

<b>Reference Number: UHB 494</b> <b>Version Number: 2</b>	<b>Date of Next Review: June 2026</b> <b>Previous Trust/LHB Reference Number: UHB 494</b>
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## **Staff Winter Respiratory Vaccination (Seasonal Influenza (Flu) and COVID-19 Autumn Booster) Policy**

### **Policy Statement**

To ensure that the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will protect the health and wellbeing of our staff and population by proactively offering seasonal vaccination(s) in line with Joint Committee for Vaccination and Immunisation (JCVI) advice and Welsh Government policy for the Winter season.

In order to protect our patients, our staff and our families from infection-related morbidity and mortality, and in so doing contribute to the resilience of our health services during Winter, the Health Board is committed to actively offering all eligible staff Winter respiratory vaccinations to include the seasonal influenza (flu) vaccination and the COVID-19 Autumn booster vaccination.

### **Policy Commitment**

As an employer of healthcare staff, Cardiff and Vale University Health Board (hereon referred to as the Health Board) has an occupational health responsibility and commitment to ensuring that all eligible staff are aware that they are eligible, are actively invited to receive the recommended Winter respiratory vaccination(s), are provided and supported with relevant accessible information to make an informed decision and are provided with accessible options to receive the vaccination(s).

To ensure this commitment is met, the Health Board will utilise a number of strategies, including:

- Raising awareness and providing guidance on vaccine-related issues
- Proactively offering vaccination(s) to all eligible staff
- Providing accessible vaccination(s) to our staff, administered in multiple sites across the Health Board
- Providing our staff protected time to review vaccine information, consent to the vaccination(s), receiving the vaccination(s) and, if required, any observation period following vaccination
- Co-administering influenza and COVID-19 vaccinations wherever possible
- Treating staff information as confidential and securely storing that information according to NHS Wales and the Health Board's information governance policies and procedures, and in line with current Data Protection legislation

### **Supporting Procedures and Written Control Documents**

This Policy and the supporting procedures describe the following regarding the Health

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**Board staff Winter vaccination(s):**

- The important role that the Health Board has to play in improving the health, safety and wellbeing of its staff
- The expectation that every eligible staff member is responsible for maintaining and improving their own health and wellbeing
- Who is eligible for the staff Winter vaccination (seasonal influenza and COVID-19 Autumn booster) programme
- What eligible staff can expect in terms of offer, information, access, delivery of the vaccinations and data management

**Other supporting documents are:**

- [Employee Health And Wellbeing Policy](#)
- Cardiff and Vale University Health Board Winter Respiratory Vaccination Plan
- CIPD 2023. COVID-19 vaccination: guide for employers. 7 March 2022. Available online at: <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/health-safety/preparing-for-covid-19-vaccination> [Accessed 19.05.23]
- [NICE Guideline \[NG103\]](#) – Flu vaccination: increasing uptake. 1.7 – Employers of health and social care staff.
- Thorneloe R, Lamb M, Jordan C *et al.* 2021. [Understanding and addressing the barriers and facilitators for influenza and COVID-19 vaccine uptake among NHS employees in Wales: Qualitative insights and co-produced interventions](#). Public Health Wales and Cwm Taf Morgannwg University Health Board.
- UKHSA. 2013 (Updated September 2022). Influenza: the green book, chapter 19: Available online [here](#)
- UKHSA 2020 (Updated April 2023). COVID-19: the green book, chapter 14a: Available online [here](#)
- Joint Committee on Vaccination and Immunisation Advice & Guidance. Available online [here](#)
- Welsh Government. 2023. Welsh Health Circular: The National Influenza Immunisation Programme: Available online [here](#)
- Welsh Government. Winter respiratory vaccination strategy: Available online [here](#)

**Scope**

This policy applies to all of our staff in all locations including those with honorary contracts

**Equality Impact Assessment**

An Equality Impact Assessment (EqIA) has been completed as part of an EHIA. This found there to be a positive impact on the following groups:

- Older people
- People with a disability

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	<ul style="list-style-type: none"> <li>• Pregnant people</li> <li>• People from a Black, Asian or Other ethnic group</li> <li>• People from areas of disadvantage</li> <li>• People with caring responsibilities</li> </ul> <p>There were no direct negative consequences from this policy. Overall no significant impacts requiring improvement or mitigation were identified.</p>
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<b>Health Impact Assessment</b>	A Health Impact Assessment (HIA) has been completed as a part of an EHIA. This found there to be a potential negative impact on staff working bank/shift patterns in terms of loss of income from potential side effects affecting their ability to work. Key actions have been identified and these can be found in the accompanying EHIA.
<b>Policy Approved by</b>	TBC
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Strategic Leadership Board
<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Public Health

**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 the [Governance Directorate](#).**

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	Date approved by Strategy and Delivery Committee 21/09/22 <a href="#">Link</a> to agenda.	27/09/2022	New Staff Winter respiratory vaccination policy including seasonal influenza vaccination and the addition of COVID-19 Booster vaccination.  Supersedes the Staff Influenza (Flu) Vaccination Policy v1.10 September 2020 (Previous reference number unknown).

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2	Date approved by Strategic Leadership Board Link to Agenda  Approved by QSE on 26.09.2024	23.04.2024	Review & update of Staff Winter Respiratory Vaccination Policy including seasonal influenza vaccination and the addition of COVID-19 Booster vaccination (Reference UHB 494).

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**Appendices (if required)**
