

FOI REF: 25/426

27th June 2025

Tel: 0300 131 4500
Website: www.esht.nhs.uk

FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

1. Does the Trust have a staff policy in respect of the wearing/use of fragranced products?

East Sussex Healthcare NHS Trust does not have a specific staff policy in respect of wearing/use of fragranced products. However, this is referred to in the Trust's Dress code and Uniform Policy.

2. Please provide a copy of your staff policy concerning the wearing/use of fragranced products (including use of fragranced laundry products).

Please see the attached Trust's Dress Code and Uniform Policy – '00111_04.07_P'.

Please note that we have redacted the names of staff that no longer work within the Trust, within the policy.

I can confirm that we hold this information, but it is exempt under section 40(2) of the Freedom of Information Act 2000 – Personal Information of third parties. This is because disclosure of this information would breach the principles of the Data Protection Act.

This is an absolute exemption and there is, therefore, no requirement to consider the public interest.

Cont.../

3. **Where terms such as ‘overwhelming’, ‘overpowering’ or ‘discreet’ are used in respect of fragrance, how are these terms defined and who decides if the level of scent contravenes the guidance: the wearer, the Trust or the patient?**

Please refer to the Trust’s Dress Code and Uniform Policy – ‘00111_04.07_P’.

4. **How is the policy brought to the attention of staff?**

Please refer to the Trust’s Dress Code and Uniform Policy – ‘00111_04.07_P’.

5. **Is the policy in respect of the wearing of fragranced products enforced?**

Please refer to the Trust’s Dress Code and Uniform Policy – ‘00111_04.07_P’.

6. **How is it enforced?**

Please refer to the Trust’s Dress Code and Uniform Policy – ‘00111_04.07_P’.

7. **What training is given to staff to make them aware that the use of fragranced products can be an accessibility barrier for patients? Please provide details. If any such material is third party copyrighted, please provide a synopsis.**

The Trust does not offer training, however during local induction the uniform policy is reiterated.

8. **Please provide copies of any correspondence, memos or minutes of meetings pertaining to discussion of the use of/ wearing of fragranced products by staff, including use of fragranced laundry products to wash clothing worn at work.**

East Sussex Healthcare NHS Trust does not centrally record the information requested above. To enable the Trust to firstly, establish if we can provide this information, and secondly, if possible, pull the requested information, would require a manual review of correspondence which we estimate would take in excess of 18 hours. We are therefore applying Section 12(1) to this part of your request.

Section 12(1) of the Act allows a public authority to refuse to comply with a request for information if the authority estimates that the cost of compliance would exceed the ‘appropriate limit’, as defined by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Regulations). These state that this cost limit is £450 for public authorities which are not part of central government or the armed forces. The costs are calculated at £25 per hour per person regardless of the rate of pay, which means that the limit will be exceeded if the work involved would exceed 18 hours. The Trust estimates that the cost of complying with this request would significantly exceed the above limit.

If I can be of any further assistance, please do not hesitate to contact me.

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Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department (esh-tr.foi@nhs.net), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113

Yours sincerely

Freedom of Information Department
esh-tr.foi@nhs.net

Dress Code and Uniform Policy

Document ID Number:	111
Legacy ID Number:	558
Version:	V4.7
Ratified by:	Policy Ratification Group (Chairs action)
Date ratified:	29 April 2020
Name of author and title:	██████████ Deputy Director of Nursing Contributions from a variety of colleagues.
Date originally written:	May 2018
Date current version was completed	November 2020
Name of responsible committee/individual:	Director of Nursing/Professional Advisory Group
Date issued:	29 April 2020
Review date:	March 2026
Target audience:	All staff
Compliance with CQC Fundamental Standard	Safe care, Good Governance
Compliance with any other external requirements (e.g. Information Governance)	Equality Act 2010 Part Time Workers 2000
Associated Documents:	<ul style="list-style-type: none"> • Joint Community Rehabilitation Service • Hand Hygiene Policy for Healthcare workers • Disciplinary Procedure • Policy & Procedure for Standard/Universal precaution for the prevention of Infection • Overarching Policy for Infection Control- Main theatres EDGH, Conquest & Uckfield Day Surgery Units. • Equality, Diversity & Human Rights Policy. • Heatwave Policy

Did you print this yourself?

Please be advised the Trust discourages retention of hard copies of the procedural document and can only guarantee that the procedural document on the Trust website is the most up to date version

Version Control Table

Version number and issue number	Date	Author	Reason for Change	Description of Changes Made
V2.1	Aug 2016	[REDACTED]	Template review	Workforce Group decision to replicate Western Hospital policy template
V2.2	Oct 2016	[REDACTED]	Minor amendments	Direction regarding 'Neck ties' & securing personal property
V2.3	May 18	[REDACTED]	Interim review of policy	Amendment of guidance relating to tattoos, hair colour, shorts reformatting of tables and minor amendments to Appendix B. Updated with current changes.
V2.4	Aug/Sep 2019	[REDACTED]	Additional input	Input from others Inc. E&F, Theatres and Biomedical Scientists.
V2.5	Feb 2020	[REDACTED]	Full review	Input from Equality & Diversity Lead,
V3.0	Apr 2020	[REDACTED] and Vikki Carruth		Consideration regarding beards and PPE
V4.0	May 2020	[REDACTED] and Vikki Carruth		Consideration regarding Hijabs and PPE. Wearing of scrubs outside the hospital. Laundering of scrubs.
V4.1	November 2020	[REDACTED]		Capri trousers & Summer tops added for use in hot weather conditions Some amendments to the specific service uniforms in Appendix B Removal of previous Appendix C historic RCN

				<p>guidelines</p> <p>Section 5.8 Inclusion of new NHE/I & RCN guidance in response to Covid -19 – site based staff that provide direct care must NOT travel to or from work in uniform.</p> <p>Sections 4 & 6, Changing Facilities in light of new requirement for staff to change into and out of uniform at work department managers are required to assess facilities and apply local control measures where required</p>
V4.2	November 2020		Minor amendment	Speech & Language uniform updated as original was incorrect. Speech & language assistant uniform also added
V4.3	September 2021		New uniform addition	Uniforms for Clinical Educators and Respiratory Physiologists added. Sky Blue RNA uniform added
V4.4	November 2021		New Uniform Added	Uniform for Clinical Researchers
V4.5	June 2022		Minor amendment	Guidance on eyelash and nail extensions section 5.4 Page 8, nails removed
V4.6	May 2024	Tina Lloyd	Extension to review date to allow time to revise the national guidance from 2023	Extended the review date from May 2023 to March 2025

V4.7	06 February 2025	Claire Bishop	Extension to the review date by 1 year	Extended the review date from March 2025 to March 2026
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Consultation Table

This document has been developed in consultation with the groups and/or individuals in this table:

Name of Individual or group	Title	Date
Workforce Policy Partnership Group		August 2018
Professional Advisory Group		February 2020
Lisa Redmond	Head of Infection Prevention & Control	August 2020
Vikki Carruth	Director of Nursing & Director of Infection Prevention & Control	15 th September 2020
Uniform Task & Finish Group	Various	16 th October 2020

This information may be made available in alternative languages and formats, such as large print, upon request. Please contact the document author to discuss.

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1. Introduction

East Sussex Healthcare NHS Trust ensures that through dress and personal appearance, employees/workers are able to maintain a professional image and inspire confidence as well as providing a safe, healthy and hygienic environment. This code sets a unified standard across the organisation which is required by the Trust, and will assist the patient, family, carer or the public to recognise the role an individual plays in the Trust.

The Trust also recognises that managers may need to adopt standards of dress code, which are specific to the department or area of work.

All employees and volunteers of East Sussex Healthcare NHS Trust are, at all times whilst performing their duties, in the public eye and therefore representatives of the Trust.

2. Purpose

2.1 Rationale

A uniform or dress code for those in uniforms and not in uniform provides a means of easy identification and allows the wearer to project an image which will inspire public confidence.

2.2 Principles

This policy sets out the expectations of the Trust in relation to corporate dress code. The policy forms part of the terms and conditions of employment, not just for those for whom a uniform is supplied.

2.3 Scope

The guidelines set out in this document apply to all employees of East Sussex NHS Healthcare Trust, and other workers including temporary workforce staff, agency staff, contractors, work experience students and volunteers.

Particular reference is made to individuals issued with uniforms and/or protective clothing. Some areas in the Trust, for example Theatres, Intensive Care, High Dependency Unit and Special Care Baby Unit wear specific clothing and as such Nurse Managers will be required to formulate a local uniform policy that supports this code.

Any other exemptions must be discussed first with the Director of Nursing.

3. Diversity

The wearing of items for religious/cultural reasons is, in most circumstances, welcomed by the Trust, providing Health and Safety is not compromised and a professional image is maintained. Staff members 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.

No individual will be discriminated against in furtherance of this code on the grounds of gender, ethnicity, religious beliefs, age or disability in line with the 'Respecting Individual Differences', The Management of Equality, and Diversity and Human Rights Policy.

An individual's right to wear manifestations of religious belief will only be restricted if there is a proper legal basis if it is necessary (not just reasonable) and pursues one of the following aims; public safety, the protection of public order, health or morals; or the protections of the human rights and freedoms of others. Any restrictions will be discussed by an individual and their line manager and should be no more than is absolutely necessary. This could involve the provision of alternative uniform. Restrictions should be agreed at the earliest possible opportunity e.g. before commencement of a student placement.

Turbans, kippot, veils and headscarves are examples of possible manifestations of belief. Veils and headscarves should be shoulder length and must be worn unadorned and secured neatly.

Symbols and jewellery such as a crucifix are permissible provided that the Health and Safety of the individual, colleagues and patients is not compromised.

Clothing that is necessary to overcome disadvantage linked with a disability or a health condition (e.g. head covering for those who have lost hair due to cancer treatment) will be agreed between the staff member and their line manager (or another appropriate person). This should be done at the earliest opportunity and be appropriate to individual needs and the requirements of the role. If a line manager has any concerns about these adjustments, they must discuss these with the HR Department.

Pregnant female members of staff will not be treated unfavourably through the operation of this policy. Allowances for maternity wear will be interpreted in line within this policy as far as reasonably possible.

Transgender/ gender fluid/ gender nonconforming staff will be allowed flexibility in the application of this policy to accommodate the process of transition from one gender role to another. Temporary redeployment related to appearance will be considered at the individual Trans staff member's request.

4. Accountabilities and Responsibilities

Managers are responsible for ensuring the code is adhered to in respect of themselves and the employees they manage.

Managers are responsible for undertaking local environmental risk assessments to ensure adequate provision and control of changing facilities to enable staff involved in direct patient care to change into and out of uniform for work.

Managers are responsible for determining when summer uniform can be worn.

It is recognised that issues relating to clothing, personal hygiene and personal presentation may be sensitive. It is the responsibility of managers to counsel individuals in the first instance where the code is not upheld. All employees/workers have a duty to ensure that the provisions of this code are met.

It is the responsibility of the employee/worker/volunteer to adhere to this policy.

In cases where the policy is abused, or where counselling has been unsuccessful, an investigation will be instigated and disciplinary action may be considered in accordance with the Trust Disciplinary Procedure.

5. Clothing and Uniform

5.1 Staff working in Clinical Areas

Staff in uniform

Colour and style of uniform will be specified in accordance with corporate and professional identity. Please see Appendix B for details of current approved uniforms for staff groups.

Uniforms are not considered personal protective equipment (PPE). PPE is worn in addition to uniforms.

Staff not in uniform

This applies to all staff that will be required to see patients and/or visit the clinical areas as part of their daily duties.

Employees who are not required to wear a uniform must ensure that clothing and appearance is in keeping with the corporate image, to protect themselves from a Health and Safety perspective, as well as the reputation of the Trust.

Item Standard

For staff whose role requires contact with a clinical area or service user.

Items	Detail	Applies to staff in uniform	Applies to staff <u>not</u> in uniform
Shoes and bags	<ul style="list-style-type: none"> Low heeled (no higher than 5 cm), enclosed, covering the toes and heels and offering support to the feet Black/navy blue Soles should be of a material that reduces noise e.g. rubber and non-slip Shoes must be of wipe-able material suitable to be decontaminated if splashed with blood or body fluids All bags, including those containing personal belongings, should be removed before seeing patients within the clinical area and kept in a safe place (i.e. locker or locked room) 	X X X X	X X X
Specialist footwear	<ul style="list-style-type: none"> Specialist footwear is required in certain areas i.e. Theatres, SCBU, Delivery Suite, Stores, Mortuary Physiotherapy/AHP (Theatre staff by agreement only) staff may wear trainers that are as plain as possible for roles that involve exercise, pushing and pulling Specialist footwear must not be worn outside the hospital. 	X X X	
Nails	<ul style="list-style-type: none"> Fingernails must be kept clean and short, without nail polish or decoration. False nails and nail extensions must not be worn. 	X X	X X
Hands	<ul style="list-style-type: none"> Compliance with bare below the elbow 	X	X

Hair	<ul style="list-style-type: none"> • Hair must be neat, tidy, clean and well groomed. 	X	X
	<ul style="list-style-type: none"> • Hair longer than shoulder length must be secured away from the face and collar and must not be arranged in a way that falls forward when attending to patients i.e. fully tied and secured if long enough to do so (not just tucked behind the ears) 	X	X
	<ul style="list-style-type: none"> • Hair must be covered as appropriate and in accordance with local arrangements specific areas e.g. Theatres; hats must be latex free, disposable or clean if reusable 	X	X
Tattoos	<ul style="list-style-type: none"> • Tattoos considered offensive (as agreed by the Professional Advisory group) must be covered. 	X	X
	<ul style="list-style-type: none"> • Staff planning to get a tattoo should give consideration to content. 	X	X
Make-up	<ul style="list-style-type: none"> • Make up should be discreet 	X	X
	<ul style="list-style-type: none"> • Fragrances and colognes should not be excessive 	X	X
	<ul style="list-style-type: none"> • Eyelash extensions should be kept to a minimum when dealing with wounds or working in a theatre environment. 	X	X
Jewellery	<ul style="list-style-type: none"> • One finger ring may be worn (no stones) 	X	X
	<ul style="list-style-type: none"> • No wristwatches permitted in clinical areas or when undergoing clinical activity 	X	X
	<ul style="list-style-type: none"> • No bracelets/bangles/decorative wristbands 	X	X
	<ul style="list-style-type: none"> • One pair of stud earrings (no stones) 	X	X
	<ul style="list-style-type: none"> • Only a clear retainer should be used for visible facial and body piercing except in the case of arm piercing where bare below the elbows will apply and piercings should be removed entirely 	X	X
	<ul style="list-style-type: none"> • No neck chains visible (excluding SOS necklace) 	X	X
Tights/ stockings/ socks	<ul style="list-style-type: none"> • Plain, socks with trousers 	X	
	<ul style="list-style-type: none"> • Tights should be worn at all times with uniform dress and must be of black or 	X	

	<p>neutral colour.</p> <p><i>During periods of hot weather the Professional Advisory Group (PAG) will make a decision if the rule regarding tights can be relaxed</i></p>		
Maternity uniform	<ul style="list-style-type: none"> Standard uniform will be supplied, upon request, to pregnant members of staff who normally wear a uniform. 	X	
Cardigans/jackets	<ul style="list-style-type: none"> Staff who are required to work between departments, outdoors or in patient's homes may be provided with cardigans or jackets as part of their uniform Black or dark blue, but these must not be worn when delivering patient care Other colours may be worn if provided as part of the uniform 	<p>X</p> <p>X</p> <p>X</p>	
Trust Identification	<ul style="list-style-type: none"> Identification must be worn at all times for security reasons. Lanyards should be the East Sussex Healthcare Trust specific coloured ribbons (with safety clasps) with job role identifiable for all staff. Lanyards are designed to be worn around the neck and should be clean and visible to all service users. Lanyards must be secured when providing care and undertaking clinical duties It is essential that staff remove their ESHT lanyard/badge and any other attire that associates them with ESHT when off site, unless the role requires it - e.g. for domiciliary visits. It is essential that staff remove their lanyard/badge when driving for safety and security reasons 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Hot weather conditions	<ul style="list-style-type: none"> During periods of hot weather conditions, tailored shorts, knee length scrub shorts, knee length skirts and smart Capri trousers of the appropriate colour are a permissible alternative to trousers, for uniformed and non-uniformed colleagues. Lightweight royal blue polo shirts and smart 	<p>X</p> <p>X</p>	<p>X</p>

	scrub tunics (summer uniform) may be work as a uniform option during hot weather.		
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5.2 Staff working in a non-clinical environment and not required to wear a uniform

This applies to non-clinical staff with no direct patient contact as part of their normal working day e.g. Trust management & clinical administration staff

It is an expectation that staff not required to wear uniform ensure that their clothing is clean and appearance is in keeping with the corporate image.

Employees who do not have direct patient contact should exercise care and discretion when wearing jewellery and accessories, with regard to Health and Safety at Work, and public image.

Item Standard

Shoes	<ul style="list-style-type: none"> Should be appropriate to the environment and role. Flip-flops are not appropriate and must not be worn unless medically approved.
Clothing	<ul style="list-style-type: none"> Mini-skirts, shorts, jeans, revealing clothing or clothing bearing inappropriate slogans are not acceptable and must not be worn. Neck ties and scarves should be removed or tucked in when entering a clinical area. Tailored shorts and smart Capri trousers may be worn. Clothing that exposes the midriff is not appropriate and may not be worn. Skirts should be knee length. Maxi dresses are not permitted; this is to prevent trips and falls.
Tattoos/ jewellery	<ul style="list-style-type: none"> Tattoos considered offensive must be covered. Staff planning to get a tattoo should give consideration to content. Jewellery, eyelash and nail extensions should be discreet.
Trust Identification	<ul style="list-style-type: none"> Identification must be worn at all times for security reasons. Lanyards should be the East Sussex Healthcare Trust specific coloured ribbons (with safety clasps) with job role identifiable for front line staff. Lanyards are designed to be worn around the neck and should be visible to all service users. Lanyards must be secured when providing care and undertaking clinical duties It is essential that staff remove their ESHT lanyard/badge and any other attire that associates them with ESHT when off site, unless the role requires it - e.g. for domiciliary visits.

	<ul style="list-style-type: none"> It is essential that staff remove their lanyard/badge when driving for safety and security reasons.
Hands	<ul style="list-style-type: none"> It is essential to comply with bare below the elbows when in clinical areas; - this involves rolling up long sleeves, removing wrist watch and cleaning your hands.
Hot weather conditions	<ul style="list-style-type: none"> During periods of hot weather conditions, knee length skirts, tailored shorts, knee length scrub shorts and smart Capri trousers of the appropriate colour are a permissible alternative to trousers, for uniformed and non-uniformed colleagues. Lightweight royal blue polo shirts and smart scrub tunics may be worn as a uniform option during hot weather (summer uniform).

5.3 Study Days

There is an expectation that staff, as representatives of the Trust, will dress in line with this policy when attending in-house or external study days.

5.4 General information regarding clothing and uniform

To minimise the risk of cross infection, clothing worn during direct patient contact should only be worn outside the workplace where employees are required to work in the community as part of their role. It is the employee/worker's responsibility to ensure that patients and the general public are not put at actual or perceived risk of infection through the wearing of uniforms in public places.

Entering commercial premises in uniform/protective clothing is unacceptable unless required as part of a staff members role or required due to pandemic restrictions.

Uniforms issued to employees remain the property of East Sussex NHS Healthcare Trust and should be returned upon leaving the Trust. Individuals should take reasonable steps to ensure that uniforms are presentable and in a good condition. Where uniform and/or protective clothing is issued, it should be worn as directed in all clinical areas.

Uniforms provided by the Trust should not be worn when not working for the Trust i.e. as an agency locum member of staff.

Staff must present themselves in a state that does not have a negative impact on patient safety or confidence in our services. Consideration should be given to the safety and IPC risk that could result from excessively long nails, false eyelashes (strip or extensions), earrings and piercings that could come loose and fall onto a patient's wound. Staff should take steps to minimise the risk. These items should be kept to a minimum when dealing with wounds or working in a theatre environment.

5.5 Additional - Theatre Staff Dress Code

When leaving the theatre environment /department all staff wearing theatre scrubs are required to remove hats and masks and wear a disposable full-length overcoat, unless it is a clinical emergency. This should be removed on return to theatre. Shoes should also be changed when leaving theatre. Theatre attire must not be worn outside of the hospital environment. Used theatre attire must not be stored in lockers for further use.

Theatre staff should wear well-fitted dedicated operating theatre footwear with non-slip anti-static properties and have enclosed toecaps. Theatre Porter staff should wear steel toe-capped shoes.

The footwear should be cleaned/decontaminated on a regular basis, particularly when visibly dirty or when contaminated with blood or body fluids. Each theatre suite manager should ensure that local procedures are in place for this. The use of over shoes is not permitted, for infection control reasons.

Within the operating theatre, hair must be entirely covered with a clean, disposable hat or head covering, which should be changed at least daily, or on leaving the theatre suite. Staff wearing a turban must have it covered with a clean, disposable hat or head covering. Staff wearing religious headwear or coverings such as a hijab, Tichel, Kippah, yarmulke or other head covering (including those worn for medical reasons) must ensure that this is a dedicated one for theatre and changed daily (See Appendix E for further information). All headwear and coverings must be changed if they become contaminated with blood or body fluids. Beards must be covered with disposable hoods which are supplied by the Trust.

5.6 Personal hygiene

Uniforms must be regularly laundered and clean and all staff must be clean, presentable and well-groomed when at work.

5.7 Protective clothing/shoes

In accordance with Health and Safety legislation, staff should wear personal protective equipment (PPE) where applicable, at all times, in accordance with the Trust Policy & Procedure for Standard/Universal Precautions for the Prevention of Infection. Reference should be made to the Latex Policy for guidance on the use of protective gloves.

Employees (including Bank and Agency staff) have a responsibility to follow Health and Safety Guidelines, if they do not they could be subject to disciplinary action in line with the Trust's Disciplinary Procedure.

5.8 Travelling to and from work & laundering of uniforms – for staff involved in direct patient care activity

The latest NHS Uniform and workwear guidance for employers (NHE/NHSI 2020) identifies that it is good practice to change in and out of uniform at work or to cover uniform completely when travelling to and from work. This updated guidance written in collaboration with different professional groups highlights that although there is no proven risk of infection from staff travelling in uniform that trusts should also consider the perceived risk by the patients and the public when developing local policies.

Best practice for location-based staff who are involved in direct patient care activity is to travel to and from work in their own clothes and change into their uniform at work (RCN, 2020). This is based on public perception rather than evidence of an infection risk.

Laundering uniforms at home (excluding theatre scrubs) is acceptable providing they are laundered separately from other clothing and at the highest temperature the fabric will withstand. Arrangements should be made for grossly contaminated uniforms to be laundered in the central Laundry

5.8.1 PROCEDURE FOR SITE BASED STAFF

- Travel to and from work in your own clothes and take a uniform in a plastic or washable bag to change into once on site
- Once workday is complete place worn uniform back into a plastic or washable bag for transport home.
- If possible, wash your uniform and washable bag (if used) immediately and either dispose of used plastic bag (if used)
- Separate from other household linen, in a load not more than half the machine capacity, at the maximum temperature the fabric can tolerate
- It should then be ironed or tumble dried

5.8.2 PROCEDURE FOR MOBILE/COMMUNITY STAFF (non-location based)

- Mobile community staff travelling between locations need to wear their uniform throughout a shift and use the appropriate PPE for direct care activities appropriate to setting and context.
- Shopping or non- work activities should be avoided whilst in uniform/workwear in the community. If this is unavoidable due to work role or restrictions uniforms should be covered by a coat or jacket as much as possible so that the uniform is not visible.
- Once shift is complete immediately (if possible) wash uniform and washable bag (if used) or dispose of used plastic bag (if used)
- Separate from other household linen, in a load not more than half the machine capacity, at the maximum temperature the fabric can tolerate
It should then be ironed or tumble dried

5.9 Agency staff

Temporary workforce staff including agency staff working for ESHT, are expected to abide by the Trust dress code.

Any staff arriving to work not adhering to the dress code may be asked to leave. This will result in no payment for the shift.

Compliance will be continuously monitored, and non-compliance challenged and documented using the form in Appendix C.

Repeated non-compliance will be addressed by line managers in line with the trust Disciplinary Procedure. Any Temporary Workforce Staff (TWS) to be reported to the TWS manager and/or Agency involved.

6. Changing Facilities

Changing facilities are provided for location-based staff on trust premises however stakeholder consultation highlighted limitations in some departments particularly with large numbers of staff changing shift at the same time.

Department managers are responsible for reviewing these revised guidelines and undertaking local risk assessments to support application in practice.

A review of changing facilities will be undertaken as part of the trust 'Building for the future project' which has recently been commenced.

7. Evidence Base/References

1 Crown Office Row (2008) Lifting the Veil: Article 9 and Religious Dress

BMA Dress Codes at Work: November 2012

<https://www.bma.org.uk/advice/employment/contracts/consultant-contracts/dress-codes>

Crown (2010) Equality Act

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

Public Health England (2018) Heatwave Plan for England -

<https://www.gov.uk/government/publications/heatwave-plan-for-england>.

GIRES (2011) Legal protection and good practice for gender variant, transsexual and transgender people in the workplace. Guidelines for employers.

<https://transjersey.files.wordpress.com/2014/04/transition-at-work.pdf>

Healthcare Associated Infections BA Guide for Healthcare professional BMA February 2006

https://www.researchgate.net/publication/281282954_Healthcare_associated_infections_ba_guide_for_healthcare_professionals_BMA_February_2006

Healthcare Commission (2007): Healthcare associated infection: What else can the NHS do? London.

Human Rights: Human Lives, Equality & Human Rights Commission (April 2014)

NHS England and NHS Improvement (2020) Uniforms and workwear: guidance for NHS employers Online

<https://www.england.nhs.uk/publication/uniforms-and-workwear-guidance-for-nhs-employers/>

Royal College of Nursing (2020) Uniform and workwear guidance On line

<https://www.rcn.org.uk/professional-development/publications/rcn-uniform-and-workwear-guidance-covid-19-uk-pub-009245>

Salisbury DM, Hutfilz P, Treen LM, Solin GE. Gautam S (1997) The effect of rings on microbial load of health care workers' hands. *American Journal of Infection Control*.

8. Monitoring Arrangements

Document Monitoring Table

Element to be Monitored	Lead	Tool for Monitoring	Frequency	Responsible Individual/Group/ Committee for review of results/report	Responsible individual/ group/ committee for acting on recommendations/action plan	Responsible individual/group/ committee for ensuring action plan/lessons learnt are Implemented
Accountabilities and Responsibilities	Line Manager	Dress Code and Uniform Policy	Each shift	Professional Advisory Group (PAG) / Commercial services H&S forum	Senior Nurses /Senior manager for non-clinical staff/ Senior medical practitioner	Senior Nurses /Senior manager for non-clinical staff/ Senior medical practitioner
Staff compliance to Uniform and non-uniformed aspects of policy whilst within Trust property	Line Manager	Dress Code and Uniform Policy	Each shift	Professional Advisory Group (PAG) / Commercial services H&S forum	Senior Nurses/Senior manager for non-clinical staff/ Senior medical practitioner	Senior Nurses /Senior manager for non-clinical staff/ Senior medical practitioner
Staff compliance to Uniform policy whilst working off of Trust property.	Line Manager	Dress Code and Uniform Policy	Each shift	Professional Advisory Group (PAG) / Commercial services H&S forum	Senior Nurses/Senior manager for non-clinical staff/ Senior medical practitioner	Senior Nurses /Senior manager for non-clinical staff/ Senior medical practitioner
Theatre staff dress code and the wearing of scrubs.	Line Manager	Dress Code and Uniform Policy	Each shift	Professional Advisory Group (PAG) / Commercial services H&S forum	Senior Nurses/Senior manager for non-clinical staff/ Senior medical practitioner	Senior Nurses/Senior manager for non-clinical staff / Senior medical practitioner

9. Equality and Human Rights Statement

East Sussex Healthcare NHS Trust aims to design and implement services, policies and measures that meet the diverse needs of its service, population and workforce, ensuring that none are placed at a disadvantage in relation to others.

An Equality and Human Rights Assessment (EHRA) has been completed to identify Equality and Human Rights issues that impact on staff affected by this policy.

Appendix A – EHRA Form

A Due Regard, Equality and Human Rights Analysis form must be completed for all procedural documents used by East Sussex Healthcare NHS Trust. Guidance for the form can be found on the [Equality and Diversity Extranet page](#).

Due Regard, Equality and Human Rights Analysis

Title of document: Dress Code and Uniform policy
Who will be affected by this work? E.g. staff, patients, service users, partner organisations etc. All staff who work at the Trust clinical and non-clinical. (for example - permanent, temporary, work experience, student, research fellows, agency) Any professional attending the hospital and entering clinical areas. (for example Care Quality Commission)
Please include a brief summary of intended outcome: To maintain patient and staff safety by the wearing of appropriate clothing <ul style="list-style-type: none"> • Prevent cross infection • Minimise risk of injury to patients • Comply with health and safety • Reflect corporate identity to provide a positive and professional image/appearance of staff to the public and to all staff working in the Trust. Provide those using the service with a corporate identity with consistency in identifying groups of staff and confidence in their abilities.

		Yes/No	Comments, Evidence and Link to main content
1.	Does the work affect one group less or more favourably than another on the basis of: (Ensure you comment on any affected characteristic and link to main policy with page/paragraph number)		
	• Age	N	
	• Disability (including carers)	Y	Section 3
	• Race	N	
	• Religion & Belief	Y	Section 3
	• Gender	N	
	• Sexual Orientation (LGBT)	Y	Section 3
	• Pregnancy & Maternity	Y	Section 3
	• Marriage & Civil Partnership	N	
	• Gender Reassignment	Y	Section 3
	• Other Identified Groups	N/A	
2.	Is there any evidence that some groups are affected differently and what is/are the evidence source(s)?	Yes	Section 3
3.	What are the impacts and alternatives of implementing / not implementing the work / policy?	Impact of the safety of the organisation, staff Poor patient experience	
4.	Please evidence how this work / policy seeks to “eliminate unlawful discrimination, harassment and victimisation” as per the Equality Act 2010?	Section 3, Dress code appendix B,	

5.	Please evidence how this work / policy seeks to “advance equality of opportunity between people sharing a protected characteristic and those who do not” as per the Equality Act 2010?	Section 3, Dress code appendix B,
6.	Please evidence how this work / policy will “Foster good relations between people sharing a protected characteristic and those who do not” as per the Equality Act 2010?	Section 3, Dress code appendix B,
7.	Has the policy/guidance been assessed in terms of Human Rights to ensure service users, carers and staff are treated in line with the FREDA principles (fairness, respect, equality, dignity and autonomy)	Yes Section 3, Dress code appendix B,
8.	Please evidence how have you engaged stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available?	Section 6 relevant literature review
9.	Have you have identified any negative impacts or inequalities on any protected characteristic and others? (Please attach evidence and plan of action ensure this negative impact / inequality is being monitored and addressed).	Yes Section 3, Dress code appendix B

Appendix B - Approved Uniform for Staff Groups

Please note that during periods of hot weather conditions, knee length skirts, tailored shorts or smart Capri trousers of the appropriate colour are a permissible alternative to trousers, for uniformed and non-uniformed colleagues.

1. Medical Staff

All non-uniformed clinical staff – dress code as per policy.

2. Nursing & Midwifery Staff

Health Care Assistant	Eau de Nil tunic/dress with white trim HCAs may wear Eau de Nil tunic/dress without trim if available, these are being phased out and replacements will be with white trim Navy trousers Green cardigan (non-clinical duties)
Midwifery Support Workers (Student)	Lilac scrub top and trousers
Student Nurses, Midwives, Student Nurse Associates, AN (Provided by University of Brighton)	White tunic/dress with logo Navy trousers Navy cardigan (non-clinical duties)
Staff Nurse	Metro blue tunic/dress with white trim Navy trousers Navy cardigan (non-clinical duties)
Midwives	Royal blue tunic/dress with white trim Navy blue trousers or tailored shorts Blue cardigan (non-clinical duties only) Royal blue scrubs
Matrons Midwives	Purple scrubs (top and trousers)
Clinical Matron	Purple tunic/dress with white trim Black trousers Black cardigan (Non-clinical duties)
Clinical Site Managers	Black tunic/dress with purple piping Black trousers

Junior Sister/ Charge Nurse	Navy tunic/dress with white trim Navy trousers Navy blue cardigan (non-clinical duties only)
Urology Investigation Suite Nurses	Pale blue scrub top and trousers Black theatre shoes
Crisis Response	Burgundy tunic/dress with white trim Black trousers
Crisis Response HCA	White tunic with burgundy piping Black trousers
Advanced Community Nurse Practitioners	Navy tunic/dress with red trim Navy trousers
Frailty Practitioner	Navy tunic/dress with white spots Navy trousers
Specialist Nurses/Midwives/Consultants (if in uniform)	Convoy grey tunic or dress with white trim Black trousers Black cardigan (non-clinical duties)
Heads of Nursing & Midwives (CSM/ADNS/DDN if in uniform)	Charcoal pin striped tunics or pin striped dress with white trim Black trousers Black cardigan (non-clinical duties)
Resuscitation Officers	Black scrubs top and trousers Black cardigan (non-clinical duties)
Emergency Department - Head of Nursing Emergency Department - Matron Purple scrubs Emergency Department - Sister Emergency Department - Staff Nurse Emergency Department – Healthcare Assistant Trainee Nursing Associate Students International Nurses working towards gaining UK registration	Black Scrubs Purple Scrubs Navy Scrubs Blue Scrubs Green Scrubs/ Black cardigan (non-clinical duties) University uniform University uniform White tunic
Registered Nursing Associates, Associate Nurse Practitioners and Assistant Nurses	ANP -Dark green tunic/dress Navy trousers RNA's – Sky Blue tunic with white piping.
Joint Community Rehabilitation Team	Navy tunic with red trim Navy trousers

Theatre Practitioners	Scrubs
Theatre Orderly	Biscuit scrubs top and trousers
Infection Control Nurses	Red tunic/dress with navy piping navy/black trousers
Infection Control Support Practitioners	Red polo shirt
Trauma Assisted Discharge Team	Aqua/white stripe tunic/dress with white piping Navy/black trousers
Trauma Assisted Discharge (Support Workers)	Aqua/white stripe tunic/dress with white piping Navy/black trousers
Advanced Clinical Practitioner (ACP)	Olive green scrub top with navy/black trousers
District Nursing Team	Hospital blue tunic/dress with white piping Navy/black trousers
Clinical Educators	Navy blue tunic with peacock blue cross-over trim

3. Allied Health Professionals

Acute Dietetics	White tunic/dress/polo shirt with red trim. Dietitian embroidered. Black trousers Red fleece
Diabetic Department Assistants	Grey striped tunic with red stripe or white polo shirt with red trim Dietetic assistant embroidered. Black trousers
Cardiac Rehabilitation	Red/black polo shirt with embroidery Black trousers
Frailty Practitioners	Navy/white spots tunic/dress with white piping Navy trousers
Integrated Support Workers (as above for TADS)	Aqua/white stripe tunic/dress with white piping Navy/black trousers

Senior Integrated Support Workers	Blue/white stripe tunic/dress with white piping Navy/black trousers
Pharmacy Technicians & Pharmacy Assistants	White tunic with green piping and Pharmacy motif Black trousers or knee length skirt Black cardigan (for non – clinical duties in non-clinical areas only)
Physiotherapy	White tunic with navy trim or white polo shirts with navy blue trim Navy trousers Navy knee length tailored shorts (summer) Navy blue cardigan (non-clinical work)
Physiotherapy Assistant	Pale blue tunic with navy trim Blue trouser Navy blue cardigan (non-clinical work)
Practice Educators	Black tunic/dress with white piping Black trousers
Occupational Therapy	White tunic with green trim Green trousers Green cardigan (non-clinical work)
New Born Hearing Screeners	Convoy grey tunic or dress with white trim
Speech and Language Qualified	White tunic with teal piping Black trousers
Speech & Language Assistant	Teal tunic with white piping Black trousers
Radiology Radiographers Radiology Department Assistants (RDAs)	Burgundy tunic with yellow stitching Solid grey scrub top with burgundy stitching
Orthoptist Helpers	Plain white tunic and black trousers
Pathology Staff	White laboratory coats
Phlebotomists	White tunic with white piping and red embroidery Black trousers Black shoes

Medical Scientists	White lab coat (to be removed when leaving the lab)
Podiatrists & Foot care Assistants Podiatry Technicians	White tunic with black piping or black polo shirt Black trousers.
Other professional groups	Where a group is not mentioned please refer to your divisional operational lead.
Advanced Clinical Practitioner (ACP)	Olive green scrub top with navy/black trousers or Olive scrub trousers
Respiratory Physiologist	Smart trousers. White short sleeved polo shirt with ESHT logo embroidered on chest and Respiratory Physiology below
Clinical research nurse Senior research nurse Clinical Research practitioner	Dress/Tunic Dark Grey with Burgundy Trim
Other professional groups	Where a group is not mentioned please refer to your divisional operational lead.

4. Other Staff Groups

<p>Porters (excluding theatre porters)</p> <p>Team Leaders</p>	<p>Light blue shirts</p> <p>Navy blue or black trousers</p> <p>Navy blue fleece</p> <p>Dark coloured protective safety footwear</p> <p>White shirts</p> <p>Black trousers</p> <p>Black fleece</p> <p>Dark coloured protective safety shoes</p> <p>During hot weather conditions navy blue or black tailored shorts are permitted</p>
<p>Clinical Orderly</p>	<p>Biscuit tunic/dress with white trim</p> <p>Blue/black trousers/skirt</p> <p>(In specialist departments where scrub suits are required - biscuit coloured scrub suits)</p>
<p>Dental Nurse</p> <p>Senior Dental Nurse</p>	<p>White tunic with yellow trim</p> <p>White tunic with blue trim</p> <p>Navy trousers</p> <p>Navy cardigan</p>
<p>Ward Clerk Public Facing Administration</p>	<p>Navy/aqua/teal Ella print short sleeve shirt or tunic (Ladies)</p> <p>Navy/teal short sleeve shirt (Men's)</p> <p>Navy trousers/skirt</p>
<p>Theatre Porters</p>	<p>Pale blue scrubs</p> <p>Theatre Shoes</p>
<p>Estates & Maintenance</p> <p>Mechanical, Electrical & Carpentry Workshops</p> <p>Painters</p> <p>Gardeners</p>	<p>Navy shirt (Trust logo)</p> <p>Navy jumper (Trust logo)</p> <p>Navy</p> <p>Black footwear at all times (including protective)</p> <p>White polo shirts</p> <p>White bibs and trousers.</p> <p>Green polo shirts</p> <p>Green trousers</p> <p>Dark coloured footwear at all times (including protective)</p>

HSDU	Maroon scrub suits (clean room) Light blue tops and bottoms
Laundry	Red polo shirt (summer) Red winter sweatshirt (winter) Navy blue trousers Blue winter fleece
Equipment Library	Blue polo shirt & trousers
Security EDGH (contract security TGS)	White shirt Black trousers
Car Parking	Navy shirt Navy trousers Navy jumper High visibility suit – trousers and jacket in yellow Black shoes
Couriers	Polo Shirt Combat trousers Sweatshirt or Fleece with EHS logo
Housekeepers/Janitors Housekeeping Co-ordinators Housekeeping Team Leaders	Pale blue tunic Navy blue trousers/skirt Royal blue tunic Navy blue trousers/skirt Light grey blouse/shirt / black patterned shirt Black/navy blue trousers/skirt In extreme summer heat appropriately coloured tailored shorts may be worn.

Catering - Chefs	Appropriate chef tunics and trousers – various colours
Catering - Staff	EDGH - Navy / Conq - burgundy / dark pink polo shirts Blue trousers
Catering - EDGH Team Leaders:	Grey shirt Black trousers/skirt
Catering - Conquest Team Leaders:	Navy blue blouse/shirt Navy blue trousers/skirt
Catering - EDGH Restaurant staff:	Burgundy blouse/shirt Black trousers/skirt
Catering - Conquest Restaurant staff:	Royal blue blouse/shirt Royal blue trousers/skirt
Chaplaincy	As per non-uniform with the following additions: Clerical shirt particular to religious/spiritual order (e.g. Christian - black/blue/grey/green shirt as appropriate, Sikh – turban)
Chaplaincy volunteers	Chaplaincy uniform – royal blue top with candle and 'Chaplaincy Team' logo.
Other groups	This list is not exhaustive. If your staff group is not mentioned please refer to your divisional operational lead for clarification.

Appendix C - NON-COMPLIANCE FEEDBACK

To:	
Copy to (Line Manager):	
From:	
Date:	

Adherence to the Dress Code and Uniform policy is monitored continuously.

On..... **At**.....

You were observed on.....**Ward/Department**

It was noted that you were non-compliant with the Trust Dress Code and Uniform Policy for following reason/s:

.....

.....

.....

.....

This was brought to your attention, and your response was:

.....

.....

.....

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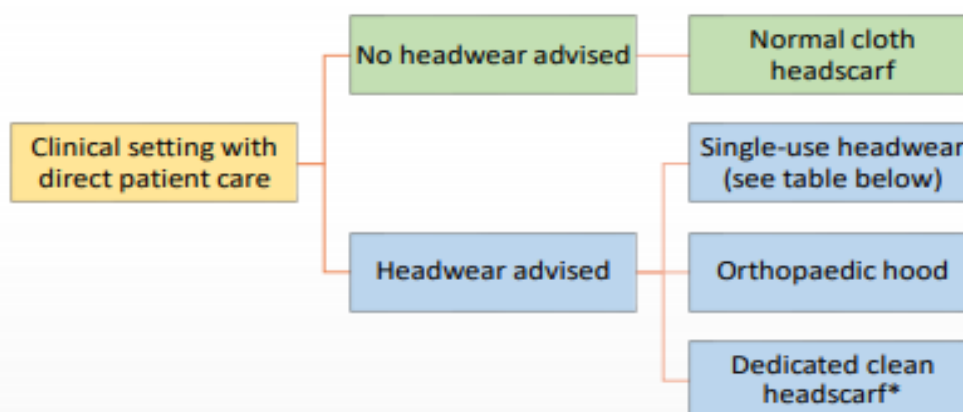
Repeated non-compliance or responding negatively to the staff member challenging you requires a referral to your Line Managers. The information from these on-going audits is used to ensure the best training is delivered, focussing on areas where non-compliance occurs.

Copies will be sent to the employee and their line manager

Appendix D – BIMA recommendations on the use of Hijab in COVID-19 settings


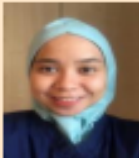

British Islamic Medical Association (BIMA) Recommendations on the Use of Hijab in COVID-19 Clinical Settings

- Head coverings are **not** a part of PPE requirement in current PHE guidance.¹
- A range of options may be considered for concerned individuals or Trusts.
- Drawing from the recently published 'Uniforms and Workwear Guidance for NHS Employers' on the use of headscarves in surgical theatres, similar principles could be extended in other high-risk infection control areas, such as the COVID-19 settings.²



*Clean headscarf: If wearing a normal cloth headscarf and involved in direct patient care, this should be laundered at 60°C between use (and changed if soiled). Similar guidance applies to other religious headwear e.g. turbans, kippahs

Available Single-Use Headwear Options

Disposable Hijab	Surgeons Hood	Tudung Protective Cap
 <p>Supplier: Medline (UK) Code: NWP150 Cost: £1.10/each, box of 200 Email: uksales@medline.com Description: Triangular fabric which can be folded into headscarf. Will need to use pins to secure scarf neatly. Can only be procured by hospital Trusts</p>	 <p>Supplier: Squadron Medical (UK) Code: SQ70000002-01 Cost: £1.14/each, box of 40 Email: orders@squadronmedical.co.uk Description: One-size fit all slip-on headwear Can be procured by hospital Trusts or individuals</p>	 <p>Supplier: Medicos (Malaysia) Cost: £0.60p/ box of 500 (excluding shipping cost) Website: www.medicos.com.my/product/tudung-protective-cap Description: One-size fit all slip-on headwear Advised to be worn on over a hijab or with a surgical cap on top as material is less opaque (as per photo)</p>

References:

- <https://www.gov.uk/government/news/new-personal-protective-equipment-ppe-guidance-for-nhs-teams>
- <https://www.england.nhs.uk/wp-content/uploads/2020/04/Uniforms-and-Workwear-Guidance-2-April-2020.pdf>