



London Ambulance Service **NHS**
NHS Trust

Uniform and Work Wear Policy

DOCUMENT PROFILE and CONTROL.

Purpose of the document:

To detail the specific requirements for the wearing of uniform and work wear whilst on duty, or when travelling to and from their place of duty or representing the Trust in an official capacity, so as to robustly guard the corporate and professional image of the Trust.

Sponsor Department: A&E Operations

Author/Reviewer: Assistant Director of Operations - Control Services. To be reviewed by December 2012.

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Amendment History			
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16/03/10	3.2	ADO & UWG	Minor amendment to wording
15/03/10	3.1	ADO	Minor amendments to wording
05/03/10	2.5	ADO & UWG	Minor amendments
25/01/10	2.4	ADO & UWG	Wording amendments
01/12/09	2.3	Assistant Director of Operations - Control Services & Uniform Working Group (UWG)	Complete review of whole document
22/09/08	2.2	Local Security management Specialist	no changes made. agreed appendix 4 included suitable provisions made for the use of stab vests
11/10/07	2.1	Documentation Co-ordinator	merged appendix 4 with main document
25/04/04	1.3		1.6 reference to skirts amended
04/12/03	1.2		final revised version. Comments made against 1.12, 2.7, 2.8, 3.3, 4.1, 9.1, 10.1s
26/11/03	1.1	Steve Sale	
02/05/01	1.0	Uniform Working Group	

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
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The Pulse	19/03/10	Records Manager	GDU
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02/02/2010	Assistant Director of Operations - Control Services
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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
TP/027	Infection Control Policy	
HS/020	Hand Hygiene and Care Policy	
HS/007	Personal Protective Equipment Policy	
	Maternity Policy	
HS/019	Infection Control Guidance and Procedures Manual	
TP/ 020	LAS Staff Service Funeral Procedure	
	Department of Health (2006) The Health Act 2006 (rev 2008): Code of practice for the prevention and control of healthcare associated infections. London: DoH.	
	Department of Health (2007) Uniforms and Work Wear: an evidence base for developing local policy. London: DoH.	
	Department of Health (2007) Saving Lives: reducing infection, delivering clean and safe care. London: DoH.	
	Health and Safety Executive (INDG174 rev 08/05) A short guide to the Personal Protective Equipment at Work Regulations 1992. Suffolk: HSE books.	
	Health and Safety Executive (2005) COSHH a brief guide to regulations: What you need to know about the Control of Substances Hazardous to Health Regulations 2002. Suffolk: HSE books.	
	The Health and Safety at Work etc Act 1974 sections 2 and 3. Section 2 covers risks to employees and Section 3 to others affected by their work e.g. patients.	
	Health and Safety Executive (1999) Management of Health and Safety at Work Regulations 1999 (Management Regulations), that extend the cover to patients and others affected by microbiological infections, and include control of infection measures.	
	Securing Health Together, the Health and Safety Executive (HSE) long term strategy for occupational health, that commits HSE/Health and Safety Commission and their fellow signatories (including the Department of Health) to a 20 per cent reduction in ill health caused by work activity by 2010.	
	Health and Social Care Act (2008), Code of Practice, criteria 2i & 2J, provide and maintain a clean and appropriate environment which facilitates the prevention and control of HCAI.	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are neither controlled nor substantive

1. Introduction

The Trust understands the importance of dress, whether in uniform or not. Adhering to this policy will enhance public confidence and a positive perception of the Trust. First impressions are important and they often determine the attitude which will be conveyed to all those who have contact with the Trust whether as a patient, a visitor or colleague.

The Trust is committed to ensuring the diverse needs of its staff are met, providing this does not impact on the delivery of operational services, as well as ensuring that we meet our obligations under equalities, health and safety legislation, as well as promoting our own policies on equality and inclusion.

Any exceptions to this policy and accompanying procedures for example, reasonable adjustments in regards to disability, religion, belief or maternity, must be discussed with and approved by the line manager.

2. Scope

This policy applies to all members of London Ambulance Service NHS Trust and defines acceptable dress code for both uniformed and non-uniformed staff but does not define the dress code to be followed by staff when attending an LAS funeral (see *section 11.0, TP/ 020 'LAS Staff Funeral Procedure'*).

3. Objectives

1. To detail the specific requirements for the wearing of uniform and work wear whilst on duty, or when travelling to and from their place of duty or representing the Trust in an official capacity, so as to robustly guard the corporate and professional image of the Trust.

4. Responsibilities

- 4.1 The responsibility for ensuring that the policy is enforced lies with the Trust Board and the Chief Executive Officer.
- 4.2 The Director of Operations is responsible for overseeing the policy on a day-to-day basis.
- 4.3 The Trust will ensure appropriate resources, facilities, and associated supplies for members of staff to effectively adhere to this policy are available and maintained.
- 4.4 All Trust managers/officers are responsible for ensuring that this policy is being routinely applied by all members of staff and that suitable and necessary facilities to support this policy are readily available in all Trust sites.

- 4.5 All members of staff are individually responsible for adhering to this policy. In the case of disagreements between members of staff and their manager/officer, this matter should be referred to the next line manager/officer.
- 4.6 The Trust is not responsible for personal items of property brought into the work place such as make up, jewellery or watches.

5. Personal Appearance

- 5.1 Hands must be visibly clean at all times; finger nails must be kept clean and cut to a length which will not damage medical examination gloves or risk causing injury to a patient or damage to equipment (please see the HS/020 Hand Hygiene Policy).
- 5.2 Hair must be kept clean and tidy at all times. Hairstyles should be in-keeping with the promotion of a professional image. Hair that falls below the collar must be secured above the collar in a fashion that does, not impede the effective use of Trust approved safety helmets. Whilst wearing dress uniform, staff should ensure that any hair that falls below the collar should be secured in a bun. Excessive, artificial or unnatural hair colourings (for example green or blue) are not permitted.
- 5.3 If hair bands or decorations are worn by uniformed staff they must be of a colour in keeping with the colour and style of the uniform worn.
- 5.4 Beards should be kept neat, clean and tidy at all times. Personnel who wish to grow a beard or moustache should do so whilst on Annual Leave or extended periods of off duty days. Partial beard growth (stubble) must be kept neat and trimmed.
- 5.5 Make-up should be kept to a minimum and be in keeping with the professional image of the Trust. Nail polish (clear or coloured) and/or false nails are not permitted. Scents should be kept to a minimum.
- 5.6 Visible tattoos which include words or images that could cause offence either to patients, work colleagues, or members of the public, must be covered whilst at work. Staff should ensure long sleeve shirts are rolled up for hand washing and patient care (please see the HS/020 Hand Hygiene Policy).

6. Policy Statement

- 6.1 The Trust understands that the way its staff dress will send messages to the patients they care for and to the public. Both infection control and public confidence underpins the Trust's Uniform & Work Wear Policy ensuring that a high standard of personal hygiene and appearance is maintained by all staff

7. Non-Uniformed Staff

7.1 Work Wear

- 7.1.1 Smart casual dress is usually considered appropriate for an office setting and should be clean, in a good state of repair, and in keeping with the promotion of a professional image.
- 7.1.2 Outside of the office setting formal business wear may be more appropriate. Staff should use their discretion in this, and where unsure should seek guidance from their line manager.
- 7.1.3 Line managers are responsible for ensuring that the appearance of their staff reflects the aims set out above.

8. Uniformed Staff

8.1 General

- 8.1.1 Staff are issued with a full allocation of uniform according to their role and it is their responsibility to maintain their uniform in a good state of repair (see Appendix 3).
- 8.1.2 Items of uniform issued to staff must not be altered in any manner except where those alterations relate to the size of a garment. High Visibility garments and PPE are not to be altered in any way.
- 8.1.3 Staff must keep a clean uniform available on station, or carried in the bag issued by the Trust so that they may change in the event of their uniform becoming damaged or soiled during the course of their shift - see Wear & Tear procedure (Appendix 2).
- 8.1.4 Head coverings worn due to religious belief must be provided by the wearer and for uniformed staff should be in keeping with the colour of the uniform worn. All such head coverings should be securely fastened with no trailing ends, and if in direct contact with patients, the face should remain uncovered to promote effective communication.
- 8.1.5 All Trust issued uniform items remain the property of the Trust and should be maintained in a good condition at all times. When staff leave the Trust it is their responsibility to ensure all uniform items are returned to their line manager irrespective of their condition, including all ID badges.
- 8.1.6 Staff are only permitted to wear their uniform whilst on duty. If a member of staff is off duty or travelling to and from Trust premises, a jacket or other item of clothing must cover Trust insignia/epaulettes if not in a Trust vehicle.

8.1.7 Staff leaving Trust premises during rest break periods must also cover insignia/epaulettes in accordance with paragraph 8.1.6 above. Staff are not permitted to consume alcohol whilst in any items of uniform.

8.2 Jewellery and Body Piercing

8.2.1 “Bare below the elbow” will be adopted by all staff performing direct patient care, unless wearing issued clothing for health & safety or inclement weather. These sleeved items should be removed whilst performing hand hygiene practices within clinical care settings. Wrist watches are not to be worn and bracelets are not permitted unless they are the approved “medic-alert” type or are worn for medical reasons (supported by a doctors letter) or for cultural reasons. These are to be removed whilst performing hand hygiene practices.

8.2.2 Staff with direct face-to-face patient care are only permitted to wear fob or belt watches.

8.2.3 In the interests of health and safety, infection control and a professional appearance, only one plain band (wedding ring style) will be acceptable as hand jewellery.

8.2.4 Any neck jewellery, including that worn for religious reasons, must be hidden from sight inside the T-shirt/uniform shirt at all times.

8.2.5 Discreet stud or small sleeper earrings of no more than 1cm in diameter may be worn, restricted to one in each ear. Only clear flesh tunnels may be permitted at the discretion of the line manager.

8.2.6 Other than earrings as detailed above, no other visible piercings may be worn.

8.3 Glasses and Sunglasses

8.3.1 Staff who wear spectacles and contact lenses and are engaged in duties that include driving service vehicles must follow the instructions contained within Section 26.0 of the revised Driving & Care of Trust Vehicles (TP/023).

8.3.2 Spectacles, sunglasses and contact lenses must be compatible with the image of a professional uniformed Trust. When dealing directly with patients staff should completely remove their sunglasses from the head to promote effective communication.

8.4 Rank Markings and Badges

8.4.1 On occasions when it is deemed appropriate, awards, medals, orders and decorations authorised by the Sovereign may only be worn on the dress uniform and must be displayed above the left breast pocket of the dress uniform tunic. Name badges and the award bestowed by the Royal Humane Society should be worn above the right breast pocket of the dress uniform tunic.

- 8.4.2 Epaulettes bearing appropriate rank markings will be worn on uniform shirts, jackets and outer garments as appropriate. For uniformed managerial roles where job titles are used on shirt epaulettes instead of rank markings, epaulettes bearing appropriate rank markings will be worn on dress uniforms, and on high visibility jackets when engaged on operational duties.
- 8.4.3 Managers/officers who fulfil a clinical role at any incident should wear jacket inserts that are conducive to their clinical skill level.
- 8.4.4 Non-clinical uniform staff will wear 'London Ambulance Service' epaulettes.
- 8.4.5 Uniformed staff should wear Trust long service badges on the right side collar. Non-uniformed staff should wear Trust long service badges on the right jacket lapel, on the right side of a shirt or blouse or on a tie.
- 8.4.6 No badges may be worn except one recognised Trade Union badge of office and Trust name badges. These should be worn on the right side of garment above the NHS logo. On occasions, the Trust may issue a temporary amendment to this rule for a limited period of time.
- 8.4.7 All staff must carry a current valid identity card and it should be readily available as confirmation of identity and staff member of the Trust. Only plain or Trust issued lanyards may be worn. However, it is not a requirement for staff to display their ID cards when on operational duties except when on Trust premises.
- 8.4.8 Staff who are issued with additional identity passes should display these at all times when on duty. Where issued, staff should carry and have available for inspection their London Heathrow Airside Driving Permit.

8.5. Dress Uniform – Number 1 Dress:

- 8.5.1 Full dress uniform will be worn at ceremonial and public events as and when required/appropriate.
- 8.5.2 On some occasions, for external meetings only, it is acceptable to wear the dress uniform trouser/skirt, dress uniform shirt/blouse and tie/cravat. This will be at the discretion of the manager.
- 8.5.3 Only black socks or natural flesh colour stockings or tights with black shoes may be worn with dress uniform. Shoes should be clean and in a good state of repair.

8.6 Operational Uniform – Number 2 Dress.

- 8.6.1 Shirts must adhere to the 'bare below the elbows' policy and be tucked into waistbands at all times. The collar button (where present) should be left unfastened and all other buttons fastened.

- 8.6.2 Only Trust issue belts are to be worn with operational uniform.
- 8.6.3 Only black socks are to be worn with operational uniform.
- 8.6.4 Skirts are not part of front line operational uniform. When the wearing of skirts is permitted, i.e. Resource Centre (RC), Control Services (CS) and dress uniform, staff must wear natural/skin colour stockings or tights; socks may not be worn.
- 8.6.5 Only issued white T-shirts are permitted to be worn under operational uniform shirts.
- 8.6.6 Only the issued Trust utility belt and any approved issued attachments may be worn when engaged on frontline duties.
- 8.6.7 Operational staff attending Trust education centres will wear full operational uniform unless otherwise instructed.
- 8.6.8 Operational/uniformed Trust staff undertaking non-operational duties and visits to outside agencies, organisations and premises will wear operational uniform including high visibility coats if appropriate.
- 8.6.9 Only LAS issued head wear may be worn.

9. Conclusion

- 9.1 This policy document is by necessity detailed. It reflects the need for staff to wear their uniform and other work wear appropriately so they can be recognised as part a professional organisation respected by colleagues, peers, patients and the public at large.

IMPLEMENTATION PLAN	
Intended Audience	All LAS Staff
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
Training	<p>Good practice dictates that all staff should receive information, education and training in relation to the Uniform Policy as part of the Trust's Corporate Induction Programme, Initial Training Course, and Key Skills Training.</p> <p>Staff should receive information, education and training when there is a change in the uniform supplied.</p>
Monitoring	<p>Monitoring compliance on a day to day basis will be undertaken by all managers by observing staff during duty hours. Remedial action for non-compliance should be part of a personal development plan.</p> <p>The Infection Control Steering Group (ICSG) will periodically monitor compliance through auditing of 'the bare below the elbows' infection prevention and control standards. The reporting of non-compliance and deficiencies will be undertaken through the responsible Line Managers and the ICSG for remedial action.</p> <p>This policy will be monitored and reviewed every three years by the Chair of the Uniform Working Group (UWG) or sooner if required with relevant stakeholders.</p> <p>The ICSG will review the Policy annually through the infection control audit reports to ensure members of staff are compliant. Non-compliance and deficiencies will be reported to the Clinical Governance Committee through the ICSG.</p>

Order of Dress

Number 1 Dress: Dress Uniform

Cap, tunic, white shirt, green tie/cravat, appropriate issued rank epaulettes and gorgets, trousers or skirt, black belt, black gloves, black socks, black shoes. (Tights and stockings are not issued).

Number 2 Dress: Operational Dress

Green shirt, epaulettes, white T-shirt, approved head wear, cargo trousers, belt, utility belt, stab vest when appropriate, High Visibility Jacket / Tabard, Fleece, over trousers, black socks and black safety shoes. Motor Cycle (MRU) and Cycle Response Units (CRU) to wear the appropriate specialized garments or outfits issued only to these groups, control and RC staff may wear skirts (see 1.1). (Tights and stockings are not issued).

Number 3a Dress: Fleet

Blue fleece, blue sweatshirt, blue polo shirt, white T-shirt, blue cargo trousers, blue lab coat, blue boiler suit, socks, belt, safety shoes, hi visibility jacket and trousers, blue woolly hat.

Number 3b Dress: Logistics

Blue shirt, blue fleece, white T-shirt, blue cargo trousers, socks, belt, safety shoes, hi visibility jacket and tabard, blue woolly hat.

Number 3c Dress: Other Support Departments

Blue departmental fleece where allowed.

NB. For the specific Dress Code when attending a funeral see Section 11.0, 'LAS Staff LAS Funerals' (TP / 020).

Procedures and Guidance for Uniform Wear and Tear, Contamination, Damage and Disposal

1.0 Record of Uniform Issue

- 1.1 All items of replacement uniform issued will be recorded by station or unit administrators on a Uniform Issue Record Card (LA88). This card should be completed when the initial issue of uniform is made and updated when any replacement or specialised items are issued.
- 1.2 The LA88 must be kept up to date at all times to reflect an accurate record of the uniform/outfit provision held by each member of staff.
- 1.3. The Line Manager should carry out sample audits to ensure records are being kept up to date. These audits should be carried out every 6 months.

2.0 Allocation of Uniform

- 2.1 The current allocation for all LAS uniform wearing groups can be found in Appendix 3 of this document or on The Pulse.

3.0 General Wear and Tear

- 3.1 A uniform wearer may request replacement of a garment / footwear which can no longer be worn due to general wear and tear. The garment / footwear must meet one of the following criteria:-
 - a) the item is unsafe to wear,
 - b) external garments do not provide adequate protection against adverse weather,
 - c) by wearing the item, the wearer is unable to comply with the standards detailed in the Trust's Uniform and Work Wear Policy (OP/001),
 - d) the item is beyond economic repair,
 - e) the item is so soiled it cannot be laundered successfully.
- 3.2 The uniform wearer must present the item to their line manager. If the manager is satisfied that a replacement is justified, a new item will be ordered. The manager will retain the used garment and arrange disposal in accordance with this procedure – see 6.0.
- 3.3 When the replacement item is received the member of staff should be asked to sign the LA88 Personal Issue Record Card and confirm he/she has a full set of uniform and PPE.

4.0 Contaminated or Damaged Garments

- 4.1 The uniform wearer may request replacement of a garment / footwear which can no longer be worn due to contamination or damage. The garment / footwear must meet one of the following criteria:-
- a) the item is unsafe to wear,
 - b) no realistic chance of the item being successfully laundered or repaired,
 - c) the item has been left for disposal at a hospital following transport of an infectious patient,
 - d) by wearing the item, the member of staff is unable to comply with the standards detailed in the Trust's Uniform & Work Wear Policy (OP/001).
- 4.2 The uniform wearer must, if possible, submit the item to their line manager. This should be in a sealed clear plastic bag. If the manager is satisfied that a replacement is justified, a new item may be ordered.
- 4.3 Where it is not possible to submit the item, for instance it has been disposed of following transport of a highly infectious patient to hospital, the manager attending to support staff should be asked to confirm in writing that this action has been taken.
- 4.4 The manager will retain the garment / footwear and arrange disposal in accordance with this procedure - see 6.0. If the item is contaminated it should be placed in an orange clinical waste bag. This bag must be sealed and disposed of in the clinical waste receptacle on the station.
- 4.5 When the replacement item is received the uniform wearer should be asked to sign form LA88 and confirm he/she has a full set of uniform.
- 4.6 If garments / footwear have been left at a hospital following transport of an infectious patient, the crew should make a note to that effect on the Patient Report Form (PRF). The PRF should be presented to the line manager. The manager will then order replacement items as outlined above.
- 4.7 When replacement items are received the uniform wearer involved should be asked to sign form LA88 and confirm they have a full set of uniform.

5.0 Loss or Theft

- 5.1 If a uniform wearer suffers a loss or theft of any garment / footwear, it must be reported at the earliest opportunity to their line manager. Depending on the circumstances, the Police should be informed and a crime number obtained. A Trust Report of Loss / Burglary/ Theft (LA154), must also be completed.
- 5.2 If the manager is satisfied that a genuine loss has occurred, and there is no realistic chance of recovering the item, replacement garments / footwear may be ordered.

- 5.3 When replacement items are received the uniform wearer should be asked to sign form LA88 and confirm they have a full set of uniform.
- 5.4 If items are recovered at a later date, the uniform wearer should advise his / her line manager and a note should be made on the LA88, confirming this matter.
- 5.5 If the line manager considers that a uniform wearer has been negligent in losing an item of uniform, he may authorise a deduction from the persons monthly salary payment. This may be up to 100% of the items value depending on the circumstances.
- 5.5 If items of uniform are frequently lost by the same person, and no reasonable explanation can be given for this, action under the Trust's Disciplinary Procedure may also be considered.

6.0 Disposal of Garments / Footwear

- 6.1 All items of uniform requiring replacement should be given to the local line manager. Items should be held by the manager in a safe place pending disposal (except contaminated items which should be placed in the clinical waste receptacle as described above – see 4.2).
- 6.2 All disposed items of uniform including contaminated items, shall be recorded with the date the item was disposed in the date replaced column on the Uniform Issue Record (LA88).
- 6.3 All items of uniform for disposal, except for contaminated items, shall be placed in the plastic Uniform Disposal Bin placed on each station / site. A Uniform Disposal Authorisation Tag should be attached to the clear plastic bag containing the items.

7.0 Faulty Garments

- 7.1 If it becomes apparent that items of uniform are being presented for replacement due to faulty manufacture they should be returned to the supplier following the appropriate returns procedure as detailed on The Pulse.

8.0 Ordering Replacement Uniform

- 8.1 All replacement items of uniform should be requisitioned on the E Series system. Delivery should be requested direct to the station or operating unit. Orders or requests for uniform should not be made in any other way.
- 8.2 MRU and CRU arrangements for purchasing and supply of specialized garments, clothing and kit will normally be undertaken by the respective Specialist Response Co-ordinator budget holder.

***Uniform Allocation**

Control / Resource Centre		
Style Code	Garment	Allocation Rate
LAT1	Male Cargo Trousers	4
LAT2	Female Cargo Trousers	4
LAS6	S/S Shirts	4
LAS7	L/S Shirts	4
LAF1	Fleece	2
LAT0	White T – Shirts	7
LFW4/LFW5	Socks	7
	Safety / Non Safety Boots	2
LAK1	Rucksack	1
VARIOUS	Shirt Epaulettes	2
VARIOUS	Outer Epaulettes	1
LAA1	Trousers Belt	1
Front Line A&E		
Style Code	Garment	Allocation Rate
LAT1	Male Cargo Trousers	4
LAT2	Female Cargo Trousers	4
LAS6	S/S Shirts	8
LAF1	Fleece	2
LAJ2	Hi-Vis Tabard	1
LWJ1	Hi – Vis Jacket	2
LAT4	Hi – Vis Trousers	1
LAT0	T – Shirts	7
	Safety Boots	2
LFW4/LFW5	Socks	7
LAG1	Gloves	1
LAH1	Wooly Hat	1
LAK1	Rucksack	1
LAA1	Trousers Belt	1
LAA2	Utility Belt	1
LAA4	Scissor Pouch	1
LAA6	Safety Glasses	1
LAA5	Safety Glasses Case	1
VARIOUS	Shirt Epaulettes	2
VARIOUS	Outer Epaulettes	1
Patient Transport (PTS)		
Style Code	Garment	Allocation Rate
LAT1	Male Cargo Trousers	4
LAT2	Female Cargo Trousers	4
LAS6	S/S Shirts	4
LAS7	L/S Shirts	4
LAF1	Fleece	1

LAJ2	Hi – Vis Tabard	1
LWJ1	Hi – Vis Jacket (long)	1
LAT4	Hi – Vis Trousers	1
LAT0	White T-Shirts	7
	Safety Boots	2
LFW4/LFW5	Socks	7
LAK1	Rucksack	1
LAA1	Trousers Belt	1
LAA2	Utility Belt	1
LAA6	Safety Glasses	1
LAA5	Safety Glasses Case	1
VARIOUS	Shirt Epaulettes	2
VARIOUS	Outer Epaulettes	1

Fleet Department

Style Code	Garment	Allocation Rate
LAC1	Lab coat	5
LABS	Boiler suit	5
LAT0	White T-Shirt	5
LAP1	Polo shirt	5
LAF4	Sweatshirt	5
LAF3	Fleece	2
LAT5	Cargo Trousers	5
LAA1	Belt	1
LFW4/LFW5	Socks	7
	Safety Boots	2
LAJ1	Hi Vis Jacket	1
LAT4	Hi Viz Trousers	1
LAH2	Wooly Hat	1
LAK1	Rucksack	1

Logistics Department

Style Code	Garment	Allocation Rate
LA1S/LA2S	S/S or L/S Shirts	7
LAF7	Fleece	2
LAT5	Cargo Trousers	4
LAT0	White T – Shirt	7
LFW4/LFW5	Socks	7
	Safety Boots	2
LAA1	Belt	1
LAJ1	Hi – Viz Jacket	1
LWJ2	Hi – Viz Tabard	1
LAH3	Wooly Hat	1
LAK1	Rucksack	1

Vehicle Resource Centre (VRC)

Style Code	Garment	Allocation Rate
LA1S/LA2S	S/S or L/S Shirts	8
LAF7	Fleece	2
LAT5	Cargo Trousers	4
LAT0	White T – Shirt	7
LFW4/LFW5	Socks	7
	Safety / Non Safety Boots	2
LAA1	Belt	1
LAK1	Rucksack	1
Motorcycle Response Unit (MRU)		
Garment	Allocation Rate	
Pairs of Leather Protective trousers or similar	2	
Leather jacket or similar	2	
Pairs of gloves – summer	1	
Pairs of gloves – winter	1	
Crash helmets – white	2	
Pairs of boots leather or similar – black	2	
T-shirts – black	4	
Roll neck shirts – black	4	
Neck warmers	2	
Cycle Response Unit (CRU)		
Garment	Allocation Rate	
Cycle helmet (white) Specialised Air Force	1	
Buff neck warmer (black)	1	
Cover for cycle helmet florescent with Trust logo	1	
Pair of eye protection glasses (black) specialized chicane	1	
Pairs of cycle shoes (black) specialised rockhopper/sawpit with cleats	2	
Pairs of socks (grey) specialised	3	
Pair of waterproof socks (black) Sealskinz	1	
Pair of overshoe socks (black) Altura	1	
Pairs of shorts with detachable padded liners (black) specialised	2	
Pair of long trousers / thermals cool max (black) Nitron	1	
Pairs trousers (black) Altura	2	
Pairs padded lycra shorts (black) specialized	2	
Pair waterproof trousers (black) Altura	1	
Short sleeve cool mesh Tee shirts (black) Nitron	3	
Long sleeve cool mesh Tee shirts (black) Nitron	3	
Gore wind stopper shirt (black) Gorewear	1	
Florescent jacket for under body armour Nitron	1	
Waterproof cycle jacket florescent (yellow) zip-off arms with Trust logo and rear Trust badge with detachable body warmer fleece Nitron	1	
Heart rate monitor and watch Polar (A5)	1	

Pairs fingerless gloves (black) specialized	2
Pair of gloves (black) specialised	1
Pair of waterproof gloves (black) specialized	1
Cycle team Tee shirt (white) Trust logo	1
Water bottles (silver) specialized	2
Water back pack reservoir Camelback	1
Hi-Vis cover for stab vest with 4 pockets with Trust logo	1
Set (personal issue) stab vest inserts	1
Utility belt	1
Set of pouches all (black) Nitron	1
Radio pouch	1
Sun glasses pouch	1
Fold down double glove pouch	1
Pen/pen torch pouch	1
Square pouch	1
Horizontal scissor pouch	1
Face shield and back up glove and hand was pouch	1
Pen torch Trust issue	1
Face shield Trust issue	1
Identification card holder Trust issue	1
Small bottle hand wash	1
Pair of scissors Trust issue	1
Guidelines book personal issue	1
Cycle patrol team bag (black) Nitron	1
Red flashing light for helmet	1
White flashing light for body	1
CRU Training Course Uniform	
Garment	Allocation Rate
Glasses	1
Shorts	2
Helmet	1
Socks (pair)	2
Short sleeve T-shirt	2
Long sleeve T-shirt	1
Jacket	1
Trousers	1
Gloves fingerless	1
Gloves full finger	1
Shoes	1

*** Please note:**

All items of uniform and specialized garments or outfit MUST be recorded on LA88