

## **7.03 Uniforms and Protective Clothing v4**

### **7.03 Uniforms and Protective Clothing**

The policy is about uniform or protective clothing that are provided for NICS staff.

This Section covers:

- Who is entitled to uniform and protective clothing – Section 9.1 Introduction
- Annex 1 lists the types of clothing and frequency of renewal – Annex 1

**The following terms within this policy are defined in the glossary:**

There are currently no terms within this policy defined in the glossary.

**You may also be interested in the following policies:**

There are currently no related policies.

This policy is version 4.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

# 7.03 UNIFORMS AND PROTECTIVE CLOTHING

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## **7.03 UNIFORMS AND PROTECTIVE CLOTHING**

### **1 Introduction**

**1.1** Items of uniform, protective clothing and where appropriate, equipment, are provided as follows to:

- a. all regularly employed messengers and watchmen cleaners, after a period of probation of not less than one and not more than 3 months;
- b. official car drivers;
- c. rangers and car park attendants;
- d. security guards; and
- e. industrial staff, both craft and non-craft

**1.2** All items of uniform, protective clothing and equipment remain Government property and must be worn and used, only when you are engaged on official work for your Department and where appropriate, when travelling to and from your place of work.

**1.3** Uniform and items of protective clothing are provided for the health and safety of employees in accordance with the Departments' obligation under the Health and Safety at Work (NI) Order 1978. Employees also have a duty under the Order to use appropriately all protective clothing, equipment and facilities provided for the purposes of safety, health and/or welfare, and employees must co-operate with their employing Department to enable compliance with the Order –

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions.” (Article 9 of the Health and Safety at Work (NI) Order 1978).

**1.4** You must take reasonable care to ensure that clothing and items issued to you are not damaged, other than through wear or tear, lost or stolen whilst in your charge. Any loss, theft or damage of items must be reported immediately to your Line Manager, followed by the submission of a written report. Failure to do so may result in disciplinary action being taken.

**1.5** In instances where a missing item would place your health or safety at risk, the item(s) will be replaced immediately. Little used or still serviceable items returned to the store may be reissued, subject to the items having been treated to conform to current hygiene and health requirements and they have been assessed as serviceable.

**1.6** All time-expired articles issued to non-industrial employees may, with the approval of the employing Department, be retained, though all badges and raincoats must be returned. Time expired or unserviceable industrial clothing and equipment will be taken back by the employing Department, the exception being footwear which may be retained by the employee. On retirement or discharge, articles of uniform and protective clothing that are not time-expired, including all badges issued to non-industrial employees and footwear issued to industrial employees must be returned to the employing Department.

**1.7** Annex 1 details the scale of issue and frequency of renewal to non-industrial employees specified above. Additional items of clothing or more frequently issued replacement items may be supplied by Departments where a need has been identified by local management.

**1.8** Any items issued on a personal basis remain Government property and will be withdrawn when you have no further need for them. On renewal of items, the old issue should be returned.

**1.9** In the event of a delay in the issue of a uniform to non-industrial employees, payments may be made to compensate an employee for having to wear his or her own clothing. These payments are not intended to cover the full cost of employees' own clothing and they will be terminated when the uniform is received. Details of the allowances are given at Annex 2.

**1.10** Footwear for non-industrial employees purchased with the allowance, forms an item of official uniform and should be appropriate for the duties performed. Annex 2 sets out the rates of payment for such footwear, with Annex 3 covering the footwear allowance rate specifically for the ranger and car park attendant grades.

**1.11** Industrial employees will be supplied with protective clothing and equipment in accordance with the Personal Protective Equipment and Health and Safety legislation. The clothing and equipment to be issued will be determined at the time of need by the local business area where a risk assessment has been undertaken. As a result it is therefore not possible to provide a definitive list. It is important that the risk assessment is appropriately planned in order for staff to be correctly and timely clothed/equipped.

**1.12** Items of clothing and where appropriate, equipment, will be issued in the appropriate colour and specification in accordance with the Annexes. Each item issued may be marked with the Departmental logo, which will normally be 50mm high.

**1.13** Industrial employees:

- a. you will not be allowed to commence work without the appropriately issued protective clothing (see paragraph 1.10) and you may not be paid for any time lost or reimbursed for any expense incurred as a result;
- b. apart from cases of loss or theft, a replacement item will not be issued until a corresponding unserviceable item (in other words an item that no longer functions safely, is unfit for the purpose for which it was issued or does not

provide the required protection), has been handed back to your employing Department for disposal;

- c. items issued for use in special circumstances (such as weather/terrain) must be returned to store when no longer required;
- d. additional items such as helmets, safety goggles, gloves and high visibility wear will be issued as necessary and must be worn as required by Personal Protective Equipment and H&S legislation;
- e. you will be issued with replacement items only when items have become unserviceable (in other words, an item that no longer functions safely, is unfit for the purpose for which it was issued or does not provide the required protection) and in most instances not until at least 12 months have elapsed since the date of issue. There may be certain exceptions to this rule, for example where working conditions involve undue heavy wear and tear.

## Uniforms and Protective Clothing

### ANNEX 1

#### Paragraph 1.6

GRADES	ITEMS AND SCALE OF ISSUE	FREQUENCY OF RENEWAL
<b>Male Staff</b>		
*Messengers, Watchmen-Cleaners and *Official Car Drivers	2 pairs of trousers	every 18 months
	1 regulation jacket	every 18 months
	1 lightweight jacket	every 3 months or after a minimum of 2 summers' wear provided the item is then unserviceable due to hard wear resulting from official duties. 'Summer' may be defined as the period 1 May to 30 September, but if an officer opts to wear the lightweight jacket for most of the year, the renewal periods for the regulation and lightweight jackets may be reversed
	5 shirts	2 shirts every 12 months
	2 ties	1 tie every 12 months

GRADES	ITEMS AND SCALE OF ISSUE	FREQUENCY OF RENEWAL
<b>Female Staff</b>		
*Messengers and *Official Car Drivers	2 jackets	1 jacket every 18 months
	2 pairs of trousers or 2 skirts (or a mixture of those items)	every 18 months
	5 blouses	2 blouses every 12 months

**\* Official car drivers, couriers and messengers who are required to undertake substantial outdoor duties will be supplied with an overcoat.**

**ANNEX 1 (Cont'd)****Paragraph 1.6**

<b>GRADES</b>	<b>ITEMS AND SCALE OF ISSUE</b>	<b>FREQUENCY OF RENEWAL</b>
Security Guards	2 pullovers	every 12 months
	2 pairs of trousers*	every 12 months
Stormont Estate Rangers	5 shirts	2 every 12 months
	1 peaked cap	as required
	1 Crown cap-badge	as required
Car Park Attendants	1 waterproof cap-cover	as required
	2 ties (clip-on type)*	every 12 months
	1 raincoat	as required
	1 pair of gloves	as required
	1 pair of shower-proof over-trousers	as required
	1 body-warmer	as required
	1 waterproof over-jacket and trousers	after a minimum of 3 years' use
	Yellow high-visibility over-jacket and trousers	as required

**\* Female staff have the choice of 2 pairs of trousers or skirts, or a combination thereof and are issued with cravats instead of ties.**

## ANNEX 2

### Paragraphs 1.8 & 9

#### Rates of Payment to Employees Awaiting the Provision of Uniform

<b>Allowance Effective from 1 April 1994</b>		
<b>Male Messengers, Watchmen, Security Guards, Car Park Attendants, Rangers</b>		
	After 4 weeks	After 6 months
a. If uniform trousers cannot be supplied	£16 per annum	£22 per annum
b. If uniform coat cannot be supplied	£19 per annum	£22 per annum
c. If both uniform trousers and coat cannot be supplied	£35 per annum	£45 per annum
<b>Female Messengers, Rangers and Car Park Attendants</b>		
If a uniform cannot be supplied	£35 per annum	£45 per annum
<b>Messenger on full-time outdoor duties</b>		
When either an overcoat or raincoat cannot be supplied	£18 per annum	£18 per annum

#### **Rates of Footwear Allowance**

Employees should receive two pairs of shoes on appointment and one replacement pair each year thereafter. Where shoes or rubber boots are already provided as part of uniforms or there is an existing agreement to pay an allowance for footwear, these arrangements may continue.

	<b>Lump sum on entry</b>	<b>Annual rate</b>
<b>Messenger, Messenger/Driver, Security Guard, Watchman Cleaner</b>		
Footwear Allowance	£64	£32

**ANNEX 3**

**Paragraph 1.9**

**Rates of Footwear Allowances to Rangers and Car Park Attendants**

<b>Male Rangers and Car Park Attendants</b>	
	<b>Taxable Rate</b> <b>Wef 1.4.83</b>
Footwear Allowance	94p per week

<b>Female Rangers and Car Park Attendants</b>	
	<b>Taxable Rate</b> <b>Wef 1.4. 83</b>
Shoe Allowance	96p per week
Tights Allowance	76p per week