

Policy Ref	Policy Title	Scope
CLP49	7 Day Follow Up - Policy	MH&LD
CLPG49	7 Day Follow Up - Procedure	MH&LD
CPG9d	Access to Health Records - Procedure	Trustwide
CG82	Administration of Naloxone Hydrochloride Injection to Adults with Opioid Overdose or Suspected Opioid Overdose Clinical Guideline	MH&LD
MHA 6	Admission to Hospital Under - Section 2, 3 & 4 Mental Health Act 1983 (was Admission to Hospital in an Emergency Section 4) - now incorporates MHA8 & MHA10	MH&LD
CG6	Advance Statements & Advance Decisions Clinical Guideline	MH&LD
CP3	Adverse Incidents and SUI - Policy	Trustwide
CPG3	Adverse Incidents and SUI - Procedure	Trustwide
HR53	Adverse Weather Policy	Trustwide
CLP74	AMHP Approval and Re-Approval Policy	MH&LD
CLPG74	AMHP Approval and Re-Approval Procedure	MH&LD

CG27	Anaphylaxis Clinical Guideline	Trustwide
HRPG24c	Annual Leave Procedure	Trustwide
FP05/04	Annual Verification of Assets and Notification of In-Year Transfers	Trustwide
HRPG27d	Appeals - Procedure	Trustwide
MHA 17	Application for Patient already in Hospital- Section 5(4)	MH&LD
CLP78	Appraisal and Development (Medical Staff) Policy	Trustwide
RM12	Assured Safe Catering - Policy	Trustwide
RMPG12	Assured Safe Catering - Procedures	Trustwide
HRPG40b	Bank Workers Supervision Procedural Guidelines	Trustwide
CLP47	Bed Management - Policy	MH&LD
FP01/01	Better Payments Practice Code	Trustwide
CP56	Board of Governors Policy	Trustwide

	Budget Holders Manual	Trustwide
FP03/01	Budget Setting & Monitoring (including Virement Procedures)	Trustwide
HRPG2b	Bullying & Harassment - Procedure	Trustwide
RMPG14b	Business Continuity Management Guidance & Procedures (previously CPG62)	Trustwide
HRPG27b	Capability - Procedure	Trustwide
FP05/03	Capital Expenditure Sanctioning	Trustwide
CG84	Care of Deceased Patients	MH and LD
CP28	CCTV - Policy	Trustwide
CPG28	CCTV - Procedure	Trustwide
CG32	Chaperone Clinical Guideline	Trustwide
FP09/03a	Charitable Funds Policy	Trustwide
FP09/03b	Charitable Funds Procedure	Trustwide

HRPG27g	Child Protection for Managing Allegations against Employees and Volunteers Working with Children and Young People - Procedure	Trustwide
FP09/12	Clients Money Held on Wards	Trustwide
CLP1	Clinical Audit - Policy	Trustwide
CLPG1	Clinical Audit - Procedure	Trustwide
CLP73	Clinical Coding Policy	MH&LD
CLPG73	Clinical Coding Procedure	MH&LD
CG83	Clinical Guideline For The Management Of Patients On Anticoagulant Medicines In Inpatient Units	Trustwide
CG85	Clinical Guideline For Voting Rights For Patients	Trustwide
CG86	Clinical Guidelines on the use of Bedrails	Trustwide
CG20	Clinical Handover Clinical Guideline	MH&LD
CG28	Clinical Risk Assessment and Management Clinical Guideline	MH&LD
CP15	Code of Conduct for the Members of the Board of Directors	Board of Directors

CP36	Communicating Patient Safety Incidents 'Being Open' - Policy	Trustwide
CPG36	Communicating Patient Safety Incidents 'Being Open' - Procedure	Trustwide
CP2	Complaints - Policy	Trustwide
CPG2	Complaints - Procedure	Trustwide
CG12	Complementary Therapies - Clinical Guideline	Trustwide
HRPG27a	Conduct - Procedure	Trustwide
HR27	Conduct & Capability - Policy	Trustwide
CPG59(c )	Confidentiality Audit Procedure	Trustwide
CPG59(b)	Confidentiality Procedure	Trustwide
CG16	Consent to Examination or Treatment Clinical Guideline	Trustwide
CP34	Copying Letters to Patients - Policy	Trustwide
CPG34	Copying Letters to Patients - Procedure	Trustwide

RM01	Corporate Health & Safety - Policy	Trustwide
RMPG01	Corporate Health & Safety - Procedure	Trustwide
RM04	COSHH - Policy	Trustwide
RM04	COSHH - Procedure	Trustwide
FP09/17	Cost Improvement Plans and Transitional Savings Procedure	Trustwide
CLP30	CPA - Policy	MH&LD
CLPG30	CPA and Non-CPA Handbook	MH&LD
CLP14	CPR - Policy	Trustwide
CLPG14	CPR - Procedure	Trustwide
FP09/11	Credit Control	
CP55	Data Quality - Policy	Trustwide
CPG55	Data Quality - Procedure	Trustwide

CG72	Delivering Same-Sex Accommodation (DSSA) Policy	Trustwide
HR40	Deployment of Temporary Staff - Policy	Trustwide
HRPG40a	Deployment of Temporary Staff - Procedure	Trustwide
MCP2	Deprivation of Liberty Safeguarding - Policy	Trustwide
MCPG2	Deprivation of Liberty Safeguarding - Procedure	Trustwide
FP11	Detailed Scheme of Delegation	
CG24	Discharge & Transfer Clinical Guidelines	Trustwide
HRPG32	Disciplinary for Hospital & Community Medical and Dental Staff - Procedure	Trustwide
HR32	Disciplinary for Hospital & Community Medical and Dental Staff Policy	Trustwide
HR54	Disciplinary for Trust Bank Workers Policy	Trustwide
HRPG54	Disciplinary for Trust Bank Workers Procedure	Trustwide
CG77	Disengagement & Non-Concordance Clinical Guideline	MH&LD

CPG43c	Display of Ratings Procedure	Trustwide
RM07	Display Screen Equipment - Policy	Trustwide
FP05/02	Disposal of Fixed Assets	
RMPG13d	Disposal of Surplus Equipment - Procedure	Trustwide
MHA 4	Doctors and Nurses Holding Powers Under - Section 5(2) & 5(4) of Mental Health Act 1983 (was Application in Respect of a Patient Already In Hospital)	MH&LD
CP59	DPA 1998 & Confidentiality Policy	Trustwide
CPG59(a)	DPA 1998 Procedure	Trustwide
CP1	Drafting & Implementing - Policy	Trustwide
CPG1	Drafting & Implementing - Procedure	Trustwide
CP41	Dress Code (For Clinical and Non-Clinical Staff) and Uniform Policy	Trustwide
CLP59	Dual Diagnosis - Policy	MH&LD
CLPG59A	Dual Diagnosis (Essex) - Procedure	MH&LD



CLP26	Electro-Convulsive Therapy (ECT) - Policy	MH&LD
CLPG26	Electro-Convulsive Therapy (ECT) - Procedure	MH&LD
HRPG36a	Employee Wellbeing - Procedure (previously one procedure)	Trustwide
CP24	Equality & Diversity - Policy	Trustwide
CP27	Ethnic Monitoring - Policy	Trustwide
CPG27	Ethnic Monitoring - Procedure	Trustwide
HRPG18c	Extended Study Leave - Procedure	Trustwide
CPG49	Facilities Liaison - Procedure	Trustwide
RM02	Fire Safety - Policy	Trustwide
RMPG02	Fire Safety - Procedure	Trustwide
RM08	First Aid - Policy	MH&LD
HR39	Flexible Working - Policy	Trustwide

HRPG39a	Flexible Working - Procedure	Trustwide
CG8	Formal Observation Clinical Guideline	MH&LD
CPG9k	Forms Management Procedure	Trustwide
CP11	Fraud, Theft and Corruption - Policy	Trustwide
CP25	Freedom of Information Act 2000 - Policy	Trustwide
CPG25	Freedom of Information Act 2000 - Procedure	Trustwide
CP31	Governor Expense - Policy	Trustwide
HR2	Grievance - Policy	Trustwide
HRPG2a	Grievance - Procedure	Trustwide
HR55	Grievance for Bank Workers Policy	Trustwide
HRPG55	Grievance for Bank Workers Procedure	Trustwide
CLP70	Handheld Metal Detector - Policy	MH&LD

CLPG70	Handheld Metal Detector - Procedure	MH&LD
RM15	Health & Safety of Young Persons Policy	Trustwide
RMPG15	Health and Safety of Young Persons - Procedure	Trustwide
FP09/08	Hospital Travel Scheme	
CLP51	Hospitality and Sponsorship Provided by the Pharmaceutical Industry and Related Supply Companies, and Contact With Company Representatives	Trustwide
HRPG48b	Incremental Pay Progression Procedure	Trustwide
HR21	Induction/Mandatory Training - Policy	Trustwide
HRPG21	Induction/Mandatory Training - Procedure	Trustwide
ICP1	Infection Control - Policy	Trustwide
CP50	Information Governance & Security - Policy	Trustwide
CPG50	Information Governance & Security - Procedure	Trustwide
MHA 1	Information rights for Detained Patients	MH&LD

CP57	Information Risk Policy	Trustwide
CPG57	Information Risk Procedure	Trustwide
CPG50D	Information Security Incident Management - Procedure	Trustwide
CP60	Information Sharing & Consent Policy	Trustwide
CPG60	Information Sharing & Consent Procedure	Trustwide
CP45	Intellectual Property - Policy	Trustwide
FP09/16	Interest Free Loan For Annual Season Tickets	Trustwide
CPG50B	Internet/Email Access and Use - Procedure	Trustwide
CP52	Investment - Policy	Trustwide
CPG52	Investment - Procedure	Trustwide
CP21	IT Purchasing - Policy	Trustwide
CPG50A	ITT Security - Procedure	Trustwide

HR15	Job Evaluation - Policy	Trustwide
HRPG15	Job Evaluation - Procedure	Trustwide
HRPG39(b)	Job Share Arrangements - Procedure	Trustwide
CLP66	Joint Working and The Provision of Services between MH and LD - Policy	MH&LD
CLPG66	Joint Working and The Provision of Services between MH and LD - Procedure	MH&LD
CLP81	Latex Policy	Trustwide
CLPG81	Latex Procedure	Trustwide
FP05/01	Leasing	
HR24	Leave - Policy	Trustwide
CPG63	Legal Services Protocol	Trustwide
RMPG17	Lone Working - Procedure	Trustwide
RM17	Lone Working Policy	Trustwide

FP09/01	Losses and Special Payments	
RMPG14a	Major Incident Procedure	Trustwide
HR19	Management of HIV/Aids in Employment - Policy	Trustwide
HRPG19	Management of HIV/Aids in Employment - Procedure	Trustwide
HR14	Management of Staff with a Drink, Drug or Substance Misuse Problem - Policy	Trustwide
HRPG14	Management of Staff with a Drink, Drug or Substance Misuse Problem - Procedure	Trustwide
MHA 27	Management of Ward Ingress and Egress (Locking Ward Doors) Policy (was Locking Ward Doors)	MH&LD
HRPG34b	Managerial Discretion on Starting Salary Agenda for Change - Procedure	Trustwide
CG45	Managing Leave for Informal Patients - Clinical Guideline	MH&LD
HRPG24a	Maternity and Adoption Procedure	Trustwide
CP51	Media - Policy	Trustwide
RM10	Medical Device Alerts - Policy	Trustwide

RMPG10	Medical Device Alerts - Procedure	Trustwide
CG17	Medical Devices and Equipment Clinical Guideline	Trustwide
MCP1	Mental Capacity Act - Policy	Trustwide
MCPG1	Mental Capacity Act - Procedure	Trustwide
MHA 14	Mental Health Review Tribunals	MH&LD
CPG9I	Misplaced Clinical Records Procedure	Trustwide
CLP34	Missing Patient Policy	MH&LD
CLPG34	Missing Patients Procedure	MH&LD
CP54	Mobile Phone - Policy	Trustwide
CPG54	Mobile Phone - Procedure	Trustwide
FP09/05	Monitoring of the Internal and External Audit Contract Protocols	
RM03	Moving & Handling - Policy	Trustwide

RMPG03	Moving & Handling - Procedure	Trustwide
CG10	Named Nurse Clinical Guideline	MH&LD
CP10	NHS Litigation Authority Claims Policy (Previously Negligence & Insurance Claims Policy)	Trustwide
CPG10	NHS Litigation Authority Claims Procedure (Previously Negligence & Insurance Claims Procedure)	Trustwide
CPG50f	NHSmail Usage Procedure	Trustwide
CLP56	NICE Implementation Guidelines - Policy	Trustwide
CLPG56	NICE Implementation Guidelines - Procedure	Trustwide
RM11	Non Clinical Risk Assessment - Policy	Trustwide
RMPG11	Non Clinical Risk Assessment - Procedure	Trustwide
HR46	Notice Periods - Policy	Trustwide
MHA 3	Notifying the Care Quality Commission of the Death of a Detained Patient (was Notifying The Mental Health Act Commission Of Death of Detained Patient)	MH&LD
HRPG42	Occupational Health - Procedure	Trustwide



HR42	Occupational Health Service - Policy	Trustwide
FP09/10	Operating Cash Management	
CP40	Operating Cash Management - Policy	Trustwide
RM14	Organisational Resilience & Business Continuity - Policy	Trustwide
CLPG78	Organising Medical Appraisals	Trustwide
CLP79	Overarching Clinical Guidelines (Marsden Manual) Policy	Trustwide
CP61	Paper and Electronic Corporate Records Policy	Trustwide
CPG61	Paper and Electronic Corporate Records Procedure	Trustwide
CP14	Pastoral & Spiritual Care - Policy	Trustwide
CPG14	Pastoral & Spiritual Care - Procedure	Trustwide
HRPG24b	Paternity and Parental Procedure	Trustwide
CG44	Patient Identification Clinical Guideline	Trustwide

FP09/02	Patient/Client Property and Money	
FP01/04	Payment to Individuals who are not Employees of the Trust	Trustwide
FP09/14	Payment to Mental Health Act Managers	Trustwide
FP02/01	Petty Cash	Trustwide
CG52	Pharmalogical Management of Acutely Disturbed Behaviour - Clinical Guideline (Previously Titled Rapid Tranquilisation)	MH&LD
CG55	Physical Healthcare Clinical Guideline	MH&LD
HR23	Placement & Work Experience - Policy	Trustwide
HRPG23	Placement & Work Experience - Procedure	Trustwide
CG9	Preceptorship Clinical Guideline	Trustwide
CG11	Prevention and Management of Pressure Ulcers	Trustwide
RM05	Prevention and Management of Violence and Aggression - Policy	Trustwide
RMPG05	Prevention and Management of Violence and Aggression - Procedure	Trustwide

CG29	Prevention Suicide - Clinical Guideline	MH&LD
CPG50E	Privacy Impact Assessment Procedure	Trustwide
CP48	Private & Independent Practice - Policy	Trustwide
HRPG48c (prev CPG26g)	Procedural Guidelines for Supervision of Social Care Staff	Trustwide
RMPG13b	Procedure on Waste Spillage - Procedure	Trustwide
HRPG1c	Procedure To Be Followed Regarding Transfers Of Undertaking (Protection Of Employment) Regulations 2006 (TUPE) - Procedure	Trustwide
CLP57	Professional Registration - Policy	Trustwide
CLPG57	Professional Registration - Procedure	Trustwide
CG80	Protected Mealtimes Clinical Guideline	Trustwide
HR7	Protection of Pay - Policy	Trustwide
HRPG7	Protection of Pay - Procedure	Trustwide
CP7	Purchase and Use of Mobile Phones, Pagers - Policy	Trustwide

CPG7	Purchase and Use of Mobile Phones, Pagers - Procedure	Trustwide
CP8	Purchasing - Policy	Trustwide
CPG8	Purchasing - Procedure	Trustwide
FP04/01	Raising Invoices	Trustwide
HR17	Reckonable Service - Policy	Trustwide
HRPG17	Reckonable Service - Procedure	Trustwide
CP9	Record Management - Policy	Trustwide
HR56	Recruitment and Retention Policy	Trustwide
HRPG56	Recruitment and Retention Procedure	Trustwide
HRPG1a	Redundancy - Procedure	Trustwide
CLP69	Referral to Treatment Access Policy (18 Weeks)	Trustwide
CLPG69	Referral to Treatment Access Procedure (18 Weeks)	Trustwide

CPG29a	Registration Authority - Procedure (Issue and Use of Smart Cards)	Trustwide
CP29	Registration Authority (RA) - Policy	Trustwide
HR49	Remediation Policy	Trustwide
HRPG49	Remediation Procedure	Trustwide
FP01/03	Requisitioning of Goods and Services	Trustwide
CLP19	Research Conduct and Processes - Policy	Trustwide
CLPG19	Research Conduct and Processes - Procedure	Trustwide
HR50	Resolution of Salary Overpayments and Underpayments Policy	Trustwide
HRPG50	Resolution of Salary Overpayments and Underpayments Procedure	Trustwide
CP43	Responding to External Agency Visits - Policy	Trustwide
CPG43a	Responding to External Agency Visits - Procedure	Trustwide
CPG43b	Responding to External Agency Visits - VIP Visits Procedure	Trustwide

MHA 29	Restriction of Visitors to Patients in Hospital (was Restriction of Visitors to Detained Patients in Hospital)	MH&LD
HR9	Retirement - Policy	Trustwide
HRPG9	Retirement - Procedure	Trustwide
CG22	Rostering Staff - Procedure	MH&LD
CLP13	Safe and Secure Handling of Medicines - Policy	Trustwide
CLPG13-CHS	Safe and Secure Handling of Medicines - Procedure (Community Health Services)	CHS
CLPG13-MH	Safe and Secure Handling of Medicines - Procedure (Mental Health Services)	MH&LD
FP02/02	Safe Custody of Controlled Stationery	Trustwide
CPG50C	Safe Haven - Procedure	Trustwide
CLP39	Safeguarding Adults - Policy	Trustwide
CLPG39	Safeguarding Adults - Procedure	Trustwide
CLP37	Safeguarding Children - Policy	Trustwide

CLPG37	Safeguarding Children - Procedure	Trustwide
FP09/15	Salary Sacrifice Car Leasing	Trustwide
CPG9h	Scanned Records Quality Control to Disposal Procedure	Trustwide
FP12	Scheme of Delegation	
CG75	Search Clinical Guideline	MH&LD
CLP41	Seclusion, Segregation & Restricted Access Policy (previously Seclusion Policy)	MH&LD
CLPG41	Seclusion, Segregation & Restricted Access Procedure (previously Seclusion Procedure)	MH&LD
CG43	Second Opinion - Clinical Guideline	Trustwide
ICPG1	Section 1 - Infection and Common Infectious Diseases	Trustwide
ICPG1	Section 10 -Pets and Pests	Trustwide
ICPG1	Section 11 - Care and Decontamination of Mattresses and Covers	Trustwide
MHA 21	Section 117- After-care under MHA 1983	MH&LD

MHA18	Section 135 - Warrant to Search and Remove a Patient Mental Health Act 1983	MH&LD
MHA 20	Section 136 of the Mental Health Act 1983 - Essex	MH&LD
MHA 15	Section 15 - Discharge of a Detained Patient by Nearest Relative	MH&LD
MHA 5	Section 15 Rectification of Application and Recommendations (was Section 5(2) Accepting Papers on Behalf Of the Hospital Managers)	MH&LD
MHA 16	Section 17 - Leave of Absence from Hospital	MH&LD
ICPG1	Section 2 - Standard/Universal Precautions of Infection Control	Trustwide
ICPG1	Section 3 - Infection Control in Clinical Practice	Trustwide
ICPG1	Section 4 - Communicable Diseases and Outbreak Control	Trustwide
MHA 12	Section 41 & 49 Restriction Order and Restriction Direction ( was Restriction Order)	MH&LD
ICPG1	Section 5 - Prevention and Management of MRSA	Trustwide
ICPG1	Section 5: Bedfordshire Community Services Inpatient/ Intermediate Care Units SOP	Bedfordshire CHS
ICPG1	Section 5: Mental Health Inpatient Units SOP	Trustwide



ICPG1	Section 5: South East Essex Community Services and Inpatient Intermediate Care/ Rehabilitation Units SOP	Trustwide
ICPG1	Section 5: West Essex Community Services and Inpatient Rehabilitation Units SOP	Trustwide
MHA 19	Section 58/58a - Consent to Treatment (was Section 58- Consent to Treatment/ Second Opinion)	MH&LD
ICPG1	Section 6 - Prevention and Management of C.Diff	Trustwide
MHA 24	Section 62/62a/64g - Urgent Treatment (was Section 62 Urgent Treatment)	MH&LD
ICPG1	Section 7 - Prevention and Management of TB	Trustwide
ICPG1	Section 8 - Infestations	Trustwide
ICPG1	Section 9 - Prevention and Management of Sharps Injuries/Contamination Incidents	Trustwide
RM09	Security - Policy	Trustwide
RMPG09	Security - Risk Management - Procedure	Trustwide
CG71	Self Harm Clinical Guideline	MH&LD
CG60	Sexual Health Clinical Guideline	MH&LD

HRPG18b	Short Course - Procedure	Trustwide
CG33	Sick Noticing for Patients Clinical Guideline	MH&LD
HR26	Sickness Absence - Policy	Trustwide
HRPG26	Sickness Absence - Procedure	Trustwide
CG58	Slips, Trips & Falls Clinical Guidelines	Trustwide
CP32	Smokefree Policy (previously No Smoking Policy)	Trustwide
CP32	Smokefree Procedure	Trustwide
CGP50g	SMS Text Messaging Service Users Procedure	Trustwide
CP58	Social Media Policy	Trustwide
CPG58	Social Media Procedure	Trustwide
HRPG24d	Special Leave Procedure	Trustwide
HR1	Staff Affected By Organisational Change - Policy	Trustwide

FP02/03	Staff Guidance Notes - Cash Income	Trustwide
FP09/09	Standard User Car Leasing	
FP10	Standing Financial Instructions	
CPG9g	Storage, Retention & Destruction of Records - Procedure	Trustwide
HRPG36b	Stress Management - Procedure (previously one procedure)	Trustwide
CPG9a	Structure & Content of Health Care Records - Procedure	Trustwide
MHAPG30	Supervised community Treatment Procedure	MH&LD
HR48 (prev CP26)	Supervision & Appraisal Policy	Trustwide
HRPG48a (prev CPG26)	Supervision & Appraisal Procedure	Trustwide