



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	11/11/2025
1	Document Control Policy	✓			4	3	14/11/2013		✓	Reviewed	S D Hudson	24/10/2025
3	AMTL & A/S Business Continuity Plan (BCP)	✓			21	20	14/11/2013		✓	Reviewed	S D Hudson	24/10/2025
3.1	Incident Management Plan	✓			11	10	14/11/2016		✓	Reviewed	S D Hudson	23/10/2025
3.2	Service Improvements Plan	✓			6	5	02/01/2019		✓	Reviewed	S D Hudson	24/10/2025
4	Control Disaster & Reactivation Plan	✓			10	9	30/11/2015		✓	Reviewed	S D Hudson	23/10/2025
5	Blue Light Driving Policy	✓			13	12	20/06/2013		✓	Reviewed	S D Hudson	23/10/2026
6	Employee Staff Handbook	✓			8	7	06/01/2013		✓	Reviewed	S D Hudson	13/10/2025
6.1	Drivers Handbook	✓			11	10	15/03/2013		✓	Reviewed	S D Hudson	23/10/2025
7	Fraud & Anti-Corruption Policy	✓			6	5	29/03/2016		✓	Reviewed	S D Hudson	23/10/2025
8	Accident & Near Miss Policy	✓			8	7	10/09/2015		✓	Reviewed	S D Hudson	22/10/2025
9	Purchasing Policy	✓			8	7	08/04/2013		✓	Reviewed	S D Hudson	22/10/2025
10	Working Time Directive Policy	✓			13	12	17/04/2014		✓	Reviewed	S D Hudson	22/10/2025
11	Fire Safety Management Policy	✓			6	5	09/06/2015		✓	Reviewed	S D Hudson	22/10/2025
12	Duty of Candour Policy	✓			7	6	14/04/2016		✓	Reviewed	S D Hudson	22/10/2025
13	Safeguarding Adults, Children & Young People at Risk Policy	✓			10	9	27/04/2013		✓	Reviewed	S D Hudson	25/10/2025
14	Sickness & Absence Policy	✓			8	7	19/05/2014		✓	Reviewed	S D Hudson	21/10/2025
15	Discipline & Grievance Policy	✓			7	6	21/03/2012		✓	Reviewed	S D Hudson	21/10/2025
16	Security Policy	✓			6	5	12/08/2016		✓	Reviewed	S D Hudson	21/10/2025
17	Medical Gases Policy	✓			6	5	04/08/2015		✓	Reviewed	S D Hudson	21/10/2025
18	Information & Communications Technology (ICT) Policy	✓			15	14	18/05/2015		✓	Reviewed	S D Hudson	21/10/2025
18.1	Artificial Intelligence (AI) Governance Policy	✓			1	0	20/02/2025		✓	Reviewed	S D Hudson	20/10/2025
19	Recruitment Policy	✓			15	14	11/10/2014		✓	Reviewed	S D Hudson	23/10/2025
20	Diversity, Equity & Inclusion Policy	✓			14	13	01/04/2014		✓	Reviewed	S D Hudson	20/10/2025
21	Health & Safety (& Welfare) Policy	✓			10	9	02/10/2012		✓	Reviewed	S D Hudson	21/10/2025
22	Whistleblowing Policy	✓			7	6	17/03/2015		✓	Reviewed	S D Hudson	20/10/2025
23	Social Media Policy	✓			10	9	01/09/2011		✓	Reviewed	S D Hudson	20/10/2025
24	No Smoking Policy	✓			7	6	01/04/2017		✓	Reviewed	S D Hudson	20/10/2025
25	Bullying & Harassment Policy	✓			6	5	01/04/2017		✓	Reviewed	S D Hudson	20/10/2025
26	GDPR (Data Protection) & Records Management & Retention Policy	✓			9	8	25/05/2018		✓	Reviewed	S D Hudson	13/10/2025
27	Training & Development Policy	✓			8	7	05/04/2017		✓	Reviewed	S D Hudson	06/10/2025
28	Alcohol, Drugs & Psychoactive Substances Policy	✓			9	8	01/05/2015		✓	Reviewed	S D Hudson	19/10/2025
29	Ambulance Cleaning Policy	✓			7	6	01/11/2012		✓	Reviewed	S D Hudson	19/10/2025

30	Anti-Bribery Policy	✓			5	4	08/04/2013	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
31	Call Handling Policy	✓			5	4	26/10/2015	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
32	Capability Policy	✓			6	5	08/04/2013	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
33	Clinical Waste Policy	✓			9	8	01/04/2011	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
34	Complaints & Compliments Policy	✓			12	11	01/04/2014	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
35	COSHH Policy	✓			5	4	05/12/2014	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
36	Disclosure & Barring Policy	✓			8	7	07/04/2013	✓	Reviewed	<i>S D Hudson</i>	10/10/2025
37	Environmental, Social & Ethical Policy	✓			10	9	23/02/2012	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
39	Infection, Prevention & Control Policy	✓			10	9	01/07/2012	✓	Reviewed	<i>S D Hudson</i>	16/10/2025
39.1	Attachment 1 - IPC Precautions Leaflet	✓			1	0	07/01/2019	✓	Reviewed	<i>S D Hudson</i>	16/10/2025
40	Medicines Management Policy	✓			16	15	01/07/2015	✓	Reviewed	<i>S D Hudson</i>	27/10/2025
41	Mental Health & Restraint Policy	✓			15	14	01/09/2013	✓	Reviewed	<i>S D Hudson</i>	08/10/2025
42	Road Traffic Collision Policy	✓			5	4	07/12/2015	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
43	Sharps Safety & Contamination Policy	✓			6	5	01/01/2013	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
44	Vehicle Maintenance Policy	✓			6	5	01/07/2012	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
45	Work Wear (Uniform) & PPE Policy	✓			14	13	28/02/2013	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
46	Annual Leave Policy (All Types)	✓			12	11	18/04/2018	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
47	Media & Public Relations Policy	✓			5	4	09/05/2017	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
49	Vehicle Breakdown & Recovery Policy	✓			6	5	10/07/2017	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
50	Quality Management Policy (<i>Copy to QA Manual if updated</i>)	✓			8	7	08/04/2017	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
50.1	Clinical Governance Policy	✓			7	6	05/02/2018	✓	Reviewed	<i>S D Hudson</i>	28/10/2025
51	Untoward Incidents Policy	✓			6	5	16/01/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
52	Lone Working Policy	✓			5	4	08/04/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
53	People and Bariatric Moving & Handling (Including Wheelchairs) & Falls Policy	✓			8	7	15/08/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
54	Secondary Employment Policy	✓			4	3	11/09/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
55	TUPE Policy	✓			4	3	02/03/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
55a	Management of Change (Redundancy) & Pay Protection Policy	✓			3	2	01/02/2022	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
56	Company Strategic Plan & Mission Statement	✓			8	7	27/10/2016	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
57	Serious Incidents & Never Events Policy	✓			5	4	19/04/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
58	Risk Management Policy	✓			5	4	21/12/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
58.1	Risk Register	✓			3	2	08/08/2015	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
59	Fit & Proper Persons Policy	✓			5	4	19/12/2017	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
60	Glove Usage & Hand Hygiene Policy	✓			7	6	13/02/2013	✓	Reviewed	<i>S D Hudson</i>	29/10/2025
61	Employee Reference Policy	✓			4	3	19/02/2018	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
63	Medical Devices & Equipment Maintenance Policy	✓			5	4	09/05/2017	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
64	Prevent Policy	✓			5	4	11/04/2018	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
65	Freedom of Information Policy	✓			4	3	14/11/2018	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
66	Confidentiality & Information Governance Policy	✓			4	3	22/01/2019	✓	Reviewed	<i>S D Hudson</i>	30/10/2025

67	CSR & Modern Slavery Policy Statement	✓			5	4	22/11/2018	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
68	DNAR & Death in Transit Policy	✓			7	6	01/10/2019	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
69	NEPTS Eligibility Criteria Policy	✓			4	3	02/01/2020	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
70	Coronavirus Policy	✓			9	8	22/07/2020	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
71	Mentoring & Supervision Policy	✓			3	2	30/06/2021	✓	Reviewed	<i>S D Hudson</i>	30/10/2025
72	Appraisals (Staff Performance) Policy	✓			4	3	27/10/2021	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
73	SEC Major Incident Plan	✓			5	4	23/03/2022	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
74	CCTV & Code of Practice Policy	✓			3	2	09/08/2022	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
75	Jury Service Policy	✓			2	1	23/04/2024	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
76	Carbon Reduction Plan	✓			5	4	23/02/2015	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
77	Waste Disposal Policy	✓			1	0	28/03/2025	✓	Reviewed	<i>S D Hudson</i>	31/10/2025
SOP 002	PTS & ECJ Transport Bookings		✓		6	5	08/01/2013	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 005	Mental Health Patient Transport Bookings		✓		5	4	31/08/2011	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 010	Driving Licence Checks & Endorsements		✓		6	5	05/09/2017	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 013	Standard Daily Vehicle & Equipment Checks		✓		11	10	14/10/2015	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 014	Lifepak 12 Procedures		✓		5	4	17/10/2018	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 014.1	Lifepak 15 Procedures		✓		4	3	01/03/2022	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 015	Safe Working Procedures for Maintenance Bays & Vehicle Lifts		✓		4	3	19/10/2019	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 016	Scheduled Vehicle Deep Cleans		✓		6	5	17/10/2015	✓	Reviewed	<i>S D Hudson</i>	01/11/2025
SOP 017	Automated External Defibrillator (AED) Procedures		✓		4	3	23/10/2018	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 018	Suction Unit Procedures		✓		4	3	29/10/2018	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 020	Collection of Samples for Cygnet Primary Care Network (Previously YHP)		✓		7	6	22/11/2018	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 024	Non-Emergency Patient Clinical Observations		✓		4	3	06/11/2019	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 026	COVID-19 Vehicle Decontamination Procedures		✓		4	3	09/03/2020	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 030	Mental Health Equipment		✓		3	2	10/05/2021	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 034	Lincoln City Football Club Fixtures		✓		2	1	28/06/2023	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 034a	Scunthorpe United Football Club Fixtures		✓		2	1	01/08/2025	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 037	Child & Baby Seats (Use & Care)		✓		1	0	20/11/2024	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 038	Tent Erection & Use		✓		3	2	03/02/2020	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
SOP 039	Transfer of Children & Young People From Police Custody To Children's Homes		✓		1	0	10/06/2025	✓	Reviewed	<i>S D Hudson</i>	02/11/2025
WP 001	PTS Ambulance Responsibilities & Procedures			✓	15	14	15/05/2017	✓	Reviewed & Updated	<i>S D Hudson</i>	06/11/2025
WP 002	AMTL Pathways to Counselling			✓	5	4	26/05/2019	✓	Reviewed	<i>S D Hudson</i>	03/11/2025
WP 005	Royal Brompton ECMO Drivers			✓	4	3	12/12/2017	✓	Reviewed	<i>S D Hudson</i>	03/11/2025
WP 005.1	Royal Papworth Hospital ECMO Drivers			✓	4	3	12/03/2019	✓	Reviewed	<i>S D Hudson</i>	03/11/2025
WP 009	Staff Recruitment, Induction & Training (A Guide for Managers)			✓	9	8	17/12/2020	✓	Reviewed	<i>S D Hudson</i>	11/11/2025
WP 011	CQC Compliance (<i>Restricted Document</i>)			✓	1	0	01/02/2024	✓	Reviewed	<i>S D Hudson</i>	11/11/2025