



Noble's Hospital Volunteer Service

Uniform Policy

“What you need to know when volunteering”

The purpose of the policy is to ensure that all staff, including students, working within Noble's Hospital will dress and present themselves in a manner that encourages public trust and confidence and that promotes a positive professional image. It is important that staff look professional, identifiable and wear clothes that are safe for the work area, whether uniform is worn or not.

This policy applies to all employees of Noble's Hospital regardless of age, gender, race, sexual orientation, disability or religious or cultural belief. This includes agency/externally employed workers and volunteers.

Identification Badges

- To ensure employees are easily identifiable by other members of staff and the public, name badges must be worn or carried whilst on duty for identity and security purposes
- All non-uniformed staff must have a visible badge clearly stating name
- Identity/security badges must be kept secure when not being worn
- Those employed on a temporary contract or voluntary basis must be supplied with a hospital identity/security badge stating their position

Volunteers:

If you have lost your identification badge, or have yet to be issued with one, please speak to the Front of House Manager

Work Experience Students:

Please ensure that your 'Work Experience' identification badge is visible at all times, and returned to the Front of House Manager at the end of each day



Clothing & Jewellery

- Clothing must be smart, neat, safe, in a good state of repair and appropriate to the role to be undertaken. Non-hospital logos or slogans on clothing, especially those which may cause offence to others must not be worn.
- Footwear must be navy or black, in a good state of repair and appropriate to the workplace and job role. For health and safety reasons the shoes of staff delivering direct patient/client care should be less than 2 inches high with a closed toe and back and have a rubber sole to reduce noise at night.
- Plain black or navy trainers may be worn in designated areas only (this does not include ward areas or Outpatient Departments) which will be determined at divisional or departmental level, with approval from the Associate Chief Nurse.
- Jewellery may be worn, however kept to a minimum provided it does not compromise health and safety or hygiene pertinent to the particular activity being undertaken.
- Staff may wear plain studs for pierced ears; the wearing of long or looped earrings is not permitted. Excessive piercings must be removed whilst on duty; i.e. one set of ear studs for pierced ears.

Make-up, Hair and Nails

- Hair and make-up should be neat, clean and worn in a manner giving
- Consideration to the particular activity being undertaken and should be covered when required for hygiene reasons. The wearing of false eye lashes is prohibited.
- Facial hair must be neat and covered where required for hygiene reasons. Both hair (including facial) and make-up should comply with the central principles of this policy in terms of professional image and health and safety.



- Nail length should not compromise health and safety, e.g. where the role involves prevention and management of aggression or handling food. Staff providing direct patient/client care must not wear nail polish. Particular attention should be paid to nails for those working in clinical and food handling areas and the following applies:
 1. Artificial nails, nail jewelry or nail polish must not be worn as doing so can harbour micro-organisms and can impair the effectiveness of hand decontamination.
 2. Nails should be kept short and particular attention paid to them when washing hands.



Work Experience Students & Volunteers in Clinical Areas

Noble's hospital has adopted '**Bare below the Elbows**' as part of its strategy in the prevention and control of healthcare-associated infections

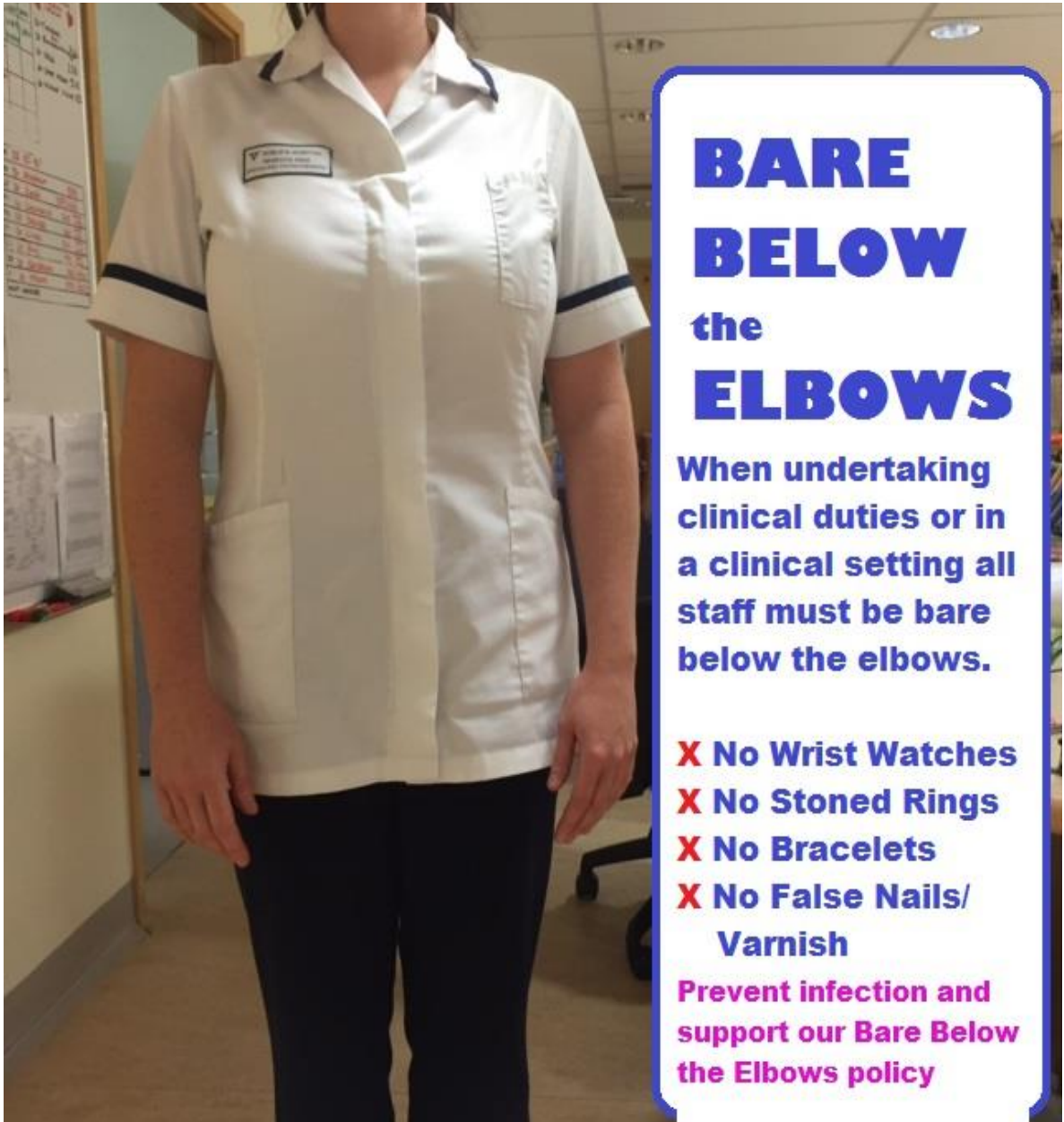
For the purpose of this policy, bare below the elbows in "clinical areas" means that from the door that provides direct access to a ward or department where patients are seen or treated or in any facility where personal care is being provided

- Uniforms and work wear must not impede effective hand hygiene, and should not come into contact with patients during direct patient care activity. All staff will adopt the "bare below the elbows" dress code whenever they enter a 'bare below the elbows' zone. A zone is defined as a bay or a room where patients are seen.
- Any staff who do not wear uniform but have patient contact must adhere to the 'bare below the elbows' initiative for the facilitation of hand decontamination, when entering a 'bare below the elbows' zone.
- Clothing worn by all staff must be clean and fit for purpose and hands must be decontaminated before and after each patient contact or contact with the patient environment.
- Nails should be short and clean – no nail polish, false nails or extensions.
- Wrist watches must not be worn in the clinical area.
- No other jewellery should be worn around the wrist. Alert bracelets must be removed and attached around lanyard or pinned to uniform.
- No rings with stones should be worn – one plain band is permitted.
- Sleeves must be short or rolled securely up to the elbow in order to allow access to the wrist for good hand wash technique.
- Ties and lanyards should not be worn or, if worn, should be tucked in.

(See next page for example)



Example of personal appearance: Bare Below the Elbows





NON-ACCEPTABLE CLOTHING

Unless part of a department uniform or a requirement for specific duties the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the hospitals public image:

- Casual trousers or skirts.
- Tracksuits, casual sports, T-shirts.
- Leisure shorts, combat trousers.
- Sweatshirts.
- Baseball caps/hats.
- Overly-tight or revealing clothes, including mini-skirts, low cut tops or those revealing the midriff and clothing bearing in-appropriate slogans. (These are only some examples and by no means an exhaustive list.)

Responsibilities

Individuals:

- To dress in a way that supports the principles in this policy.

Managers:

- Departments with teams or specific clothing requirements are encouraged to create a departmental procedure for dress as an addendum to this policy, but should not replace it. Managers have the discretion to decide upon individual items of clothing and overall appearance depending on the specific needs of the service and/or task.
- To advise all staff of the dress code applicable to the area of work.
- To ensure all staff comply with this policy.