

**TRUST-WIDE NON-CLINICAL POLICY DOCUMENT**

# Central Alerting System (CAS) Procedure

<b>Policy Number:</b>	HS6
<b>Scope of this Document:</b>	All Staff, patients/service users, visitors and contractors
<b>Recommending Committee:</b>	N/A
<b>Approving Committee:</b>	Health and Safety Committee
<b>Date Ratified:</b>	October 2016
<b>Next Review Date (by):</b>	October 2017
<b>Version Number:</b>	2016 – Version 2
<b>Lead Executive Director:</b>	Director of Finance (Deputy Chief Executive)
<b>Lead Author(s):</b>	Senior Safety Advisor

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**2016 – Version 2**

**Quality, recovery and wellbeing at the heart of everything we do**

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**Central Alerting System (CAS) Procedure**

**Further information about this document:**

Document name	<b>Central Alerting System (CAS) HS6</b>
Document summary	<b>The Central Alerting System (CAS) is a web-based cascading system, which issues patient safety alerts, important public health messages and other safety critical information and guidance to the NHS.</b>
Author(s) Contact(s) for further information about this document	<b>Senior Safety Advisor Telephone: 0151 471 2306</b>
Published by Copies of this document are available from the Author(s) and via the trust's website	<b>Mersey Care NHS Trust V7 Building Kings Business Park Prescot Liverpool L34 1PJ Your Space Extranet: <a href="http://nww.portal.merseycare.nhs.uk">http://nww.portal.merseycare.nhs.uk</a> Trust's Website <a href="http://www.merseycare.nhs.uk">www.merseycare.nhs.uk</a></b>
To be read in conjunction with	<b>Health, Safety and Welfare SA07 Risk Management Policy &amp; Strategy SA02</b>
<b>This document can be made available in a range of alternative formats including various languages, large print and braille etc</b>	
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**Version Control:**

		Version History:	
Approved		2015 Version 1	October 2015
Approved		2016 Version 2	October 2016

**SUPPORTING STATEMENTS** – this document should be read in conjunction with the following statements:

### **SAFEGUARDING IS EVERYBODY'S BUSINESS**

All Mersey Care NHS Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

### **EQUALITY AND HUMAN RIGHTS**

Mersey Care NHS Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Trust is committed to carrying out its functions and service delivery in line with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

## **HS6 Central Alerting System (CAS)**

### **1. Introduction**

The Central Alerting System (CAS) is a web-based cascading system, which issues patient safety alerts, important public health messages and other safety critical information and guidance to the NHS. Within the Trust the Deputy Director of Estates and Facilities is the “Responsible Person” for the receipt and progression of CAS Alerts. The Deputy Director of Estates and Facilities will be assisted by the CAS administrator.

There are 3 main types of CAS Alerts:

- a) Medical Device Alert (MDA)
- b) Estates and Facilities Notification (EFN)
- c) Patient Safety Alert (PSA)

### **2. Procedure**

2.1 Upon receiving an alert the Responsible Person will forward this to the CAS administrator who will acknowledge the alert within two working days and identify who the alert should be sent to.

2.2 On receiving an alert via email from the CAS administrator recipients should:

- a) Assess relevance and where necessary further disseminate and action through their area of responsibility updating the risk register where necessary to reflect identified risks.
- b) Respond to the alert indicating actions taken, where applicable and within the timescale identified.
- c) Make arrangements for action when they are on leave or away from the site. This may be done by nominating one or more named deputies, who are authorised to carry out the duties of the original recipient, to receive alerts through email in their absence.

2.3 Where the original recipient delegates the action of responding to the safety alert then that person must ensure the CAS administrator is aware of the name of the nominated person.

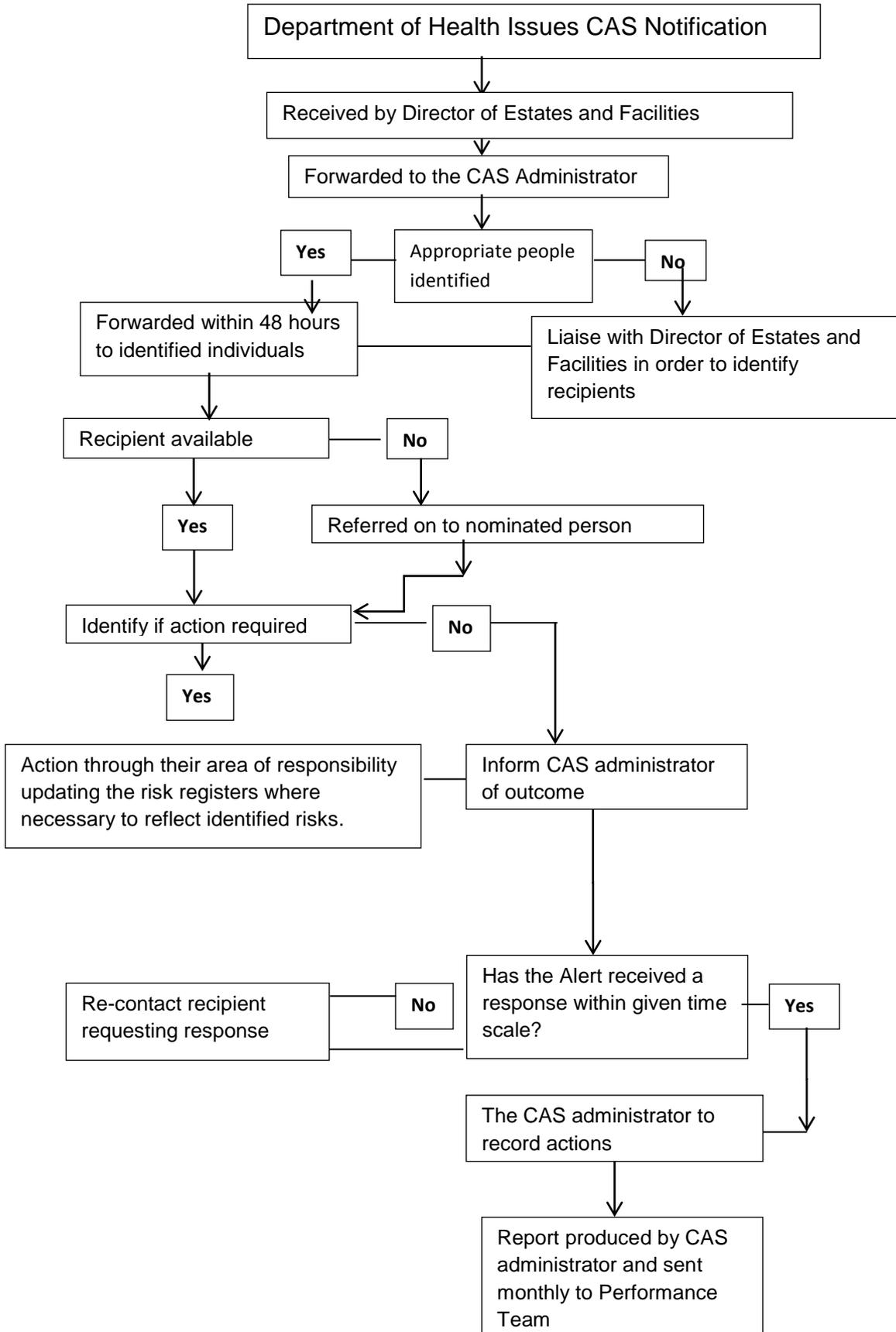
2.4 The CAS administrator will monitor the responses that are received within the required timeframe.

2.5 In the event that any recipient of a safety alert has failed to respond to the CAS administrator, a reminder will be sent to the original recipient through the email system

2.6 The CAS administrator will keep and maintain records of CAS notifications

2.7 The CAS administrator will provide reports to the Health and Safety Committee showing details of alerts received, alerts relevant to the Trust and action required, status of alerts requiring on-going action and alerts overdue action and individual response rates to alerts sent out.

**Summary Flow Chart**



# Equality and Human Rights Analysis

**Title:**

**HS6 Central Alerting System**

**Area covered: Trust Wide**

**What are the intended outcomes of this work?**

**These alerts are paramount to maintaining the health and safety and welfare of everyone who the Trust interacts with. To do this we need to think about what might cause harm to people and or the environment and to consider the procedures in place to provide this protection.**

**Who will be affected?**

**Staff, Patients, Service Users, Visitors, Contractors.**

## **Evidence**

**What evidence have you considered?**

**The Procedures**

**Disability including learning disability**

**Risk assessments will consider a range of vulnerable groups including those who have disabilities.**

**Sex**

**No issues identified within discussions.**

**Race**

**No issues identified within discussions.**

<b>Age</b> <b>Risk assessments will consider a range of vulnerable groups including younger/older people.</b>
<b>Gender reassignment (including transgender)</b> <b>No issues identified within discussions.</b>
<b>Sexual orientation</b> <b>No issues identified within discussions.</b>
<b>Religion or belief</b> <b>No issues identified within discussions.</b>
<b>Pregnancy and maternity</b> <b>Risk assessments will consider a range of vulnerable people including pregnant women/new mothers.</b>
<b>Carers</b> <b>Will be covered by the procedures above when visiting the Trust buildings.</b>
<b>Cross Cutting</b> <b>All groups of people will be subject to health and safety and protection.</b>
<b>Other identified groups</b> <b>No issues identified within discussions.</b>

<b>Human Rights</b>	<b>Is there an impact?</b> <b>How this right could be protected?</b>
<b>This section must not be left blank. If the Article is not engaged then this must be stated.</b>	
<b>Right to life (Article 2)</b>	<b>Human Rights Based Approach Supported.</b> <b>The above procedures aim to maintain the health and safety (including life) of all people using /working/visiting the Trust</b>

	<b>premises.</b>
<b>Right of freedom from inhuman and degrading treatment (Article 3)</b>	<b>No Issues identified within Discussions.</b>
<b>Right to liberty (Article 5)</b>	<b>No Issues identified within Discussions.</b>
<b>Right to a fair trial (Article 6)</b>	<b>No Issues identified within Discussions.</b>
<b>Right to private and family life (Article 8)</b>	<b>No Issues identified within Discussions.</b>
<b>Right of freedom of religion or belief (Article 9)</b>	<b>No Issues identified within Discussions.</b>
<b>Right to freedom of expression</b> <b>Note: this does not include insulting language such as racism (Article 10)</b>	<b>No Issues identified within Discussions.</b>
<b>Right freedom from discrimination (Article 14)</b>	<b>No Issues identified within Discussions.</b>

**Engagement and involvement**

**N/A**

## Summary of Analysis

### Eliminate discrimination, harassment and victimisation

The procedures above all relate to health and safety of all people using/ visiting/working the Trust.

Pregnant women/ mothers of new born babies

People with Disabilities

Younger /older people are identified as vulnerable groups within the procedures.

### Advance equality of opportunity

N/A

### What is the overall impact?

No negative/adverse impact detected.

### Addressing the impact on equalities

N/A

### Action planning for improvement

N/A

### For the record

Name of persons who carried out this assessment:

George Shield

George Sullivan

Anthony Crumpton

Date assessment completed: 09.November.2015

Reviewed: 06/09/2016

Name of responsible Director/Lead Trust Officer

Executive Director of Finance (Deputy CEO)

Date assessment was signed:

Health and Safety Procedure HS6  
Central Alerting System  
October 2016  
Review date: October 2017

**November 2015**

Health and Safety Procedure HS6  
 Central Alerting System  
 Rev: October 2015  
 Review date: October 2016

## Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their Division
<b>Other</b>			
<b>Data collection and evidencing</b>			
<b>Analysis of evidence and assessment</b>			
<b>Monitoring, evaluating and reviewing</b>			
<b>Transparency</b>			

Health and Safety Procedure HS6  
Central Alerting System  
Rev: October 2015  
Review date: October 2016

<b>(including publication)</b>			
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