



Policy

Uniform

Feb 2026

V.2.0



Introduction

At Wheels for All, we are committed to ensuring that all members of staff and volunteers are equipped with high-quality clothing that reflects our values and keeps them comfortable when representing the charity. This policy outlines the provision of clothing, the expectations for its use, and guidelines for its care and replenishment.

Legal and Regulatory Framework

This policy operates in accordance with:

- Health and Safety at Work etc. Act 1974
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- Equality Act 2010
- UK GDPR
- Data Protection Act 2018

Clothing Provision

Staff: All staff members will be provided with the following clothing items as part of their induction process:

- Polo shirts
- Waterproof coats (outer layer)
- Sun hats
- Winter hats

Volunteers: Volunteers will be asked to order their clothing during the onboarding process. Orders will be submitted after completing three sessions with Wheels for All.

- Polo shirts
- Waterproof jackets (outer layer)
- Sun hats
- Winter hats

Please note: Hi-viz jackets, waterproof jackets and trousers will be available at Wheels for All hubs for occasional volunteers and visitors.

Clothing Use

- The clothing provided must be worn whenever staff or volunteers represent Wheels for All at public events or when attending activities and events run by the charity.
- It is the responsibility of each team member to ensure their clothing is kept clean, presentable, and in good condition.

Health & Safety and Personal Protective Equipment (PPE)

Wheels for All conducts risk assessments for all sessions and hubs.

Where identified by risk assessment:

- Hi-visibility clothing may be mandatory
- Weather-appropriate outerwear must be worn
- Suitable footwear must be used
- Additional PPE may be required

Managers are responsible for communicating any mandatory PPE requirements prior to sessions.

Failure to comply with mandatory safety clothing requirements may result in removal from activity delivery for safety reasons.

Equality and Reasonable Adjustments

Wheels for All is committed to applying this policy fairly and in accordance with the Equality Act 2010.

Uniform and clothing requirements will not directly or indirectly discriminate against individuals on the basis of protected characteristics.

Reasonable adjustments will be considered where clothing requirements conflict with:

- Religious dress or belief
- Disability-related needs
- Medical conditions
- Gender identity

Requests for adjustments should be made to the relevant line manager. All requests will be assessed reasonably and proportionately.

Identification Badges

Identification badges are issued to support safeguarding, public reassurance, and operational identification during Wheels for All sessions and events.

Badge Information

Staff badges include:

- Full name
- Job title
- Official Wheels for All work email address

Volunteer badges include:

- First name only
- Role i.e. volunteer
- Kinetic barcode image and number

Volunteer badges use first name only to minimise unnecessary disclosure of personal data.

Wearing of Badges

ID badges must:

- Be worn visibly during all Wheels for All sessions and events
- Not be shared or transferred
- Be removed when not on duty

Data Protection

Badge information constitutes personal data and is processed in line with UK GDPR and the Data Protection Act 2018 for legitimate organisational and safeguarding purposes.

Loss and Return

Lost or stolen badges must be reported to a manager immediately.

All ID badges remain the property of Wheels for All and must be returned when employment or volunteering ends.

Ownership of Clothing

Clothing provided by Wheels for All will remain the property of Wheels for All.

- The charity may request the staff member, or volunteer to return the clothing to Wheels for All when they stop working for the charity.

Lost, Damaged, or Stolen Clothing

- **Lost or stolen items:**
 - Individuals must notify their manager as soon as possible.
 - Replacement may be provided; however, the number of free replacements may be limited and reviewed on a case-by-case basis
- **Damaged items:**
 - Items damaged through reasonable wear and tear may be replaced.

Damage must be reported to the relevant manager.

Replenishment

- Staff and volunteers are eligible for clothing replenishment every two years where required.
- Earlier replacement may be authorised due to wear, role change, or operational need.

Requests outside this cycle will be reviewed by management.

Non-Return of Uniform or ID In the event of failure to return the uniform & ID badge to Wheels for All, the charity may seek to recover the cost of the uniform from the team member.

Policy Review and Monitoring

This policy will be reviewed annually or earlier if:

- Legislative changes occur
- Operational requirements change
- A safeguarding or security issue arises

Compliance will be monitored by the Operations Team.

Queries

For questions relating to this policy, please contact:

hello@wheelsforall.org.uk.

Document Control and Approval

The Director is the owner of this document and is responsible for ensuring that this procedure is reviewed regularly.

A current version of this document is available to all members of staff and is the published version.

Version Control

Version	Date	Author(s)	Details
1.0	01.02.2025	JM/ RP/ CA	
2.0	20.02.2026	JM/ RP/ CA	Added Health & Safety and Equality compliance sections, introduced Identification Badge requirements, and strengthened governance and review provisions. Change in Policy title to Uniform Policy.

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