



<b>Title:</b>	UNIFORM DRESS CODE		
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17/06/2016	V3.4		Issued for second consultation
17/07/2017	V3.5		Reviewed Policy

# **1. INTRODUCTION AND PURPOSE**

## **1.1 Introduction**

- 1.1.1 Northern Ireland Ambulance Service HSC Trust (NIAS) is a Uniformed organisation with a Uniform Policy. The public perception of the service is a very important part of the presentation of NIAS to service users. The Uniform should be worn correctly and this Dress Code along with the associated Policy and Procedures are there to provide the necessary structure and guidance to managers and staff.
- 1.1.2 NIAS has adopted a green Uniform consistent with the UK National Specification that now clearly identifies NIAS in the same way as the UK and Irish Ambulance Services in the accepted colour for medical/paramedical services. It is important for all members of staff to adopt a standard of dress and appearance that contributes to the professional image and identity of the NIAS. Therefore when a Uniform is issued it must be worn as issued, any missing or faulty items must be promptly reported to line management or control.

## **1.2 Purpose**

- 1.2.1 The purpose of the Dress Code is to ensure that staff wear the Uniform correctly and consistently to portray a professional image to the public, service users and other healthcare colleagues.
- 1.2.2 The Dress Code will give guidance to management and staff on the correct wearing of Uniform and set standards of dress and appearance.
- 1.2.3 Failure to comply with this Dress Code may result in disciplinary action being taken against the individual member of staff.
- 1.2.4 All staff are expected to be in possession of a full set of Uniform.

## **1.3 Dress Code**

- 1.3.1 All clinical uniformed staff must ensure that spare Uniform is kept at their base station while on duty. This must be sufficient to ensure that any item soiled or damaged while on duty can be immediately replaced without the need to collect replacement items from home.
- 1.3.2 It is not permitted to alter the appearance of the Uniform or any High Visibility clothing provided.
- 1.3.3 Staff in Uniform should maintain the professional standard in accordance with NIAS Policies and Procedures and must cover NIAS identifiable items of Uniform when not on duty.
- 1.3.4 The Uniform and equipment remains the property of the NIAS. It may be recalled at any time and must be returned on leaving the service.

## **1.4 Uniform Security**

- 1.4.1 All items of uniform are the property of NIAS. It is at the discretion of NIAS to confiscate items if a breach of security has occurred.
- 1.4.2 The NIAS emblem is a protected crest and is the property of NIAS. Given the position of confidence, honesty and trust the NIAS emblem is solely and respectively for staff employed by NIAS only.

1.4.3 Use of the NIAS crest can only be used when NIAS approval has been provided and on NIAS garments only.

1.4.4 Breach of the use of the NIAS crest can result in disciplinary action and/or police investigation.

## 2. UNIFORM

Below is a table itemising all items of uniform which must be adhered to and worn in accordance with NIAS Policy and Procedures.

ITEM	STANDARD	EXCEPTIONS / NOTES
Uniform	<p>Care must be taken of all Uniform and equipment and any article that is lost or damaged must be reported immediately.</p> <p>All staff are expected to maintain their Uniform in a good state of repair (wash in line with manufacturers' instructions) and adhere to the highest standards of personal cleanliness and hygiene.</p> <p>Uniform must be worn as authorised and as officially issued by the Trust.</p>	<p>Staff who are unable to wear service issue items must supply a Doctors letter and evidence advice from Occupational Health.</p>
Grade Insignia	<p>Epaulettes must be worn and visible at all times.</p> <p>Designation inserts must be worn at all times on High Visibility garments.</p>	<p>See Procedures Appendix 8.</p>
Shirts	<p>The shirt must be worn at all times when a polo shirt is not.</p> <p>Epaulettes must be worn at all times when wearing a shirt.</p> <p>Shirts must be worn 'tucked in' and fully buttoned.</p>	<p>Exceptions to this are only applicable to pregnant workers.</p>
Polo Shirts	<p>The polo shirt must be worn at all times when a shirt is not.</p> <p>Epaulettes must be worn at all times when wearing a polo shirt.</p> <p>Polo shirts must be worn 'tucked in' to trousers at all times.</p>	<p>Exceptions to this are only applicable to pregnant workers.</p>
Trousers	<p>Only NIAS issued cargo trousers may be worn.</p>	<p>Exceptions to this are only applicable to pregnant workers.</p>
T-Shirts	<p>The T-shirt sleeves must not fall below the level of their work shirt.</p>	<p>In warm weather staff may choose not to wear their t-shirt</p>

	T-shirts alone do not constitute appropriate Uniform.	if they so desire, as this is an optional item of Uniform.
Footwear	Footwear must be clean and polished.  Only black socks are to be worn.	
Belt	NIAS belt should be worn with trousers.	Black belt with plain buckle permitted.
Identification Badges	Identification cards must be available at all times.  ID cards to be placed in a position so as not to cause injury to staff or patients.  No Stickers or pins attached to ID badges obscuring clarity.	Refer to Wearing Staff Identification Badges – Guidance.
Headwear	Only NIAS headwear may be worn but is not mandatory.	No exceptions.

## 2.1 Personal Protective Equipment

ITEM	STANDARD	COMMENTS
High visibility clothing	Where provided - high visibility clothing must be available for use at all times.  It <b>must</b> be worn when working at dawn and dusk, in the dark, on all roads and by water or where Health and Safety regulations apply. Jackets must be front fastened to fully comply with requirements of BS EN 471 Class 2/3 garments.	Staff must exchange high visibility clothing when conspicuoussness is compromised.
Protective Clothing	If you are wearing long sleeve clothing as PPE/inclement weather and bare below the elbow is not possible, sleeve protectors are available.  Plastic aprons, sleeve protectors, face shields and gloves for control of infection are available for use.	See Infection Prevention Control Procedures for guidance and relevant Risk Assessments.  Policy and Procedures and dynamic risk assessment will determine when required.
Helmets	Helmets are provided to ensure that staff are afforded appropriate protection when there is a degree of risk or injury.  Helmets must be worn at building sites and incidents where there is a risk of head injury to staff.	Staff must ensure they carry their helmet in their vehicles at all times.  It is a Condition of Employment that Staff use safety equipment and clothing provided.

## 2.2 Image

ITEM	STANDARD	COMMENTS
Personal Hygiene	<p>Clean and presentable at all times.</p> <p>Hands must be visibly clean at all times.</p>	
Hair	<p>Clean, groomed and arranged so that it does not interfere with the performance of duties or constitute a hazard.</p> <p>Male and female staff must wear their hair tied up or cut so that it sits above the collar.</p> <p>Long hair is tied back and away from the face, secured with modest bands and clips.</p>	<p><b>Applicable to all Uniformed staff, clinical or non-clinical.</b></p>
Facial Hair	<p>Beards and moustaches may be worn providing they are grown during lengthy off duty periods. It will be unacceptable to have a stubble appearance during the early growth period whilst at work. Once grown, they are to be kept neatly groomed.</p>	<p>Facial hair could interfere with the fit of face masks and therefore staff may be required to be clean shaven when fit testing and using these masks.</p>
Finger Nails	<p>False nails (i.e. overlays, acrylic and gels etc.) must not be worn as they pose an infection control risk. Varnish is not permitted.</p> <p>In general finger nails should be short, neat and clean. They must be cut to a length which will not damage examination gloves, causing injury to a patient or damage to equipment.</p>	<p>Please see the Hand Hygiene Policy.</p> <p><b>Applicable to all Uniformed staff, clinical or non-clinical.</b></p>
Cosmetics	<p>Make up that is complimentary to natural features is acceptable.</p> <p>Make up should be of a colour and type that is appropriate to the work environment.</p> <p>No excessive or extreme make-up which may be deemed offensive.</p>	<p>Exception to this are markings for religious or cultural reasons and for medical reasons.</p> <p><b>Applicable to all Uniformed staff, clinical or non-clinical.</b></p>
Jewellery	<p>Jewellery must not present a risk to staff or patients e.g. items may become trapped, entangled or grabbed by a patient.</p> <p>One solid flat band ring may be worn. If a carved, sculpted, raised or stoned ring is worn it must be suitably covered.</p> <p>A fob/wristwatch can be worn, provided it is not decorative, as it is essential to the function of ambulance personnel, however it must be removed for hand washing.</p> <p>Small stud earrings only.</p>	<p>Exception to this medic-alert bracelets.</p> <p>No liability will be accepted by the Trust for any damage to or loss off.</p> <p>If a risk assessment identifies an injury is likely to be sustained, they should be covered and made safe. If they cannot be made safe, they must be removed.</p>

	<p>No visible necklaces, bracelets or anklets to be worn.</p> <p>No visible adornments which do not reflect a professional appearance.</p>	<b>Applicable to all Uniformed staff, clinical or non-clinical.</b>
Body Piercings	No visible body piercing ornamentation other than earrings e.g. No item(s) of jewellery through the nose, eyebrows, lips or tongue or other visible body piercing.	<b>Applicable to all Uniformed staff, clinical or non-clinical.</b>

### **3. FAILURE TO COMPLY WITH THE DRESS CODE**

- 3.1 Staff who are deemed by a Supervisor/Manager to be contravening the Uniform/Dress Code Policy will be asked to adhere with the recommendations as soon as practicably possible.
- 3.2 Repeated incidents involving a member of staff failing to comply will result in disciplinary action.

### **4. TAX RELIEF**

- 4.1 Staff can claim tax relief in respect of laundry costs where they are laundering their Uniforms.

More information is available via your union representative or your local Inland Revenue Office.

### **5. OTHER RELATED PROCEDURES**

- Health and Safety at Work Act (NI).
- Personal Protective Equipment Regulations at Work regulations 1992.
- Future Equals -Associate Ambulance Practitioner.
- Infection Prevention and Control Policy and Procedures.