



UNIFORM AND DRESS CODE POLICY

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Meeting:	Finance and General Purpose Committee
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Supersedes	Uniform Policy 2024/25

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1. PURPOSE AND SCOPE

Thornbury Town Council (the Council) expects staff councillors and volunteers to observe a standard of personal appearance which is appropriate to their role to the Council, the nature of the work undertaken, and which portrays a professional approach which the public can have confidence in.

This policy applies to all employees who have been provided with uniform and those who wear their own clothes.

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

2. RESPONSIBILITIES

The Council has a duty to comply with legislation relating to equality, health and safety, and human rights.

To support staff and councillors in carrying out their roles safely and professionally, the Council will provide appropriate uniform that also helps promote its services.

The Council will provide the appropriate quantity and type of uniform required for each role. All uniform items remain the property of the Council and once issued, are the responsibility of the employee to maintain and care for appropriately. The issue of uniform and PPE will be recorded on a PPE and Uniform Initial Provision Form (see Appendix 1).

Employees are responsible for the safekeeping of their uniform. Where items are lost or not properly maintained, the Council reserves the right to make a reasonable deduction from the employee's remuneration to cover the cost of replacement. Reasonable allowance will be made for general wear and tear, and the Council retains discretion to replace uniform items where appropriate.

If an item requires repair or replacement, it is the responsibility of the individual to notify their line manager or the Chief Executive, providing details of the item and the required size. Any replacement items will be issued on the understanding that the old uniform is returned to the office, for appropriate disposal. The issue of replacement PPE or Uniform will be recorded on a PPE and Uniform Replacement Form (see Appendix 2).

The frequency of repairs or replacements will depend on the nature of the role; for example, outdoor staff may require more frequent replacements than office-based staff or councillors.

All uniform items must be returned when an individual leaves the Council.

Staff and Councillors should remember that when wearing the Council uniform, they are representing the organisation.

Uniform should not be worn outside of working hours, except when commuting to and from work or when attending authorised events such as public or charity functions where they are representing the Council.

3. 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 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.

Where Personal Protective Equipment (PPE) is issued, individuals are required to wear it while performing their duties, in accordance with legal requirements and the Council's health and safety policies.

Staff must notify their line manager of any concerns regarding PPE, including if items become damaged, lost, or if additional PPE is required. Where items are repeatedly lost, an action plan may be implemented, which may include PPE being signed in and out to prevent further losses.

4. BENEFITS

Staff are encouraged to claim tax relief for the washing and repair of uniform provided by the Council. To do this, follow the link for further information: [Claim tax relief for your job expenses: Uniforms, work clothing and tools - GOV.UK](#)

5. UNIFORM ALLOCATION:

5.1 Outdoor Staff

- 5 x Navy Polo Shirts with Town Council emblem
- 2 x Navy 'Combat Style' trousers
- 2 x Navy 'Combat Style' shorts
- 2 x Navy Fleece with Town Council emblem or 2 x Navy Sweatshirts with Town Council emblem (or a mix of 1 Fleece and 1 Sweatshirt)
- 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 Gaiter
- 1 x pair steel toe cap wellington boots
- 1x beanie style winter hat

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

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.

Outdoor staff may sometimes use their own equivalents for some of the accessory items listed above, like caps or winter hats. This is acceptable, but the accessories should be plain in colour and in keeping with the Council's standards on suitability and presentation. It is not permitted for commercial brands or logos to be displayed, other than the manufacturer of the garment. Any slogans or designs must be minimal, unobtrusive and inoffensive – plain items are preferred.

5.2 Office Staff

Office staff are not required to wear Council issued uniform whilst at work however, there may be occasions when Council branded uniform may be useful, both in terms of reinforcing the

Council's branding and in making the 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
- 1 x Lanyard with photographic identification

Office staff who choose not to wear a uniform are expected to dress professionally and respectfully. Clothing should not include offensive language or be overly revealing or distracting. The Council aims to maintain an inclusive, comfortable, and safe environment for everyone.

5.3 Cleaner

Cleaning staff are required to wear partial uniform whilst at work (polo shirt and fleece), as well as relevant PPE, such as appropriate footwear and gloves. They are entitled to:

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

They may request other items as required to carry out their duties, such as disposable aprons.

5.4 Councillors

Polo shirts and fleeces with the Council's emblem, are available to councillors for public events. Requests should be made, in writing, to the Chief Executive or Deputy Clerk. Councillors will be issued a lanyard with photographic identification on joining the Council and are expected to wear this when attending events.

5.5 Mayoral and Deputy Mayoral Attire (refer also to the 'Mayoral Attendance Policy')

The Council provides formal regalia for civic duties, including robes, jabot, hat, and chains for the Mayor, and chains for the Deputy Mayor and Consort. When attending events outside the parish, permission must be obtained from the relevant host council for the attendee to wear Thornbury's formal regalia.

Formal attire must be worn properly, in accordance with how it was designed and without alteration. Any additional clothing worn alongside the regalia should be appropriate to the occasion.

5.6 Volunteers

Volunteers are valued members of the Council and are expected to present themselves in a manner that reflects the professionalism and values of the Council.

Volunteers should wear clothing and footwear that is suitable for the tasks they are undertaking. Volunteers must follow any specific health and safety guidance, including the use of Personal Protective Equipment (PPE) where required.

6. JEWELLERY AND PIERCINGS

Jewellery should be appropriate for a professional work environment. Discreet or modest items are generally suitable, while large or overly attention-grabbing pieces should be avoided during work hours, particularly in customer-facing or formal settings.

Staff are welcome to wear jewellery that reflects personal or cultural expression, provided it aligns with the overall standard of professionalism and does not pose a safety risk in their role.

7. HAIR AND GROOMING STANDARDS

Long hair must be worn safely for the staff members role, for example, long hair should be tied back and kept away from grounds machinery, or office shredders. It is expected that personal hygiene and grooming standards are maintained at a reasonable level. Head coverings for religious or cultural reasons must be worn safely and not in way that could be caught in machinery. Staff should talk to their line managers in the first instance if they have any concerns about the wearing of PPE and religious/cultural items.

8. REMOTE WORKING

While working remotely, staff are expected to dress in a way that is appropriate for a professional setting, especially when attending video meetings. Clothing should be clean, presentable, and suitable for appearing on camera. While formal business wear is not required, attire such as pyjamas, overly casual loungewear, or clothing with offensive language or graphics must be avoided.

9. FORMAL OCCASIONS

Staff are expected to dress in smart, professional attire that reflects the significance of the occasion, meets any event dress code and represents the Council appropriately.

This may include business formal or semi-formal clothing such as a suit, dress, blouse and trousers, or equivalent. Clothing should be neat, respectful, and free from slogans or casual elements (e.g. jeans, trainers, or sportswear).

These events are important opportunities to celebrate achievements and engage with the community, and appropriate dress supports a positive and professional atmosphere.

10. BREACHES OF POLICY

Breaches of this policy by staff will be treated as a disciplinary matter and handled in accordance with the procedures outlined in the Employee Handbook.

Breaches by Councillors will be addressed by the Chief Executive, based on the nature and severity of the breach. The Chief Executive may choose to manage the matter internally or, in cases of a more serious nature, refer it to the Monitoring Officer at South Gloucestershire Council.

While volunteers are not subject to formal disciplinary procedures, failure to follow the Uniform and Dress Code Policy may result in a review of their volunteering role and, in some cases, may lead to the role being withdrawn.

APPENDIX 1 – PPE AND UNIFORM ALLOCATION RECORD



PPE and Uniform Initial Provision Form

This form is to be completed upon the issuance of personal protective equipment (PPE) and uniform to employees.

It is essential to ensure that each employee acknowledges receipt and understands the proper user and maintenance of the PPE and uniform provided.

Employee Information	
Employee Name:	
Job Title:	
Date:	

PPE or Uniform Issued		
Uniform Item:	Quantity	Date Issued:
Sweatshirt or Fleece (Branded)	2	
Polo or T-Shirts (Branded)	5	
Trousers	2	
Shorts	2	
Waterproof Trousers	1	
Waterproof Mac (Branded)	1	
Orange Hi-Viz 'Bomber' Coat (Branded)	1	
Sun cap	1	
Wooly hat	1	
Neck Warmer	1	
PPE Item:		
Safety boots	1	
Hi-Viz vests	2	
Ear Defenders	2	
Safety Glasses	2	
Safety Sunglasses	1	
Safety helmet with visor	1	
Rubble Gloves	1	
Gloves	2	

I, _____, acknowledge receipt of the above PPE and/or uniform and agree to adhere to the conditions regarding uniform as set out in the Employee Handbook and Thornbury Town Council Uniform Policy (see below). Items that I wish to be replaced will need to be returned to the main office for disposal.

Employee Handbook - "If you lose your uniform, or do not look after it, then the Council will be entitled to make a deduction from your remuneration to cover the cost of replacing this. General wear and tear will be taken into account, and the Council may exercise its discretion to replace uniform."

Employee Signature: _____

Manager/Office Signature: _____

Date scanned and uploaded: _____

APPENDIX 2 – PPE AND UNIFORM REPLACEMENT FORM



PPE and Uniform Replacement Form

This form is to be completed upon the issuance of personal protective equipment (PPE) and uniform to employees.

It is essential to ensure that each employee acknowledges receipt and understands the proper user and maintenance of the PPE and uniform provided.

Employee Information	
Employee Name:	
Job Title:	
Date:	

PPE or Uniform Issued by Office or Supervisor:		
PPE or Uniform Item:	Quantity	Date Issued:

I, _____, acknowledge receipt of the above PPE and/or uniform and agree to adhere to the conditions regarding uniform as set out in the Employee Handbook and Thornbury Town Council Uniform Policy (see below). Items that I wish to be replaced will need to be returned to the main office for disposal.

Employee Handbook - "If you lose your uniform, or do not look after it, then the Council will be entitled to make a deduction from your remuneration to cover the cost of replacing this. General wear and tear will be taken into account, and the Council may exercise its discretion to replace uniform."

Employee Signature: _____

Manager/Office Signature: _____

Date scanned and uploaded: _____