

Dress Code and Uniform

UCLH policy

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List of reviewers & contributors <i>Include here whether Counter Fraud; Infection Control Team or Interserve Facilities Management (IFM) were asked to review the policy and if comments were received</i>	Infection Control Team Chief Nurse and Deputy Chief Nurses Divisional Managers Professional Service Leads Diversity and Equality Steering Group Heads of Workforce Capital Estates and Facilities Directorate	
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Review body <i>Author to complete</i>	Diversity and Equality Steering Group	Date of meeting when policy reviewed and endorsed: 22/02/18
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Review amendment log

Version No	Date amendments made	Description of change
5	12/07/18	<i>s.8.3 Recognising diversity: amended re faith exemptions to provide further clarity</i> <i>s.9 General rules – added:</i> <i>‘Staff should be dressed modestly and not wear revealing clothing’</i> <i>‘Staff who provide direct patient care (including doctors) may not wear nail varnish’</i> <i>s.11: ‘Nursing students should wear the uniform supplied by their university’ added</i> <i>s.12 Theatre and other clinical and laboratory staff authorised to wear scrubs, added:</i> <i>‘Recent studies have shown that wearing cloth caps in theatres reduces the risk of contamination’</i> <i>References to nursing assistants changed to healthcare assistants</i> <i>Monitoring amended</i> <i>Appendix 1 amended; Appendix 2 removed</i>

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1. Summary

This policy sets out the UCLH Dress Code and Uniform policy for all staff, both uniformed and non-uniformed, and explains the reasons why such a policy is necessary. It is designed to inform managers and employees about the required standards of dress and appearance. It is not exhaustive in defining what is acceptable and unacceptable. Responsibility for implementing the Dress Code and Uniform Policy and ensuring staff compliance rests with managers, who are expected to be role models in how they present themselves.

2. Equality Impact Statement

The author of this policy has undertaken an Equality Impact Assessment (EIA) and has concluded that there is no negative impact on any of the protected equalities groups. It takes account of cultural and religious beliefs and exemptions are provided. The completed EIA form is available from the Policy Compliance Officer.

3. Introduction

University College London Hospitals NHS Foundation Trust (UCLH) expects staff to present a smart and professional image to colleagues, patients, public and users of its services at all times.

The Dress Code and Uniform Policy sets out the expectations of UCLH in relation to corporate dress code and the wearing of UCLH uniforms and the main reasons why UCLH requires staff to comply with the Dress Code and Uniform Policy at all times. The policy addresses the key objectives of patient safety, public confidence, staff safety and comfort and sets out the requirements for UCLH staff in order to:

- Provide a corporate professional image
- Minimise the risk of transmission of infection
- Minimise the risk of injury to patients
- Take account of health and safety considerations
- Enable staff to perform effectively in the workplace
- Enable staff to wear comfortable workwear which is appropriate for a healthcare environment
- Wear clothing which recognises the diversity of the UCLH workforce whilst remaining consistent with the policy's principles which require dress to be consistent with the requirement to deliver safe and effective care. There may be circumstances in which genuine occupational reasons preclude the wearing of certain articles and/or clothing. Priority will be given to health and safety, security and infection control considerations.

This policy should be read in conjunction with the UCLH [Infection Prevention and Control Policy](#).

4. Objectives

The Dress Code and Uniform Policy sets out the expectations of UCLH in relation to corporate dress code, the wearing of UCLH uniforms and the main reasons why UCLH requires staff to comply with this policy at all times. It is the responsibility of all staff to comply with this policy and for managers to ensure that their staff fully

meet these requirements at all times. Section 6 sets out specific staff responsibilities. Failure to follow the requirements set out in this policy may lead to action being taken under the UCLH [Disciplinary Policy and Procedure](#).

Local adjustments of the Dress Code and Uniform Policy may only be agreed to clarify its application for specific staff groups and/or services. Any such adjustment must be wholly consistent with the principles contained in this policy and its appendices, the law relating to protective personal equipment and must be approved by the respective medical or corporate director to ensure consistency.

UCLH reserves the right to review and amend this policy through the accepted consultation and communication process following changes in legislation, Department of Health guidance or for other relevant reasons.

5. Scope

This policy applies to all UCLH staff and includes those with honorary contracts, sub-contractors, bank and agency workers and students when working on Trust premises. It applies to both uniformed and non-uniformed staff groups.

6. Definitions

“In clinical areas”:

When seeing patients in wards, during ward rounds, and when examining patients in an outpatient clinic” or on a home visit.

“Bare below the elbows”:

The principle of “bare below the elbows” is to ensure that all clinical staff in clinical areas are able to clean their hands properly. Staff are required to wash their hands regularly and thoroughly to limit the spread of infection so they must ensure that they are dressed in such a way that allows this. Staff will normally wear short-sleeved shirts or blouses or have sleeves rolled up to above the elbow. Staff, who, for religious or cultural reasons wish to keep their arms covered, must be able to wash their hands thoroughly. Staff must not wear ties unless they are securely tucked in. Scarves and other items of clothing must not be allowed to hang down so they must be secured or preferably removed. Staff may not wear wrist watches or bracelets and may only wear one plain wedding band without stones.

“Medical, dental and other clinical staff not required to wear a uniform”:

Medical and dental staff, including students, and other clinical staff who are not required to wear a uniform (e.g. pharmacists, allied health professionals) must be “bare below the elbows” when examining or treating patients.

Patient-facing staff:

Staff who have face-to-face contact with patients and visitors. This includes both clinical staff who are treating and caring for patients and non-clinical staff who have face-to-face contact with patients and visitors, e.g. ward clerks, clinic receptionists, outpatient clinic staff, hospital receptionists.

Staff:

In this policy the term “staff” is used to refer to all UCLH staff, including those with honorary contracts, sub-contractors, bank and agency workers and students when working on Trust premises.

7. Duties**7.1 All Staff**

- UCLH provides all employees with an identity badge that must be worn and visible at all times when on duty or acting in an official capacity representing UCLH. UCLH employees with honorary contracts, students, visiting clinical staff and contractors must also wear identity badges. In addition, UCLH staff should also wear a badge displaying their name and role if such has been provided by UCLH.
- Staff who wear uniforms are expected to wear the UCLH uniform; substitution of any element with non-uniform alternatives is not permitted. Sufficient uniforms will be provided to enable staff to comply with the policy and an alteration service will be provided to ensure uniforms are well-fitting.

7.2 Managers

- Managers are expected to be role models for the required standards.
- Managers should ensure the required dress code and uniform standards are made clear in local orientation of new staff.
- Managers are responsible for ensuring staff are provided with sufficient uniforms where required and for escalating any problems regarding provision of uniform to the appropriate authority.
- Managers should use common sense, tact and diplomacy in adhering to the principles underpinning this policy using the objectives and requirements outlined in this policy as a guide to decision making.
- Managers are responsible for ensuring their staff adhere to this policy at all times and for taking action if staff fail to abide by this policy.

8. General Principles**8.1 General principles and specific principles for different staff groups**

For the purpose of clarity, this policy has a general section (section 9) on presenting yourself in the workplace which applies to all those covered by this policy and then further sections for different sorts of staff, namely:

- Uniformed staff
- Nursing and midwifery staff including nursing and midwifery assistants
- Theatre and other clinical staff in high sterility areas authorised to wear “scrubs”
- Patient-facing administrative and clerical staff
- Non-patient facing administrative and clerical
- Laboratory staff

All staff must follow the UCLH Infection Prevention and Control policy. When dealing with patients who pose a risk of infection (e.g. patients with MRSA) standard precautions apply and plastic aprons and gloves must be worn. Personal protective equipment and/or clothing and/or footwear must be worn if their use has been identified by risk assessment. Such equipment and/or clothing and/or footwear will be provided by UCLH.

8.2 The need for a policy

The main reasons why staff are required to follow the UCLH Dress Code and Uniform Policy are set out below:

Infection Control:

Ensuring that all staff follow the requirements of wearing appropriate clothing which minimises the risk of infection transfer is a key part of maintaining patient and staff safety and giving confidence on this issue to patients, carers, relatives, visitors and colleagues. It is also essential to ensuring that the staff and UCLH fully comply with legislation and guidance including the NHS Hygiene Code.

Health and Safety:

Ensuring that staff wear appropriate uniforms and all required protective wear is essential to protect staff from hazards. Ensuring that clothing is compatible with safe handling and moving is also essential to the safety of staff and their patients. It also enables UCLH to fully comply with health and safety legislation. See Health and Safety at UCLH Policy.

Professional Image:

Ensuring that staff look smart, clean and professional is vital to reassuring patients, relatives and visitors to the hospital that they will receive effective and high quality care in a clean environment. These standards apply to all staff, whether or not they are patient-facing.

Identification of Staff:

Ensuring that staff in clinical roles wear consistent and identifiable uniforms and patient-facing non-clinical staff are clearly identifiable, helps patients, carers, visitors and colleagues to be aware of who they are dealing with.

Security:

The wearing of ID badges by all staff is essential to ensuring the security of patients, carers, relatives and colleagues. It also promotes openness and helps patients, visitors and colleagues to be aware of who they are dealing with. See UCLH Security Policy.

8.3 Recognising diversity

UCLH recognises and values the diversity of cultures, religions, disabilities and other protected characteristics of its staff and takes a sensitive approach when this affects dress and uniform requirements. However, dress must be consistent with the requirement for the delivery of safe and effective care and there may be circumstances in which genuine occupational reasons preclude the wearing of

certain articles and/or clothing. Priority will be given to health and safety, security and infection control considerations.

This policy incorporates the principles and guidelines within equality legislation and also the right of individuals to express themselves freely, whilst recognising that this must be consistent with the image and reputation of UCLH, promoting public confidence and ensuring patient safety. The advice below is intended only as a guide for managers and employees. Staff are encouraged to discuss any additional clothing requirements with their managers on an individual basis.

Cultural or religious beliefs:

The wearing of items arising from cultural or religious norms is in most circumstances welcomed by UCLH, provided that patient care and experience, health and safety, infection control and security and safety of patients or staff is not compromised.

Clinical staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This is to ensure that the member of staff is identifiable and to enhance engagement and communication with patients, visitors and colleagues. Non-clinical staff may wear facial coverings provided that these do not affect health and safety or prevent the member of staff from doing his/her job effectively.

Headwear, e.g. turbans and kippot, veils (Christian or niqab) and headscarves are permitted on religious grounds, provided that patient care and experience, health and safety, infection control and security and safety of patients or staff is not compromised. Headscarves should be shoulder-length and must be worn unadorned and secured neatly. In surgical theatres, cloth headscarves may be worn and subsequently washed at 60°C without an additional single use hat. These must be changed and laundered daily and replaced if soiled. Alternatively, orthopaedic hoods or single use theatre disposable headscarves approved by infection control may be worn.

As per the Department of Health's guidelines on Uniforms and Workwear 2010 Appendix B, the following provision is available for faith exemptions to Bare Below the Elbows policy. Sleeves can be full length when staff are not engaged in direct patient care activity. Uniforms can have three-quarter length sleeves. Any full or 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 be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.

Neckchains/necklaces with religious symbols may normally be worn by staff but must be removed when performing clinical duties.

Patriotism or political beliefs:

Political beliefs are not covered by UK equality regulations. Employees and managers should ensure that clothing is not offensive, i.e. the wearing of clothing with political or religious statements or slogans must be avoided.

8.4 Maternity:

Uniformed staff will be provided with maternity wear upon request. Staff will be expected to return maternity wear to the Uniform Room when it is no longer required.

8.5 Staff with a health problem

Staff who cannot adhere to this policy due to a health issue should discuss with their line manager in the first instance. If a local compromise cannot be easily agreed, a referral to Occupational Health should be made using the management referral form available on Insight using this link:

<http://insight/departments/other/Workforce/OccupationalHealth/Documents/MANAGEMENT%20REFERRAL%20to%20OCCUPATIONAL%20HEALTH%20v%203.doc>.

Reasonable adjustments will only be recommended by Occupational Health on the grounds of health, e.g. not on religious, cultural or other grounds.

9. General rules for all staff on presenting yourself in the workplace

All staff should follow these general rules on presenting themselves in the workplace in addition to the relevant specific requirements set out in [Table 1](#) and sections 10 to 14.

- Staff must be dressed smartly and professionally. Clothing must project a positive professional image and must not cause embarrassment or offence to patients, visitors and colleagues. Clothing must be clean and tidy and in a good state of repair. All clothing must be sufficiently loose to allow for a full range of movement and must not hinder any moving and handling procedures.
- Staff should be dressed modestly and should not wear revealing clothing
- Uniforms, when worn, must be clean, in good repair and well-fitting. Staff are expected to wear a clean uniform each working day and to keep a spare uniform at work should a uniform become visibly stained during the working day to prevent the risk of cross contamination. Staff should seal the contaminated uniform in a plastic bag and wash this separately. UCLH will provide staff with sufficient uniforms for this. UCLH uniform should not be worn outside the Trust unless on hospital business or on direct journeys to and from work. During journeys to and from work, the UCLH uniform must be covered by outdoor wear.
- All staff must wear the UCLH official ID badge. Uniformed clinical staff and staff in clinical areas must not wear their UCLH official ID badge on a lanyard.
- Some staff groups are required to wear a name badge and this should be attached or pinned to the uniform. Line managers will advise staff if they are required to wear a name badge and will provide the name badge.
- Hair should be clean, neat and tidy.
- Headscarves worn for religious purposes are permitted. In clinical areas, these must be securely fastened, plain black or navy blue in colour, made of a washable material and changed daily as is the rest of the uniform.

- Beards and moustaches should be short and neatly trimmed unless this reflects the individual's religion in which case the beard and/or moustache should be tidy.
- Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Staff should ensure that footwear has soles and heels which do not make an unnecessary noise in clinical areas. Staff wearing a uniform should wear flat or low-heeled shoes. Non-uniformed staff may not wear 'crocs', slip-on sandals or flip-flops.
- Fingernails must be clean and neat.
- Jewellery should be discreet and appropriate and not cause offence or be a health and safety hazard. When staff are working in a clinical area, they must cover or remove any item of jewellery that creates the potential for an act of violence or the possibility for entanglement, e.g. large hoops in ear lobes.
- Where visible tattoos are deemed to be offensive, they must be appropriately covered.
- Body piercing must be discreet and appropriate to the working environment.
- Body piercing must be discreet and appropriate to the working environment.
- Perfume, after shave and make up, if worn, should be discreet.
- Smokers must ensure that the residual smell of smoke on their clothes and breath is addressed before any contact with patients or colleagues.
- Staff must wear all the specified elements of the UCLH uniform when they are performing a patient-facing role. The uniform colour and trim must be appropriate to the role. The description of current uniforms can be found in [Appendix 1](#).
- Staff leaving UCLH employment or changing roles must return all uniform supplied to the Uniform Room.
- Staff who provide direct patient care (including doctors) may not wear nail varnish.

Table 1 Summary of the Dress Code & Uniform Policy Requirements	Bare below the elbows when treating or	Neat, tidy and clean hair	Hair off the collar or long hair tied back	Identity badge with lanyard	Name badge pinned or attached to uniform	One pair of basic stud earrings only	No necklace or chain	Shoes	Clothing clean, tidy and in good state of repair	Fingernails clean and neatly manicured
Nursing and midwifery staff including nursing and midwifery assistants [see sections 9, 10, 11]	✓	✓	✓	✓	✓	✓	✓	Flat or low heeled rubber soled shoes in matt black with covered toes and heels – black leather effect trainers permissible	✓ Spare uniform on site	✓ No nail varnish/ no nail extensions/ no false nails
All other uniformed staff, e.g. therapists, dental hygienists [see sections , 9, 10]	✓	✓	✓			✓		Flat or low heeled rubber soled shoes	✓ Spare uniform on site	✓ No nail varnish/ no nail extensions/ no false nails
Theatre staff including anaesthetists and radiographers [see sections 9 & 12]	✓	✓	Hair to be covered with single use hat * See also section 8.3	✓	✓		✓	Dedicated operating theatre footwear	Scrub	✓ No nail varnish/ no nail extensions/ no false nails
Other staff wearing scrubs in high sterility areas [see sections 8 & 11]	✓	✓	✓	✓			✓	Dedicated high sterility area footwear	Scrub	✓ No nail varnish/ no nail extensions/ no false nails
Laboratory staff [see sections 8 & 13]		✓	✓	✓				Flat or low heeled rubber soled shoes	✓ Personal Protective Equipment must be worn	✓
Doctors and dentists and other clinical staff not required to wear a uniform [see sections 8 & 13]	✓	✓		✓				Appropriate to the role – no flip flops, crocs, slip on shoes	✓	✓
Patient-facing admin and clerical staff and their line managers [see sections 8, 12]		✓			✓			Appropriate to the role – no flip flops, crocs, slip on shoes	✓	✓
All other non clinical non-uniformed staff [see sections 8 & 13]		✓			✓			Appropriate to the role – no flip flops, crocs, slip on shoes	✓	✓

10. Uniformed staff (primarily clinical staff, e.g. therapists, imaging, nursing staff)

In addition to the general rules laid out in section 8, all staff who are required to wear a uniform must also comply with this section of the policy, when performing a patient-facing role.

- Staff may wear only one pair of metal smooth stud earrings with one stud in each earlobe.
- Staff may not wear necklaces or chains.
- A suitable fob watch should be attached to the uniform of those staff that require a watch in the course of their clinical duties.
- In clinical areas, hair should be off the collar and long hair should be tied back.
- Nail varnish, nail extensions and false nails must not be worn – nails should be short.
- A badge of a professional organisation, trade union, college or training school may be worn.
- Plain, dark-coloured socks should be worn with tunic and trousers.
- Laundering of uniforms – the risk of uniforms being contaminated with blood or body fluids depends on the tasks performed. Such contamination carries an inherent but low risk of transmission of disease and therefore uniforms must be washed daily or when visibly soiled. Staff are expected to launder their own uniforms and follow the washing instructions in the uniform, washing uniforms separately from the normal household wash. Uniforms should be ironed with a hot iron prior to wearing.

11. Uniformed nursing & midwifery staff (including Healthcare & Midwifery Assistants)

In addition to the general rules laid out in section 8, all uniformed nursing and midwifery staff, including Healthcare and midwifery assistants, must also comply with section 10 **and** this section of the policy, when performing a patient-facing role.

- A plain short-sleeved top in a similar colour to the uniform may be worn under uniforms during cold weather; this must not be visible.
- All nursing and midwifery staff must wear a name badge and an identity badge and these should be attached to the uniform – lanyards are not permitted.
- Shoes should be flat or low-heeled with rubber soles. They should be matt black with covered toes and heels. Trainers may be worn but they must be plain and black leather effect (not suede or canvas).
- Black or flesh-coloured plain tights must be worn when wearing dresses.
- Belts must not be worn.
- Plastic aprons must be worn when assisting patients with toileting, bathing or any activity which may result in the dispersal of pathogens (like bed-making) and/or procedures causing splashing of blood and bodily fluids.
- Staff in uniform may wear a navy blue cardigan if required on breaks and when off wards or departments but these must be removed before giving clinical care.

- In the event of an outbreak which closes a ward to admissions, the Infection Control Team will require nursing staff to wear scrubs whilst on the closed ward. Staff must change out of these scrubs before leaving the ward area.
- Nursing students should wear the uniform supplied by their university.

12. Theatre and other clinical and laboratory staff authorised to wear scrubs due to the requirement for high levels of sterility

In addition to the general rules laid out in section 9, all theatre staff and other clinical and laboratory staff authorised to wear scrubs must also comply with this section of the policy.

Theatre staff will wear scrubs and other clinical and laboratory staff may be authorised to wear scrubs due to the requirement for high levels of sterility. Any such authorisation will be determined by the relevant professional leader (e.g. Chief Nurse, Medical Director) in UCLH and may vary from time to time.

The purpose of theatre attire (scrubs) is to provide a barrier that protects the patient from micro-organisms which are shed into the environment from the mucous membranes, skin and hair of theatre personnel and to protect the outside environment from theatre contaminants. Theatre personnel must maintain a professional image at all times.

The following rules apply:

- All personnel must be correctly dressed before entering the restricted areas of the operating department. Off duty clothing must not be worn in these areas.
- Theatre attire should be of an appropriate and comfortable fit, neither too large nor baggy (to avoid accidental contamination of sterile fields) nor too tight (to reduce the amount of perspiration produced). Scrubs must be changed at least every shift or immediately when contaminated. Staff in scrubs leaving the theatre complex should ensure they are clean. Ideally scrubs should be changed when leaving or re-entering the theatre complex.
- In restricted areas, all head and facial hair must be covered by an appropriate, single-use disposable theatre cap/hood. This should be changed if contaminated with blood or body fluids and at least daily or on leaving the theatre suite. Recent studies have shown that wearing cloth caps in theatres reduces the risk of contamination.
- Staff must wear well-fitted, dedicated operating theatre footwear which has clean uppers and clean soles. Theatre footwear which is stained with blood or bodily fluids must be washed immediately and must be cleaned/decontaminated on a daily basis. Staff may leave the theatre area wearing theatre footwear providing they have clean uppers and clear soles, however theatre footwear is not to be worn outside of the building under any circumstances. Spot checks of theatre footwear will be undertaken. The use of overshoes is not routinely recommended.
- In restricted areas members of scrub teams must wear masks if warranted by a risk assessment. Masks are single use items and should be removed and

disposed of at the end of each case. They should not be worn hanging around the neck.

- Protective eyewear with visors, appropriate aprons and gloves must be readily available in every theatre suite and dental surgery and their use enforced as a standard precaution. Protective face shields should be worn whenever activities could place personnel at risk of splashes or aerosol contamination.
- Members of the theatre's scrub team should avoid undertaking transfer duties and other duties that will require them to leave the area. Staff leaving the theatre complex in scrubs and theatre footwear must ensure these are clean and not contaminated with blood or bodily fluids (unless called to attend an emergency) and must not go outside the building wearing scrubs and theatre footwear.
- Staff must change into a clean pair of scrubs and theatre footwear when they return to theatre if they have been contaminated with blood or bodily fluids.
- Theatre staff will provide guidance to all visitors to the theatres about what to wear, dependent on where they are visiting. Any visitor entering an operating theatre where there is a list running will need to change into scrubs and suitable footwear. Visitors not entering an operating theatre may be allowed to cover their clothing with a disposable gown.
- Theatre and high sterility scrubs are laundered by UCLH.

13. Dress code for all patient-facing administrative and clerical staff and their line managers

In addition to the general rules laid out in section 9, all patient-facing administrative and clerical staff and their line managers must also comply with this section of the policy.

This dress code applies to all patient-facing administrative and clerical staff across UCLH. This includes all administrative and clerical staff who have face-to-face contact with patients and visitors and includes clinic receptionists, ward clerks, hospital receptionists and patient services staff and their line managers. Patient-facing administrative and clerical staff and their line managers are required to comply with this dress code when in the workplace. Staff are expected to provide their own working clothes apart from the black cardigan or jumper with UCLH logo which will be provided by UCLH.

The dress code is:

- Plain white shirt or blouse or smart top. Staff who work in inpatient areas must ensure that the shirt/blouse has short sleeves or sleeves which can be rolled up securely above the elbows.
- Black trousers or black knee-length skirt or black knee-length dress.
- Black cardigan or jumper with UCLH logo (provided by UCLH) or black jacket.
- Plain dark shoes or smart sandals or boots. Footwear must be appropriate from a health and safety perspective for the role being undertaken; if uncertain staff should check with their manager. Trainers are only acceptable if they are plain black leather effect trainers (not suede or canvas).

- There will be special arrangements for reception staff working in cold areas (e.g. UCH atrium). These staff will be provided by UCLH with a black jacket with UCLH logo.
- Bank and agency staff are required to comply with this dress code and should wear a plain black jumper or cardigan if they do not have one with a UCLH logo.

14. Dress code for staff who do not have face-to-face contact with patients and visitors and for laboratory staff

In addition to the general rules laid out in section 9, all laboratory staff and all staff who do not have face to face contact with patients and visitors are required to comply with this section of the policy.

This dress code applies to all staff that do not have face-to-face contact with patients and visitors, e.g. office-based staff, laboratory staff, staff in medical records, warehouses/distribution points.

- Staff are expected to comply with local regulatory and good practice requirements according to their area of work. These will reflect the individual environment and materials handled and will be in accordance with local health and safety policies and subject to annual risk assessment. Departments with specific requirements, e.g. medical records, pharmacy distribution, laboratory areas, will have undertaken an annual risk assessment and will provide staff with protective clothing, equipment and footwear if required. White coats must not be worn unless staff are working in a laboratory or in nuclear medicine where they are worn as personal protective equipment. Some laboratory staff may be required to wear scrubs as personal protective equipment (see section 11).
- Clothing must cover the shoulders and midriff. Skirts or dresses should not normally be shorter than 3 inches above the knee. Jeans and denim should not be worn.

15. Monitoring and Audit

What in the policy is going to be monitored	Monitoring method	Who will lead the monitoring?	How often?	Where will it be reported?
Compliance with the policy	Annual random audit during PLACE inspections	General Manager CEFD	Annually	Diversity and Equality Steering Group
Number of disciplinary actions taken as a result of this policy	Annual review of employee relations cases	Head of Employee Relations	Annually	Diversity and Equality Steering Group

16. References

- Uniforms and workwear: Guidance on uniform and workwear policies for NHS employers, Department of Health, 2010
http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/publicationsandstatistics/publications/publicationspolicyandguidance/DH_114751
- Guidance on uniforms and clothing worn in the delivery of patient care, Royal, College of Nursing, 2009
http://www.rcn.org.uk/_data/assets/pdf_file/0010/78652/002724.pdf
- The Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Management of Health and Safety at Work Regulations 1999
- The Health and Social Care Act 2008
- Equality Act 2010
- Guidance from NHS Employers on Dress Codes and Discrimination, 2011

Appendix 1

UCLH Uniforms 2018

Nursing and midwifery uniforms:

N&M Role	Uniform colour	Uniform trim	Embroidered Titles
Chief Nurse	Black	Red	Chief Nurse
Deputy Chief Nurse	Navy	Pink	Deputy Chief Nurse Head of Midwifery
Consultant Nurse/Midwife	Navy	Purple	Consultant Nurse Consultant Midwife
Matrons & Departmental Senior Nurses/ Lead Midwives	Navy	Red	Matron Senior Nurse (Matron) Senior Nurse Senior Midwife
Sisters, Charge Nurses Lead Midwife	Navy	White	Sister (f) Charge Nurse (m) Lead Midwife
Deputy Sisters/ Deputy Charge Nurses Midwifery Sister	Navy	None	Deputy Sister (f) Deputy Charge Nurse (m) Midwifery Sister
CNSs; CNPs; ICNs; PERT; Occupational Health Advisor; Site Managers	Navy	Yellow	Clinical Nurse Specialist Nurse Practitioner Infection Control Nurse Clinical Site Manager
Clinical Practice Facilitators, Practice Educators	Navy	Green	Nurse Educator Midwife Educator
Research Nurse Research Midwife	Navy	Turquoise	Research Nurse Research Midwife
Staff Nurses, Midwives, Research Nurses Nurse Paramedic	Hospital Blue top, black trousers	White	Staff Nurse Midwife Research Nurse Paramedic
Nursing Associates	To be determined		
Senior Healthcare Assistants, Nursery Nurses	Bottle Green top, black trousers	White	Senior Nursing Assistant Nursery Nurse
Healthcare Assistants (previously Healthcare Assistants) Midwifery Assistants	Aqua Stripe top, black trousers	White	Healthcare Assistant Midwifery Assistant
Head Dental Nurse	Dark grey top with navy trim, black trousers		Head Dental Nurse
Senior Dental Nurse	Medium grey top with white trim, black trousers		Senior Dental Nurse
Dental Nurse	Light grey top with white trim, black trousers		Dental Nurse

Other clinical staff uniforms:

Staff Group	Site*	
Physiotherapists	UCH	Navy blue trousers, white tunic with navy trim (or white polo shirt with profession clearly denoted - self)
	QS	Navy blue trousers, white polo shirt with NHNN crest in blue
	HH	Navy blue trousers, white tunic with navy trim
	EDH	Theatre blue scrubs
Occupational therapists	UCH	Bottle green trousers, white tunics with green trim (or white polo shirt with profession clearly denoted – self)
	QS	Bottle green trousers, white polo shirt with NHNN crest in green
	HH	Bottle green trousers, white tunics with green trim
Speech and language therapists	QS	Black trousers, white polo shirt with NHNN crest in black
	RNTNEH	No uniform
Therapy support staff	UCH HH	Navy blue trousers and white tunic or light blue tunic with navy blue trim
	QS	Physio technician: Navy blue trousers, white polo shirt with NHNN crest in blue Rehabilitation Assistant: Black trousers, white polo shirt with NHNN crest in black
	RNTNEH	No uniform
Radiographers	UCH	Teal scrubs marked Imaging; theatre scrubs for some procedures
	QS	Navy blue trousers, white tunic with navy trim
	HH	Theatre blue scrubs
	EDH	Theatre blue scrubs
	RNTNEH	Theatre blue scrubs
Radiotherapy	UCH	Teal scrubs marked Radiotherapy
Nuclear Medicine	UCH	Teal scrubs marked Nuclear Medicine
Dental Hygienists	EDH	Theatre blue scrubs
Audiologists	RNTNEH	No uniform

***Site Key:**

UCH	University College Hospital including EGA Wing and University College Hospital Macmillan Cancer Centre
QS	Queen Square Division
HH	Heart Hospital
EDH	Eastman Dental Hospital
RNTNEH	Royal National Throat Nose and Ear Hospital

Other Trust uniforms:**Drivers:**

G4S Drivers	Green uniform with logo supplied by G4S
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Porters:

QS	Light blue polo top with QS logo, navy blue trousers, dark blue jumper with QS logo
WMS	Pale blue shirt, dark and pale blue striped tie, dark trousers

Domestic and housekeeping staff:

QS	Green polo top with QS logo and navy blue trousers or green dress
WMS	Dark navy trousers, pale blue buttoned jacket embroidered The Heart Hospital (F) Pale blue polo top marked HOUSEKEEPING DEPARTMENT (m)

Domestic/housekeeping supervisors:

QS	White shirt and navy blue trousers
WMS	Black suit with white shirt

Ward housekeepers:

UCH	Green and yellow shirt/blouse Some areas have a pale blue polo shirt
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***Site Key:**

UCH	University College Hospital including EGA Wing and University College Hospital Macmillan Cancer Centre
QS	Queen Square Division
WMS	UCH at Westmoreland Street