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| Reference Number: UHB 069 Version Number: 2 | Date of Next Review: 01.07.2028 Previous Trust/LHB Reference Number: T202 |
| Safety Notices and Important Documents Management Policy | |
| Policy Statement <p>To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will develop and describe effective arrangements to ensure relevant actions are taken by individuals in response to any safety or governance information received by the UHB.</p> <p>Procedures and other written control documents translate these principles into more detailed instructions or guidance including individual responsibilities.</p> | |
| Policy Commitment <p>Our Policy will ensure there is a consistent approach to the dissemination of Safety Notices and Important Documents.</p> <p>This will assist staff to identify their roles and responsibilities and to ensure appropriate actions are taken with regard to Safety Notices and Important Documents.</p> <p>In addition, we will have a robust audit trail providing evidence of compliance and action taken.</p> | |
| Supporting Procedures and Written Control Documents <p>This Policy and the supporting procedures describe the following with regard to managing Safety Notices and Important Documents:</p> <ul style="list-style-type: none"> • The types of Safety Notices and Important Documents • The arrangements for receipt, management and action required • The role of the Liaison Officer <p>Other supporting documents are: Records Management Procedure Records Management Policy Records Retention and Destruction</p> | |
| Scope <p>This policy applies to all of our staff in all locations including those with honorary contracts.</p> | |
| Equality and Health Impact Assessment | <p>The Policy relies on the generic Equality and Health Impact Assessment undertaken for Administrative-Type Policies.</p> |

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| Document Title: Safety Notices and Important Documents Management Policy | 2 of 2 | Approval Date: 06.12.2017 |
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| Approved By: Quality, Safety and Experience Committee | | |

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| Policy Approved by | Quality, Safety and Experience Committee |
| Group with authority to approve procedures written to explain how this policy will be implemented | Health System Management Board |
| Accountable Executive or Clinical Board Director | Director of Corporate Governance |

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 | | | |
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| Version Number | Date Review Approved | Date Published | Summary of Amendments |
| 1 | Quality Safety and Experience Committee 9 August 2011 | 16/08/11 | This was a revised document brought up to date from the former Trust |
| 2 | Quality Safety and Experience Committee | 21/12/17 | The document was reformatted and split into a policy and separate procedures and updated to reflect changes in structure and titles. The former Policy/Procedure is already embedded and there is no change to the UHB's commitment. |
| 2.1 | 01.07.25 | 01.07.25 | Review conducted, added links to supporting documents only |