



Uniform and Personal Standards Policy

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The East of England Ambulance Service NHS Trust (the Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, trade union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between people from different groups and people with protected characteristics. All Trust policies can be provided in alternative formats if required. Please contact the Human Resources Department if you require an alternative format.

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1. POLICY STATEMENT

- 1.1 This document outlines the Uniform Policy for The East of England Ambulance Service NHS Trust (the Trust). The Trust provides a fit-for-purpose uniform and equipment to enable uniformed employees to carry out their duties effectively and safely, maintaining a professional image to the general public and partner agencies. It is anticipated that common sense should prevail and no-one should present themselves in a manner that is likely to offend patients.
- 1.2 The public and professional image of the Trust stems directly from the appearance, bearing and conduct of its employees. It is essential therefore, that every member of the service is smartly presented at all times especially when in the presence of the general public and representatives of other emergency services and public bodies. The standard required to achieve this, and those required under health and safety legislations, are contained within this policy.
- 1.3 Uniform is initially issued as a full pack of work wear to all operational employees and will be replaced in accordance with Section 7 below.
- 1.4 This policy has been written in partnership by management and staff side.

2. SCOPE

- 2.1 This policy applies to all Trust employees who are required to wear uniform or workwear. For example, Emergency Operations, Non-Emergency Service, Primary Care (including Out of Hours), and Support Services personnel such as Couriers, Make Ready Services (MRS) and Scheduling. EOC uniform has its own section of the policy due to different requirements. Every effort will be made to cater for employees whose cultural and religious beliefs do not allow them to fully conform to this policy. Reasonable adjustments will be made for employees who have a genuine medical reason, or for reasons of disability.

3. ACCESS TO THE PROCEDURE

- 3.1 All employees are entitled to access to this policy which is located in

on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the your line management or trade union representative.

3.1.1 Employees and Managers may also wish to consult related Trust policies and publications such as Health and Safety, No Smoking, Infection Control Policy – Section 20, Part A - Employees Clothing and Uniform and Part B - Guidance on home laundering of uniform and work clothing', the Department of Health (DOH) - Uniforms and Work Wear: Guidance on uniform and work wear policies for NHS Employers 2 April 2020 <https://www.england.nhs.uk/wp-content/uploads/2020/04/Uniforms-and-Workwear-Guidance-2-April-2020.pdf> and the Department of Health Ambulance Guidelines Booklet 2008 <http://aace.org.uk/wp-content/uploads/2011/11/New-DH-Guidelines-Reducing-HCAIs.pdf>, NHS England » National infection prevention and control manual (NIPCM) for England and [AACE-NASIPCG-BBE-position-statement-V1-24822-.pdf](#). Please refer to and make yourself familiar with the contents of these publications. Specific guidance may also be issued to all employees that require specialist work wear designed to meet statutory requirements relating to Health and Safety and in particular, Infection Control.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Clinical Operations Directorate is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Responsibility for adherence to this policy lies with all managers and uniformed employees employed by the Trust. Managers are responsible for ensuring the compliance of their employees with this policy and are expected to give advice and guidance when necessary.
- 4.3 Managers, HR employees and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.
- 4.4 All staff are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust, via the Clinical Operations Directorate.

5. DRESS CODE

Employees may only wear uniform when duly authorised by the Organisation and/or appropriate to their training and post within the Organisation.

5.1 UNIFORM

5.1.1 Once staff have been issued their uniform in line with the starter pack, all employees are expected to maintain a full set of uniform in a reasonable state of repair and uphold a good standard of personal cleanliness and hygiene.

5.1.2 When on duty, employees will only wear uniform that is currently issued by the Trust and that complies with any relevant Health and Safety Instructions. The only exceptions to this are:

- During a transitional period when a new uniform issue is in progress.
- An employee is awaiting adjustments made to issue uniform.
- Any other staff group where an agreed dress code applies, such as Hazardous Area Response Team (HART), Chemical Biological Radioactive Nuclear (CBRN), helicopter crew or bicycle paramedics.

5.1.3 Some additional clothing may be inappropriate or unacceptable. For example.

- Care should be taken when wearing scarves and hats during poor weather conditions as they could constitute a Health and Safety hazard and should be removed during patient contact.
- Nothing may be worn that could be offensive to another person on the basis of age, colour, disability, ethnicity, national origin, political or social affiliation, allegiance to another organisation, race, religion, gender or sexual orientation.

5.1.4 Employees should keep a clean uniform available at their base station. Should they need a replacement of other uniform/PPE then the staff member shall return to their base station if they need to

change into a spare uniform.

- 5.1.5 Items of uniform issued to employees will not be altered in any manner except where those alterations relate to the size of a garment. It is not permitted to alter High Visibility clothing in any manner.
- 5.1.6 There should be nothing attached to uniforms that employees are not able to clean to the required infection control standards. Rank and other title markings, including badges or epaulettes denoting status will be worn on the uniform as appropriate to the garment and duties being undertaken. All employees must be in possession of a current valid identity card bearing their current first and surname and it should be displayed/clipped to uniform when on duty. Only badges issued or approved by the Trust may be worn. Examples include but are not limited to those for length of service, Trust volunteering or those representing organisations recognised by the Trust as promoting inclusion. Any badge must have been approved by the Trust IPC compliance lead in consultation with the Director of People Services.
- 5.1.7 Employees shall not wear uniform whilst off duty except when they are representing the service in an official capacity in their off-duty time and/or has permission to do so by their Head of Clinical Operations or Head of department.
- 5.1.8 Employees who travel to and from work in visible uniform must be prepared to respond in a professional capacity to any situation they come across. Uniform should be fully worn to comply with IPC and Health and Safety Requirements, including safety boots. High visibility coats, ID badges and other uniform must not be left on display in private vehicles.
- 5.1.9 Staff who are wearing uniform (except staff in black EOC uniform) must adhere to the principles of bare below the elbows. This includes the removal of wrist watches, stoned rings, bracelets, long sleeves, long nails, nail extensions, gel polish and nail varnish (clear or coloured). When this is not possible e.g., when wearing a high visibility jacket, or on religious or medical (which would be agreed via Occupational Health) grounds, they must either be pushed up the arm or disposable and transparent sleeve protectors must be worn

during patient care and cleaning duties. These are single use and disposable in the same way as disposable gloves. (Comprehensive guidance is available in the revised IPC manual.)

- 5.1.10 The DOH guidance (April 2020) includes an appendix which makes recommendations on issues such as sleeve length for reasons of faith. Requests for long sleeves under these recommendations can be facilitated on an individual basis.
- 5.1.11 Damaged/lost uniform should be reported to your line manager and reported via Datix, so that replacement items can be supplied without delay in line with condemnation policy (Appendix A).
- 5.1.12 In certain circumstances employees may be excluded from the standards of dress and appearance and modifications may be made to the uniform replacement procedure. Including but not limited to; maternity wear for pregnancy, reasonable adjustments for employees experiencing the menopause, if on recuperative or management/specialist duties, medical or reasons of disability. Exclusions and/or modifications should be agreed with the line manager.
- 5.1.13 Managers who respond as part of an on call function, would be responsible for ensuring their clothing is suitable as well as compliant with H&S legislation.

5.2 CEREMONIAL UNIFORM

- 5.2.1 Designated employees may be in possession of Ceremonial uniform, and this may only be worn when representing the Trust on official duties or when a VIP is visiting the Trust. It is acceptable to use smart formal suits as a substitute when Ceremonial dress is not available.
- 5.2.2 Awards, Orders and Decorations authorised by the Sovereign may only be worn on the Ceremonial Uniform and should be displayed on the left breast above the pocket. The only exception to this is the Royal Humane Society awards which are worn in a similar fashion on the right. These medals should only be worn on those occasions when it is deemed appropriate by either the Trust or other authority i.e. The Royal British Legion.
- 5.2.3 Medal ribbons may be worn on either the Ceremonial Uniform Jacket

or Shirt.

6. OTHER USE OF UNIFORM

- 6.1 Employees undertaking non-operational duties and visits to outside agencies, organisations and premises should wear normal working uniform including High Visibility Jackets and clothing, if appropriate.
- 6.2 Specialist equipment used for the decontamination of casualties from a chemical incident must only be worn by those employees specially trained in its use.
- 6.3 The uniform remains the property of the East of England Ambulance Service NHS Trust at all times. Employees of the Trust will not donate, loan or offer for sale under any circumstances any items to any such person or Organisation. Therefore, requests for items of Service uniform that come from people or organisations outside of the Trust should be directed to any Head of department or above, authorising the request.

7. CONDEMNATIONS, RESIGNATIONS AND RETIREMENTS

- 7.1 All uniform and equipment will be handed in for secure disposal in line with Appendix A.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 8.1 Appropriate PPE will be issued for the protection of employees whilst undertaking operational duties. It is not permitted for employees to wear Trust issue PPE outside of their Trust duties.
- 8.2 Those employees that are issued with PPE must ensure that they maintain a full set of items which are currently provided for their role.
- 8.3 Employees who are required to attend external incidents must have high visibility clothing available for use in such circumstances.
- 8.4 High visibility clothing should be worn whilst on operational duties where the circumstances present a risk to the personal safety of the employee (such as when walking or working near vehicles, in vehicle maneuvering areas and when close to or on all roads which are used by moving vehicles) or there is a need to be readily identifiable within

large crowd events.

- 8.5 Incident tabards need to be worn at the scene of an incident for role transparency. For example, during poor weather conditions, road traffic collisions (RTC), concerts, football matches etc.

9. HEAD GEAR

- 9.1 Safety helmets approved for use by the Trust must be worn where crew safety may be compromised. EEAST clinical staff should wear a green safety helmet or white if they are undertaking the role of incident officer. Paramedics working as part of a specialist resource may have a different design and colour such as the HART team and Air Ambulance clinicians.

For example (this list is not exhaustive):

- Major incidents.
 - Over ground and underground railway incidents.
 - Fire calls.
 - Incidents on motorways and major roads or where employees are at risk from moving vehicles and/or flying debris.
 - RTC's where the patient is trapped, and the Fire Service has been asked to affect a rescue.
 - Incidents on building sites and/or other industrial complexes.
 - Places where it is required to comply with Health and Safety notices and policies.
 - Firearms/Explosion incidents.
 - Aircraft incidents, or incidents requiring and within the vicinity of, a helicopter.
 - Chemical incidents.
- 9.2 Reasonable adjustments should be made, where appropriate, to address operational and Health and Safety requirements. Consideration will be given to cultural and religious beliefs not specifically covered within this document.
- 9.3 Employees who normally wear religious and cultural headwear will be allowed to do so on duty. If the particular cultural headwear is available through national supplies and is relevant to the individual's needs, then this is what will be supplied. If not, available employees may purchase their own. The colour of the material used must be

considered and where appropriate compatible to the Trust uniform. They should be able to be laundered in line with the Infection Control Policy. Further advice can be sought if required from the Trust's religious leader e.g. The Trust Chaplain. Costs may be reclaimed via the expense process.

10. FOOTWEAR

- 10.1 All Operational employees when engaged on operational duties should only wear the approved footwear as issued by the Trust. Footwear must be clean, polished and in an acceptable state of repair. The Trust will replace footwear from the approved list from the supply department. Any staff with specific medical needs are advised to seek support from their local management and occupational health provider.

11. PERSONAL STANDARDS

- 11.1 It is essential for all employees to maintain the highest standards of personal hygiene.
- 11.2 Hands must be clean at all times. Nails must be kept clean and not exceed the length of the finger. False nails, gel nails, nail extensions and/or nail jewellery must not be worn by employees in uniform (with the exception of black EOC uniform).
- 11.3 In the event of an employee becoming unreasonably dirty or contaminated as a result of operational duties then they will be allowed reasonable time to shower and change.

12. HAIR

- 12.1 Hair should be kept clean and tidy. Staff with long hair, wearing uniform (with the exception of EOC staff in black uniform), should ensure it is tied back and secured in an appropriate manner as to prevent it becoming entangled or easily pulled or grabbed by patients.
- 12.2 If hair bands or decorations are worn, they must be in keeping with the uniform.
- 12.3 Hairstyles should not impede the effective use of the service approved

Trust safety helmet.

13. FACIAL HAIR

- 13.1 Beards and other facial hair including sideburns should be kept at a reasonable length and always neatly trimmed. Reasonable adjustment will be made where there is a religious requirement.
- 13.2 Personnel trained and responding as HART may not wear/grow a beard or extended moustache as these can prevent an effective seal being made when wearing respirators. E.g. employees who have passed FFP3 fit testing, who are clean shaven, must maintain a clean-shaven face for the mask to be effective.

14. COSMETICS

- 14.1 Cosmetic make-up should be kept to a minimum and in keeping with the professional image of the Trust. There will be reasonable adjustment where there is a requirement for cosmetic camouflage.

15. JEWELLERY

- 15.1 Jewellery should be minimal and must not present a hazard to patients, colleagues or the individual. Employees should be mindful of the potential for such items becoming trapped, entangled or grabbed by a patient. Employees must consider Infection Control issues related to the wearing of jewellery (i.e. soap trapped under rings can cause skin complaints). Rings are a potential cause of infection. Before a shift begins all wrist and hand jewellery must be removed. Clearly the risk increases if they are worn in number or are ornate in design, therefore only one single plain band ring is permitted to be worn.
- 15.2 With the exception of religious bracelets and bangles, bracelets of all types are not to be worn whilst on duty. Where religious bracelets are worn they either need to be pushed up above the elbow or the employee must wear disposable sleeve protectors during patient contact.
- 15.3 Necklaces, including medic alert necklaces, should not be visible, nor should they hang outside the uniform shirt.

- 15.4 Long earrings, piercings, hoops and ear tunnels (unless filled) are not permitted; however, employees can wear plain studs. New piercings must be covered until completely healed.
- 15.5 Any items of jewellery worn should portray a professional image.
- 15.6 All jewellery is worn at the individual's personal risk and the Trust cannot be held liable for any loss or damage under any circumstances. The responsibility for damage to or replacement of items of personal jewellery, worn by employees on duty lies with the employee.
- 15.7 Where religious or cultural requirements necessitate the wearing of a specific piece of jewellery, this may be permitted after a risk assessment has shown that there is no significant risk to health and safety and Infection Control. Any item worn should be as unobtrusive as possible.
- 15.8 All staff who wear uniform (with the exception of EOC staff in black uniform) are not permitted to wear wrist jewellery (including watches/sports devices) or any other jewellery that contravenes the bare below elbows requirements during the time they on shift, other than the exceptions stipulated in this policy.

16. GLASSES AND SUNGLASSES

- 16.1 Employees who wear either corrective spectacles or contact lenses should carry a spare pair wherever possible and should also be aware of the potential dangers related to those lenses which react to light especially when driving service vehicles.
- 16.2 Suitable sunglasses can be worn when appropriate. It is important that employees consider removing them when dealing directly with patients, members of the public or cultural groups as they can present an authoritative or aggressive image and act as a barrier to eye contact and thus inhibit effective communication.
- 16.3 It must be noted that glasses and/or sunglasses do not provide protection when eye protection (against splashing) is required. Eye protection (if required as PPE) must be in addition to prescription glasses/sunglasses.

17. ELECTRONIC EQUIPMENT

- 17.1 Employees are reminded about the inappropriate use of personal electronic equipment in the presence of patients, or in the EOC. E.g. personal mobile phones, MP3 players etc. Trust provided mobile phones should be set to an appropriate ring tone.

18. EXTREMES OF TEMPERATURE

- 18.1 It is recognised that front line, support and non-operational staff are all in the course of their duties likely to be exposed to extremes of temperature. The Trust has taken reasonable measures to improve the support available for the increasing trend of extreme weather staff experience.
- 18.2 All staff should watch for the Trust communications which will give specific guidance, instruction and updates when appropriate which will help ensure staff are best supported. Non-operational staff are able and advised to dress appropriately for the conditions to ensure their safety and comfort including footwear whilst being cognisant of the Trust image. Staff should not wear long sleeve tops under short sleeved uniforms. Staff are still required to wear the provided uniform, but their safety and comfort is able to be supported by a range of measures included but not limited to.
- 18.3 Cold weather.
- The use of gloves and hats in conjunction with the 4 season uniformed jackets.
 - Additional base layers underneath uniformed trousers and shirt/polo shirt.
 - Below 0 degrees the use of long-sleeved base layers – these must be covered with disposable arm sleeves when undertaking clinical practice.
 - Additional support such as rotational working during protracted incidents as instructed by an incident commander or the Trusts EOC/ TOC control functions.
 - Staff working in an operational clinical setting are not permitted to wear fleeces at any time due to the IPC issues associated with these.

18.4 Hot weather

- The use of wicking base layer underneath the uniform shirt or polo shirt.
- Ensuring staff have their lightweight hi-vis jacket.
- Newer ambulances and RRV's are fitted with cool boxes to ensure staff are able to carry cold drink during operational shifts.
- Additional support such as rotational working during protracted incidents as instructed by an incident commander or the Trusts EOC / TOC.
- Staff are advised to use sun cream, where necessary, to avoid the effects of sun exposure.
- Staff are able to wear a Trust issued peaked cap in direct sunlight if it is in keeping with the uniform.
- Staff may order shorts as part of the uniform, which can be worn all year round. (High Visibility trousers will be required to fit over the shorts) However, staff must keep a pair of trousers on their base station should they be required.

19. MENOPAUSE

19.1 The Trust is committed to the provision of additional lighter weight material for its uniform, to ensure adequate ventilation and that natural fibres are preferable to synthetic material if an employee is experiencing hot flushes and sweating. Women going through the menopause may need to be able to control their temperature. An example of a control measure may be by removing unnecessary layers of clothing; therefore, a risk assessment of Personal Protective Equipment and clothing should be undertaken ensuring IPC and Health and Safety requirements are not breached. Lots 2 General Workwear items are available through the Trusts Purchase ordering process.

20. EPAULETTES

20.1 Uniforms have epaulettes including shirts, t-shirts, soft shell/fleece and the road traffic collision (RTC) jacket. Staff will be issued with epaulettes reflecting the common colour coded epaulettes for clinical roles or position of authority.

Staff are also required to wear epaulettes by rank, but only where the member of staff is actively working in an operational, tactical, strategic or ceremonial role.

Senior ranking clinicians attending a RTC should wear an epaulette identifying themselves by the skill grade recorded on the CAD system and also take an officer tabard with them.

In cases where epaulettes are ordered and supplied to support community engagement events, or other specific reasons, must only be used at the time they were intended to be used for and must not be used in any patient- facing operational role.

No additional epaulettes are to be created that are not stated within the policy, unless authorised by the Chief of Clinical Operations and Chief Paramedic.

21. EOC UNIFORM

- 21.1 EOC uniform will consist of a black polo shirt, black fleece/jacket and trousers – full list in appendix B.
- 21.2 EOC staff are not provided with uniformed footwear. Footwear should be smart and black.
- 21.3 Discreet logos or trim are acceptable but should be smart and in keeping with the uniform.
- 21.4 The bare below the elbow instruction does not apply for EOC staff wearing black uniform.
- 21.5 All sections above apply to EOC staff with the exception of patient contact requirements.
- 21.6 EOC Clinical role staff have the option to remain in green uniform.

22. POLICY REVIEW

- 22.1 This policy will be reviewed on an annual basis or amended in the light of new employment legislation, updated infection control

advice and/or relevant case law.

22.2 Any major changes to uniform must go through the National Uniform User Group.

Appendix A

Condemnations, Resignations and Retirements

All uniform and equipment will be handed in to the individuals' line manager for secure disposal, on cessation of service with the Trust.

Staff are expected to look after their uniform by keeping it clean and in a good state of repair. However, it is recognised that items of uniform will become worn out through normal wear and tear or sometimes become damaged, lost or stolen in the course of duty. Also, replacements may be required for instance maternity wear for pregnancy and reasonable adjustments for employees experiencing the menopause, In the event of this happening the individual can request that replacement item(s) be ordered and/or provided.

It is also recognised that minor colour variances are acceptable due to the age and wear of individual garments. As new technology and designs are instituted, they will be phased into service, unless otherwise stated, and existing garments will remain in use until stocks are run down.

On occasion, the Police may require items of uniform due to the seriousness of an incident or to assist an investigation. In these cases, a Line Manager should request a replacement from Stores as a matter of urgency if the item is a single issue, i.e. PPE, High Visibility clothing or footwear.

If an item of uniform is believed to require replacing due to:

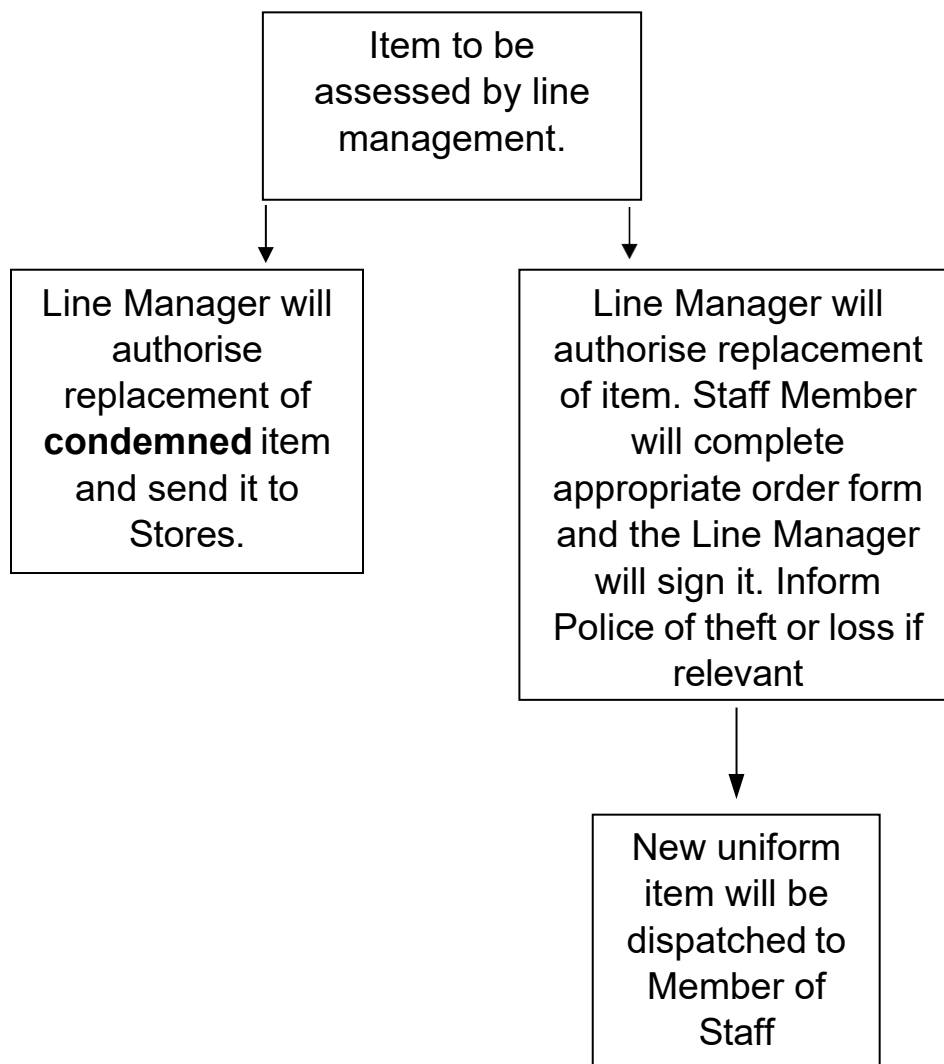
- Loss or Theft (report via Datix).
- Damage, rendering it beyond economic repair.
- Wear and Tear, rendering the item unsuitable or unsafe to use.
- Soiled beyond successful laundering in line with the IPC Policy. These items are immediately deemed clinical waste and must be disposed of within a suitable clinical waste receptacle.

The employee must provide the item (unless lost, stolen, confiscated as evidence or disposed of via clinical waste) to their Line Manager to assess and for approval to order a replacement. The employee will submit an order form for the item and the Line Manager will approve it if the item is

deemed due for replacement.

The Line Manager will ensure disposal of returned work wear locally in the confidential waste receptacles provided.

The uniform replacement procedure below will be followed:






Unauthorised requests will not be supplied.





Step by Step:





1. Item to be assessed by line management
2. Line manager authorises replacement of condemned item and sends to stores or Line manager authorises replacement, staff member completes order form and line manager signs it. If needed, police will be informed of loss or theft.
3. New uniform will be dispatched to staff member.





Appendix B: Epaulettes and Uniform Entitlement




Written Epaulettes:


Epaulette	Role
	CFR
	Non clinical driver, ambulance care assistant, Co-responders, non Clinical DTU staff etc
	All B3 emergency roles, equivalent to an ECA, ie IAP, ECSW

Epaulette	Role
	Student or apprentice EMT
	Student or apprentice paramedic
	Qualified EMT
	Newly Qualified Paramedic

Epaulette	Role
	<p>Qualified Paramedic</p>
	<p>HART Paramedic</p>
	<p>Nurse</p>
	<p>Doctor</p>

Epaulette	Role
	Critical Care Doctor
 <p>Written Epaulettes Cont:</p>	Specialist Practitioner (Urgent Care)
	Specialist Practitioner (Critical Care)
	Pre-Hospital Practitioner

Epaulette	Role
	<p>Advanced Clinical Practitioner (Urgent Care)</p>
 <p>Written Epaulettes Cont:</p>	<p>Advanced Clinical Practitioner (Critical Care)</p>
	<p>EOC Call Handler</p>

Epaulette	Role
	EOC Dispatcher

To note: Hi Vis inserts will match role epaulettes.

Commander Epaulettes:

Rank Epaulette	Role
	EOC Team Leader
	PTS Operations Manager (POM)
	Operations Team Leader (TL) Support Liaison Officer (SLO)

Rank Epaulette	Role
	<p>Leading Operations Manager HALO Local Clinical Manager HART Team Leader Clinical Coordinators Clinical Workforce Managers EOC Duty Managers</p>
Commander Epaulettes Cont:	
	<p>PTS Service Delivery Manager (SDM)</p>
	<p>Deputy Local Area Manager Duty Tactical Commander Resilience Manager 8a EOC Managers (clinical)</p>

Rank Epulette	Role
	<p>Local Area Managers Sector Clinical Lead General Manager (HART) 8b EOC Managers (clinical)</p>
	<p>Head of Clinical Operations Consultant Practitioner</p>
Commander Epulettes Cont:	
	<p>Deputy Director for UEC/EEAST Deputy Chief of Clinical Operations Deputy Clinical Director</p>

Rank Epaulette	Role
	<p>Chief of Clinical Operations Chief Paramedic/AHP Medical Director</p>
	<p>Chief Executive Officer / Chief Ambulance Officer</p>

Uniform Entitlement/Options

Only the items shown below can be worn when carrying out the listed role. It is not permissible to use items of uniform issue for one role when working in a different role unless the items are listed for both roles as permitted. For example, uniform “fleece” is only permitted for use within the EOC environment.

Uniform	Role
<p>Green Uniform: Waterproof Jacket Inner Jacket (puffer or soft shell) Trousers Knee Pads Shorts</p>	<p>Frontline patient facing Clinician and EOC clinicians. (A&E Ops/PTS Bank, or Substantive)</p>

Uniform	Role
Waterproof Jacket Inner Jacket (puffer or soft shell) Trousers Knee Pads Shorts Polo Shirts/Shirts White T-Shirt Hi Vis Jacket & Trousers Helmet Non-Safety Boots Hat Belt Specialist HART PPE	
Make Ready (Blue): Trousers Polo Shirt Fleece Hi Vis Jacket/Trousers (Orange) Boots (safety) Hat Workshops (Blue): Trousers Polo Shirt Waterproof Jacket Hi Vis Jacket/Trousers Boots (safety) Hat Overalls (Workshop Techs) Clinical Engineering (Black): Polo Shirts	Operations Support
Blue Trousers Blue Polo Shirt Safety Boots	Supplies

Uniform	Role
High Vis Jacket	
Training & Education Green Uniform: Softshell Jacket Trousers Knee Pads Polo Shirt/Shirts Lightweight Hi Vis Jacket Non-Safety Boots Hat Belt Gloves	Training educators and Driver Training Unit (Clinical Staff)
Any EEAST Staff who do not fit into the above categories should not be issued with uniform or epaulettes. As it is not a requirement of the role. Uniform may be applicable if an employee has additional contracts.	

Appendix C

EIA Cover Sheet	
Name of process/policy	Uniform Policy
Is the process new or existing? If existing, state policy reference number	Existing
Person responsible for process/policy	Clinical Operations
Directorate and department/section	Clinical Operations
Name of assessment lead or EIA assessment team members	EIA Team
Has consultation taken place? Was consultation internal or external? (please state below):	Internal, HR, OSDG, IPC, SPF (for awareness)

Equality Impact Assessment

Guidelines	
Written policy involving staff and patients	X
Strategy	
Changes in practice	
Department changes	
Project plan	
Action plan	
Other (please state)	

Equality Analysis					
What is the aim of the policy/procedure/practice/event?					
Who does the policy/procedure/practice/event impact on?					
Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Sex	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X
Who is responsible for monitoring the policy/procedure/practice/event?					
Clinical Operations Directorate					
What information is currently available on the impact of this policy/procedure/practice/event?					
<p>This policy links into the following and has been updated taking into consideration the current legislation:</p> <ol style="list-style-type: none"> 1. Maternity Leave Policy 2. Special Leave Policy 3. Adoption Leave Policy 4. Business Travel Policy 5. Standards of Business Conduct Policy (Conflicts of Interest) 6. Secondary Employment Policy 7. Flexible Working Arrangements Policy 8. Paternity Policy 9. Annual Leave Policy 10. Professional Registrations Policy 11. Recruitment and Selection Policy 12. Driving Standards Policy and Procedure 13. Sickness Absence Management Policy 14. Policy for Complaints and Compliments 15. Freedom to speak up: Raising Concerns (Whistleblowing) Policy for the NHS 					

Action Plan/Plans – SMART

Specific Measurable

Achievable

Relevant

Time Limited

**Evaluation Monitoring Plan/how will this be monitored?
By Clinical Operations**

Appendix D

National Ambulance Service Uniform Group

(NASUWG)

TERMS OF REFERENCE

AUGUST 2022

1. PURPOSE

- 1.1 The Group provides a clinical, operational and inclusion focused forum to the implementation of a nationally agreed uniform.

2. ROLE

- 2.1 The National Ambulance Service Uniform Working Group (NASUWG) initiative, develop and ultimately provide recommendations regarding proposals for existing and future operational uniform and ensure that our commitment to diversity is an expression of an equal and inclusive working environment for people of all backgrounds. These are uniforms for Operational, EOC, PTS and support services. Ceremonial uniforms and uniforms for other staff groups are not covered by this group.
- 2.2 The group will monitor incidents regarding uniform and provide details via the group's Chair to the NHS Supply Chain to support performance management and procurement process.

3. MEMBERSHIP

- 3.1 Membership of the group will consist of two representatives from each Trust as well as the Chair of the group. Representatives should be a mixture of operational wearers and procurement.
- 3.2 A Deputy must be appointed to attend in the absence of any representative.
- 3.3 Staffside leads from Staff Council, reps from Unison, Unite and GMB.
- 3.4 IPC Lead from National IPC Group.

4. ATTENDANCE

4.1 The group will request any other officer employed by Trusts to attend meetings for the purpose of providing advice, clarification, recommendation or explanation in respect of any matter that falls within the responsibilities of the Group.

4.2 The group may on occasion invite presentations or reports from external bodies on topics of relevance to the work of the Group.

5. OTHER SUB / TASK GROUPS

5.1 The group shall appoint time limited sub-groups or working groups as considered necessary in accordance with the terms of reference.

6. REPORTING AND ACCOUNTABILITY

6.1 The group will report directly to National Directors of Operations Group (NDOG) providing the approved minutes for assurance following each meeting, or ad hoc reports as identified by the Group or the Committee.

6.2 Approved minutes will be provided for information to the Chair of the National Ambulance Service Heads of Procurement Group.

6.3 All uniform issues identified at other groups should be raised with the NASUWG Chair.

6.4 Representatives of the Group are accountable to their own service.

6.5 Staff representatives are accountable to the trade unions to which they belong and the staff they represent.

6.6 In accordance with the Trust Partnership Agreements, members of the Group share responsibility for making the Group work effectively and productively in an environment which encourages staff participation and involvement.

7. CHAIR

7.1 The group will be chaired by Mark Ainsworth, South Central Ambulance Service NHS Foundation Trust Operations Director.

- 7.2 Deputy Chair of the group will be Tracy Baker, Category Manager, Yorkshire Ambulance Service NHS Trust.

8. ADMINISTRATION

- 8.1 The Chair's appointed administrator will administrate the Group and is responsible for overseeing the preparation of the agenda, minutes and papers, in liaison with the Chair. They are also responsible for maintaining the action register.
- 8.2 Representatives unable to attend a meeting must notify the Chair's appointed administrator at the earliest opportunity. For management representatives, an appropriately briefed member of their team must attend in their absence.
- 8.3 All standing reports, and any other reports requested within 10 working days of the meeting date by the Chair must be provided irrespective of attendance. Unless agreed by the Chair, all reports must be received at least 5 working days prior to the meeting.
- 8.4 Items not stated on the agenda will only be discussed with the prior agreement of the Chair.
- 8.5 At the discretion of the Chair, actions assigned will be provided with a clear time frame for achievement. The Chair must be informed prior to the deadline if the action is unlikely to be achieved.

9. FREQUENCY OF MEETINGS

- 9.1 The group will meet every 2 months for the first year and then the frequency will be reviewed. Meetings may also be arranged on an ad-hoc basis should urgent issues arise.
- 9.2 A timetable of meetings will be arranged annually in advance via the Chair's appointed administrator in liaison with the Chair.
- 9.3 Only the Chair, or in their absence the appointed Deputy Chair will have the authority to cancel or postpone meetings and to agree additional ones, as appropriate.

10. QUORUM

- 10.1 For any meeting to constitute being quorum the Chair or Deputy Chair must be in attendance together with at least six other members of the Group.