

1.0 INTRODUCTION/PURPOSE OF POLICY

1.1 Introduction

- 1.1.1 The Trust understands the importance of dress for uniformed staff. Adhering to this Policy will enhance public confidence and give a positive perception of the Trust. First impressions are important and they often determine the attitude which will be conveyed to all those who have contact with the Trust whether as a patient, a visitor or colleague.
- 1.1.2 NIAS are part of the National Uniform Group for UK Ambulance Services. Members of the Uniform Group represent NIAS at the National Uniform meetings.

1.2 Purpose

- 1.2.1 This Policy will set out responsibilities and guidance relating to uniform. It should be read in conjunction with the Code of Conduct for HSC Employees (Sept 2016) and the attached Appendices.
- 1.2.2 The issuing and wearing of uniform is not purely a presentational matter. The uniform also serves a functional purpose as work wear. Therefore, uniform matters should be considered in conjunction with relevant legislation and guidance e.g. Health and Safety. It must also meet relevant specifications as set by NAPG, for design, materials and functionality.

2.0 SCOPE OF THE POLICY

- 2.1 This Policy applies to all uniformed members of Northern Ireland Ambulance Service HSC Trust.
- 2.2 The Policy should be read in conjunction with Uniform Procedures and Dress Code. This Policy must be adhered to by all uniformed Trust employees. It will also apply to relevant temporary staff, agency staff and students etc.

3.0 ROLES/RESPONSIBILITIES

- 3.1.1 The Chief Executive has overall responsibility for the Uniform Policy within the Trust.
- 3.1.2 The Director of Operations has responsibility for ensuring that the Uniform Policy is implemented and appropriately resourced.
- 3.1.3 The Assistant Director of Operations has responsibility for monitoring the Uniform Policy and managing the periodic review of the Policy and Procedures.
- 3.1.4 The Area Managers / Department Heads are responsible for managing the implementation and compliance to the Uniform Policy in their area of responsibility.
- 3.1.5 The Station Officers / Line Managers are responsible for the day to day management of the Policy and associated Procedures.
- 3.1.6 Staff have a responsibility to comply with the Policy and associated Procedures and therefore present a professional image.

3.2 UNIFORM GROUP

- 3.2.1 The Uniform Group is a user group, with staff and management representation from across the Divisions and job roles.
- 3.2.2 The Uniform Group is authorised to investigate any issue within the groups Terms of Reference. It is authorised to seek any information it requires from employee's and they must co-operate with any request made by the group.
- 3.2.3 NIAS Uniform Group also has representation on the NAPG Uniform Working Group.

3.3 PPE SUB-GROUP

- 3.3.1 The PPE Sub-Group is a sub group of the Health & Safety Committee that can advise the uniform group of matters as they arise.
- 3.3.2 The PPE Sub-Group has union and management representation.
- 3.3.3 The PPE Sub-Group is included within the Uniform Group meetings at least annually or as required, to consider new issues.

4.0 KEY POLICY PRINCIPLES

- 4.1 The public and professional image of the NIAS stems directly from the appearance, bearing and conduct of its employees. It is essential therefore, that staff correctly wear the uniform as per the Dress Code.

NIAS adopted the green colour of the National Uniform in September 2016 to clearly identify NIAS as part of the prehospital care field utilising the recognised colour for medical and paramedical services throughout UK, Ireland and Europe.

- 4.2 PPE items will be replaced in accordance with Health and Safety requirements.
- 4.3 NIAS will provide a uniform/work wear appropriate to the staff role, which contributes to the professional image of the service and is suitable for the working environment.
- 4.4 NIAS will review uniform design and specification in conjunction with NAPG Uniform Working Group in order to ensure national standardisation wherever possible.

5.0 IMPLEMENTATION OF THE POLICY

5.1 Dissemination

- 5.1.1 This Policy will be disseminated to all those with responsibility for Uniform implementation, management and to all uniformed staff. It will be included on the Trust's website and intranet.

5.2 Resources

- 5.2.1 The Trust will ensure appropriate resources and facilities to manage uniforms within NIAS.
- 5.2.2 The Assistant Director of Operations will be responsible for managing the uniform budget.
- 5.2.3 The Finance Department will make the necessary arrangements to permit the devolution of requisitioning and approving uniform orders to a divisional level.

5.3 Exceptions

- 5.3.1 Any necessary variations to this Policy and accompanying Procedures leading to reasonable adjustments on the grounds of disability, religion, belief or maternity, must be raised to the line Manager who will present it to the Uniform Group for approval.

6.0 MONITORING

- 6.1 The Director of Operations is responsible for ensuring the Uniform Policy is monitored via the Facilities and Support Group to ensure:-

- Compliance with the Uniform Policy and associated Procedures; and
- Budgets will be monitored through finance.

- 6.2 The Assistant Director of Operations via the Headquarters Uniform Department will monitor the effectiveness of the new procedure and ensure necessary training to key individuals.

- 6.3 The Policy will be reviewed bi-annually or more frequently dependant on legislation, EU directives, specifications and feedback from the NAPG.

7.0 EVIDENCE BASE/REFERENCES

- The Health and Safety at Work (Northern Ireland) Order 1978;
- The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993;
- FutureQuals - Associate Ambulance Practitioner;
- Infection Prevention and Control Policy and Procedures;
- HCPC Standards of Conduct, Performance and Ethics;
- National Uniform Working Group;
- National Ambulance Procurement Group; and
- Appearance Clothing Equipment (ACE) SOP issued 2017.

8.0 CONSULTATION PROCESS

- 8.1 Uniform Group.
8.2 Divisional Management and Staff Side.
8.3 Senior Executive Management Team.

9.0 EQUALITY STATEMENT

- 9.1 In line with duties under Section 75 of the Northern Ireland Act 1998; Targeting Social Need Initiative; Disability Discrimination Act 1995 and the Human Rights Act 1998, an initial screening exercise, to ascertain if this Policy should be subject to a full impact assessment, has been carried out.

- 9.2 The outcome of the screening exercise for this Policy is:-

Major impact
Minor impact
No impact

10.0 SIGNATORIES

Lead Author

Date: _____

Lead Director

Date: _____