

OA Reablement Service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓	✓

## D2 DRESS CODE

### POLICY

To ensure that a high standard of appearance and hygiene is maintained in accordance with Health and Safety requirements / legislation.

### PROCEDURE

#### Personal Care

For those Staff involved in personal care / intimate care you should also be aware that:

- a) You should be bare below the elbow.
- b) You should always wear the appropriate PPE
- c) You should make sure that you can change clothing not protected by PPE in the event of any splashes or contamination

#### All staff except catering staff

Non-uniformed staff are required to dress in smart casual wear. All clothes should be clean and presentable and consistent with presenting a professional image. Torn clothing is unacceptable.

1. All clothing and footwear must be clean and appropriate for the tasks of the working day and in line with Health and Safety requirements.
2. Clothing with images and slogans that could be regarded as offensive must not be worn.
3. Necklines and hem lengths should be discreet and underwear / undergarments must not be exposed.
4. Midriffs must not be exposed.
5. For Health and Safety reasons when carrying out any care or domestic tasks all staff must wear low heeled full footwear that is safe.
6. Staff must be aware of the risks involved to themselves and the service user if wearing other items of jewellery such as, chains, body piercing and dangly ear rings. You may be asked to remove jewellery depending on the service users you are working with.
7. To facilitate effective hand hygiene when delivering direct care, health and social care workers should ensure they:
  - cover cuts and abrasions with waterproof dressings
  - are 'bare below the elbows', which entails:

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- wearing short sleeved clothing or rolling sleeves up to the elbows removing wrist and hand jewellery. Rings with jewels, stones, ridges or grooves should not be worn as these may harbour bacteria and also impede hand hygiene. A plain band ring may be worn, but ensure the area under the ring is included when hands are washed or alcohol handrub applied
- dermal piercing on the arm or wrist should be removed
- keeping nails clean and short (fingertip length), as long finger nails will allow build-up of debris and bacteria under the nails and impede effective hand washing and disinfection
- keeping nails free from applications, e.g., nail polish or gels, as flakes off
- polish/gel may contaminate a wound and broken edges of polish/gel can harbour bacteria and debris
- keeping nails free from acrylics/artificial finger nails as these may harbour micro-organisms, become chipped or detached.

8. Hair must be kept clean and long hair must be tied back when performing personal care tasks or when preparing or serving meals.
9. Minimal makeup can be worn.

All clothing is to be of a type that promotes dignity and professionalism and is not provocative, or could be construed as such.

### Where a uniform is provided

Where staff choose to wear a uniform it should not be worn when off duty.

Staff have a choice of the following which is provided:

- Cumbria Care dress
- Cumbria Care tunic
- Cumbria Care polo shirt

If staff choose to wear a tunic or polo shirt they must provide their own plain black trousers or skirt.

### Catering staff

1. Catering staff must change into and out of their uniform on arrival at work and before departure.
2. An apron and hat will be provided for catering staff and must be worn in the kitchen at all times.
3. Catering staff have a choice of the following:

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- Tunic and chef's trousers or a dress
4. Kitchen staff must wear full low healed footwear at all times.
  5. To facilitate effective hand hygiene catering staff should ensure they:
    - cover cuts and abrasions with waterproof dressings
    - Remove wrist, arm and hand jewellery. Rings with jewels, stones, ridges or grooves should not be worn as these may harbour bacteria and also impede hand hygiene and can be lost in food. A plain band ring may be worn in the kitchen, but ensure the area under the ring is included when hands are washed or alcohol handrub applied
    - dermal piercing on the arm or wrist should be removed
    - keeping nails clean and short (fingertip length), as long finger nails will allow build-up of debris and bacteria under the nails and impede effective hand washing and disinfection
    - keeping nails free from applications, e.g., nail polish or gels, as flakes off
    - polish/gel may contaminate food and can harbour bacteria and debris
    - keeping nails free from acrylics/artificial finger nails as these may harbour micro-organisms, become chipped or detached.
  6. Minimal makeup can be worn, but perfume whilst working in the kitchen.
  7. Hair must be kept clean and covered by a hat when working in the kitchen. Long hair must be tied back.
  8. Staff participating in food preparation (other than in commercial kitchens) should follow the Kitchen Manual guidelines.

### References

Great Britain: Department of Health (2013) Prevention and control of infection care homes. (Online). Available at:

<https://www.gov.uk/government/publications/infection-prevention-and-control-in-care-homes-information-resource-published>

National Institute for Clinical Excellence (2012) Prevention and control of healthcare-associated infections in primary and community care: Available at:

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