

THORNBURY TOWN COUNCIL



Uniform Policy 2022/23

Date Ratified: 12 July 2022
Meeting: Finance and General Purpose
Next review date: July 2025

1. Introduction

Thornbury Town Council expects employees to observe a standard of personal appearance which is appropriate to their position, the nature of the work undertaken, and which portrays a professional approach which the public will have confidence in.

The adoption of a uniform policy is aimed at providing clarity and guidance for employees.

2. Scope

This policy applies to all employees who have been provided with uniform.

Uniform is defined as any clothing or footwear, including Personal Protective Equipment (PPE), whether it be branded or not, supplied by the Town Council.

3. Responsibilities

The Town Council has a duty to ensure that it complies with the legislation on equality, health and safety legislation and human rights.

The Town Council will provide the appropriate uniform to enable employees and councillors to carry out their role safely whilst promoting the services of the Town Council.

The Town Council will provide the correct quantity and items of uniform for employees and councillors to carry out their duties.

Uniform is considered Town Council property and upon issue, it becomes the responsibility of the employee for maintenance and care. Uniform for outdoor staff, office staff and councillors are listed at the end of this policy. Employees are required to sign for any additional PPE that is issued to them.

In the event that an item needs repair or replacement, it is the employee's responsibility to notify their manager of the item required and size. The frequency of repair or replacement will depend on the type of work the employee does, for example, outdoor staff may need uniform replaced more frequently whilst office staff and councillors, only occasionally. Management will be responsible for monitoring the frequency of replacement uniform requests.

Employees are required to return all issued uniform upon leaving the Town Council's employment shortly after completing their last day of service as per the terms of their employment.

Employees and councillors should remember that whilst dressed in uniform they are a representative of the Town Council, and their behaviour should reflect this.

Uniform should not be worn outside of working hours other than to travel to and from work or whilst promoting the Town Council at public events, charity events etc.

4. Personal Protective Equipment (PPE)

Under the Health and Safety at Work Act 1974 and Personal Protective Equipment at Work Regulations 1992, there is a duty upon the Town Council as the employer to provide PPE when required in the workplace, and in addition, to provide the requisite training in the use of such equipment.

Following a risk assessment, PPE will be issued with the aim of reducing significant risk as far as reasonably practicable.

Employees who occupy roles that require PPE clothing are required to wear this clothing while carrying out their duties whenever required by law or by the Council's health and safety rules.

Employees should alert the Clerk if they have concerns in connection with PPE, for example, if it becomes damaged, lost or if they feel that they require additional PPE.

5. Benefits

Employees are encouraged to claim tax relief for the washing of uniform provided by the Town Council. To do this, follow the link for further information. <https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

6. Uniform Allocation:

Outdoor Staff

- 5 x Navy Polo Shirts with Town Council emblem
- 2 x Navy 'Combat Style' trousers
- 2 x Navy 'Combat Style' shorts
- 1 x Navy Fleece with Town Council emblem
- 1 x Hi-viz Contrast Trim Waterproof Coat with Town Council emblem
- 1 x Hi-viz Waterproof 'Bomber' Jacket with Town Council emblem
- 1 x pair of Steel-toe Safety Boots
- Baseball Cap and Neck Gaitor

Seasonally appropriate alternatives may be offered in addition to the above list at the discretion of the Town Clerk.

Additional Personal Protective Equipment will be allocated for any member of staff partaking in any activity that requires it. A risk assessment will identify the necessary PPE required.

Office Staff

Office staff are not obliged to wear uniform whilst at work however, there may be occasions when corporately branded uniform may be useful, both in terms of reinforcing the Town Council branding and in making Town Council officers identifiable to the public. Office staff are therefore permitted the following uniform allocation on request:

- 3 x Navy Polo Shirts with Town Council emblem
- 1 x Navy Fleece with Town Council emblem

Office staff who do not choose to wear uniform are expected to use their best judgement to dress with professionalism and not wear anything that would make other employees uncomfortable. Please wear clothing with no profanities or distracting or revealing designs. Our goal is to promote an inclusive environment for all employees.

Councillors

Polo Shirts and Fleeeces, with the Town Council emblem, are available to Councillors for public events etc and requests should be made, in writing, to the Clerk or Deputy Clerk. Councillors are expected to wear an ID lanyard or pin badge identifying them as a councillor when wearing Town Council uniform, to distinguish them from staff.

7. STAFF UNIFORM ALLOCATION RECORD

I have read, understood, and have received a copy of Thornbury Town Council’s Uniform Policy. I agree to abide by the policy guidelines as a condition of my employment.

Items issued:

ITEM	QUANTITY
Navy Polo Shirts with Town Council emblem	
Navy ‘Combat Style’ trousers	
Navy ‘Combat Style’ shorts	
Navy Fleece with Town Council emblem	
Hi-viz Contrast Trim Waterproof Coat with Town Council emblem	
Hi-viz Waterproof ‘Bomber’ Jacket with Town Council emblem	
Steel-toe Safety Boots	
Baseball Cap and Neck Gaitor	
Other (please specify):	

Employee Signature: _____

Employee Printed Name: _____

Town Clerk/Deputy Town Clerk: _____

Date: _____