

Finding Trust Policies & Clinical Guidelines

Where do I access Trust policies & procedures?

Lancashire Teaching Hospitals Trust-wide policies and clinical guidelines can be accessed through a system called '**Heritage online**'. Please note: documents can only be accessed on a Trust computer, and cannot be accessed at home.

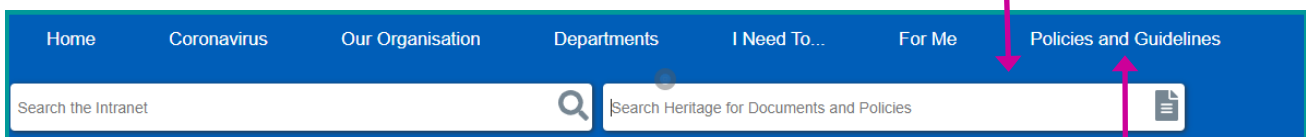
What policies/guidelines can I find?

Policies, procedures and guidelines
Trust-wide emergency plans
Selected trust strategy and board documents

How do I access the Heritage online system?

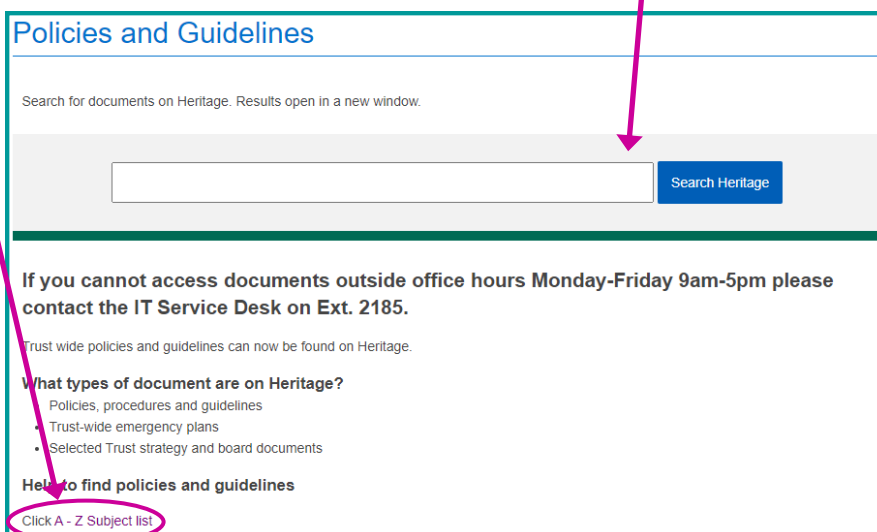
There are a few different ways to access Heritage from the Trust Intranet home page.

You can search Heritage directly using this search bar. See page 3 for information on working with search results.



This button takes you to the intranet page on Policies and guidelines.

- 1) This search bar allows you to search Heritage for documents and policies. See page 3 for information on working with search results.
- 2) Click here to reach the A-Z list of categories of documents



Finding Trust Policies & Clinical Guidelines

You can also search for policies on the [LTHTR Trust Documents Heritage home page](#):

Use this search bar to search for Trust documents

This search bar allows you to search the NICE database for medical evidence.

This will take you to the A-Z list of subjects page

Browsing documents using the A-Z subject lists

You can also search the catalogue using the **A-Z subjects lists** below the search box. This is particularly useful if you are unsure of the title of a document or if you want to browse the guidelines/policies on a specific topic area.

Simply click on the title of the subject area that you are interested in and this will take you to a page of results on that topic.

Viewing search results

After searching using the search box or subject lists, a **set of results** will appear, as shown below. You will be able to see the titles of the documents available, plus the version number and authors.

LHTR Trust Documents

HERITAGE CIRQA

Search | Guided Search | Login | History | Clear Session | Help

You are using TRUSTDATA dataset

Summary Detailed See Also

Search in: All fields | Search terms: safety | Media type: All media

Search Results: Results 1 - 10 of 34

No	Authors	Title	Class
1	Lancashire Teaching Hospitals NHS Foundation Trust Purcell, Phil	Clinical management procedure - SMRC, Version 5.1.	Trust Documents
2	Lancashire Teaching Hospitals NHS Foundation Trust Lloyd, Jim	Closed circuit television (CCTV) policy & procedure, Version 2.2.	Trust Documents
3	Lancashire Teaching Hospitals NHS Foundation Trust Russ, James Wilson, Debby Lee, Christine	Distribution of alert notices generated via the central alerting system, field safety notices and product re-call notifications, Version 6.	Trust Documents
4	Lancashire Teaching Hospitals NHS Foundation Trust	Duty of candour, Version 2.1.	Trust Documents

This shows the number of results found. Click on the arrows to go forward and backward between results.

You will see a list of relevant documents. **Click on the title** to see full details and access the full text.

Click on this button to access the full text. This will open the full **PDF copy** of the document.

After selecting the document you want to see, the full details of the record will appear as shown below. Details include: title, author, pub date, keywords etc.

1

Standard no. P1533 Medium Trust Documents Class Trust Documents

Title **Fire safety, Version 1.**

Download document here **Read Me...** (click for Trust document)

Authors [Lancashire Teaching Hospitals NHS Foundation Trust](#)
[Russell James](#)

Imprint Preston: LHTR, 25 Jun 2019

Series [Policy](#)

Subjects [Health and Safety](#)

Keywords [Fire, Fires, Fire safety, Fire precautions, Fire door, Fire doors, Fire exit, Fire exits, Fire escape, Fire alarm, Fire alarms, Smoke, Evacuation, Fire extinguisher, Fire extinguishers](#)

Related

Notes (GEN) Reference number: TP-199

Citation James, Russell, and Lancashire Teaching Hospitals NHS Foundation Trust. *Fire Safety, Version 1*. Policy. Preston: LHTR, 25 Jun 2019.

Price Language Reservers

Collation Reservers

Excellent Fire with compassion

Lancashire Teaching Hospitals NHS Foundation Trust

DOCUMENT TYPE: Policy	UNIQUE IDENTIFIER: TP-199
DOCUMENT TITLE: Fire Safety	VERSION NUMBER: 1
SCOPE: All Staff	STATUS: Ratified
AUTHOR: Russell James	JOB TITLE: Assistant Director Estates Resilience and Compliance
REPLACES: Fire Safety Policy/Strategy V.5 TP-08 Procedure for Maintaining Hospital Corridors and General Circulation Areas V.2 RMP-FS-130 Fire Precautions in Hospitals Procedure V.3 RMP-FS-302 Fire Evacuation Procedures in Hospital Premises V5 RMP-FS-301	HEAD OF DEPARTMENT: David Hounstlea
VALIDATED BY: Divisional Board Estates & Facilities	DATE: 03 June 2019
RATIFIED BY: Virtual Ratification Group	DATE: 25 June 2019
(NOTE: Review dates may alter if any significant changes are made)	REVIEW DATE: 30 June 2022

AMENDMENT HISTORY			
Version No.	Date of Issue	Page/Selection Changed	Description of Change

Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? Yes

Document for Public Display? No

Evidence reviewed by Library Services 17/06/2019

For more help accessing Trust policies and guidelines contact the Library:

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Email: policies@lhtr.nhs.uk