



## Amvale Policy & Document Control Register



Policy/Doc No	Policy/Document Name	Document Type			Version No		Date First Written	Changed?		Reason for Change	Reviewed By	
		Policy	SOP	WP	Current	Archived		Yes	No		Signature	Date
0	Website updated with Policy & Document Control Register	✓			N/A	N/A	N/A	N/A	N/A	Annual Update	S D Hudson	31/01/2024
1	Document Control Policy	✓			4	3	14/11/2013	✓		Updated & Re-formatted	S D Hudson	02/10/2023
3	AMTL & A/S Business Continuity Plan (BCP)	✓			20	19	14/11/2013	✓		Updated & Reformatted	S D Hudson	15/11/2023
3.1	Incident Management Plan	✓			10	9	14/11/2016	✓		Updated & Re-formatted	S D Hudson	10/10/2023
3.2	Service Improvements Plan	✓			5	4	02/01/2019	✓		Updated & Re-formatted	S D Hudson	11/10/2023
4	Control Disaster & Reactivation Plan	✓			9	8	30/11/2015	✓		Updated & Re-formatted	S D Hudson	11/10/2023
5	Blue Light Driving Policy	✓			13	12	20/06/2013	✓		Reviewed & Re-formatted	S D Hudson	04/10/2023
6	Employee Staff Handbook	✓			7	6	06/01/2013	✓		Reviewed & Re-formatted	S D Hudson	12/10/2023
6.1	Drivers Handbook	✓			11	10	15/03/2013	✓		Updated & Re-formatted	S D Hudson	11/10/2023
7	Fraud & Anti-Corruption Policy	✓			6	5	29/03/2016	✓		Reviewed & Re-formatted	S D Hudson	10/10/2023
8	Accident & Near Miss Policy	✓			8	7	10/09/2015	✓		Updated & Re-formatted	S D Hudson	10/10/2023
9	Purchasing Policy	✓			7	6	08/04/2013	✓		Reviewed & Re-formatted	S D Hudson	14/10/2023
10	Working Time Directive Policy	✓			11	10	17/04/2014	✓		Reviewed & Re-formatted	S D Hudson	13/10/2023
11	Fire Safety Management Policy	✓			6	5	09/06/2015	✓		Updated & Re-formatted	S D Hudson	21/10/2023
12	Duty of Candour Policy	✓			7	6	14/04/2016	✓		Reviewed & Re-formatted	S D Hudson	09/11/2023
13	Safeguarding Adults, Children & Young People at Risk Policy	✓			10	9	27/04/2013	✓		Updated & Re-formatted	S D Hudson	10/11/2023
14	Sickness & Absence Policy	✓			7	6	19/05/2014	✓		Reviewed & Re-formatted	S D Hudson	13/10/2023
15	Discipline & Grievance Policy	✓			7	5	21/03/2012	✓		Reviewed & Re-formatted	S D Hudson	10/11/2023
16	Security Policy	✓			6	5	12/08/2016	✓		Updated & Re-formatted	S D Hudson	16/11/2023
17	Medical Gases Policy	✓			6	5	04/08/2015	✓		Reviewed & Re-formatted	S D Hudson	16/11/2023
18	Information & Communications Technology (ICT) Policy	✓			13	12	18/05/2015	✓		Reviewed & Re-formatted	S D Hudson	16/11/2023
19	Recruitment Policy	✓			14	13	11/10/2014	✓		Reviewed & Re-formatted	S D Hudson	22/11/2023
20	Equal Opportunities & Diversity Policy	✓			12	11	01/04/2014	✓		Re-formatted & Updated	S D Hudson	17/11/2023
21	Health & Safety (& Welfare) Policy	✓			10	9	02/10/2012	✓		Reviewed & Re-formatted	S D Hudson	20/11/2023
22	Whistleblowing Policy	✓			7	6	17/03/2015	✓		Reviewed & Re-formatted	S D Hudson	18/11/2023
23	Social Media Policy	✓			9	8	01/09/2011	✓		Reviewed & Re-formatted	S D Hudson	18/11/2023
24	No Smoking Policy	✓			7	6	01/04/2017	✓		Reviewed & Re-formatted	S D Hudson	18/11/2023
25	Bullying & Harassment Policy	✓			6	5	01/04/2017	✓		Reviewed & Re-formatted	S D Hudson	18/11/2023
26	General Data Protection Regulation (Data Protection) Policy	✓			8	7	25/05/2018	✓		Reviewed & Re-formatted	S D Hudson	20/11/2023
27	Training & Development Policy	✓			6	5	05/04/2017	✓		Updated & Re-formatted	S D Hudson	21/11/2023
28	Alcohol, Drugs & Psychoactive Substances Policy	✓			9	8	01/05/2015	✓		Reviewed & Re-formatted	S D Hudson	21/11/2023
29	Ambulance Cleaning Policy	✓			7	6	01/11/2012	✓		Reviewed & Re-formatted	S D Hudson	21/11/2023
30	Anti-Bribery Policy	✓			5	4	08/04/2013	✓		Reviewed & Re-formatted	S D Hudson	21/11/2023

31	Call Handling Policy	✓			5	4	26/10/2015	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
32	Capability Policy	✓			6	5	08/04/2013	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
33	Clinical Waste Policy	✓			9	8	01/04/2011	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
34	Complaints Policy	✓			10	9	01/04/2014	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
35	COSHH Policy	✓			5	4	05/12/2014	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
36	Disclosure & Barring Policy	✓			7	6	07/04/2013	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
37	Environmental, Social & Ethical Policy	✓			10	9	23/02/2012	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
39	Infection, Prevention & Control Policy	✓			10	9	01/07/2012	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	22/11/2023
39.1	Attachment 1 - IPC Precautions Leaflet	✓			1	0	07/01/2019		✓	Reviewed	<i>S D Hudson</i>	22/11/2023
40	Medicines Management Policy	✓			16	15	01/07/2015	✓		Updated & Re-formatted	<i>S D Hudson</i>	04/12/2023
41	Mental Health & Restraint Policy	✓			13	12	01/09/2013	✓		Updated & Re-formatted	<i>S D Hudson</i>	23/11/2023
42	Road Traffic Collision Policy	✓			5	4	07/12/2015	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	24/11/2023
43	Sharps Safety & Contamination Policy	✓			6	5	01/01/2013	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	24/11/2023
44	Vehicle Maintenance Policy	✓			6	5	01/07/2012	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	24/11/2023
45	Work Wear (Uniform) & PPE Policy	✓			11	10	28/02/2013	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	24/11/2023
46	Annual Leave Policy (All Types)	✓			9	8	18/04/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
47	Media & Public Relations Policy	✓			5	4	09/05/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
48	AMTS Policy ( <i>Restricted Document</i> )	✓			5	4	22/06/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
49	Vehicle Breakdown & Recovery Policy	✓			5	4	10/07/2017	✓		Updated & Re-formatted	<i>S D Hudson</i>	24/11/2023
50	Quality Management Policy ( <i>Copy to QA Manual if updated</i> )	✓			7	6	08/04/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
50.1	Clinical Governance Policy	✓			7	6	05/02/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
51	Untoward Incidents Policy	✓			6	5	16/01/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	19/12/2023
52	Lone Working Policy	✓			5	4	08/04/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
53	People and Bariatric Moving & Handling (Including Wheelchairs) & Falls Policy	✓			8	7	15/08/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
54	Secondary Employment Policy	✓			4	3	11/09/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
55	TUPE Policy	✓			4	3	02/03/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
56	Company Strategic Plan & Mission Statement	✓			8	7	27/10/2016	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	16/11/2023
57	Serious Incidents & Never Events Policy	✓			5	4	19/04/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
58	Risk Management Policy	✓			5	4	21/12/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	05/01/2024
58.1	Risk Register	✓			3	2	08/08/2015	✓		Reviewed	<i>S D Hudson</i>	05/01/2024
59	Fit & Proper Persons Policy	✓			5	4	19/12/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	21/11/2023
60	Glove Usage & Hand Hygiene Policy	✓			7	6	13/02/2013	✓		Updated & Re-formatted	<i>S D Hudson</i>	05/01/2024
61	Employee Reference Policy	✓			4	3	19/02/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
62	Records Management Policy (& Retention Schedule)	✓			6	5	12/09/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
63	Medical Devices & Equipment Maintenance Policy	✓			5	4	09/05/2017	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
64	Prevent Policy	✓			5	4	11/04/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
65	Freedom of Information Policy	✓			4	3	14/11/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
66	Confidentiality & Information Governance Policy	✓			4	3	22/01/2019	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024

67	CSR & Modern Slavery Policy Statement	✓			5	4	22/11/2018	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
68	DNAR & Death in Transit Policy	✓			4	3	01/10/2019	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	06/01/2024
69	NEPTS Eligibility Criteria Policy	✓			4	3	02/01/2020	✓		Updated & Re-formatted	<i>S D Hudson</i>	06/01/2024
70	Coronavirus Policy	✓			9	8	22/07/2020	✓		Reviewed & Reformatted	<i>S D Hudson</i>	13/10/2023
71	Mentoring & Supervision Policy	✓			3	2	30/06/2021	✓		Reviewed & Reformatted	<i>S D Hudson</i>	25/11/2023
72	Appraisals (Staff Performance) Policy	✓			3	2	27/10/2021	✓		Updated & Reformatted	<i>S D Hudson</i>	13/10/2023
73	SEC Major Incident Plan	✓			5	4	23/03/2022	✓		Reviewed & Reformatted	<i>S D Hudson</i>	10/01/2024
74	CCTV & Code of Practice Policy	✓			2	1	09/08/2022	✓		Reviewed & Reformatted	<i>S D Hudson</i>	09/08/2023
SOP 002	PTS & ECJ Transport Bookings		✓		6	5	08/01/2013	✓		Updated & Reformatted	<i>S D Hudson</i>	11/01/2024
SOP 005	Mental Health Patient Transport Bookings		✓		5	4	31/08/2011	✓		Reviewed & Reformatted	<i>S D Hudson</i>	11/01/2024
SOP 010	Driving Licence Checks & Endorsements		✓		6	5	05/09/2017	✓		Reviewed & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 013	Standard Daily Vehicle & Equipment Checks		✓		10	9	14/10/2015	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 014	Lifepak 12 Procedures		✓		5	4	17/10/2018	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 014.1	Lifepak 15 Procedures		✓		4	3	01/03/2022	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 015	Safe Working Procedures for Maintenance Bays & Vehicle Lifts		✓		4	3	19/10/2019	✓		Reviewed & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 016	Scheduled Vehicle Deep Cleans		✓		6	5	17/10/2015	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 017	Automated External Defibrillator (AED) Procedures		✓		4	3	23/10/2018	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 018	Suction Unit Procedures		✓		4	3	29/10/2018	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 020	Collection of Samples for Cygnet Primary Care Network (Previously YHP)		✓		7	6	22/11/2018	✓		Updated & Reformatted	<i>S D Hudson</i>	30/01/2024
SOP 024	Non-Emergency Patient Clinical Observations		✓		4	3	06/11/2019	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 026	COVID-19 Vehicle Decontamination Procedures		✓		4	3	09/03/2020	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 030	Mental Health Equipment		✓		3	2	10/05/2021	✓		Updated & Reformatted	<i>S D Hudson</i>	12/01/2024
SOP 034	Lincoln City Football Club Fixtures		✓		2	1	28/06/2023	✓		Reviewed & Reformatted	<i>S D Hudson</i>	30/01/2024
WP 001	PTS Ambulance Responsibilities & Procedures			✓	9	8	15/05/2017	✓		Updated & Reformatted	<i>S D Hudson</i>	16/12/2023
WP 002	AMTL Pathways to Counselling			✓	5	4	26/05/2019	✓		Updated & Reformatted	<i>S D Hudson</i>	06/01/2024
WP 005	Royal Brompton ECMO Drivers			✓	4	3	12/12/2017	✓		Updated & Reformatted	<i>S D Hudson</i>	06/01/2024
WP 005.1	Royal Papworth Hospital ECMO Drivers			✓	4	3	12/03/2019	✓		Updated & Reformatted	<i>S D Hudson</i>	06/01/2024
WP 009	Staff Recruitment, Induction & Training (A Guide for Managers)			✓	6	5	17/12/2020	✓		Reviewed & Re-formatted	<i>S D Hudson</i>	31/01/2024
WP 011	CQC Compliance <i>(Restricted Document)</i>			✓	1	0	TBC		✓	New Working Practice	<i>S D Hudson</i>	TBC