Tees, Esk and Wear Valleys
NHS Foundation Trust

Electrical Safety Policy

HS-0007-v4

Status: Ratified
Document type: Policy

Table of Contents

1 Introduction

The Health and Safety at Work Act 1974 puts a duty of care upon both employer and employee to ensure the safety of all patients, staff and visitors whilst using Trust premises.

2 Why we need this policy

2.1 Purpose

- This policy will ensure electrical systems are constructed and maintained so as to prevent danger to patients, staff and visitors whilst on Trust premises by implementing the duties set out under the Electricity at Work Regulations 1989 and other authoritative industry guidance.

2.2 Objectives

The Trust implements best practice for electrical safety by following the principals and recommendations of Health Technical Memoranda (HTM's). Adhering to this Policy will ensure that:

- The Trust fulfills its legal and legislative duties;
- All Trust personnel dealing with electricity are adequately qualified and are authorised accordingly;
- All electrical installations comply with legislative requirements;
- All buildings are electrically tested in line with the testing plan as recommended by the statutory bodies;
- All nominated 'duty holders' are fully trained.

3 Scope

3.1 Who this Policy applies to

- This Policy applies to ALL staff, patients, visitors and Contractors (see control of contractors Policy)

3.2 Roles and responsibilities

- The Electricity at Work Regulations 1989 requires every employer and employee to comply with the provisions of the Regulations where they relate to matters within their control.
- The Trust has a legal obligation to comply with all statutory legislation and it is their responsibility to ensure that all electrical systems and electrical equipment are safe and fit

for intended use	
Role	**Responsibility**
Chief Executive	• Overall responsibility for Health and Safety within the Trust. Delegated to Executive Directors, Heads of Service, Nominated Officers and all Employees as defined in the Health and Safety at Work Act 1974
Director of Operations EFM	• Delegated responsibility from the Chief Executive the Executive Director is designated as responsible for overseeing all aspects of safety management for the Trust for the purpose of this Policy is the Designated Person
Associate Director of Estates	• Delegated responsibility for implementing arrangements for statutory compliance in respect of all engineering services and ensuring suitably qualified persons are in place to assess and advise the Trust on all aspects of Electrical Safety.
Estates Engineering Officers	• The nominated "duty holders" for the Trust who supervise the effective management of electrical safety and implementation of all necessary statutory requirements
Heads of Service/Service Managers/Locality Managers/Site Managers	• Reporting of issue that effect the safe use of electrical equipment or systems and to maintain a register of all maintenance repair requests relative to their respective departments.
Competent Persons	• A named "Competent Person" is deemed to have sufficient training and/or experience to carry out work in a specific field to specific standards required by legislation
Employees	• All employees have a responsibility under the Health and Safety at Work Act 1974 to ensure their own safety in the workplace which will include the general inspection of items of portable equipment to ensure they are suitable and in a "safe" condition.

4 General Policy requirements

- This policy seeks to establish conditions whereby the use of electrical systems are constructed and maintained so as to prevent danger to patients, staff and visitors whilst on Trust premises by allocating adequate resources to implement and maintain the requirements of the policy and the duties set out under the Electricity at Work Regulations 1989 and other authoritative industry guidance
- The Trust aims to continually promote and develop a pro-active electrical safety regime by:
    - Ensuring the appointment of Authorised personnel in accordance with the Health Technical Memoranda (HTM) -06 suite of documents
    - Providing relevant information, instruction and training for all employees;
    - Implementing safe work place Policies and rigorous maintenance routines for all electrical systems.

Staff must:

- Implement the safe working practices defined in this Policy;
- Report any perceived danger when using electrical systems and equipment;
- Implement corrective and preventative actions when it is safe and when authorised to do so.

5 Safe System of Work

5.1 Designated Person

- The Trust will appoint in writing Designated Person who will have overall authority and responsibility for the low voltage electricity system within the premises and who has a duty under the Health and Safety at Work etc. Act 1974 to prepare and issue a general policy statement on health and safety at work, including the organisation and arrangements for carrying out that policy.

5.2 Authorised Engineer (LV)

- The Trust will appoint in writing an independent Electrical Engineer who will act as Authorised Engineer for Low Voltage (LV) systems and have the responsibility for implementing, administering and monitoring the application of the requirements of HTM -06.
- For properties managed by other organisations on behalf of the Trust the Designated Person will review the arrangements in place for the appointments of the Authorising Engineer, assuring that the appointed person(s) have the appropriate qualifications/experience.

5.3 Authorised Persons (LV)

- The Trust will ensure that Authorised Persons (LV) are appointed in writing by the management on the recommendation of the Authorising Engineer (LV) in accordance with HTM 06 guidance.
- The Authorised Persons (LV) will be responsible for the implementation and operation of HTM-06 guidance with regard to work on, or the testing of, defined electrical services and equipment
- Whilst acting in relation to the management and implementation of defined electrical services and equipment, the Authorised Person will have overriding authority in relation to all aspects of electrical safety.

5.4 Competent Persons (LV)

- The Trust will ensure that Competent Persons (LV) are approved and appointed in writing by the Authorised Person (LV).
- Any work on electrical equipment or services located on Trust premises must be carried out by a Competent Person or authorised contractor who should be NICEIC approved.
- A person is deemed competent to carry out work on electrical equipment on Trust premises if they:
    - have a recognised qualification in electrical engineering;

- have sufficient training and experience to carry out the work in accordance with current best practices, to the standards required by the legislation, and are able to apply this to the tasks required by the Trust;
- recognise the limitations of their own knowledge and experience; and
- understand the principles of risk assessment and risk prevention.

5.5 Risk assessment

- All work carried out on electrical equipment on the Trust Premises including work carried out by authorised contractors is subject to a Risk Assessment.

- The results of all Risk Assessments for work on electrical equipment will be documented and include a detailed method statement that documents the following:
  - the steps that will be taken to ensure or verify that there is adequate working space, adequate means of access, and adequate lighting at all electrical equipment on which or near which work is being done;
  - the means by which the electrical equipment to be worked on shall be disconnected from every source of electrical energy;
  - the steps that will be taken to ensure that electrical equipment to be worked has been made dead;
  - the precautions that will be taken to prevent electrical equipment, which has been made dead, from becoming electrically charged during that work;
  - the personal safety equipment and tools that shall be required to prevent injury;
  - the action to be taken to segregate the work area and post warning notices;
  - the inspections and tests required on completion of the work;
  - the action required to return the low voltage electrical equipment to service;
  - and what information if any must be included on record drawings.
  - The process for reporting and documenting of incidents

6 Planning Work on Electrical Equipment

- Work on electrical equipment must be planned both in advance and while the work progresses. When planning work, the following factors will be considered:
  - the work to be done;
  - the hazards of the system or equipment to be worked on;
  - the people doing the work and the level of supervision necessary;
  - the precautions to be taken; and
  - the system of work to be employed.

6.1 Notification

- Any work on electrical equipment that may have an effect clinical or safety critical systems **must be** notified to the Authorised Person in advance.
- Notifications will set out:
  - the work to be carried out;

- the effect that it will have; and
- the duration of the work.

- Authorised Person must ensure that notification is sent to any department, or contractor who may be affected by the work.

7 Permit to Work

- The following works carried out on electrical equipment on Trust Premises are subject to a permit-to-work system and shall be carried out only as directed by the Authorised Person:
  - switching off any switch fuse, distribution board, or mains circuit board that may affect clinical or safety critical systems, the safety of any patient or member of staff, or any other person working on or visiting the Trust premises:
  - work on live electrical apparatus; (which will only be for testing purposes under the authority of the AP)
  - work on remote and automatically controlled low voltage switch-gear; (which will only be for testing purposes under the authority of the AP)
- Permits to Work for work on electrical equipment are issued by an Authorised Person following Trust standard Policies.

8 General Electrical Work

- A Permit-to-Work is not required for the following work if it is carried out by Competent Person or authorised contractor:
  - isolation of electrical distribution systems and equipment to make them safe;
  - replacement of electrical outlets, fittings, equipment and fuses where the supply has been made safe;
  - installation of new electrical fittings, outlets and equipment. (Final circuits only)
- The replacement of electrical lamps may be carried out by semi-skilled operatives under the guidance of a Competent Person.

9 Policy for working on dead electrical equipment

Step	Action
1	Before any work is carried out on electrical equipment that may give rise to danger, the Competent Person ensures there is adequate: • working space; • means of access; and • lighting.
2	Take all steps to protect against inadvertent contact with other live parts nearby by erecting physical barriers and/or using temporary insulation.
3	Nobody should work on electrical equipment on the Trust's premises unless they are sure of the requirements of the safe working Policies set out in the safety method statement for the work and HTM 06-02 General Safety Guidance.

4	Before disconnecting or isolating any electrical equipment, identify the circuit to be worked on or near. Electrical equipment will be physically identified, aided by drawings, diagrams and other written information where possible. Circuits and equipment may be labelled to help the identification process. However, never assume that labelling is correct.
5	Disconnect the circuit or equipment to be worked on or near from every source of electrical energy.
6	Take precautions to prevent electrical equipment, which has been made dead, from becoming electrically charged during the work: • Lock off all isolators. • Where these are not available, remove fuses or links. • All switches should have a safety sign fitted
7	Fuses or links must be in safe keeping away from the isolator by an Authorised Person or Competent Person. Under no circumstances must the Fuses or links be left unattended by or near the isolator.
8	If a plug has been withdrawn, take steps to ensure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus.
9	Once isolated, place a notice or label at the place of disconnection, together with 'danger' notices next to the place of work indicating nearby apparatus that is still energized.
10	• Having isolated the circuit or equipment, test all parts to be worked on or near to ensure that they are dead, even if the isolation has been achieved automatically through an interlocking system. • If it is a three-phase system or equipment with more than one supply, prove that all supply conductors are dead. • The device used for proving dead must itself be proved immediately before and after testing.

10 Safety equipment

⚠ The Competent Person **must** ensure that the following equipment is available, and *used where necessary* during any work on electrical equipment located on Trust premises (including work carried out by authorised contractors):

- rubber gloves;
- safety glasses and face shields;
- ear defenders (where required)
- rubber mats;
- approved voltage testers;
- insulated tools; and
- safety locks (differing from any normal system locks).

Equipment	Action
Safety equipment	✓ Must be suitable for the voltage potentially encountered during the work; ✓ Must be kept in approved containers when not in use and stored where it is not exposed to damage or deterioration.
Insulating apparel	✓ Must be inspected for scratches, punctures, and cracks/cuts before use;

and devices	✓ Defective apparel and devices must be disposed of immediately or removed from site.
Rubber gloves	✓ Must be stamped with the date of test, marked with the rated voltage; ✗ Must never be used with voltages that exceed this rating; ✓ Defective gloves shall be disposed of immediately.

⚠ Contractors will be required to provide their own personal protective equipment, tools, safety devices and instruments, in the execution of any electrical work on Trust premise

11 Safety locks, caution notices and danger notices

Equipment	Action
Caution notices	✓ Will be fixed on all switchgear controlling the apparatus to be worked on.
Safety locks	✓ (Differing from any standard locks) will be used to lock-off switches at points where the circuit to be worked on can be energised. The padlock should be the colour RED with a single key operation.
Danger notices	✓ Will be fixed where applicable on or next to live apparatus.
Keys for safety locks	✓ Will be retained in the possession of the Competent Person or authorised contractor.

- The authorised person will fix and remove locks and notices when they need to be fixed to electrical apparatus or switch-gear and a Permit-to-Work is required.
- When the circuit is controlled only by fuses or links, the Competent Person or authorised contractor will remove, retain in a safe place and replace the fuses, links and carriers.

12 Operation of low voltage switchgear

- **High voltage** The Trust does not have any High Voltage Switchgear or electrical sub-stations which are maintained by Trusts' employees
- The following items of **low voltage** switchgear shall be operated only by Competent Persons or authorised contractors following prior approval by the Authorised Person,
  - main building supply transformers circuit breakers/isolators/switchgear;
  - bus-section switch on main switch boards;
  - standby generators switchgear connected (via switchgear) to the low voltage switchboards; and
  - uninterruptible power supplies.

13 Live working

Work on or near live conductors will only be permitted in **exceptional circumstances** and only when formally risk assessed and authorised by the Authorised Person. In all other circumstances live working shall be strictly forbidden.

- Routine testing and adjustment of control circuits is permitted if a Risk Assessment proves

that minimal hazards exist and are acceptable. The following requirements still apply:

- no working alone;
- only trained, qualified and skilled persons are used to carry this out;
- evaluation of potential area hazards must take place to ensure safe working conditions;
- a suitable communication device is available to summon help in an emergency.
- Only test equipment complying with HSE GS38 should be used

14 Fixed electrical testing

⚠ Fixed Electrical Testing and surveys will be carried out for all Trust Premises not less than once every five years in line with the Electricity at Work Regulations and BS7671:2008 (2011) Requirements for Electrical Installations IEE wiring regulations (Seventeenth Edition). BS7671:2008 Incorporating Amendment 3:2015

15 Portable Equipment

Portable electrical appliances owned by employees **must not**:

- be brought onto Trust premises;
- connected to the Trusts' electrical supply system; or
- used in the workplace.

All Directorate management teams **must** ensure any such items are immediately removed from the Trust's premises

Patients' own electrical equipment **must not** be connected to the hospital electricity supply without prior inspection by a competent person. Contact the Estates Department for further advice.

- Where relevant, portable appliances will be inspected or tested by a competent person, at regular intervals in line with current recommendations.
- If inspection identifies an imminent risk of serious personal injury to the user or others, the competent person will prevent further use of the appliance.

15.1 Buying portable equipment

- Trust staff buying portable equipment for use within the Trust must ensure it is suitable for the use and environment intended.
- Consult Estates Department when buying non-medical equipment.
- All equipment being purchased should conform to an appropriate respective British Standard and carry a BEAB Approved Mark which is a European Safety Mark used by leading electrical manufacturers to demonstrate conformity with the European Low Voltage Directive (LVD) safety legislation.
- Where this is not possible and there is a need to buy equipment that has been

manufactured outside of the UK, the purchaser must ensure the equipment is at least as safe as equipment constructed to the equivalent British Standard.

- Where the equipment is energy rated then the most energy efficient model option should be purchased.

16 Electrical Extension Leads

The use of Electrical Extension Leads is not permitted unless it is of the type approved by the Estates Department and fitted with a plug incorporating a safety trip device for increased protection (see image)

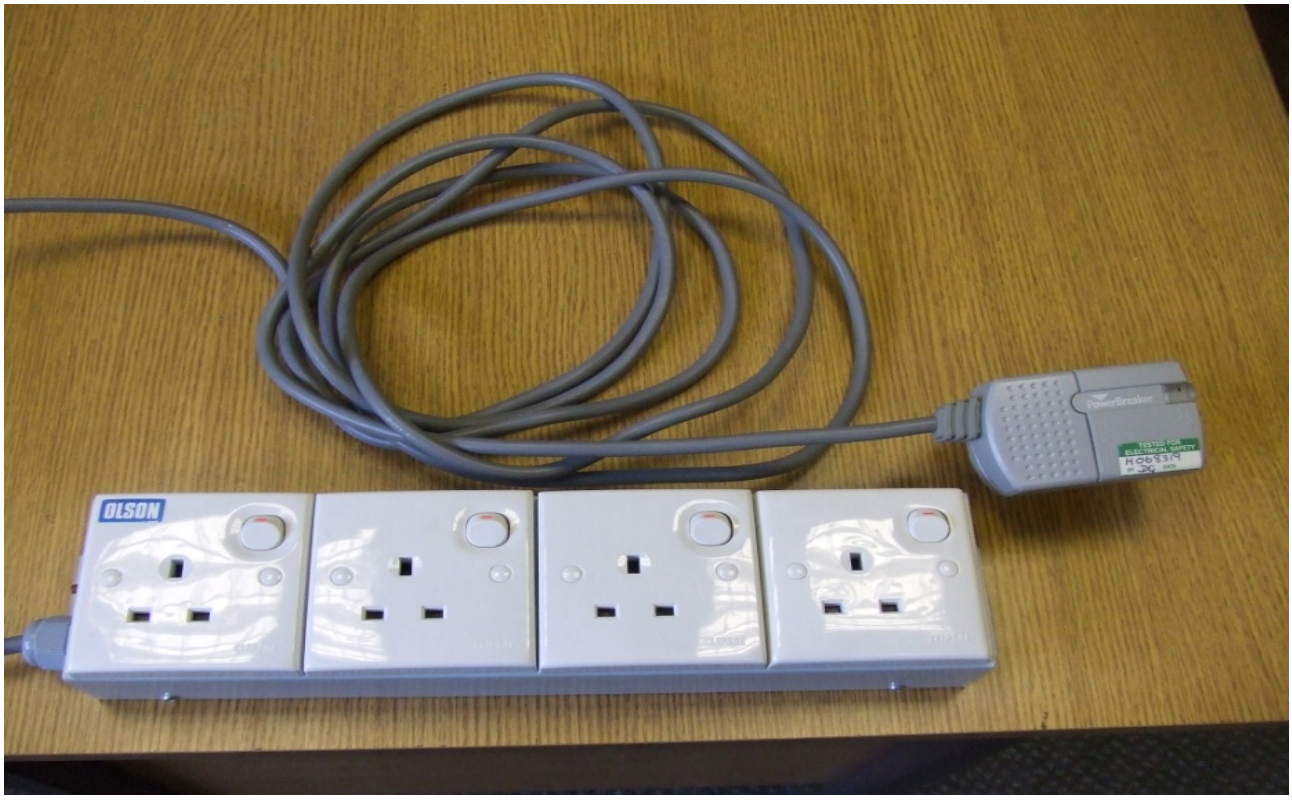

Image 1 – Trust-approved electrical extension lead

- The Health and Safety Executive require that, before an electrical extension lead is introduced into the working environment, it is risk assessed by a competent person
- Approved electrical extension leads must be ordered through the Estates Department via a new works request form.
- Approved electrical extension leads may be used as a temporary measure in the following instances:-
    - Where there are insufficient permanent socket outlets and a request has been submitted to the Estates Department for the installation of additional fixed socket outlets;

  - Where they are to be used with mobile equipment such as overhead projectors, etc.
  - For use by nursing staff working within the community outside of Trust properties, where there is a lack of socket outlets. Where ever possible, battery operated equipment should be used as the Trust cannot verify the safety and suitability of electrical systems outside of Trust properties.
- As with all other portable equipment, electrical extension leads are subject to the same Policy before and during use. It is the user's responsibility to inform the Estates department when PAT tests are needed.

17 Definitions

Term	Definition
Reasonably Practicable	Where a statement is qualified by the words 'reasonably practicable' a slightly less strict standard is imposed. It means that an assessment must be made balancing the magnitude of the risks of a particular work activity or environment with cost in terms of physical difficulty, time, trouble and expenses which would be involved in taking steps to eliminate or minimise these risks.
Authorising Engineer (low voltage)	A Chartered Engineer with appropriate experience or an Incorporated Electrical Engineer who possesses the necessary degree of independence from local management and is appointed in writing by management to implement, administer and monitor the safety arrangements for the low voltage electrical supply and distribution systems of the organisation to ensure compliance with the Electricity at Work Regulations and to assess the suitability and appointment of candidates in writing to be "Authorised Persons".
Authorised Person	An individual appointed in writing who, in the opinion of an Authorising Engineer, has sufficient technical knowledge and experience required to prevent **danger** while carrying out work on defined electrical systems.
Competent Person	An individual appointed in writing who, in the opinion of an Authorised Person, has sufficient technical knowledge and experience required to prevent **danger** while carrying out work on defined electrical systems.
Designated Person	An individual who has overall authority and responsibility for the low voltage electricity system within the premises and who has a duty under the HSW Act to prepare and issue a general policy statement on health and safety at work, including the organisation and arrangements for carrying out the policy. This person should not be the Authorising Engineer.
Duty Holder	A person on whom the Electricity at Work Regulations impose a duty in connection with safety
Electrical Equipment	Includes anything used, intended to be used or installed for use to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

18 Related documents

- The Trusts Health and Safety Policy
- The Health and Safety at Work Act 1974
- The Electricity at Work Regulations 1989 (second edition 2007)
- The Provision and Use of Work Equipment Regulations 1998
- British Standard BS7671:2008 Requirements for Electrical Installations
- Code of Practice for In-Service Inspection and Testing of Electrical Equipment
- HSE Guidelines for Maintaining Portable and Transportable Electrical Equipment
- Health Technical Memorandums
- Technical Memorandums 06-02 - Electrical Safety Code for Low Voltage Systems Health

19 How this policy will be implemented

- The Chief Executive has ultimate accountability for this policy. Specific responsibility for policy implementation is delegated to respective Directors and Heads of Service etc. A Senior Manager within the Estates Department will appoint Authorised Persons to adopt responsibility for controlling and managing any identified risks from electrical equipment/work activities within the Trust.
- The implementation of this policy shall be delegated to appropriate identified Estates Staff with assistance from maintenance supervisors and craftsperson's. Those persons appointed to carry out the control measures shall be suitably informed, instructed and trained to a standard which, ensures that tasks are carried out in a safe, technical competent manner. The operational requirements shall be determined and scheduled with a planned preventive maintenance regime set in place for identified tasks in accordance with relevant guidance.
- This policy will be published on the Trust's intranet and external website.
- Line managers will disseminate this policy to all Trust employees through a line management briefing.
- Appropriate training is an essential element of safe working practices and Estates persons who are suitably electrically qualified **shall** be fully trained prior to being appointed or instructed to undertake duties under the safety Policies

19.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
None identified			

20 How the implementation of this procedure will be monitored

Auditable Standard/Key Performance Indicators		Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1			
2			
3			

- A Senior Manager within the Estates Department in conjunction with the Authorising Engineers will review this policy and the Trusts maintenance Policies on an annual basis and update as required to take account of new legislation, guidance, changes to personnel, Policies, protocols etc. and as a result of audit findings.

21 References

Health and Safety Executive Guidance Notes:-

- Electricity at work safe working practices HSG85 2003 ISBN: 9780717621644
- Electrical safety and you 2012 ISBN: 9780717664764
- Maintaining portable electric equipment in low-risk environments 2012
- Maintaining portable and transportable electrical equipment HSG107

Heath Service Technical Memoranda:-

- 06-01 – Electrical services supply and distribution
- 06-02 – Electrical safety code for low voltage systems

British Standards Institute:

- BS 7671:2008 - Requirements for Electrical Installations. BS 7671:2008 Incorporating Amendment 3:1015
- HSE GS38 Guidance notes, electrical test equipment for use on low voltage electrical systems.

22 Document control

Date of approval:	28 October 2020	
Next review date:	28 October 2023	
This document replaces:	Electrical Safety Procedure HS-0007-v3	
Lead:	Name	Title
	Ken Tench	Head of Estates and PFI
Members of working party:	Name	Title
	Brian Jarvis Keith Legg	Estates Officer (Engineering & AP) Estates Officer (Engineering & AP)
This document has been agreed and accepted by: (Director)	Name	Title
	Paul Foxton	Director of Estates Capital Planning and Facilities Management
This document was approved by:	Name of committee/group	Date
An equality analysis was completed on this document on:	05 January 2018	

Change record

Version	Date	Amendment details	Status
3	Jan 2018	Change from a Procedure to a Policy	Withdrawn
4	Oct 2020	Name and job title changes	Published

Appendix 1 - Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Estates and Facilities Management					
Name of responsible person and job title	Ken Tench, Head of Estates and PFI					
Name of working party, to include any other individuals, agencies or groups involved in this analysis	Brian Jarvis Keith Legg					
Policy (document/service) name	Electrical Safety Policy					
Is the area being assessed a;	Policy/Strategy		Service/Business plan		Project	
	Policy/Guidance			X	Code of practice	
	Other – Please state					
Geographical area	Trust Wide					
Aims and objectives	This Policy aims to ensure electrical systems are constructed and maintained so as to prevent danger to patients, staff and visitors whilst on Trust premises by implementing the duties set out under the Electricity at Work Regulations 1989 and other authoritative industry guidance.					
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	12/01/2018					
End date of Equality Analysis Screening (This is when you have completed the analysis and it is ready to go to EMT to be approved)	15/01/2018					

You must contact the EDHR team as soon as possible where you identify a negative impact. Please ring Sarah Jay on 0191 3336267/3542

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?

Patients, Staff, Visitors and FM Provider

2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?

Race (including Gypsy and Traveller)	~~Yes~~/No	**Disability** (includes physical, learning, mental health, sensory and medical disabilities)	~~Yes~~/No	**Sex** (Men, women and gender neutral etc.)	~~Yes~~/No
Gender reassignment (Transgender and gender identity)	~~Yes~~/No	**Sexual Orientation** (Lesbian, Gay, Bisexual and Heterosexual etc.)	~~Yes~~/No	**Age** (includes, young people, older people – people of all ages)	~~Yes~~/No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	~~Yes~~/No	**Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave)	~~Yes~~/No	**Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners)	~~Yes~~/No

Yes – Please describe anticipated negative impact/s

No – Please describe positive impacts/s

By Implementing this Policy will ensure electrical systems are constructed and maintained so as to prevent danger to patients, staff and visitors whilst on Trust premises by implementing the duties set out under the Electricity at Work Regulations 1989 and other authoritative industry guidance.

3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? **If 'No', why not?**	**Yes**	X	**No**	

Sources of Information may include: • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports		• Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below)

4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Gender, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership
Yes – Please describe the engagement and involvement that has taken place
No – Please describe future plans that you may have to engage and involve people from different groups

5. As part of this equality analysis have any training needs/service needs been identified?					
Yes/~~No~~	Please describe the identified training needs/service needs below Only suitably trained staff will be allowed to enter into a confined space.				
A training need has been identified for;					
Trust staff	Yes/~~No~~	Service users	~~Yes~~/No	Contractors or other outside agencies	Yes/~~No~~
Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so					
The completed EA has been signed off by: You the Policy owner/manager: Type name: BRIAN JARVIS				Date: 15/01/2018	
Your reporting (line) manager: Type name: KEN TENCH				Date: 15/01/2018	
If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/6542 or email: sarahjay@nhs.net					

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Unsure	Comments
1.	**Title**		
	Is the title clear and unambiguous?	YES	
	Is it clear whether the document is a guideline, policy, protocol or standard?	YES	
2.	**Rationale**		
	Are reasons for development of the document stated?	YES	
3.	**Development Process**		
	Are people involved in the development identified?	YES	
	Has relevant expertise has been sought/used?	YES	
	Is there evidence of consultation with stakeholders and users?	YES	
	Have any related documents or documents that are impacted by this change been identified and updated?	YES	
4.	**Content**		
	Is the objective of the document clear?	YES	
	Is the target population clear and unambiguous?	YES	
	Are the intended outcomes described?	YES	
	Are the statements clear and unambiguous?	YES	
5.	**Evidence Base**		
	Is the type of evidence to support the document identified explicitly?	YES	
	Are key references cited?	YES	
	Are supporting documents referenced?	YES	
6.	**Training**		
	Have training needs been considered?	YES	
	Are training needs included in the document?	YES	
7.	**Implementation and monitoring**		
	Does the document identify how it will be	YES	

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	implemented and monitored?		
8.	**Equality analysis**		
	Has an equality analysis been completed for the document?	YES	
	Have Equality and Diversity reviewed and approved the equality analysis?	YES	
9.	**Approval**		
	Does the document identify which committee/group will approve it?	YES	