

Item 18

Date	Tuesday, 10 November 2015
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Title of paper	Building Incident and Accident Policy
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Presenter	Ben Westmancott, Director of Compliance				
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Responsible Director	Clare Parker, Chief Officer				
Clinical Lead	CCG Chair				
Confidential	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Items are only confidential if it is in the public interest for them to be so

The Governing Body is asked to:
approve the internal policy attached at Annex A.

Summary of purpose and scope of report
<p>The CCG, currently, has no formal policy in place covering individual, managerial and organisational responsibilities in relation to accidents and incidents on CCG premises. The processes outlined in the attached policy are, effectively, already in operation and have been for some time but all lack formal and recorded approval of the Governing Body. The policy should be relatively self-explanatory and is based on best practice and common sense.</p> <p>The policy has been reviewed twice by the CWHHE Quality and Patient Safety Committee and is recommended by that for approval.</p>

Quality & Safety/ Patient Engagement/ Impact on patient services:
The policy aims to both gather the required data regarding incidents that happen or nearly-happen so as to allow measures to be taken to eliminate or minimise the safety risks to individuals and ensure that the CCG complies with its corporate responsibilities.

Finance, resources and QIPP
The policy provides the basis for protecting both individuals and corporate liabilities.

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Equality / Human Rights / Privacy impact analysis

N/A

Risk

Mitigating actions

Supporting documents

Annex A - Building Incident and Accident Policy

Governance and reporting

Committee name	Date discussed	Outcome
CWHHE Quality and Patient Safety Committee	23 September 2015	Agreed that amended version should be tabled at Governing Bodies, recommended for approval.
CWHHE Quality and Patient Safety Committee	May 2015	Version 1 discussed and amendments agreed.