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CYMRU  
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WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

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## **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](mailto: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.

[All corporate policies and procedures are available on the Public Health Wales website](#)

<b>Equality and Health Impact Assessment</b>	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
<b>Approved by</b>	Quality, Safety and Improvement Committee
<b>Approval Date</b>	15.02.2023
<b>Review Date</b>	15.02.2026
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<b>Group with authority to approve supporting</b>	Senior Leadership Team

<b>procedures</b>	
<b>Accountable Executive Director/Director</b>	Rhiannon Beaumont-Wood, Executive Director Quality, Nursing and Allied Health Professionals
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### **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](#).**

<b>Summary of reviews/amendments</b>				
<b>Version number</b>	<b>Date of Review</b>	<b>Date of Approval</b>	<b>Date published</b>	<b>Summary of Amendments</b>
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	15/02/23	23/02/23	Update in line with Directorate re-structure

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