



St Margaret of Scotland Hospice

Students and Professional Visitors

Uniform Policy

Introduction

A smart, professional image must be maintained at all times by all staff working within St Margaret of Scotland Hospice. Staff must ensure that clothes worn adhere to Infection Control and Health and Safety Policies, are well maintained and comply with patient and public expectation.

The Hospice Uniform policy sets out the expectations of the Hospice in relation to corporate dress code and the wearing of Hospice uniforms. The policy draws on the Department of Health guidance, Uniforms and Work wear; an evidence base for developing local policy (revised in March 2010). In 2007, the Department of Health originally published the guidance document: *Uniforms and work wear: An evidence base for developing local policy*. Although the phrase never appeared in the text, it has become widely known as the 'bare below the elbows' guidance. It particularly focuses on how staff should be dressed during direct patient care activity. Since its publication, the guidance has been widely adopted throughout the NHS. It has been used to support the specific requirements of the Health and Social Care Act 2008 Code of Practice relating to uniform and work wear policies, and the need to ensure that they support effective hand hygiene.

The Uniform Policy applies to all staff, including those with honorary contracts, agency workers and students and other NHS staff including ambulance teams, when working on Hospice premises. The Hospice considers 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. The Hospice recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority must be given to infection control, health and safety and security considerations. The Dress Code and Uniform Policy is necessary in order to:

- Support mandatory Infection Prevention & Control and Health & Safety legislation
- Ensure all staff are familiar with current evidence available on wearing of suitable dress or uniforms
- Convey a professional and efficient image of the Hospice and the individual
- Give patients confidence
- Promote mobility and comfort of the wearer
- Allow identification for security and communication purposes

Acceptable/Unacceptable dress

The Dress Code and Uniform policy is designed to guide managers and employees on the Hospice standards of dress and appearance. The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

For non-clinical staff and those not required to wear a uniform the following items of clothing are examples of acceptable and unacceptable dress, either on the grounds of Health and Safety or for the Hospice’s public image:

Acceptable	Unacceptable
Business Suits	Denim jeans or denim skirts (all colours and styles)
Skirts	Skirts that are so long that they touch the ground when walking are not acceptable on safety and hygiene grounds Micro/Mini Skirts
Trousers	Combat trousers, Leggings, Footless Tights, Track-suits, sportswear
Shirts / Blouses	Underwear should not be visible (avoid low slung trousers and sheer blouses)
Smart T-shirts and Tops	Overly tight or revealing clothes (including miniskirts, tops revealing the midriff) Clothing bearing inappropriate or offensive slogans, strapless tops.
Smart jumpers and sweatshirts	Old or misshapen cardigans or jumpers Clothing bearing inappropriate or offensive slogans, strapless tops
Jackets and blazers	High fashion clothing incorporating, rips or tears or excessive studding
Dresses	Overly tight or short dresses Dresses with a button front must fit properly and not pull or reveal any undergarment/underwear
Footwear – sensible and safety compliant. Black tying shoe for those working within the clinical environment, within a catering environment, such as the kitchen and/or Garden Room, Laundry Room or within Domestic/Hostess Services and Housekeeping.	Flip Flops, fashion clogs/clogs with holes in Soft pumps or flat fashion slip-on shoes



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