

Public Health Wales Policy Procedure and Written Control Document Reference List

Reference number system

PHW**/CD** Written Control Document assigned to a policy
 PHW/STP** Standalone procedure, no assigned policy
 PHW/SCD** Standalone written control document, no assigned policy
 AW All Wales Policies, Procedures and other written control documents

Policy Ref	Control Ref	Policy/Control document title	Type	Classification
All Wales Policies and related Procedures and Written Control Documents				
AW01		All Wales Managing Attendance at Work policy (replaced All Wales Sickness Absence)	Policy	People and OD
AW03		All Wales Disciplinary policy and procedure	Policy	People and OD
AW04		All Wales Secondment policy	Policy	People and OD
AW05		All Wales Capability policy	Policy	People and OD
AW06		All Wales Special Leave policy	Policy	People and OD
AW09		All Wales procedure for NHS staff to raise concerns	Policy	People and OD
AW10		All Wales Recruitment and retention payment protocol	Policy	People and OD
AW11		All Wales Employment Break Scheme	Policy	People and OD
AW12		All Wales Organisational Change Policy	Policy	People and OD
AW13		All Wales Pay Progression	Policy	People and OD
AW14		All Wales Social Media Policy	Policy	Operations and Finance
AW15		All Wales Menopause Policy	Policy	People and OD
AW16		All Wales Information Governance Policy	Policy	Quality, Nursing & AHP
AW17		All Wales Information Security Policy	Policy	Quality, Nursing & AHP
AW18		All Wales Internet Use Policy	Policy	Quality, Nursing & AHP
AW19		All Wales Email Use Policy	Policy	Quality, Nursing & AHP
AW20		Insurance, NHS Indemnity and related risk management for potential losses and s	Policy	Operations and Finance
AW21		All Wales Reserve Forces Training and Mobilisation Policy	Policy	People and OD
AW22		All Wales Lease car / pool vehicle Policy and Procedure	Policy and Procedure	People and OD
AW23		Respect and Resolution Policy	Policy	People and OD
AW24		Employer Pension Contributions – Alternative Payment Policy	Policy	People and OD
AW14	/CD01	Social Media Guidelines	Written Control Document	Operations and Finance
AW16	/TP01	Release of Information Procedure	Procedure	Information Governance
AW16	/TP02	Remote Working Procedure	Procedure	Information Governance
AW16	/TP03	Data Protection Impact Assessment Procedure	Procedure	Information Governance
AW16	/CD01	Guidance on Records Retention	Written Control Document	Information Governance
AW16	/CD02	Interim Guidance on Retention of Documents and Other Records	Written Control Document	Information Governance
AW16	/CD03	Small Numbers Publishing Guidance	Written Control Document	Quality, Nursing & AHP
Public Health Wales Policies, Procedures and Written Control Documents				
PHW03		Safeguarding policy	Policy	Quality, Nursing & AHP
PHW04		Statutory and Mandatory Training policy	Policy	People and OD
PHW05		Standards of Behaviour Policy	Policy	Corporate Governance
PHW06		Annual Leave and Bank Holiday Policy	Policy	People and OD
PHW07		Fire Safety policy	Policy	Operations and Finance
PHW08		Counter Fraud Policy	Policy	Operations and Finance
PHW09		Redeployment policy	Policy	People and OD
PHW10		Health and Safety policy	Policy	Operations and Finance
PHW11		Personal Relationships at Work Policy	Policy	People and OD
PHW15		Putting Things Right - handling concerns, complaints and claims policy	Policy	Quality, Nursing & AHP
PHW16		Claims Management Policy	Policy	Quality, Nursing & AHP
PHW18		Recovery of Salary Overpayments and Underpayments Policy	Policy	Operations and Finance
PHW24		Reporting Loss or Damage of Personal Property Policy	Policy	Quality, Nursing & AHP
PHW26		Medicines management policy and code of practice	Policy	Public Health Services
PHW27		Infection Prevention and Control policy	Policy	Quality, Nursing & AHP
PHW28		Decontamination policy	Policy	Quality, Nursing & AHP
PHW30		Alerts, Safety Notices and Other Guidance Policy	Policy	Quality, Nursing & AHP
PHW32		Incident Management policy	Policy	Quality, Nursing & AHP
PHW40		Outbreak Management Policy	Policy	Public Health Services
PHW45		Maternity, Adoption, Paternity/Maternity Support and IVF policy	Policy	People and OD
PHW46		Uniform/Dress code policy	Policy	Quality, Nursing & AHP
PHW47		Policies, procedures and other written control documents management policy	Policy	Corporate Governance
PHW49		Substance Misuse (Drugs and Alcohol) Policy	Policy	People and OD
PHW50		Recruitment and Selection policy	Policy	People and OD
PHW51		Adverse Weather Conditions / Transport Disruption Policy	Policy	People and OD
PHW52		Redundancy policy	Policy	People and OD
PHW54		Mental Wellbeing Policy (formerly Prevention of stress and management of mental	Policy	People and OD
PHW56		Risk Management Policy	Policy	Quality, Nursing & AHP
PHW57		Bomb Threat and Suspicious Packages Procedure	Policy	Operations and Finance
PHW58		Security Procedure	Policy	Operations and Finance
PHW59		Consent to Examination, Screening or Intervention policy	Policy	Quality, Nursing & AHP
PHW63		Waste Management Policy	Policy	Operations and Finance
PHW64		Water Management Policy	Policy	Operations and Finance
PHW65		Developing Position Statements for Public Health Wales	Policy	Policy, Research and Int Dev
PHW66		Mv Contribution Policy	Policy	People and OD
PHW69		Medical Devices and Equipment Management Policy	Policy	Quality, Nursing & AHP
PHW70		Supporting Learning and Development policy	Policy	People and OD
PHW71		Registration for Health Professionals Policy	Policy	People and OD
PHW72		Flexible Working Policy	Policy	People and OD
PHW73		Research Misconduct Policy	Policy	Knowledge Directorate
PHW77		Exposure Injury (including needle stick injury) and Safe Management of Sharps Po	Policy	Operations and Finance
PHW74		Radiation Safety Policy	Policy	Public Health Services
PHW03	/TP01	Adults at Risk procedure	Procedure	Quality, Nursing & AHP
PHW03	/TP02	Children at Risk procedure	Procedure	Quality, Nursing & AHP
PHW03	/TP03	Violence against Women, Domestic Abuse and sexual violence procedure	Procedure	Quality, Nursing & AHP
PHW03	/TP04	Managing allegations of abuse by staff	Procedure	Quality, Nursing & AHP
PHW05	/TP01	Declarations of Interests, Gifts, Hospitality, honoraria and Sponsorship procedure	Procedure	Corporate Governance
PHW07	/TP01	Fire Safety Procedure	Procedure	Operations and Finance
PHW08	/TP01	Counter Fraud Procedure	Procedure	Operations and Finance
PHW10	/TP01	Control of Contractors procedure	Procedure	Operations and Finance
PHW10	/TP02	First Aid and Provision of First Aid Equipment Procedure	Procedure	Operations and Finance
PHW10	/TP03	Lone Worker Procedure	Procedure	Operations and Finance
PHW10	/TP04	Moving and Handling Procedure	Procedure	Operations and Finance
PHW10	/TP05	Management of Violence and Aggression procedure	Procedure	Operations and Finance
PHW10	/TP06	Smoke Free Environment Procedure	Procedure	Operations and Finance

PHW10	/TP07	Asbestos Management Procedure	Procedure	Operations and Finance
PHW10	/TP08	Control of Substances Hazardous to Health Procedure	Procedure	Operations and Finance
PHW10	/TP09	Personal Protective Equipment Procedure	Procedure	Operations and Finance
PHW10	/TP11	Provision and Use of Work and Lifting Equipment Procedure	Procedure	Operations and Finance
PHW10	/TP12	Slips, Trips and Falls Procedure	Procedure	Operations and Finance
PHW10	/TP13	Display Screen Equipment Procedure	Procedure	Operations and Finance
PHW10	/TP14	Low Voltage Electrical Safety and Electrical Equipment Procedure	Procedure	Operations and Finance
PHW13	/TP01	Privacy Impact Assessment Procedure	Procedure	Information Governance
PHW15	/TP01	Putting Things Right - handling concerns, complaints and claims procedure	Procedure	Quality, Nursing & AHP
PHW16	/TP01	Claims Management Procedure	Procedure	Quality, Nursing & AHP
PHW18	/TP01	Recovery of Salary Overpayments and Underpayments procedure	Procedure	Operations and Finance
PHW24	/TP01	Reporting Damage or Loss to Personal Property Procedure	Procedure	
PHW28	/TP01	Decontamination Procedure	Procedure	Quality, Nursing & AHP
PHW30	/TP01	Alerts, Safety Notices and Other Guidance procedure	Procedure	Quality, Nursing & AHP
PHW32	/TP01	Incident Management procedure	Procedure	Quality, Nursing & AHP
PHW40	/TP01	Outbreak Management Procedure	Procedure	Public Health Services
PHW45	/TP01	Maternity, Adoption, Paternity/Maternity Support and IVF procedure	Procedure	People and OD
PHW47	/TP01	Policies, procedures and other written control documents management procedure	Procedure	Corporate Governance
PHW56	/TP01	Risk Management Procedure	Procedure	Quality, Nursing & AHP
PHW63	/TP01	Waste Management Procedure	Procedure	Operations and Finance
PHW63	/TP02	Disposal of obsolete and surplus equipment, vehicles, furniture and consumables	Procedure	Operations and Finance
PHW64	/TP01	Water Management Procedure	Procedure	Operations and Finance
PHW69	/TP01	Medical Devices and Equipment Management Procedure	Procedure	Quality, Nursing & AHP
PHW71	/TP01	Validating Professionals Registration Procedure	Procedure	People and OD
PHW73	/TP01	Research Misconduct Procedure	Procedure	Knowledge Directorate
PHW74	/TP01	Radiation Safety Procedure for Staff	Procedure	Public Health Services
PHW74	/TP02	Radiation Safety Procedure for Patients	Procedure	Public Health Services
PHW77	/TP01	Exposure Injury (Including needle stick injury) and Safe Management of Sharps Procedure	Procedure	Operations and Finance
PHW10	/CD01	Management of Violence and Aggression Information / Guidance	Written Control Document	Operations and Finance
PHW10	/CD02	Asbestos Management Guidance	Written Control Document	Operations and Finance
PHW10	/CD03	Control of Substances Hazardous to Health Guidance	Written Control Document	Operations and Finance
PHW10	/CD04	Management of Personal Protective Equipment Guidance	Written Control Document	Operations and Finance
PHW10	/CD05	Lone Worker Guidance Notes and Generic Risk Assessment	Written Control Document	Operations and Finance
PHW50	/SCD01	Relocation Expenses Scheme	Written Control Document	Operations and Finance
PHW	/STP01	Time off in Lieu (TOIL) Procedure	Procedure	People and OD
PHW	/STP02	Managing Expiry of Fixed Term Contracts Procedure	Procedure	People and OD
PHW	/STP03	Handling and Transport of Specimens Procedure	Procedure	Health and Safety
PHW	/STP04	Office 365 Acceptable Use Procedure	Procedure	Operations and Finance
PHW	/STP05	National Intelligent Integrated Audit Solution procedure - prev PHW60/TP01	Procedure	Quality, Nursing & AHP
PHW	/STP06	Quality and Clinical Audit Procedure	Procedure	Quality, Nursing & AHP
PHW	/STP07	Retirement Procedure	Procedure	People and OD
PHW	/SCD01	Protocol for nominating Public Health Wales staff for Honours	Written Control Document	Corporate Governance
PHW	/SCD02	Annual Leave Purchase Scheme	Written Control Document	People and OD
PHW	/SCD03	Death in Service Guidelines	Written Control Document	People and OD
PHW	/SCD04	NHS Injury Allowance Guidelines	Written Control Document	People and OD
PHW	/SCD06	Religious Observation Guidelines	Written Control Document	People and OD
PHW	/SCD07	Decision Making Framework	Written Control Document	Corporate Governance
PHW	/SCD08	Voluntary Early Release Scheme	Written Control Document	People and OD
PHW	/SCD09	Guidelines on publishing small numbers	Written Control Document	Quality, Nursing & AHP
PHW	/SCD09	Standing Orders	Written Control Document	Corporate Governance
PHW	/SCD10	Standing Financial Instructions	Written Control Document	Operations and Finance
PHW	/SCD11	Breastfeeding Guidelines	Written Control Document	People and OD
PHW	/SCD13	Joint Working Framework	Written Control Document	Corporate Governance
PHW	/SCD14	Transitioning at Work Guidance	Written Control Document	People and OD
PHW	/SCD15	Quality and Clinical Audit Procedure	Written Control Document	Quality, Nursing & AHP