



STAFF UNIFORM AND DRESS CODE POLICY

Lead Manager:	Lead Nurse Corporate Nursing
Responsible Director:	Executive Nurse Director
Approved by:	Area Partnership Forum
Date approved:	23 rd October 2024
Date for Review:	October 2026
Replaces previous Version: [if applicable]	October 2014 Version 1

NHSGGC Staff Uniform and Dress Code Policy

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version changes	Date	Comment	Authors
1.5 draft	07/12/2021	Health Care worker replaced with staff Removed multiple hair colours, false eyes and Tattoos Removed Smoking section Removed Link to HMRC	GGC Uniform and Dress code SLWG
1.7 draft	04/03/2022	Updated following the meeting on 22/2/22	GGC Uniform and Dress code SLWG
1.8 draft	31/03/2022	Updated following the meeting on 22/3/22	GGC Uniform and Dress code SLWG
1.9 draft	26/04/2022	Updated following the meeting on the 26/04/2022	GGC Uniform and Dress code SLWG
1.10	05/07/2022	EQIA added included Communication plan included Sustainability included	Alastair Low Sub group of the uniform and dress code SLWG
1.11	21/01/2023	Following APF feedback <ul style="list-style-type: none"> Equality section revised Hello my name section removed 	Corporate Lead Nurse

		<ul style="list-style-type: none"> Font changed in line with NHSGGC guidance 	
1.11	12/04/2023	<ul style="list-style-type: none"> Add link to NHS GGC Social Media policy 	Corporate Lead Nurse
1.12	02/04/2024	<ul style="list-style-type: none"> Enhanced guidance added on Equality 	EQI Planning & Development Manager Equality and Human Rights Team
1.13	24/06/2024	<ul style="list-style-type: none"> Remove information on Badges Insert menopause information Expanded advise for non uniform/uniform in a non clinical area 	GGC Uniform and Dress code SLWG

Table of Contents

POLICY COVERAGE AND AIM	5
RESPONSIBILITIES	7
LINE MANAGERS / PROFESSIONAL LEADS:	7
ALL STAFF:	8
DRESS CODE FOR UNIFORMED AND NON-UNIFORMED STAFF	9
UNIFORM REQUIREMENTS	12
THEATRE ATTIRE.....	13
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	13
LAUNDERING OF CLINICAL UNIFORMS AT HOME	13
PROVISION OF UNIFORM AND REPLACEMENT.....	14
RE-ISSUE PROGRAMME	14
TERMINATION OF EMPLOYMENT.....	15
UNIFORM ALLOCATION.....	16
REVIEW	17
MONITORING AND AUDIT.....	17
REFERENCES.....	18
APPENDIX.....	19

POLICY COVERAGE AND AIM

The aim of the Staff Uniform and Dress Code Policy is to provide a unified approach across NHSGGC which conveys a professional image and creates and maintains public confidence.

The policy applies to all staff employed by NHS Greater Glasgow and Clyde (NHSGGC), as well as, visiting clinicians / supervisors / students / trainees attached to NHSGGC services and any contracted workers.

A contracted worker is defined as 'anyone called in to work for NHSGGC but who is not an employee'.

A clinical setting is defined as an area where an interaction and/or physical contact with a patient/services user takes place.

The policy links to the following NHS Scotland and NHSGGC practices and policies:-

- [NHSS National Uniform Policy](#)
- [National Uniform Colours](#)
- [NHSGGC Health and Safety](#)
 - [NHSGGC Personal Protective Equipment Policy](#)
 - [NHSGGC Security and Threat Policy](#)
 - [NHSGGC Smoke Free Policy](#)
- [NHSGGC Infection Prevention and Control](#)
- [NHSGGC Social Media and Personal Workplace Relationships](#)
- [NHSGGC Menopause Policy](#)

The NHSGGC Staff Uniform and Dress Code Policy is underpinned by DL (2018) 4 National Uniform Policy, Dress Code and Laundering Policy. It provides staff and managers with information regarding the standard of dress and appearance required by NHSGGC.

This policy sets very clear and explicit requirements for all staff but it is not possible to be completely exhaustive in defining acceptable and unacceptable standards of dress and appearance for every situation. Where there are any

issues requiring judgement, managers will exercise that judgement within the terms and spirit of this policy.

The purpose of the uniform colour coding is to make it easier for patients, members of the public and other staff to distinguish between the different clinical and non-clinical roles. Clinical staff will wear blue or burgundy and non-clinical staff will wear green. It must be noted however, that the colour coding is not the only means of communication and it is expected that verbal communication and staff identifiers will still play their part. It is not permissible to develop alternative uniform identities for staff groups that are included within this policy. Staff should only wear the items of national uniform which have been assigned to their staff group'.

Staff must also refer to any other practices and policies relevant to specific clinical areas such as Theatres /Catering Services and Laboratory Medicine.

All staff are responsible for ensuring that they adhere to this policy.

Line Managers/ Professional Leads are responsible and accountable for addressing any queries staff may have and ensuring consistent and fair application of the policy in their area.

RESPONSIBILITIES

NHSGGC understands its responsibilities in valuing and supporting the rich diversity of its staff. This policy is underpinned by NHSGGC's legal responsibilities as outlined in the Equality Act (2010) and supports protection against discrimination for staff with legally protected characteristics. To this end the policy will endeavour to approach any issues relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, with sensitivity.

We respect and uphold the right of individuals to the lawful expression of these differences and will take a sensitive approach when this affects dress and uniform requirements - any member of staff who wishes to wear a particular type of clothing or jewellery for cultural, religious or health reasons should discuss their requirements with their Line Manager.

There may be circumstances in which there are genuine occupational or clinical reasons as to why the wearing of certain articles and/or clothing is not permissible, and priority will be given to health and safety, security, and infection control.

For example, staff who wear facial coverings for religious reasons are required to remove these while on duty. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with patients, visitors and colleagues.

Veils (Christian or Niqab) and Hijabs are permitted on religious grounds. The latter should be shoulder length and must be worn unadorned and secured neatly and should not cover the face. In circumstances where there is a conflict of interest with any individual member of staff, the line manager should undertake a risk assessment.

There will be occasions and exceptions within this policy for those with disability, either permanent or following injury or where staff have additional needs. Should there be an additional need or requirement, such exceptions will be agreed in discussion with the line manager.

It is recognised that individuals undergoing gender reassignment may require a review of their issued uniform to accommodate for the transition to their new gender. NHSGGC will show flexibility and, where possible, ensure that provisions are made available for this to take place. If a member of staff needs to vary from the standards set out in this policy they should discuss this with

their line manager who will seek appropriate guidance on an individual basis, with advice and support from Occupational Health, Health and Safety Team and Human Resources as required. NHSGGC will endeavour to treat such requests sympathetically, balanced against the needs of the service.

Staff who feel their legally protected characteristic(s) could affect compliance with this policy must discuss these concerns with their line manager or professional lead.

We recognise that in integrated services there may be different staff uniform and dress policies and line managers/professional leads will need to ensure these are appropriately applied.

Line Managers / Professional Leads:

- Are responsible for ensuring that this policy is applied in a fair and consistent manner.
- Must ensure that all new staff are aware of the policy and requirements to achieve the standard.

All Staff:

- Are responsible for adhering to this policy.
- Must wear uniform where uniform is designated by management.
- Must not substitute issued items of uniform with own items of clothing
- Must not add to, amend or remove standard embroidery on uniforms.
- Must only utilise centrally procured uniform
- Should raise any queries or concerns about the policy with their supervisor, line manager or professional lead.
- All members of staff must be made aware of this policy and it will be a core part of staff induction. Adherence to the policy is mandatory. Failure to adhere to the policy will be dealt with in accordance with the appropriate NHSGGC Human Resources Policies.

DRESS CODE FOR UNIFORMED AND NON-UNIFORMED STAFF

This section sets out the dress code which applies to all staff except where indicated otherwise.

Table 1

Identification and Badges	<ul style="list-style-type: none"> • A visible photographic identification badge must be worn at all times when on duty and in the workplace. The specific identification will be issued by Facilities / Medical Illustration as appropriate to the work area. • It is the responsibility of all staff to ensure they have the appropriate <u>up to date</u> identification and to raise any issues in that regard with their line manager. • Photographic Identification badges must be clipped on • Lanyards must not be worn by uniformed staff working in clinical areas
Hair	<p>For all clinical settings and/or if in uniform:</p> <ul style="list-style-type: none"> • Hair must be tied back, off the face if it is at shoulder length or longer (including ponytails)
Jewellery	<p>For all clinical settings and/or if in uniform:</p> <ul style="list-style-type: none"> • No wristwatches or fitness trackers to be worn. • A single plain metal ring may be worn. Rings with stones must not be worn. • All visible jewellery and piercings must be removed, unless their absence constitutes a health and safety concern. <i>i.e. ear spacers</i>
Nails	<p>For all clinical settings and/or if in uniform:</p> <ul style="list-style-type: none"> • Nails must be kept clean. • Nail must be short and without nail varnish, nail treatment, nail straighteners, artificial fingernails or nail extensions.

Hygiene	<ul style="list-style-type: none"> • Staff must have high standards of personal hygiene. • Where make-up or perfume / aftershave is worn, please consider patients and colleagues, and ensure that any medical conditions are not exacerbated by the perfume / aftershave
Sleeves and Ties	<ul style="list-style-type: none"> • Bare below the elbow is compulsory for staff when delivering clinical care. • For religious and belief reasons when staff wish to cover their forearms or upper arms during patient care activity, it is acceptable to wear disposable over-sleeves with strict adherence to hand and wrist washing before and after use. Over-sleeves must be disposed of as disposable gloves. • Three-quarter length sleeves must not be loose or dangling and must be able to be rolled up or pulled back and kept securely in place during hand washing and direct patient care activity. • When undertaking clinical care it is preferable that ties are not worn, however if they are, they must be tucked inside the shirt.
Head	<p>Where for any reason staff wear head scarves they:</p> <ul style="list-style-type: none"> • Must not cover their uniform. • Must be of an appropriately neutral colour to ensure that any contamination can be seen.
Footwear	<p>For Staff issued with uniforms:</p> <ul style="list-style-type: none"> • Flat shoes or trainers with discreet markings must be worn. Shoes or trainers must be black, white or navy. • Footwear must be soft soled and fully enclose the foot, have no perforations or heel straps, and be of a non-penetrable fabric. • Where footwear is issued as part of a uniform it must be worn, e.g. theatre clogs, snow shoes and safety footwear. • Advice on footwear can be found - Personal Footcare - NHSGGC
Fleeces	<ul style="list-style-type: none"> • NHS issued fleeces/jackets may be worn when provided as part of a uniform but must be removed when entering a clinical area or performing clinical care / procedures. • These must also be removed when carrying out hand hygiene.

Non-Uniform Dress Code Guidance	<ul style="list-style-type: none"> • Staff not issued with uniforms should be cognisant of the non-uniform dress code and dress in a professional manner when meeting face to face or attending virtual meetings. Staff must wear appropriate clothing and dress in a professional manner which is likely to inspire public confidence. • Staff must dress in a manner which is sensitive to the social, cultural and diversity and equality needs of other staff, patients and carers/visitors. • Where uniform is not designated by management, staff should not create/wear a non-designated uniform– e.g. use of generic scrubs type uniform • Tops must be modest and appropriate • Footwear must be suitable for the working area. • Denims and shorts are not acceptable. • Clothing with political slogans or advertising, and football or other sportswear, is not acceptable. • Jewellery will be appropriate, and should never impede hand hygiene. • Where make-up or perfume / aftershave is worn, please consider patients and colleagues, and ensure that any medical conditions are not exacerbated by the perfume / aftershave • Staff must have high standards of personal hygiene.
--	---

UNIFORM REQUIREMENTS

This section sets out the requirements for staff who are issued with a uniform.

General

All staff **must** comply with the uniform selection guidance as per DL (2018) 4 National Uniform Policy, Dress Code and Laundering Policy. Every attempt should be made to use changing facilities. However, it is recognised non uniformed/uniformed staff can deliver clinical interventions in non-clinical areas, i.e. Immunisation Teams, Community Mental Health Teams. Staff are advised to adhere to the Personal Protection Equipment guidance within the NHS Scotland National Infection Prevention and Control manual [NHSS National Infection Prevention and Control Manual](#).

- Any queries should be directed to a supervisor, line manager or professional lead in the first instance.
- Where changing facilities and/or lockers are provided staff must change into and out of uniform at work.
- Staff must dress in a professional manner which is likely to inspire public confidence. Where changing facilities and/or lockers do not exist, uniforms should be covered when travelling to and from work, particularly when using public transport.
- All staff must not undertake activities in public such as shopping whilst wearing their uniform, except where such activities form part of their duties.
- Line managers are responsible for ensuring staff know where their nearest changing facility and/or lockers are located.
- Bank and Agency staff and students must also be advised of their nearest changing room and/or locker.
- By following the Personal Protective Equipment (PPE) elements of the NHS Scotland National Infection Prevention and Control Manual, a uniform should be protected from contamination during clinical interventions.
- To further minimise contamination of the uniform staff should not sit on beds.
- Staff who provide frequent, intimate and direct patient contact are most at risk of contamination of their uniforms. Therefore staff must wear a clean uniform each day.

Theatre Attire

Theatre scrub suits are not recognised as part of the national uniform, therefore should not be worn in non-theatre areas. The specific requirements of standard operating procedures (SOP) in relation to attire must be followed in each theatre area. Please also refer to local theatre guidance/Standard Operating Procedure.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is all equipment which is intended to be worn or held by a person at work and which protects the worker against one or more risks to the worker's health or safety. This also includes equipment worn to protect the patient from micro-biological agents.

In healthcare, PPE refers to a variety of barriers and respirators used alone or in combination to protect mucous membranes, airways, skin and clothing from contact with infectious agents.

PPE must be used in addition to normal clothing and uniforms to protect both the patient and staff. The type of PPE worn must be based on the assessed risk of the clinical intervention to be undertaken. Uniforms and normal clothing are not considered to be PPE.

Examples of PPE are gloves, masks, steel toe capped shoes, hard hats, high visibility jackets and vests etc.

White coats are only worn by staff working in laboratories and catering facilities. They must not be worn outside the laboratory or catering facility. Please also refer to local department PPE guidance.

Advice on PPE can be obtained from Infection Prevention and Control (IPC) staff and Health & Safety practitioners.

[Infection Prevention and Control - NHSGGC](#)

LAUNDERING OF CLINICAL UNIFORMS AT HOME

NHSGGC provide a national uniform for the majority of their staff who have a clinical remit. Staff are expected to launder their uniform at home unless they work in a theatre environment and are wearing theatre scrubs. There is no proven risk of cross-infection associated with laundering a uniform at home however care must be taken to ensure that any potential risks are reduced.

Provided appropriate PPE is used in accordance with Standard Infection Control Precautions (SICPs) and Transmission Based Precautions (TBPs) there is no evidence that used uniforms pose any risk to staff or others. The

appropriate use of PPE will therefore protect a uniform from contamination within the healthcare setting.

Uniforms must be laundered separately in detergent at the highest temperature suitable for the fabric as per the care label. Uniforms must be ironed as per the care label.

Heavily contaminated uniforms should not be put in clinical waste, but should be sent to the laundry, where they will be condemned, and will not be returned to the staff member.

The IPC Team will give specific advice regarding uniforms during outbreaks of infection. [NHSS National Infection Prevention and Control Manual](#)

PROVISION OF UNIFORM AND REPLACEMENT

Following interview and offer of a post being made and accepted, line managers/heads of departments complete and authorise the appropriate staff uniform requisition or order via PECOS.

Requests for issue of uniform are authorised by manager/head of department/other local processes.

Staff should not commence work without a uniform.

Where a specialist item is required for any reasons, Line Managers are required to confirm that it is required, and is compliant with the Uniform and Dress Code.

More lightweight and breathable uniforms are available for staff experiencing menstrual health and menopause related conditions. The range of lightweight options within the dimensions range include scrubs and tunics, no dresses are currently available. The current uniform material is 170gsm (65%/35% Polyester Cotton Xtraflex) and the lightweight options are 145gsm, details below:

- Unisex scrub top & bottom 145gsm Poly Cotton Mix
- Female fit scrub top 145gsm Poly Cotton Mix
- Women's classic style tunic in 145gsm

Re-Issue Programme

When items of uniform require replacement, the member of staff approaches the Line Manager to request re-issue.

Termination of Employment

On termination of employment from the organisation all items of uniform and identification badges must be returned to employer. Failure to return is regarded as a **serious breach of security**.

It is imperative that line managers / professional leads ensure identity badges and uniforms are returned to prevent improper re-use.

On termination of employment, the leaver's checklist should be completed by line managers, and should be held in personnel files.

[NHSGGC Retirement and Leaving Employment](#)

UNIFORM ALLOCATION

Nursing Staff / Allied Health Professionals (as required by role)

Working Days	Tunics / Polo Shirts	Trousers	Cardigan (for community) / Sweatshirt / Fleece	Waterproof Jacket	Outer
5	5	5 Pairs	1	1	
4	4	4 Pairs	1	1	
3	3	3 Pairs	1	1	
2	2	2 Pairs	1	1	
1	1	1 Pair	1	1	

Facilities/Estates Staff (as required by role)

Working Days	Tunics / Polo Shirts	Trousers	Sweatshirt	Anorak	Shoes	Over Trousers
5	5	5 Pairs	1	1	1 Pair	1 Pair
4	4	4 Pairs	1	1	1 Pair	1 Pair
3	3	3 Pairs	1	1	1 Pair	1 Pair
2	2	2 Pairs	1	1	1 Pair	1 Pair
1	1	1 Pair	1	1	1 Pair	1 Pair

Admin Staff

Working Days	Blouse / Shirt
5	5
4	4
3	3
2	2
1	1

Aroma Cafe Staff

Working Days	Blouse / Polo-Shirt
5	5
4	4
3	3
2	2
1	1

Bank Staff

Issue pro rata their average number of days worked in week.

REVIEW

The policy will be reviewed every 3 years as per the NHSGGC Policy development framework policy. This policy will be reviewed earlier if national guidance is reviewed and changed during this period.

MONITORING AND EFFECTIVENESS

The following arrangements will be made to monitor and review the effectiveness of this policy and its associated materials:

- It will be the primary responsibility of all managers to initiate audits in their local area, to measure the impact of the policy, and associated guidance, on practice.
- Monitoring and auditing for policy through the local procedures i.e. Infection control audits/HIS inspections.

REFERENCES

Reference	Accessed
Equality Act (2010)	23 rd June 2024
Health Protection Scotland/NHS Scotland: National Infection Prevention and Control Manual (2021) Standard Infection Control Precautions.	23 rd June 2024
NHS Scotland National Uniform (2019): National Uniform Colours	23 rd June 2024
NHSGGC Health and Safety Website	23 rd June 2024
NHSGGC Infection Prevention and Control	23 rd June 2024
NHSGGC Menopause Policy	23 rd June 2024
NHSGGC Personal Protective Equipment Policy	23 rd June 2024
NHSGGC Security and Threat Policy	23 rd June 2024
NHSGGC Smoke Free Policy	23 rd June 2024
Scottish Government Directors Letter (2018):4 National Uniform Policy, Dress Code and Laundering Policy.	23 rd June 2024


Appendix



Approvals Cover Sheet

Name of Policy: NHSGGC Uniform and Dress Code Policy

Approving Body: Area Partnership Forum

Lead Manager: Tracy Donaldson, Lead Nurse, Corporate Nursing

	Requirement	Comment
Scope	The scope is clearly defined.	This policy is for all staff working for NHSGGC
Consultation	There has been wide consultation with those affected by the policy, specific staff involved from theatre/Labs	Working group membership included Health and safety/Allied Health Professionals/Staff side representation/Facilities/ Practice education/Nursing
Communications Plan	There is a comprehensive communication and implementation plan in place.	Distribution will be through, Clinical Directors. Chief officers chief nurses and local networks. Core brief. Policy to be hosted NHSGGC Website  NHSGGC UNIFORM AND DRESS CODE v1
Finance	Cost implications are fully understood and agreed by budget holders, or additional resource secured.	No additional cost anticipated
Equalities	The policy has been screened to see if EQIA is	EQIA in Completed

	required and EQIA carried out if necessary.	 EQIA - Uniform Policy Review 2022.doc
Human Resources	Implications for staff are fully understood and agreed.	Staff side were represented on SLWG
Sustainability	Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.	Information available below  Uniform policy Sustainability.doc
Risk	Any risks to the organisation are fully understood and agreed	N/A
Service Delivery	Implications for service delivery including achievement of HEAT targets	N/A

Short life working Group Membership

Chair	Tracy Donaldson	Lead Nurse Corporate Nursing
Deputy Chair	Stephen French	Project Manager, Corporate Nursing
Jane Wilson	Senior Nurse	Older People Community Services Glasgow City HSCP
Christine Hepburn	Moving and Handling	Moving and Handling Practitioner
Sharon Johnston	Facilities	Head of FM Operations South Sector
Kate McVey	Facilities	Head of Linen Services
Jackie Montgomery	Allied Health Professional	Team Lead Physiotherapist

Julie Ann Rodger	Clinical Nurse Specialist	Macmillan Head & Neck Cancer Nurse Specialist
Kate Hamilton	Acting Nurse Consultant IPC	Infection prevention and Control team
Mhairi Cavaghan	Children and Families	Professional Nurse Advisor
Fiona McMahon	Mental Health Services	Professional Nurse Lead Mental Health
Eileen Salmon	Mental Health Services	Professional Nurse Lead Mental Health
Cathy Miller	Staff representative side	Unison
Sophonie Jean	Staff representative side	Unison
Ricky Sherrif-Short	Staff representative side	Royal College of Nurses

Expertise review:

Laura Jane Scott Clinical Service Manager Laboratory Medicine NHS GGC