

## Dress Code and Appearance Policy

To be read in conjunction with;-

- Infection Prevention and Control Policies
- Disciplinary Policy
- Employee Performance Management Policy
- Food Safety Policy and Code of Practice 4 Personal Hygiene
- Health and Safety Policy
- Selection, Management and Maintenance of PPE (HS13)
- Hazardous Substance Policy
- Control of Contractors Policy
- Theatre Dress Code SOP
- Heatwave Plan

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## Policy on a Page

This policy provides a framework to ensure that clothing and accessories worn by all staff working within Shrewsbury and Telford Hospitals (SATH) are consistent with the Trust's Infection Prevention and Control , Health and Safety Policies, Food Safety Policy (for all food handlers) and comply with patient and public expectations.

The policy objectives are:

- 1) To contribute towards Trust Infection Prevention and Control measures by minimising the risk of cross-infection from clothing/accessories;
- 2) To contribute towards Trust Health and Safety measures by minimising risk of injury from inappropriate clothing/accessories and ensuring use of appropriate protective clothing;
- 3) To ensure that a smart, professional image is maintained by all persons working within the Trust;
- 4) To provide guidance and support for religious and cultural matters linked to dress code
- 5) To promote mobility, comfort and safety of the wearer;
- 6) To contribute towards Food Safety Measures by minimising the risk of cross contamination from microorganism and Physical contaminant by food handlers
- 7) To allow identification for security and communication purposes.

The policy is set out in 3 sections:

Section 1 – Policy Principles

Section 2 – Dress Code Standards for All Staff

Section 3 – Additional Standards for Uniform Staff

Section 3 provides detailed guidance on specific job roles and work locations to ensure the expectations of staff are clear. All Trust staff have a responsibility to ensure they comply with this policy and the specific requirements for their job role.

This policy also describes the Trust's approach to, and support for, colleagues who have religious or cultural requirements that are relevant to this policy.

## **1. Policy Statement**

- 1.1 The aim of the Dress and Uniform Policy (the “Policy”) is to ensure that clothing and accessories worn by all staff working within The Shrewsbury and Telford Hospital NHS Trust (SATH) are consistent with the Trust’s Infection Prevention and Control and Health and Safety Policies (including Food Safety Policy for all food handlers) and comply with patient and public expectations.
- 1.2 The Trust considers that the way employees dress and their appearance is of significant importance in portraying a professional image to all users of its service, whether patients, visitors, clients or colleagues. It also considers that, subject to the overriding requirements of patient safety and public confidence, staff should feel comfortable in their uniforms. This includes being able to dress in accordance with their cultural and religious practices.
- 1.3 The impact of Hospital Care Associated Infection (HCAI) on patients in terms of morbidity and mortality cannot be overstated, and the safety of patients in relation to HCAI is a clear priority for the Trust. Dress code, Uniform and hygiene in the clinical setting is integral to the control and prevention of HCAI. This policy is therefore based on the principles, directions and guidelines as stated in the Department of Health (2015) and the Care Quality Commission’s fundamental standards as a basic requirement of registration for healthcare providers.
- 1.4 All Trust staff have a responsibility to minimise the spread of infection by complying with the requirements of this policy. This policy must be read in conjunction with the associated Infection Prevention and Control Policy.
- 1.5 The Trust recognises and values the diversity of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, there may be circumstances in which there are genuine occupational reasons as to why the wearing/not wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security and infection control. This policy has been reviewed by the various religious and cultural leads to reach assurance that it does not cause either offence or discrimination. Additional guidance relating specifically to religious and cultural matters can be found in Appendix 1.
- 1.6 Breaches of this policy will be explored and, where necessary, appropriate action may be taken in accordance with the Trust’s Employee Investigations Policy and/or Disciplinary Policy.

## **2. Scope**

- 2.1 This policy contains guidance for all staff and all professional groups, whether they are clinical or non-clinical, wear a uniform or not, including those with honorary contracts, sub-contractors, volunteers, locum, bank and agency workers, and students when working on or off Trust premises and representing the Trust.

2.2 Different sections of the policy will apply to different staff depending on their job role and work location.

### **3. Framework**

3.1 This section describes the broad framework relating to dress and uniform throughout the Trust. Detailed instructions are provided in the associated procedural standards.

3.1.1 Staff must comply with the associated Dress Code (see section 5).

3.1.2 Staff who are required to wear a uniform must comply with the additional Uniform Standards (section 6).

3.1.3 All staff who are food handlers (catering and Non catering including volunteers) must comply with Food Safety policy COP 4 Personal Hygiene

3.2 The Director of Nursing will approve all procedural standards associated with this policy and any amendments and is responsible for ensuring that they are compliant.

3.3 The Trust will provide uniforms to staff who are required to wear them. Staff should be provided with an adequate number based on the frequency of their working pattern. All other staff who are required to be in uniform will be provided with Trust approved and appropriate professional style work wear.

3.4 The Trust will provide theatre scrubs/clogs to staff that require them.

3.5 Staff are not normally permitted to travel to and from work in uniform, see section 7 for details.

3.6 Staff are not permitted to wear uniforms for election purposes (e.g. when canvassing, distributing election information etc).

3.7 Staff must not enter commercial premises (e.g. supermarkets, shops and public houses) in uniform unless they are on official Trust business. On these occasions staff must be smartly dressed with their identification badge visible.

3.8 Staff who are working in the community who may need to purchase meals or refreshments etc are allowed to enter these premises for this purpose only and should fully cover their uniform when entering such premises.

3.9 Where there are legal requirements under Health and Safety legislation, the Trust will provide appropriate personal protection clothing and equipment which must be worn correctly.

3.10 The Trust will provide information to staff who wear uniforms to ensure they have the appropriate washing instructions.

- 3.11 Staff working from home must remain professionally dressed when appearing on video calls
- 3.12 When employment ceases with the Trust, the employee must return the uniform to the Trust via their line manager. The line manager needs to ensure this happens as part of the exit process.
- 3.13 In the event of a major incident being declared attempts can be made to secure additional scrubs through the linen service provider.
- 3.14 Managers may authorise minor changes to the requirements at a local level when the Trust's Heatwave Plan is in effect to support staff comfort, provided this poses no additional health and safety risks.

#### **4. Duties**

##### **4.1 Board of Directors**

The Board of Directors will ensure appropriate uniforms and health and safety equipment is available and provided for staff when required.

##### **4.2 Director of Nursing**

The Director of Nursing will:

- 4.2.1 Approve the Dress Code and Appearance Policy and any other associated procedural documents.
- 4.2.2 Apply appropriate discretion where the individual staff interpretation of the policy and its associated procedures in relation to individual beliefs has meant a compromise cannot be achieved by line and senior managers.
- 4.2.3 Deputy Chief Nurses, Director of Midwifery, Divisional Directors of Nursing, Medical Director, Allied Health Professionals leads, Directors of Operations, Divisional Directors, Clinical Service Leads, Healthcare Scientist Leads, Heads of Departments and Professional Leads, Matrons and Ward Managers will :
  - Ensure all staff are aware of, know how to access and comply with this policy and its associated procedural standards
  - Ensure appropriate uniforms, health and safety equipment is available and provided for staff
  - Apply appropriate discretion when applying this policy and its associated procedures
  - Manage failure to adhere to this policy and its associated procedures.

##### **4.3 Line Managers**

Line Managers will:

- 4.3.1 Ensure all staff are aware of, know how to access and comply with this policy and its associated procedural document;
- 4.3.2 Ensure adherence to this policy within their areas of responsibility, carrying out checks as necessary;
- 4.3.3 Ensure all staff have uniforms as required and are issued with adequate supplies of uniforms to reflect the requirement for staff to wear daily laundered uniforms. Ensure that uniforms are replaced as appropriate to avoid discolouration and signs of wear and tear. Where managers agree for staff to purchase their own uniforms the cost should be agreed in advance and the employee reimbursed in full.
- 4.3.4 Act as role models and adhere to policy.
- 4.3.5 Ensure that local Codes of Safe Practice are compliant with this policy and the associated Dress Code and Uniform standards and ensure that staff wear the protective clothing as agreed per policy and standards.
- 4.3.6 Apply appropriate discretion when applying this policy and its associated procedures.
- 4.3.7 To manage staff who fail to adhere to this policy and its associated procedures.

#### **4.4 Human Resources**

Members of the Human Resources department will:

- 4.4.1 Support managers to manage staff who fail to comply with this policy; and
- 4.4.2 Consult with the inclusion, Equality and Diversity Team where appropriate.

#### **4.5 All Staff**

All staff must:

- 4.5.1 Ensure that they are fully conversant with this policy and its associated procedural documents;
- 4.5.2 Comply with the requirements of this policy the Dress Code and Uniform Standards that apply to them.
- 4.5.3 Raise any issues regarding their compliance with this policy with their line manager so they can be managed on an individual basis and follow Health and Safety advice as required.
- 4.5.4 Raise any concerns about non-compliance from other staff with their line manager, the HR Team or the Freedom to Speak Up Guardian.

## 5.0 Dress Code Standards

The standards detailed below must be followed by **ALL** staff

<b>General Appearance</b>	<p>All staff are expected to be smart and well-groomed at all times whilst on Trust business, with a high standard of personal hygiene which would be acceptable to others.</p> <p>Any staff not wearing uniform must wear clothing that is consistent with a smart, professional image and makes hand hygiene easy and effective.</p> <p>Make up, perfume and after-shave must be discreet and not overpowering.</p> <p>Shorts and jogging bottoms are normally only acceptable for therapy staff working in the gymnasium (however, see 3.4).</p> <p>Hemlines and shorts must be no shorter than just above the knee to promote a professional image and not cause embarrassment to patients, colleagues, other staff or visitors to the Trust. Tops with low necklines are not acceptable. Neither are tops that are strapless or reveal the midriff.</p> <p>Jeans or any form of denim, leggings on their own or worn with a short top, ski pants, tight fitting or revealing clothes, shorts, gym clothes, ripped clothing, maxi-dresses/skirts which touch the ground and slogan T-shirts are not acceptable attire at work.</p> <p>It is recognised that if on call staff are called in from home for an emergency, clothing may be different from the recommended standard.</p> <p>Staff should attend training in clothing appropriate for the training course. Staff who normally wear a uniform must bring a spare uniform in case training is cancelled.</p> <p>Staff are reminded that when attending courses external to the Trust they are representing the Trust and their appearance must reflect a suitable image.</p> <p>Any individuals wishing to participate in a local or National fundraising event and wish to dress accordingly (e.g. Dress down days) must seek permission from their head of department.</p>
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<b>Badges</b>	<p>All staff should wear a name badge stating name and job title /role.</p> <p>A maximum of two professional badges may be worn.</p>
<b>Identity badges</b>	<p>Staff must wear the Trust photographic identify badge at all times whilst on duty or acting in an official capacity representing the Trust</p> <p>Lanyards must not be worn by any clinical staff</p> <p>Lanyards or badges making political statements are not permitted.</p>
<b>Bags</b>	<p>Any staff who carry personal and work items in a bag must not wear these bags when carrying out direct contact with patients.</p>
<b>Bare below the elbow</b>	<p>Bare below the elbow applies to all staff present in clinical areas, whether providing direct patient care or not. Any sleeve must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.</p> <p><b>THERE ARE NO EXCEPTIONS TO THIS RULE.</b></p>
<b>Facial hair/ false eyelashes/ eyelash extensions</b>	<p>Facial hair must be well groomed; short and neatly trimmed or secured when patient contact is involved.</p> <p>False eye lashes or eyelash extensions are not permitted for clinical staff. This also applies to catering and non-catering staff who handle, prepare or serve food and drink in accordance with Food Safety policy COP 4</p>
<b>Footwear/ Shoes</b>	<p>Safety footwear, where provided, must be worn at all times.</p> <p>Where safety footwear is not provided, staff must wear footwear appropriate to the environment in which they are working and the job they perform. Local considerations will include things like anti-static, anti-slip and closed toe footwear.</p> <p>Clogs are only permitted for use by staff in theatre and interventional departments such as invasive cardiology, endoscopy and interventional radiology. All footwear worn within clinical areas must be soft soled and quiet.</p> <p>Flip flops, thong style/open toe sandals, canvas style pumps, very high heels (heel height &gt;3 inches or 7cm) and beach shoes are not considered to be suitable footwear and are not permitted for <b>ANY</b> staff group.</p> <p>Trainers are not permitted unless this has been authorised by the responsible Divisional Management Team for specific specialist roles or activities If worn they must be black, wipe able, smart, clean and logo free.</p>

	<p>All line managers must be pragmatic in their approach as on occasions it may be necessary for staff to deviate from the agreed footwear on medical grounds. Options must be discussed and a risk assessment completed.</p>
<b>Hair</b>	<p>Hair may be any colour but must be kept clean, neat and tidy at all times. Where required, the appropriate clinical head covering must be worn.</p> <p>For clinical staff hair must be arranged off the face and collar with a suitable hair accessory (e.g. hairband/clip). Hair must not be able to fall forward upon bending.</p> <p>Rules for catering and non-catering staff that handle, prepare and serve food can be found in the Food Safety Policy COP 4 Personal Hygiene.</p> <p>The catering department will provide suitable hats, hairnets and beard snoods for staff working in preparation areas.</p>
<b>Jewellery/ body piercings</b>	<p>Any jewellery worn must not cause offence or be a Health and Safety or an infection control hazard.</p> <p>The wearing of jewellery should be kept to a minimum. Staff working in clinical areas and or engaged in patient contact direct or indirect can only wear the following jewellery</p> <ul style="list-style-type: none"> <li>• One plain metal ring</li> <li>• A single pair of plain stud earrings. No other visible piercing, including tongue, nose, or eyebrow studs can be worn. NB Earrings are not permitted for catering and non-catering food handlers in accordance with Trust Food Safety Policy COP 4 Personal Hygiene</li> <li>• The wearing of necklaces when working in clinical areas is not permitted, the exception to this is SOS necklaces or for religious or cultural reasons. In these situations they must be worn inside the clothing and long enough to be obscured from view. If there is the risk of the necklace falling forward when bending and patient providing care they must be pinned to the inside of the clothing. Staff will be asked to remove the necklace if they breach these standards</li> <li>• Earrings and necklaces cannot be worn in Theatre due to the potential to lose parts of the jewellery during surgical procedures</li> <li>• The Sikh Kara (bangle) may be worn, but should be worn as high up the forearm as possible or be removed when carrying out direct patient care. Patient safety is</li> </ul>

	<p>paramount, the Trust's primary concern is to maintain bare below the elbows (see Appendix A)</p> <p>Rules for all food handlers (catering and Non-catering staff that handle prepare and serve food) can be found in the Food Safety Policy COP 4 Personal Hygiene</p> <p>Security of jewellery that staff have been requested to remove remains the responsibility of the wearer. The Trust is not liable for any loss.</p>
<b>Nails</b>	<p>Staff working in clinical areas, including staff who do not have direct patient contact <b>must not</b> wear false, acrylic, gel nails or nail varnish and nails must be short i.e. not visible above the tips of fingers. This is to avoid potential damage to patient's skin where applicable and to facilitate correct hand hygiene.</p> <p>This also applies to catering and non-catering food handlers.</p>
<b>Facial and Head Coverings</b>	<p>Staff who wear facial coverings for religious reasons are required 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.</p> <p>The wearing of Turbans and Kippots, and headscarves is supported on religious grounds. Headscarves must be plain, shoulder length, adornment free and must be tucked in and not drape freely when providing direct clinical care.</p> <p>See Appendix A.</p>
<b>Tattoos</b>	<p>Where a staff member has a visible tattoo this must not be offensive to others. If deemed offensive, considered inappropriate or likely to cause upset to patients, carers, visitor or other staff, it is the line manager's responsibility to discuss with the individual staff member the appropriateness for their tattoo to be on display.</p> <p>Tattoos that make a political statement must be covered.</p>
<b>Ties</b>	<p>Ties must be tucked in or removed when carrying out direct patient care.</p>
<b>Chewing gum</b>	<p>The chewing of gum is not permitted whilst on duty.</p>
<b>Smoking</b>	<p>Smoking in Uniform is only allowed if the uniform is fully covered and staff should use the outside staff smoking shelters. Clinical staff in uniform are not allowed to smoke in areas that are visible to patients and visitors.</p>
<b>Mobile Phones</b>	<p>Staff should not use mobile phones for personal use whilst actively working in the clinical area, except with the permission of the manager in exceptional circumstances.</p>

## 6.0 Additional Standards for Uniform Staff

The following additional standards relate to staff wearing Trust “uniform” which includes both clinical uniforms e.g. nursing uniform, and other specific, consistent Trust approved and appropriate professional style work wear e.g. worn by reception staff or porters etc.

<b>Uniform</b>	<p>Uniforms must always be worn fully fastened in the way they have been designed to be.</p> <p>A clean uniform must be worn for every day on duty.</p> <p>Vests and t-shirts ideally should not be visible under uniforms but if unavoidable they should be clean, plain and match or complement the colour of the uniform e.g. Navy / White.</p> <p>Staff must not make modifications to their uniforms.</p> <p>Cardigans and fleeces may be worn in line with uniform specification colour and complement the uniform but must be removed if working in clinical areas and before delivering direct patient care. Non Trust /NHS logos are not permitted.</p> <p>Uniform belts and buckles can be worn although may need to be removed when providing patient care to avoid potential damage to patient’s skin.</p>
<b>Tights/ socks</b>	<p>Socks or Hosiery (tights/stockings) must be worn at all times with uniform dresses/skirts, bare legs are not allowed.</p> <p>During periods of extreme summer heat staff may be excused from wearing hosiery at the discretion of the Director of Nursing or their deputy. Hosiery should be plain flesh or black in colour.</p> <p>Ankle socks must not be worn with a dress/skirt.</p>
<b>Footwear</b>	<p>Uniformed staff shoes (uppers and soles) must be plain black, leather or synthetic not suede with no embellishments, supportive and enclose the whole foot.</p> <p>Clogs are only allowed in designated areas (see section 5 under Footwear/ Shoes) .</p>
<b>Care of uniforms</b>	<p>Staff who are issued with uniforms are responsible for the maintenance and security of their uniform.</p> <p>All uniforms worn at work, including cardigans and fleeces, must be washed at 60°C in a domestic washing machine and must be tumble dried or ironed. They must not be mixed with other items being washed.</p>

<p><b>Scrubs</b></p>	<p>Scrubs should only be worn by agreed designated staff in designated areas.</p> <p>Staff who wear scrubs must not travel to and from work in scrubs (see section 7).</p> <p>Scrubs should not leave the Trust site and should be laundered by the Trust.</p> <p><b>A review of uniform specification for each group of staff will be reviewed in 2022 once the findings of the National NHS Uniform consultation are published</b></p>
<p><b>Theatre Scrubs</b></p>	<p>All Theatre staff should change into outdoor clothing before leaving the Theatre environment where this is feasible. Exceptions to this may include:</p> <ul style="list-style-type: none"> <li>• Transferring a patient to and from clinical areas and Theatres</li> <li>• Delivering specimens to the laboratories;</li> <li>• Emergency response e.g. Doctors holding emergency crash bleeps</li> </ul> <p>If staff are required to leave the environment without changing a fully fastened disposable over jacket must be worn and staff must remove their theatre masks and hats.</p> <p>On returning to the Theatre environment the disposable over jacket must be disposed of as clinical waste.</p> <p>Staff purchasing refreshments from Restaurant /coffee city/League of Friends must wear a disposable over jacket.</p>
	<p>Staff must not wear dedicated Theatre footwear outside the theatre environment. Contaminated footwear or scrubs must not be worn outside the clinical area.</p> <p>Wet or soiled theatre attire must be placed into containers specially designed for contaminated laundry.</p> <p>Staff must change their scrubs following any surgery/procedure where there is a risk of transmission of infection to others.</p> <p>All head and Facial hair must be covered completely under a suitable cap/hood. Disposable headwear is preferable and must be changed daily..</p>

	<p>Cloth hats (if worn) must be a plain colour that matches the colour of the disposable hat staff would wear.</p> <p>Visitors to Sterile Theatres areas will be advised by Theatre staff on what to wear.</p>
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## 7.0 Wearing Uniform Out of Work

Staff must change in and out of uniform on the Trust premises. The Trust will provide adequate changing facilities and a list of their location is available on the Intranet [here](#) and in Appendix B. This does not apply to staff working in the community who travel directly to and from community appointments and home .

If suitable changing facilities are not available on site, if there are no other alternatives, staff may travel to and from work in their uniform provided the uniform is completely covered during travel and the employee travels directly to their destination without stopping on the way.

Uniforms are only to be worn for official duties inside or outside the hospital premises.

The wearing of uniform outside the hospital premises is only permitted when staff are on specific Trust duty e.g. transferring patients, representing the Trust at external meetings, or when permitted by the Director of Nursing or their deputies.

For Trust staff whose roles involve reviewing patients in the community they may visit patients wearing their uniforms but these must be covered by a coat whilst travelling between the patient's home and work place. It is reasonable that staff may need to purchase petrol during their day. Staff must not undertake personal business while in uniform.

The wearing of Trust uniform in public or commercial areas outside the Trust (e.g. supermarkets, restaurants) is not allowed.

## 8.0 Equality Impact Assessment

An Equality impact Assessment has been completed. The assessment identified that there are matters relating to gender, religion and race that may be affected by this policy. The Policy has a supportive approach wherever possible and Appendix A provides clarity on the approach to specific religious considerations.

## 9.0 Implementation

This policy is available on the Trust intranet and will be disseminated to staff through the Divisional care groups and internal team structures within the Trust.

All Divisional and departmental Managers are responsible for the communication of this policy to their staff.

This policy will be reviewed every three years or earlier if considered necessary due to local and national drivers and standards.

## 10.0 Monitoring

Compliance with the policy will be monitored formally via Exemplar programme audits, local audits and quality review.

All managers are expected to monitor standards and take appropriate action if this policy is not adhered to.

All staff should feel able to challenge colleagues who are not compliant with the measures outlined in this document.

## 11.0 References

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<http://www.legislation.gov.uk/uksi/2017/1075/contents/made> [Accessed 28.02.20]

Management of Health and Safety at Work Regulations (1999)  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made> [Accessed 28.02.20]

Manual Handling Operations Regulations (1992)  
<http://www.legislation.gov.uk/uksi/1992/2793/contents/made> [Accessed 28.02.20]

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Salisbury et al (1997) The effect of rings on microbial load of health care workers' hands. **American Journal of Infection Control** (25) pp24-27

Workplace (Health and Safety and Welfare) Regulations (1992)  
<http://www.legislation.gov.uk/uksi/1992/3004/contents/made> [Accessed 28.02.20]

Trust documents all available from the Intranet Document Library:

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- Disciplinary Policy
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## Appendix A - Religious and Cultural Guidance

### Sleeve Length



Where, for religious reasons, members of staff wish to cover their forearms when not engaged in patient care, they must ensure that sleeves can be pushed up the arm and secured in place for hand washing and direct patient care activity

When involved in direct patient care activity, all healthcare professionals need to be bare below the elbow. Any sleeve must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.

### **Scrubbing for Theatre**

Staff are expected to learn and then demonstrate the correct manner in which to don surgical dress. Donning surgical dress will involve exposing the arms while washing which may be problematic for some female colleagues, if scrubbing is supervised by a male. Staff may request to be observed by a female staff member when scrubbing in. Although this may not always be reasonable, it should be accommodated where possible.

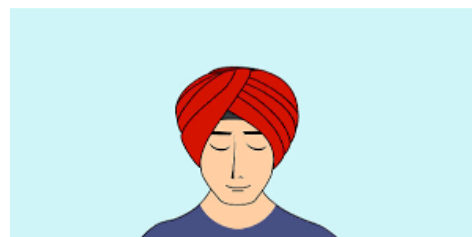
### **The Hijab: Headscarf**

For cultural or religious reasons some females may choose to cover their hair, ears and neck. Some female Muslims may choose to do this by wearing a headscarf (hijab) which covers the hair, ear and neck but which exposes the face. This is permitted within the Trust. Headscarves must be plain, shoulder length, adornment free and must be tucked in and not drape freely when providing direct clinical care.



### **The Turban**

For cultural or religious reasons some Sikh employees may wish to wear a turban. This is permitted within the Trust.



### **The Yarmulke**

For cultural or religious observance some Jewish male colleagues may wish to wear the yarmulke – skullcap. This is permitted within the Trust.



### **Face Veil: Niqab and Burka**

As part of their religious or cultural observance, some female Muslims may wish to wear a half face veil -a niqab- or a full face veil- a burka. Unfortunately, face veils cannot be worn 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.



### **Loose dress: The jilbab and the chador**

As part of their religious or cultural observance, in order to avoid showing the contours of their body, some female Muslims may wish to wear a jilbab - a loose dress from neck to ankle which covers the arms including the wrists or a chador (a full-body cloak). These are permitted provided that they do not affect health and safety, or prevent the employee from doing their job effectively and comply with all other aspects of this policy in particular compliance with Bare below the elbows.



**Chador**

### **The Kara: Steel Bangle**

Both male and female Sikhs wear the Kara; a sacred bracelet made of steel. It is a religious requirement to wear the Kara. Sikhs are not permitted to remove the Kara. The Kara may be worn, but should be worn as high up the forearm as possible and taped up to secure it in place. There may be occasions where it must be removed when carrying out direct patient care to ensure patient safety.



### **The Kirpan: Ceremonial Sword**

A Sikh may be uninitiated or initiated. Initiated male and initiated female Sikhs are required to wear the Kirpan (a ceremonial sword). The Kirpan is carried in a sheath attached to a cloth belt. It is normally worn discreetly under clothes and most people would be unaware that a Sikh was carrying a Kirpan. The size of the Kirpan may differ depending on personal taste.

Wearing the Kirpan is permitted, however in order to avoid undue alarm to others wearers of the Kirpan must ensure this item is worn discreetly when on duty. The Kirpan should remain out of sight by such methods as:

- Tucking it inside clothes
- Tucking it inside a belt and ensuring the wearer's clothes cover the belt.
- Taping it to the body



The Kirpan must also be secured so it cannot be easily drawn.

Under the 1988 Criminal Justice Act, the Kirpan is NOT classified as an offensive weapon and therefore Sikhs carrying the Kirpan are exempt from prosecution under the Offensive Weapons Act 2008.

## Appendix B – Changing Facilities

This list is up to date as of March 2022. For the most up to date version, search the Intranet or click [here](#).

Code	Building	Code	Floor	Code	Room	Code	Function	RA-Ward-Department	RA-Room Description
PRH	Block NA -Boiler H	PRHNA	Level 2	PRHNA2	Female Staff Change	PRHNA2023	Changing Area	Gymnasium	Female Staff Change
PRH	Block NA -Boiler H	PRHNA	Level 2	PRHNA2	Male Staff Change	PRHNA2026	Changing Area	Gymnasium	Male Staff Change
PRH	Block NE - Admin	PRHNE	Level 1	PRHNE1	Staff Change Female	PRHNE1004	Changing Area	Admin Hub	Staff Change Female
PRH	Block NE - Admin	PRHNE	Level 1	PRHNE1	Staff Change Male	PRHNE1005	Changing Area	Admin Hub	Staff Change Male
PRH	Block NE - Admin	PRHNE	Level 1	PRHNE1	Staff Change Female	PRHNE1030	Changing Area	Admin Hub	Staff Change Female
PRH	Block NK - Ward 1	PRHNK	Level 2	PRHNK2	Female Staff Change	PRHNK2018	Changing Area	Ward 24 (Delivery Suite)	Female Staff Change
PRH	Block NK - Ward 1	PRHNK	Level 2	PRHNK2	Male Staff Change	PRHNK2020	Changing Area	Ward 24 (Delivery Suite)	Male Staff Change
PRH	Block NL - Wrekin	PRHNL	Level 1	PRHNL1	Staff Change	PRHNL1033	Staff Change	Wrekin Maternity (MLU)	Staff Change
PRH	Block NS - Mortuar	PRHNS	Level 2	PRHNS2	Female Staff Change WC	PRHNS2010	Changing Area	Admin Hub	Female Staff Change WC
PRH	Block NS - Mortuar	PRHNS	Level 2	PRHNS2	Male Staff Change WC	PRHNS2013	Changing Area	Admin Hub	Male Staff Change WC
PRH	Block SB - Paul Br	PRHSB	Level 1	PRHSB1	Staff Change	PRHSB1070	Changing Area	Day Hospital Unit	Staff Change
PRH	Block SC - Rehabi	PRHSC	Level 1	PRHSC1	Staff Change	PRHSC1055	Changing Area	Physio	Staff Change
PRH	Block SE - Outpati	PRHSE	Level 2	PRHSE2	Male Staff Change & WC	PRHSE2051	Changing Area	Ward 05 (Renal Unit)	Male Staff Change & WC
PRH	Block SE - Outpati	PRHSE	Level 2	PRHSE2	Female Staff Change & WC	PRHSE2053	Changing Area	Ward 05 (Renal Unit)	Female Staff Change & WC
PRH	Block SJ - Day Wa	PRHSJ	Level 1	PRHSJ1	Male Staff Change	PRHSJ1045	Staff Change	Day Ward	Male Staff Change
RSH	Block 23 - Copthor	RSH23	Level 0 Basement	RSH230	Old Staff Changing	RSH230020	Changing Area	Medical Records	Old Staff Changing
RSH	Block 23 - Copthor	RSH23	Level 1	RSH231	Male Staff Change	RSH231219	Staff Change	Ward 20 (Old Labour Ward and Theatre)	Male Staff Change
RSH	Block 23 - Copthor	RSH23	Level 1	RSH231	Female Staff Change	RSH231221	Staff Change	Ward 20 (Old Labour Ward and Theatre)	Female Staff Change
RSH	Block 23 - Copthor	RSH23	Level 1	RSH231	Staff Change (Area A)	RSH231388	Staff Change	Ophthalmology	Staff Change (Area A)
RSH	Block 33 - Pharma	RSH33	Level 1	RSH331	Staff Change	RSH331072	Changing Area	Ward 32SS (Short Stay Medical)	Staff Change
RSH	Block 34 - Catering	RSH34	Level 1	RSH341	Male Staff Change	RSH341025	Changing Area	Catering	Male Staff Change
RSH	Block 34 - Catering	RSH34	Level 1	RSH341	Female Staff Change	RSH341027	Changing Area	Catering	Female Staff Change
RSH	Block 36 - A&E	RSH36	Level 1	RSH361	Male Staff Change	RSH361012	Changing Area	Accident and Emergency	Male Staff Change
RSH	Block 36 - A&E	RSH36	Level 1	RSH361	Female Staff Change	RSH361014	Changing Area	Accident and Emergency	Female Staff Change
RSH	Block 37 - Head ar	RSH37	Level 1	RSH371	Female Staff Change	RSH371043	Changing Area	Head and Neck Theatres (10 and 11)	Female Staff Change
RSH	Block 37 - Head ar	RSH37	Level 1	RSH371	Male Staff Change	RSH371045	Changing Area	Head and Neck Theatres (10 and 11)	Male Staff Change
RSH	Block 45 - Radioth	RSH45	Level 1	RSH451	Locker Room/Staff Change	RSH451039	Staff Change	Radiotherapy	Locker Room/Staff Change
RSH	Block 47 - Renal	RSH47	Level 1	RSH471	Staff Change & WC Female	RSH471034	Staff Change	Renal	Staff Change & WC Female
RSH	Block 47 - Renal	RSH47	Level 1	RSH471	Staff Change & WC Male	RSH471036	Staff Change	Renal	Staff Change & WC Male
RSH	Block 50 - Treatme	RSH50	Level 1	RSH501	Staff Change Male	RSH501089	Changing Area	Endoscopy	Staff Change Male
RSH	Block 50 - Treatme	RSH50	Level 1	RSH501	Staff Change Female	RSH501091	Changing Area	Endoscopy	Staff Change Female
RSH	Block 50 - Treatme	RSH50	Level 1	RSH501	Staff Change Male	RSH501144	Changing Area	Theatres	Staff Change Male
RSH	Block 50 - Treatme	RSH50	Level 1	RSH501	Staff Change Female	RSH501147	Changing Area	Theatres	Staff Change Female
RSH	Block 57 - SDEC	RSH57	Level 2	RSH572	Staff Change	RSH572008	Staff Change	SDEC	Staff Change
PRH	Block NA -Boiler H	PRHNA	Level 1	PRHNA1	Staff Lockers	PRHNA1064	Staff Change	Ward 36 PAU (Priority Admissions Unit)	Staff Lockers
PRH	Block SL - Corona	PRHSL	Level 1	PRHSL1	Staff Locker Room	PRHSL1007	Staff Room	Phlebotomy and Shropdoc	Staff Locker Room
RSH	Block 50 - Treatme	RSH50	Level 1	RSH501	Staff Lockers	RSH501257	Locker Room	MRI Suite	Staff Lockers
RSH	Block 56 - Cancer	RSH56	Level 2	RSH562	Staff Locker Room	RSH562023	Staff Room	OConnor Haematology Centre (Haematology Day Unit)	Staff Locker Room
RSH	Block 57 - SDEC	RSH57	Level 2	RSH572	Staff Locker Room	RSH572007	Locker Room	SDEC	Staff Locker Room