	Policy / Procedure Approval Report
GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru **Public Health Wales**	**Policy / Procedure Approval Report** **Name of Meeting** Quality, Safety and Improvement Committee **Date of Meeting** 15 February 2022 **Agenda item:** *5.2*

Section 1 - Policy / Procedure Information

Policy / Procedure Title	**ALERTS, SAFETY NOTICES AND OTHER GUIDANCE POLICY**
Policy Lead	**Angela Cook, Assistant Director of Quality, Nursing & Allied Health Professionals**
Lead Executive	**Rhiannon Beaumont Wood, Executive Director of Quality, Nursing & Allied Health Professionals**
PHW / All Wales?	**Public Health Wales**
Date of last Review	**06/02/2019**
Is the current policy / procedure within review date?	**No**
Approving Body /Group	**Quality, Safety and Improvement Committee**
Version Number	**3**
Recommendation	
The Quality, Safety and Improvement Committee is asked to: • **Approve** the Alerts Policy (Please note, the Alerts Procedure was approved by the Leadership Team on the 27/01/23 and they endorsed the policy for approval by the Quality, Safety and Improvement Committee)	

Section 3 – Details of the Review:	
Background:	
Reason for review	- review deadline due / passed - update required due to change in process
Description/Assessment	NHS Wales organisations are required to implement and maintain systems for the dissemination and implementation of alerts, safety notices and other guidance. This policy and its accompanying procedure will outline the system for the dissemination of alerts/ safety notices and other guidance as issued from time to time and requiring attention within Public Health Wales.
Consultation	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	December 2022
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	No feedback received
(Add detail)	
Had this policy / procedure been considered by any other groups?	Yes
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	Shared with key areas of PHW who need to consider Alerts from time to time including Public Health Services.

(Add detail)	
Impact Assessments	
Equality and Health Impact Assessment	An EQHIA has been completed
Welsh Language Impact	The Policy / Procedure will be translated to welsh and available on the internet bilingually.
Risk and Assurance	This policy and procedure reduced the risk of Alerts being managed incorrectly.
Health and Care Standards	The below
	Theme 2 - Safe Care
	Theme 5 - Timely Care
	Choose an item.
Financial implications	Please state whether there are financial implications to the new policy / procedure being adopted and if so, how these have been addressed.
People implications	Applies to all staff in Public Health Wales who receive an Alert or are part of the Alerts process.
Socio Economic Duty	N/A

5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)

6. Dissemination

- Published onto the PHW Internet and will be cascaded to all staff involved in the process for their awareness

ALERTS, SAFETY NOTICES AND OTHER GUIDANCE POLICY

Policy Statement

NHS Wales organisations are required to implement and maintain systems for the dissemination and implementation of alerts, safety notices and other guidance. This policy and its accompanying procedure will outline the system for the dissemination of alerts/ safety notices and other guidance as issued from time to time and requiring attention within Public Health Wales.

The aim of the policy and procedure is to ensure an effective and auditable management system for the distribution, monitoring and record keeping of all alerts, safety notices and other guidance throughout Public Health Wales.

Public Health Wales is committed to providing, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work that minimise risk to the health and safety of all its employees, service users and others who may be working on Trust premises or undertaking work on behalf of Public Health Wales at locations across Wales.

This policy covers a wide variety of alerts, safety notices and other guidance issued from numerous bodies, including:

- The Department of Health Estates and Facilities (DHEFD)
- Shared Services Partnership – Facilities Management
- Public Health Links from the Welsh Government
- The National Patient Safety Agency (NPSA)
- The Medicines and Healthcare Products Regulatory Agency (MHRA) (Medical Devices and Pharmaceutical Alerts)
- Health and Safety Executive (HSE)
- National Institute for Clinical Excellence (NICE)
- Delivery Unit, Welsh Government

The list is not exhaustive and from time to time other documents may be received which require an equivalent response by the Trust.

Alerts / safety notices related to Chief Medical Officer's Public Health and Pharmaceutical Public Health Links will be issued via the Public Health Alert System but will be managed internally under this policy.

N.B. Welsh Health Circulars (WHCs) are not managed under this policy, they are handled by the Board Secretary and Board Business Unit under a separate process. Please refer to the Board Secretary or PHW.CorporateGovernance@wales.nhs.uk for further information.

Policy Commitment

Public Health Wales is committed to the protection of its service users and staff through systems that ensure that alerts, safety notices and other guidance requiring attention are distributed and acted upon within the required timescales.

This policy and procedure will ensure alerts / safety notices are communicated effectively across the organisation by cascading all safety related information received from the Welsh Government, MHRA etc, using a consistent approach throughout Public Health Wales.

The Policy does not replace the duty and professional accountability of staff to report any adverse incident with a medical device, hazardous product or unsafe procedure.

This policy supports compliance with the following key legislative and regulatory obligations:

- Medical Devices Regulations 2002
- Medical Devices (Amended) Regulations 2008
- Health and Safety at Work Act 1974
- Health and Safety at Work Regulations 1999
- Supply of Machinery Safety Regulation 2008
- Provision and Use of Work Equipment Regulation 1998
- Lifting Operations and Lifting Equipment Regulation 1998
- Welsh Health and Care Standards 2017

Scope

This policy relates to all staff working within Public Health Wales. In the interests of brevity, the term staff is used throughout this document to refer to staff, contractors, agency staff, volunteers, and secondees.

All staff are required to comply with this Policy and to follow the Alerts, Safety Notices and other Guidance Procedure and any failure to do so may result in disciplinary proceedings.

Equality and Health Impact Assessment	An EHIA has been completed.
Approved by	Quality, Safety and Improvement Committee
Approval Date	
Review Date	
Date of Publication:	
Group with authority to approve supporting	Senior Leadership Team

procedures	
Accountable Executive Director/Director	Rhiannon Beaumont-Wood, Executive Director Quality, Nursing and Allied Health Professionals
Lead	Angela Cook, Assistant Director of Quality, Nursing & Allied Health Professionals
Author	Frankie Thomas, Head of Putting Things Right

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or Corporate Governance.

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1	2013	18/03/13		Original policy and procedure
2.0	01/10/2018	15/01/19	06/02/19	Complete re-write to put document into Policy form which is now underpinned by a Procedure.
3	15/09/2022			Update in line with Directorate re-structure

Template
Equality & Health Impact Assessment for

(Alerts Policy & Procedure)

Part 1

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Alerts Policy & Procedure
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Quality, Safety & Improvement Committee
3.	Objectives of strategy/ policy/ plan/ procedure/ service	To ensure a structured and systematic approach to the dissemination and actioning of alerts throughout Public Health Wales, and the reporting of actions taken or not taken against alerts issued
4.	Evidence and background information considered. For example • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines	N/A - consultation process followed

	• participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service Consider staff as well as the population that the project/change may affect to different degrees.	All staff

Part 2- Equality and Welsh language

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate **This column is to be updated in future reviews**	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.1 Age For most purposes, the main categories are: • under 18; • between 18 and 65; and • over 65			N/A
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term			N/A

medical conditions such as diabetes			
6.3 People of different genders: Consider men, women, people undergoing gender reassignment **NB** Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender			N/A
6.4 People who are married or who have a civil partner.			N/A
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.			N/A

6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers			N/A
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief			N/A
6.8 People who are attracted to other people of: • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)			N/A
6.9 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless,			N/A

people who are unable to work due to ill-health		
6.10 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities		N/A
6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service		N/A
6.12 Welsh Language		
There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on: (please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)		
Opportunities for persons to use the Welsh language		N/A
Treating the Welsh language no less favourably than the English language		N/A

Part 3 – Health

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.
   The part of the assessment identifies;
- which specific groups in the population could be impacted more (inequalities) - N/A
- what those potential impacts could be across the wider determinants of health framework? - N/A
- Potential gaps, opportunities to maximise positive H&WB outcomes – N/A
- Recommendations/mitigation to be considered by the decision makers - N/A

7. Identification of specific population groups

Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation
N/A	

Assessment
Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

Please note you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
7.2 Lifestyles • Diet/nutrition/breastfeeding • Physical activity • Use of alcohol, cigarettes, e-cigarettes • Use of substances, non-prescribed drugs, abuse of prescription medication • Social media use • Sexual activity • Risk-taking activity i.e. gambling, addictive behaviour				N/A
7.3 Social and community influences on health • Adverse childhood experiences • Citizen power and influence • Community cohesion, identity, local pride • Community resilience • Domestic violence • Family relationships • Language, cultural and spirituality • Neighbourliness • Social exclusion i.e. homelessness • Parenting and infant attachment • Peer pressure				N/A

• Racism • Sense of belonging • Social isolation/loneliness • Social capitol/support/networks • Third sector & volunteering				
7.4 Mental Wellbeing • Does this proposal support sense of control? • Does it enable participation in community and economic life? • Does it impact on emotional wellbeing and resilience?				N/A
7.5 Living/ environmental conditions affecting health • Air quality • Attractiveness/access/availability/quality of area, green and blue space, natural space. • Health & safety, community, individual, public/private space • Housing, quality/tenure/indoor environment • Light/noise/odours, pollution • Quality & safety of play areas (formal/informal) • Road safety • Urban/rural built & natural environment • Waste and recycling • Water quality				N/A
7.6 Economic conditions affecting health • Unemployment • Income, poverty (incl. food and fuel) • Economic inactivity • Personal and household debt • Type of employment i.e. permanent/temp, full/part time				N/A

• Workplace conditions i.e. environment culture, H&S				
7.7 Access and quality of services • Careers advice • Education and training • Information technology, internet access, digital services • Leisure services • Medical and health services • Other caring services i.e. social care; Third Sector, youth services, child care • Public amenities i.e. village halls, libraries, community hub • Shops and commercial services Transport including parking, public transport, active travel				N/A
7.8 Macro-economic, environmental and sustainability factors • Biodiversity • Climate change/carbon reduction/flooding/heatwave • Cost of living i.e. food, rent, transport and house prices • Economic development including trade • Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention) • Gross Domestic Product • Regeneration				N/A

Stage 3
Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan

Key findings: Impacts/gaps/opportunities	Actions (what is needed and who needs to do) to address the identified mitigation and recommendations	Lead		
N/A				

Alternatively, if appropriate, please explain the steps taken to consult with and consider the differential impact of the changes on the various protected characteristic groups (part 2) or any specific identified population groups (part 3).