

**Date: 22<sup>nd</sup> December 2025**

**Important Reminder: Actioning Field Safety Notices**

All staff are reminded that if they receive a Field Safety Notice from a manufacturer, it must be forwarded immediately to [wih-tr.casalerts@nhs.net](mailto:wih-tr.casalerts@nhs.net).

This process is essential to ensure that safety notices are formally logged, assessed and managed appropriately, helping to protect patients, staff and services across the Trust. There have been recent occasions where Field Safety Notices were not shared through the correct route, which could increase risk if actions are delayed or missed.

Forwarding notices promptly allows the relevant teams to review the information, assess any impact and coordinate appropriate actions in line with Trust governance processes.

For further information on roles, responsibilities and required actions, please refer to the Actioning Safety Alerts Policy, available on the Trust website.

Thank you for your cooperation in helping maintain safe systems and practices across WUTH.