

## **UNIFORM POLICY**

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Committee/Board Ratification:	GME	6/11/08	
	Trust Board	27/11/08	
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Author:	Mr Bryan Snoddy, Assistant Director of Operations		
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## **INTRODUCTION**

1. This policy will set out responsibilities and duties with regard to the organisation NIAS and employees and matters relating to uniform. This Policy is intended to describe how those high standards of professionalism are met through all matters relating to the uniform. It should be read in conjunction with the Ambulance Service Code of Conduct and the attached Appendices.

## **LEGISLATION**

2. The issuing and wearing of uniform is not purely a presentational matter. The uniform also serves a functional purpose and provides a degree of protection in various circumstances. Therefore, all uniform matters should be considered in conjunction with relevant legislation e.g. in area of Health and Safety and personal protective equipment. It must also meet relevant specifications as set by NIAS, for design, materials and functionality.

## **NIAS RESPONSIBILITIES**

### **Specification**

3. NIAS will determine in consultation with staff and appropriate professionals (Laundry, Contracting and Occupational Health) the relevant specification for each item of uniform. The specifications will be used to procure uniform in accordance with current good practice. Uniforms meeting the specifications will be regularly issued to staff, as per Appendix I – Uniform Procedures.

General items of uniform will be issued annually, using the approved system which allows staff the flexibility to select their personal high use items. PPE items will be replaced in accordance with agreed schedules. See Appendix I – Uniform Procedures.

### **Uniform Management**

4. All uniform procurement issue and replacement will be co-ordinated centrally through Headquarters Uniform Department.

NIAS will manage the uniform in order to ensure standardisation of issue and replacement and appropriate specification of individual items; to provide to new personnel, maintain stock levels and for emergency replacement, see Appendix I– Uniform Procedures.

NIAS will review the method of annual issue in terms of content and associated cost of items periodically, in line with the Principles of good management and stock keeping.

## **Staff Responsibilities**

5. The public and professional image of the NIAS stems directly from the appearance, bearing and conduct of its employees. It is essential therefore that every member of the Service adheres to the correct wearing of uniform issue on all occasions.

Staff should order their requirement through the annual uniform issue and ensure that they order sufficient items to enable them to be appropriately dressed throughout the year, using the annual replacement process to ensure they have sufficient uniform to meet their needs. Only NIAS issue items should be worn. Further details on the wearing of uniform are included in the attached Dress Code Appendix II.

Staff should maintain uniform in a presentable condition through regular laundering.

Uniforms must not be adorned with badges or jewellery other than specified in Dress Code Appendix II.

## **Equality Statement**

*The Policy has been drawn up and reviewed in light of Section 75 of the Northern Ireland Act (1998) which requires the Trust to have due regard to the need to promote equality of opportunity.*

*In line with the duty of equality, this Policy has been assessed against particular criteria.*

## **Review of Policy**

This Policy will be monitored on an ongoing basis and will be formally reviewed for effectiveness within 1 year from the date of implementation.

**Date of Issue: November 2008**

**Date for Review: November 2009**

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**Liam McIvor (Mr)**  
**CHIEF EXECUTIVE**