.
- 13.2 Staff who are required to cover their arms for religious reasons must discuss this with their service assistant director and Infection Control Nurse.
- 13.3 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.

14.0 REPLACEMENT/ LOSS/CHANGE OF UNIFORM

- 14.1 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 order through the Trust eProc system.
- 14.2 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.
- 14.3 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.

15.0 OCCASIONS WHEN WEARING OF UNIFORM IS NOT REQUIRED

- 15.1 Catering staff may attend work not wearing a uniform (e.g. in mufti) when their role or activities for that day do not require them to have direct involvement in food preparation or contact with food, i.e. Setting up for a function.
- 15.2 Pregnant staff or other staff who through injury are subjected to a change in dress code as a result of risk assessment under Health & Safety Legislation will wear outfits to blend in with the relevant Trust uniform.
- 15.3 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