



HALO
MEDICAL GROUP

Staff Uniform & PPE Policy

Version 2

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Introduction

Halo Medical Group (Halo) is a uniformed organisation and provides uniform and workwear to operational staff to support its corporate identity, professional standards, infection prevention and staff safety. Uniform ensures that crew are readily identifiable to service users, other healthcare professionals and members of the public and supports a professional appearance at all times. Halo does not seek to inhibit individual choice in relation to your appearance. However, all staff are expected to always dress appropriately in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

This policy provides clear guidance on standards of dress, appearance, PPE and issued equipment. All staff should be mindful that while wearing Halo uniform they are acting as ambassadors for Halo and are expected to behave professionally.

Policy Statement & Purpose

Halo is committed to ensuring the safety, infection control, and professional presentation of all staff operating across both **Emergency & Urgent Care** and **Non-Emergency Patient Transport Services (NEPTS)**.

This policy defines the standards for uniform issuance, care, laundering, and personal protective equipment (PPE) compliance. Its primary objective is to minimise cross-contamination, comply with Care Quality Commission (CQC) regulations, ensure health and safety compliance, and maintain a consistent, recognisable identity for patients and NHS partners.

2. Legislative & Regulatory Framework

This policy complies with relevant UK legislation, NHS standards, and regulatory frameworks:

- **Health and Safety at Work etc. Act 1974:** Section 2 & 7 duties of care.
- **Personal Protective Equipment at Work Regulations 1992 (as amended 2022):** Assessment, provision, and maintenance of suitable PPE (extending to limb (b) workers).
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Risk assessment and management of biological agents and bodily fluids.
- **Health and Social Care Act 2008 (Regulated Activities) Regulations 2014:**

- **Regulation 12:** Safe care and treatment (infection prevention and control).
- **Regulation 15:** Premises and equipment cleanliness and suitability.
- **CQC Single Assessment Framework:** Core Quality Statements on *Safe Systems, Pathways and Transitions* and *Infection Prevention and Control*.
- **NHS England National Infection Prevention and Control Manual (NIPCM):** Standard Infection Control Precautions (SICPs) and Transmission-Based Precautions (TBPs).
- **NHS Uniforms and Workwear Guidance:** Hygiene, laundering, and bare-below-the-elbows standards.

Roles and Responsibilities

Registered Manager / Head of Operations: Overall legal responsibility for ensuring PPE provision, infection prevention systems, and CQC compliance across Halo Medical Group.

Clinical Manager or IPC Lead: Conducts IPC audits, oversees laundering compliance, reviews risk assessments, and manages FFP3 fit-testing protocols.

Base Supervisor: Monitors daily uniform and PPE compliance, issues uniform stock, inspects safety footwear, and investigates breach reports.

Operational Staff: Adheres strictly to bare-below-the-elbows policies, wears correct uniform/PPE, reports damaged gear, and manages laundering appropriately.

Uniform Standards

Operational uniform provided by Halo

All operational crew are asked to complete the Uniform Request Form during onboarding. **All uniform issued remains the property of Halo and must be returned when requested or upon leaving Halo.** For Patient Transport Service (PTS), Urgent Care and other routine operational ambulance duties, operational greens are the standard uniform unless staff are specifically advised otherwise. For event duties, staff will be advised in advance whether the required uniform is operational greens or a black Halo branded polo top. The uniform specified for that event must be worn.

- Polo Shirt: Halo branded dark green ambulance polo shirt. (For events, a black Halo branded polo shirt may be specified instead and staff will be advised before the event).

- Trousers: Halo branded dark green operational trousers when wearing operational greens. Where black event uniform is specified, staff should follow the event-specific uniform instructions provided by Halo.
- Soft Shell Jacket: Halo branded, dark green soft-shell jacket
- High Vis Jacket: Halo branded high-visibility yellow jacket, to be worn where required by the task, environment or event.
- Epaulettes: Appropriate epaulettes identifying the crew member's role/clinical grade must be worn with operational greens where applicable.
- ID Badge: Halo branded photographic ID badge must be carried and worn visibly while on duty unless there is a specific safety or operational reason not to do so.

Footwear

Due to the variance in personal requirements, Halo does not provide boots as standard.

Staff are responsible for ensuring that their footwear is suitable for operational duties.

Operational footwear must be black, closed-toe, robust, clean and in good repair, providing suitable grip, support and protection for ambulance and event duties. Where protective footwear is required by risk assessment, it must meet the current applicable safety standard and be suitable for the hazards associated with the role.

Trainers, sandals, open-toed footwear and high-heeled shoes must not be worn for operational ambulance duties. Black footwear and black socks are required unless alternative event-specific instructions are issued.

Appearance

All staff are expected to maintain a professional appearance which reflects well on the business and as such should abide by the following standards:

- General appearance and uniform must be clean, tidy, professional and in a good state of repair at all times.
- Uniform must be laundered by the crew member in accordance with the manufacturer's instructions and Halo infection prevention requirements.
- If uniform becomes contaminated during duty, it must be managed in accordance with the Infection Prevention Control Policy and changed as soon as practicable where continued wear could present an infection risk. Staff must notify operational management if replacement uniform is required so suitable arrangements can be made.
- Halo requires clinical staff to follow Halo's bare below the elbow; principles during direct patient care where applicable, ensuring hands and wrists remain suitable for effective hand hygiene.
- Long hair must be secured where necessary for patient care, infection prevention or safety. Facial hair must be clean and tidy and must not prevent the effective use of required PPE.
- Jewellery must be minimal and must not interfere with hand hygiene, PPE or safe patient care. One plain band ring and plain stud earrings are acceptable.

- Headwear should only be Halo-issued or approved, except where worn for religious, cultural or medical reasons and compatible with infection prevention and safety requirements.
- Sunglasses can be worn when driving or in conditions of sunlight but must be removed when speaking to service users or members of the public.
- False or acrylic nails are not permitted for staff providing direct patient care. Fingernails must be short, clean and suitable for effective hand hygiene.
- Make-up and fragrances should be appropriate to a professional healthcare environment.

Religious and Cultural Beliefs

Staff who are unable to comply with a uniform requirement because of religious, cultural, medical or other protected needs should discuss this with their line manager. Reasonable adjustments will be considered in conjunction with infection prevention and health and safety requirements.

Halo will seek to accommodate reasonable adjustments wherever this can be achieved without creating an unacceptable infection prevention, clinical or safety risk.

Wearing Halo Uniform whilst not on Duty

Halo uniform, branding and identification must be used responsibly. Staff remain identifiable as representatives of Halo whenever company uniform is visible.

- Halo uniform or identification **must not** be worn while consuming alcohol in public or in circumstances that could bring Halo into disrepute.
- Smoking or vaping while wearing Halo uniform must comply with the Smoke Free Policy and must not take place in direct view of patients, members of the public or other emergency service personnel.
- Halo uniform, ID badges and branded equipment must not be used when undertaking independent work or work on behalf of another organisation.
- Halo uniform should not be worn in gambling establishments or other settings where doing so could reasonably undermine the professional reputation of Halo.

Bare-Below-the-Elbow

All staff delivering direct patient care or handling patient transport equipment must strictly adhere to the **Bare-Below-the-Elbows** rule:

- **Sleeves:** Short-sleeved shirts/polo shirts or long sleeves rolled up securely above the elbow.
- **Jewellery:** Plain wedding band only (no gemstones). Wristwatches, fit bits, bracelets, and wrist lanyards are strictly prohibited in clinical environments.
- **Nails:** Keep nails short, clean, and unvarnished. False nails, gel polish, and nail extensions are prohibited.
- **Lanyards/Badges:** High-breakaway lanyards only or clip-on ID badges worn above the waist.

Personal Protective Equipment (PPE) Requirements

PPE is the last line of defence in the hierarchy of controls. Staff must select PPE based on a dynamic risk assessment using Standard Infection Control Precautions (SICPs) and Transmission-Based Precautions (TBPs).

Where PPE is provided or required by Halo procedures, risk assessment or the circumstances of the task, it must be worn and used correctly.

Failure to use required PPE may place the staff member, colleagues or patients at risk and may result in the staff member being removed from the task and/or managed under Halo's disciplinary procedures.

Staff issued with PPE or operational equipment must keep it clean, secure and serviceable.

Lost, damaged, contaminated, expired, worn or unserviceable items must be reported to Halo promptly so that they can be replaced or removed from use. Equipment must only be used by staff who are trained, competent and authorised to use it, and Halo issued equipment must not be used for private or non-Halo work.

Issued Clinical and Operational Equipment

All Halo clinical and operational equipment must be safe, suitable for its intended purpose, clean, secure, appropriately stored and maintained in accordance with manufacturer instructions, Halo procedures and applicable servicing requirements.

At the start of each operational shift, the nominated crew member(s) must complete and record the required vehicle, equipment, PPE, consumable and stock checks using the Halo- approved checking system or documentation. Checks must include, where applicable, availability, cleanliness, functionality, battery or charge status, seals, expiry dates and sufficient stock for the planned activity.

Any missing, damaged, contaminated, expired, defective or unserviceable equipment must be reported promptly. Where continued use could present a risk, the item must be taken out of service and clearly identified or quarantined as appropriate. It must not be returned to operational use until repaired, replaced, inspected or otherwise confirmed safe.

Halo will maintain appropriate records of planned preventative maintenance, servicing, inspection, testing and calibration for equipment where these are required. Staff must not use equipment that is overdue a required safety check, service or calibration where this may affect safe operation.

Equipment must only be used by staff who have the appropriate training, competence, skills and authorisation for the task. Staff must work within their scope of practice and must seek support where they are unfamiliar with equipment or do not consider themselves competent to use it safely.

Clinical and reusable equipment must be cleaned and decontaminated between patients and following contamination in accordance with Halo policy, relevant equipment procedures and manufacturer instructions. Single-use items must not be reused. Halo-issued equipment, PPE, ID and uniform remain

Halo property and must not be modified, loaned, sold or used for private work or work on behalf of another organisation without explicit authorisation.

PPE Selection Matrix

Clinical Setting / Risk Level	Gloves	Apron / Gown	Eye/Face Protection	Respiratory Protection
Routine NEPTS Transport (No known infection risk)	Not required unless contact with body fluids expected	Not required	Not required	Fluid Resistant Surgical Mask (Type IIR) if requested / symptomatic
Standard Clinical Care (Routine emergency / contact risk)	Nitrile gloves (BS EN 374)	Single-use plastic apron	Required if splashing expected	Type IIR Surgical Mask
High Risk / Known Infectious Pathogen (e.g., Norovirus, C. diff)	Nitrile gloves	Single-use plastic apron / Fluid-resistant gown	Visor or Safety Goggles (BS EN 166)	Type IIR Surgical Mask
Aerosol Generating Procedures (AGPs) (e.g., Intubation, Suctioning)	Long-cuff Nitrile gloves	Fluid-repellent long-sleeved gown	Full-face visor / Shield	Fit-tested FFP3 Respirator (or PAPR unit)

FFP3 Respirator & Fit-Testing Protocols

Staff may be required to undergo Fit Testing in certain circumstances or as part of a contractual obligation by Halo's commissioners. Should this be a requirement, staff will follow the Fit Testing Protocols:

- Staff who perform or assist with AGPs must undergo qualitative or quantitative **FFP3 Fit Testing** prior to deployment.
- Re-testing is mandatory every two years, or sooner if there is significant facial weight change, facial surgery, or a change in supplied mask model.
- A facial seal check must be performed by the user *every time* an FFP3 mask is donned.

Laundering & Decontamination Protocols

Domestic washing of uniforms is permitted provided staff adhere strictly to infection control laundering guidelines:

1. Transport Home: Contaminated uniforms must be removed at the end of shift (where changing facilities exist) or covered during transit. Transport contaminated uniforms in a dedicated, washable bag or water-

soluble laundry bag.

2. Wash Temperature: Wash uniform separately from domestic clothing on a cycle that reaches **60°C for at least 10 minutes** or **71°C for 3 minutes** to ensure thermal disinfection.

3. Detergent & Drying: Use standard laundry detergent containing oxygen-based bleach agents. Tumble dry and iron to apply additional thermal disinfection.

4. Heavily Soiled / Bio-contaminated Uniforms: Uniforms heavily contaminated with blood or body fluids **must not be taken home**. They must be bagged in a biohazard alginate bag, tagged, and submitted to Halo Medical Group's commercial laundry protocol or safely disposed of.

Compliance, Auditing & Policy Review

- **SpotAudits** : Shift leads and station managers perform random pre-shift uniform and bare-below-the-elbows spot checks.
- **Monthly IPC Audits:** The IPC Lead conducts monthly compliance audits covering PPE availability, storage condition (clean, dry, away from direct sunlight), and FFP3 fit-testing matrices.
- **Non-Compliance:** Failure to adhere to uniform hygiene or mandatory PPE usage poses a direct safety risk to patients and staff. Non-compliance will be addressed under Halo Medical Group's Performance and Disciplinary Procedures and reported via incident reporting mechanisms (IRF).