Fuel Shortage Policy and Procedure

POLICY

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Review Date	September 2028
Sponsor (Position)	Chief Operating Officer
Author (Position & Name)	Emergency Planning Officer
Lead Division/ Directorate	Corporate
Lead Specialty/ Service/ Department	Emergency Planning
Position of Person able to provide Further Guidance/Information	Emergency Planning Officer

Associated Documents/ Information	**Date Associated Documents/ Information was reviewed**
n/a	**n/a**

Collaborative Planning Form

Purpose: To evidence that plans and arrangements have been developed in collaboration with relevant stakeholders, including, where appropriate, emergency services and health partners to enhance joint working arrangements and to ensure the whole patient pathway is considered.

Title of policy/plan: Fuel Shortage Policy

Date of review: October 2025

Issued for collaboration: September 2025

Partners consulted:

Organisation	Consulted Yes/No	Comments Received Yes/No	Comments included in policy/plan Y/N Including detail
SFH – Lee Fox, Senior Hard FM Manager	Y	Y	N
SFH – Mark Jackson, Director of Estates & Facilities	Y	Y	N
SFH – Kimberley Cannon, Sustainability Lead	Y	Y	N

Date of next review: September 2028

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1.0 INTRODUCTION

Any restrictions to road fuel supplies will have a significant effect on the day to day running of the Trust. Fuel shortages will have an impact on:

- Staff commuting to work
- Movement of staff between sites
- Deliveries of essential supplies both internally via logistics and externally via delivery contractors
- Patients attending appointments

As a Category One responder under the Civil Contingencies Act 2004, Sherwood Forest Hospital NHS Foundation Trust (SFH) has a responsibility to maintain plans and, so far as is reasonably practicable, ensure that in an emergency it can continue to operate its critical functions.

There have been several examples of brief disruptions to fuel supplies, most recently through the closure of the Grangemouth Refinery in 2008, and the Hoyer tanker driver's dispute of 2012 which were exacerbated by the public panic buying of fuel. In extreme circumstances fuel supplies could be exhausted within 48 hours and then take a further 10 days to fully restore to acceptable operational levels. It is therefore imperative that the Trust takes appropriate measures to prepare for any future fuel shortage.

2.0 POLICY STATEMENT

This policy and appended procedures are designed to ensure that in the event of a local or national fuel shortage incident where fuel allocation measures are required it will be conducted in-line with national guidance, expeditiously, effectively and with minimum disruption to normal hospital activities.

To this end the Trust will;

- Develop and maintain this plan in accordance with the National Guidance
- Ensure that the contents of this plan are brought to the attention of all relevant managers and staff
- Ensure that relevant resilience training packages are aligned with this plan and key duty holders are cognisant of the plan.

3.0 DEFINITIONS/ ABBREVIATIONS

'SFH'	Sherwood Forest Hospitals
'FIMG '	Fuel Incident Management Group
'NEP-F'	National Emergency Plan – Fuel
'MPS'	Maximum Purchase Scheme
'ESS'	Emergency Services Scheme

'DFS'	Designated Filling Stations
'LRF'	Local Resilience Forum
'PTS'	Patient Transport Services
'DEU'	Defined Essential Users
'IMT'	Incident Management Team
'EMP'	Emergency Planning Team
'CCT'	Corporate Communications Team
'ICB'	Integrated Care Board
'DECC'	Department of Energy and Climate Change
TLS	Temporary Logo Scheme

4.0 ROLES AND RESPONSIBILITIES

The Accountable Emergency Officer (or deputy)
Is responsible for receiving notification from NHS England Area Teams declaring a disruption to fuel in the area and will:

- Ensure that business continuity arrangements pay due and proper attention to potential fuel shortages and staff depletion.
- Will give advice on impending fuel shortages in conjunction with Emergency Planning Officer.
- Will in consultation with other Directors and the Emergency Planning Officer consider whether the Trust should declare a Critical or Major Incident and/or convene a Trust Gold and/ or Silver Command posture.
- Chair Trust Gold Command in line with Major Incident Plan arrangements in the event of a major fuel disruption.

Emergency Planning Officer

- Will ensure that the Trust Fuel Shortage Policy & Procedure is formally reviewed every three years, or immediately after an incident and updated where appropriate.
- Inform the Executive Team (EMT) and Senior on-call Managers in the event of a fuel disruption.
- Will co-ordinate the Trust's response in conjunction with the Trust Executive team and system partners.
- Will hold secure a copy of the National Emergency Plan for Fuel and request a copy of the temporary logo when made available.
- Advise Executive Team (EMT) and Senior on-call managers on the correct procedures for implementation of the Temporary Logo Scheme and Emergency Services Scheme in the event that the NEP-F is activated.

On-call managers & tactical leads

- Oversee the effective implementation of this plan within their area of responsibility
- providing tactical level coordination of information and services.
- Implement action plans agreed by Directors or Trust Gold Command where relevant.
- Cascade Communications messages to service leads and Duty Nurse Managers.

- Ensure service leads and Duty Nurse Managers have effective plans in place to manage staffing and activity during a fuel shortage in line with their business continuity plans.
- Ensure all service leads and Duty Nurse Managers within the Directorate are able to manage the issue and retrieval of temporary logos to staff if the NEP-F is activated.

Head of Estates and Facilities

- If the NEP-F is activated assign suitable managers to administer Temporary Logos to non-NHS logoed vehicles where they are required to perform critical functions.
- Ensure contingencies are in place for diesel oil to enable operation of emergency electrical generators located at Trust premises.

Head of Communications

- Co-ordinate media correspondence.
- Co-ordinate communications to trust staff.
- Participate in Gold and/or Silver Command when required.

Team Managers/Duty Nurse Manager/Bronze Commanders

- Ensure staff are aware of their responsibilities to reduce use of fuel where possible.
- Manage flexibility within shift patterns and consider reducing the number of shifts worked (e.g., by increasing hours each shift).
- Ensure the management of temporary logo scheme where required.
- Team leaders for inpatient units to consider early discharge to cater for possible reduced levels of staff.
- Ensure arrangements are in place for maintaining continuity of services.
- Implement actions as dictated by on-call managers & tactical leads (Silver) where relevant and provide information for situation reports (sitreps) to deadline.
- Identify staff who may work either at home or closer to home.
- Brief staff of the situation, any new developments and Trust actions.

Employees

- Prioritise journeys, avoiding unnecessary journeys and taking in to consideration fuel needed to attend work.
- Utilise other means of transport where possible such as public transport, car sharing, walking or cycling to work.
- Where the staff member has inadequate fuel to make the journey to work they should make every attempt to attend work by other means.

If all means have been exhausted and the staff member is unable to attend work, they should contact their line manager giving as much notice as possible before the planned shift to allow for re-scheduling and/or reallocation to alternative place of work.

5.0 APPROVAL

Resilience Assurance Committee will approve the policy with Risk Committee shown for assurance.

6.0 DOCUMENT REQUIREMENTS

6.1 Activation

The decision to activate the National Emergency Plan (NEP) – Fuel will be taken by the Department for Business, Energy & Industrial Strategy. This will be communicated via the Nottingham and Nottinghamshire ICB who in turn will notify the Trust that the NEP – Fuel has been activated. Upon such notification the SFH Fuel Shortage Plan will be activated which will be supported by the Trust Business Continuity Policy and, where necessary, the Incident Response Plan (2022).

6.2 Command and Control

A Fuel Shortage situation does not require any specific arrangements that do not already exist. Therefore, the Command and Control will follow the arrangements identified in the Trust Incident Response Plan.

The only exception to this is at Trigger Levels 2 and 3 (listed below) whereby a 'Fuel Incident Management Group' (FIMG) will be convened to discuss and manage the situation as it evolves. Core Membership of FIMG will be as follows:

- Chief Operating Officer (Chair) or Deputy Chief Operating Officer
- Silver On Call
- Communications
- Medical Director or representative
- Nursing Representative (Clinical Lead)
- Logistics
- Emergency Planning Officer
- Estates & Facilities
- HR
- Log-Keeper

Other members would be invited to join the group as appropriate.

At Trigger Level 4 an Incident Management Team (IMT) will be convened by the Chief Operating Officer or designated deputy. In addition to Trust Command and Control arrangements each area will monitor the situation and on information received activate their own local plans.

A Gold Command Team may be required to develop a recovery strategy to reinstate any suspended or disrupted services.

6.3 Trigger Points and Fuel Emergency Levels

The Trust level of response and action(s) to a Fuel Shortage will be determined by the pre- determined Trigger Levels as listed below;

National Trigger Levels	**LEVEL 1 – WHITE Situation Normal**	**LEVEL 2 – BLACK Potential Fuel Emergency**	**LEVEL 3 – AMBER Actual Fuel Emergency**	**LEVEL 4 – RED Severe Fuel Emergency**
Description	Lowest alert level when the situation is as normal. This period is used by organisations for testing and reviewing the NEP-Fuel and business continuity processes and for maintaining contacts between stakeholders.	Incident occurs with the potential to cause disruption to fuel supplies. A higher state of preparedness is required and action may need to be taken to coordinate a precautionary emergency response, including increased monitoring.	Significant disruption to fuel supplies requiring action to coordinate the emergency response across government and industry	Severe disruption to fuel supplies requiring immediate action to coordinate the emergency response and consequence management across government and industry.
Possible Scenarios	Not applicable	Reports in the media of a minor fuel supply disruption that may cause localised panic buying; Planned minor fuel protests; Notice of a period of industrial action that has the potential to cause a disruption to fuel supplies; Unexpected closure of a Refinery or Terminal that may cause a regional disruption to fuel supplies e.g., power failure.	Unforeseen sudden event, such as an explosion at a Refinery or Terminal that has an immediate, but limited, impact on fuel supplies; Major organised fuel protests that result in a significant level of panic buying and disruption to fuel supplies; Industrial action that causes a significant disruption to fuel supplies, increased panic buying could also occur at the same time.	Unforeseen sudden event, such as an explosion at a large Refinery or Terminal that has an immediate and severe impact on national/regional fuel supplies; Ongoing industrial action and probable panic buying has led to a severe disruption to fuel supplies.
Action	The Trust would go about their normal day to day business. **Trust Emergency Planning Officer** to review the Trust Fuel Shortage Plan to ensure compliance with National, Regional or Local changes of policy as well as current Trust Policies and Procedures **Directorate / Department Resilience Leads** to ensure that Local Business Continuity Plans are in place and that they are reviewed to ensure compliance with the Fuel Shortage Plan and related Trust Policies and Procedures	**Emergency Planning Officer** to consider whether or not to hold 'Fuel Incident Management Group' (FIMG) meetings **Corporate Operations Team** activate the Trust Fuel Shortage Plan based on the local situation and advice from Local Government **Emergency Planning Officer** / **Corporate Communications Team** to communicate Temporary Logo distribution locations and collection times to relevant staff. **Emergency Planning Officer** / **Corporate Communications Team** to communicate with Senior Managers to ensure they are aware of a potential problem and the likely impact it could have on essential services. **Divisional / Departmental Managers** to remind staff of the Trust arrangements in the event of a Fuel Shortage Incident **Corporate Communications Team** to provide appropriate and timely information to all staff. This should include the current Trigger Level on the front page of the Trust Intranet Site **Emergency Planning Officer** may be required to attend Local Resilience Forum (LRF) SCG/TSC meetings?	**Complete all LEVEL 2 actions, plus;** **Corporate Operations Team** to activate the Trust Fuel Shortage Plan in conjunction with the Trust Business Continuity Policy / Internal Incident Plan **Directorate / Department Managers** to activate Directorate / Department Business Continuity Plans **Fuel Incident Management Group** to convene **Emergency Planning Officer to** be prepare Temporary Logos for issue to pre-defined Key Personnel **Emergency Planning Officer / Corporate Communications Team** to Identify and communicate locations and collection times for the distribution of Staff Temporary Logo's **Emergency Planning Officer** may be required to attend Local Resilience Forum (LRF) SCG/TSC meetings if not already attending?	**Complete all LEVEL 2 and LEVEL 3 actions, plus;** **Incident Management Team** to convene **Emergency Planning Officer** to monitor the Trust's usage of the Temporary Logo Scheme **Emergency Planning Officer** to set up and staff an Incident Command Room

6.4 Trigger Points and Trust Action

The Trust level of response and action(s) to a Fuel Shortage will be determined by the pre-determined Trigger Levels as listed below:

National Trigger Levels

LEVEL 1 – WHITE **Situation Normal**	Lowest alert level when the situation is as normal. This period is used by organisations for testing and reviewing the NEP-Fuel and Business Continuity processes and for maintaining contacts between stakeholders.
LEVEL 2 – BLACK **Potentially Fuel Emergency**	Incident occurs with the potential to cause disruption to fuel supplied. A higher state of preparedness is required and action may need to be taken to co-ordinate a precautionary emergency response, including increased monitoring
LEVEL 3 – AMBER **Actual Fuel Emergency**	Significant disruption to fuel supplies requiring action to co-ordinate the emergency response across government and industry.
LEVEL 4 – RED **Severe Fuel Emergency**	Severe disruption to fuel supplies requiring immediate action to co-ordinate the emergency response and consequence management across government and industry.

6.5 Supporting Information and Arrangements

6.5.1 Emergency Powers – an overview

The Energy Act 1976 authorises the regulation or prohibition of the production, supply, acquisition or the use of fuel where there exists, or is imminent, an actual or threatened emergency in the UK affecting fuel supplies or in order for the UK to meet its international obligations in the event of a reduction or threatened reduction in fuel supplies.

Under the National Emergency Plan – Fuel (NEP-F) the measures listed below may be implemented to reduce the demand on fuel supplies and may impact on service delivery within the Trust.

6.5.2 Maximum Purchase Scheme

Maximum Purchase Schemes (MPS) – A maximum of 15 litres (approximately 3 gallons) of fuel at any one purchase. This purchase limit may need to be reduced if the situation deteriorates. This is likely to impact on staff especially those who commute large distances to work and in competition with their personal lives.

6.5.3 Emergency Services Scheme

Emergency Services Scheme (ESS) – Prioritisation for emergency services for access to Designated Filling Stations (DFS) in order to maintain essential services. The Local Resilience Forum (LRF) will hold responsibility for identifying Designated Filling Stations. ESS vehicles covered will be identified by their logos and will include:

- All logoed ambulances
- Patient Transport Services (PTS)
- NHS Blood and Transplant
- Other NHS logoed vehicles
- Age concern
- British Red Cross
- Salvation Army
- St, Johns Ambulance
- WRVS

6.5.4 Defined Essential Users

Defined Essential Users (DEU) – These are other Critical Non-blue Light Functions which will be determined locally within the Trust. Department of Health Guidance may be issued in cases of extreme fuel shortages for defining Essential Users/Functions and will be based upon:

- Activities to reduce mortality, morbidity and significant progression of disease.
- Activities that will alleviate human suffering, including palliative care.
- Activities that meet any legal obligations, such as those contained in The Children Act 2004, Mental Health Act 2007 and others.
- All other emergency clinical and social services
- All other routine clinical and social services
- All other functions and services

Consideration will be given to other aspects of the Healthcare Services that are delivered by independent contractors and may have specific regulatory obligations to maintain in order to complete their functions.

6.5.5 Temporary Logo Scheme

Background
In a period of significant disruption for the supply of fuel, the Government may introduce schemes to enable the NHS continued access to road fuel for priority use. The priority use schemes for specified priority users would be introduced by the exercise of emergency powers under the Energy Act 1976.

A temporary logo scheme (TLS) would be introduced for drivers of non-logos vehicles to enable the essential health, social care and critical life-saving services provided by or on behalf of Local Authorities, Health Authorities and Local Responders to continue. Those entitled under the TLS will be able to access fuel from a designated filling Station (DFS), with no maximum purchase.

Abuse of this scheme is a criminal offence under section 18(2) of the Energy Act 1976 and offenders may be prosecuted.

Temporary logos (see Appendix 2) are not generally to be used to obtain fuel for the purpose of getting staff to work and public transport should be used wherever possible. However, it is recognised that certain staff such as GP's, midwives and social workers respond to calls directly from their homes so some flexibility has to exist. It is also recognised that for shift workers and those living in rural areas, public transport may not always be available to allow these staff to get to work to provide their essential service.

A Maximum Purchase Scheme (MPS) will be introduced limiting the purchase of fuel at (non DFS) retail filling stations to a maximum of 15 litres/visit in order to provide an equal opportunity for the public to purchase road fuel.

Application for the TLS
This for should be completed by the member of staff who believes that they require the use of the TLS in consultation with their manager/Business Continuity Lead.

All sections should be completed. In the assessment of role/service section any ticks in the boxes should be accompanied by a brief reason as to why this is so.

The TLS is a last resort and every effort should be made to provide services using Business Continuity arrangements, alternative ways of working and the MPS.

Once completed, the application should be signed and dated by the member of staff and Business Continuity Lead.

The application should then be returned to the CCG Link who will arrange for the temporary logo to be made available.

Using the TLS
Instructions on how to use the TLS will be issued with the temporary logo.

Any fuel purchased under the TLS should only be used by the named member of staff carrying out critical functions of the Authority. It should not be used for non-critical or private travel i.e. a TLS user

should not fill their tank, use ¼ of the fuel purchased for a critical service and the remaining ¾ for private travel.

Department for Business, Energy & Industrial Strategy's legal advice is that 'Once issued with a logo, on the part of the user, filling of a vehicle, where it is used and is not necessarily incidental the carrying out of this function from the service provider is where the offence lies.

The Trust has latitude to identify individuals under the Temporary Logo Scheme (TLS). This involves the issue of logos to enable drivers of non-NHS Logoed Vehicles to access fuel supplied if they provide a critical service, which if not delivered would result in undue risk to human life, property or cause undue suffering. This is not the same as 'business as usual'. It is unlikely that many staff will fulfil these criteria as the scheme should not be used to enable staff to travel to work, unless they are attending Emergency Call Out from home in all other instances staff should utilise alternative schemes.

The Trust recognises that for some Trust workers living in rural areas who are working shift patterns that public transport may not always be available to get to work. In this case some flexibility does exist for NHS Organisations to manage this scenario within the guidelines.

Regular communication with utilities suppliers will be essential to determine the likely impact on the Trust as a result of the fuel shortage.

The Temporary Logo Scheme (TLS) will give the Trust Substantial Administrative and Command and Control challenges which must not be underestimated. Abuse of the TLS and ESS is a criminal offence and members of staff who abuse this can be prosecuted and could face internal disciplinary action. DBEIS legal advice on any breach of the scheme is that:

'***On the part of the user, the filling of a vehicle where its use is not necessarily incidental to the carrying out of the functions of the service provider is where the offence lies'.***

6.5.6 Temporary Logo – Issue

Temporary Logos will be issued to Priority On-Call Staff, who fulfil the criteria under the scheme. The lists at Appendix 1 identify by Directorate / Department the current number of staff on call at any one time. Locations for the issue and collection of temporary logo's will be identified on all Trust sites. Staff will be required to present their staff ID in order to obtain their temporary logos.

Temporary logos are sequentially numbered and will be allocated to named members of on-call staff. Collection sessions to obtain and hand back temporary logos should / could be twice daily across the site to allow for day shift and night shift to obtain passes. Temporary logo distribution locations and opening times will be identified and details communicated to all staff.

If a non pre-identified member of staff feels that they meet the criteria to be issued a temporary logo they can make an application to the Fuel Incident Management Group using the temporary logo application form at Appendix 1. The application for must be approved by his/her manager and endorsed as a person meeting the essential criteria. It is at the discretion of the Fuel Incident Management Group Commander or designate as to whether to authorise the issue of a temporary logo. Any such situations should be carefully considered and documented in the Incident logs.

6.5.7 Temporary Logo – Conditions of Use

To obtain fuel using a temporary logo, staff must present their Trust photographic staff ID badge with an acceptable method of payment.

Those members of staff who have been issued a temporary logo will be able to access fuel from designated fuel stations with no maximum purchase limit.

6.5.8 Demand Calming Measures and Routine Fuel Conservation

Demand Calming Measures and Routine Fuel Conservation is one of the most obvious steps to minimise the impact of a fuel shortage. This will help reduce the Trust's dependency on fuel by using less of it and to use diverse sources and suppliers. Measures that can be adopted during crisis may include:

- Car sharing
- Introduction of the national cycle scheme
- Use of official vehicles, such as PTS vehicles as means of moving staff around
- The use of more electric/gas/bio fuel or hybrid powered vehicles where appropriate
- Cancelling or re-scheduling non-essential meetings
- Reduction/cancellation of none-core hospital activities such as in-hospital services.
- Working from home
- Increased use of video/telephone conferencing
- A reduced working week

6.5.9 Relaxation of Regulations and Targets

All National and Local Targets and Performance Assessments will be kept under review by those responsible during any fuel crisis. Relaxation of targets and performance assessments could be granted but only if local or national circumstances permit via the use of risk and impact assessments. However, it should not be assumed on this being an inevitable outcome of any fuel crisis regardless of its severity.

6.5.10 Communications Strategy

Any emergency relating to fuel supply is likely to generate large amounts of interest, so it is therefore critical that timely accurate messages are relayed to the public and staff and that the messages are co-ordinated and are non-conflicting.

Section 9 of the NEP-Fuel provides the National Communications Strategy Framework and can be used to guide the communications issued by the Trust, however, within the SFH LRF the Nottinghamshire Police will lead the media response on behalf of the LRF which will require all media requests to be directed to the Police.

Internally it will be the responsibility of the communications team to ensure that timely information is relayed to staff providing information on the Maximum Purchase Scheme, temporary logos and demand calming measures. The Trust internet and intranet home pages and all staff emails should carry links to the Department for Business, Energy & Industrial Strategy and UK Resilience websites.

The Industry Press Office will be maintained by the DBEIS Communications Team who can be contacted on: 020 7215 3234 (Duty Officer).

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

The Plan will be monitored by the Trust Resilience Assurance Committee and any amendments / changes to the plan will be communicated to the relevant committee(s) / departments via the appropriate communication channels. A formal review of the plan will be undertaken every 3 years by the Emergency Planning Officer.

Minimum requirements to be monitored	Responsible individual / group / committee	Process for monitoring e.g. audit	Frequency of monitoring	Responsible individual / group / committee for the review of the results	Responsible individual / group / committee for the development of the action plan	Responsible individual / group / committee for monitoring of the action plan
Ensure that this Policy and associated plans are reviewed and updated in accordance with the agreed review frequency	Author / ward / service / department managers. EPO.	Evidence of review and updating of the policy and associated plan in-line with National / Local Guidance	Annual in-line with the National Emergency Plan – Fuel for England	Resilience Assurance Committee	Resilience Assurance Committee	EPO Resilience Assurance Committee
Undertake a full debrief after each deployment of this policy / plan to ensure that it remains current and fit for purpose	EPO and relevant staff	Report from the debrief	After each activation of the policy / plan	Resilience Assurance Committee	Resilience Assurance Committee	Resilience Assurance Committee
Ensure that all relevant training packages include information of the actions required following the activation of this Policy / plan	EPO and relevant staff	Ongoing Resilience Assurance Committee Monitoring	Quarterly	Resilience Assurance Committee	Resilience Assurance Committee	Resilience Assurance Committee

8.0 TRAINING AND IMPLEMENTATION

A fuel shortage situation does not require any specific arrangements or Training Skills that do not already exist. Therefore, Divisions and departments will revert to their business continuity arrangements, and where necessary the Trust will mobilise its Major Incident Plan.

On-call response teams at Gold and Silver level will be made aware of the policy through annual refresher training.

9.0 IMPACT ASSESSMENTS

This document has been subject to an Equality Impact Assessment, see completed form at Appendix 2

This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 3

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

Race Relations (Amendment) Act 2000
Disability Discrimination Act 1995
Human Rights Act 1998
Equality Act (Sexual Orientation) Regulations 2007
Health and Social Care Act 2012
Health and Safety at Work Act 1974
Civil Contingencies Act 2004
Nottingham and Nottinghamshire LRF Fuel Emergency Response Plan Version 1.2 May 2011
National Emergency Plan – Fuel June 2009
Energy Act 1976
The NHS Emergency Preparedness Resilience and Response Framework (2015)

Related SFHFT Documents:

Trust Major Incident Plan 2019
Local Business Continuity Plans

10.0 APPENDICES

(See Contents Table)

Appendix 1 – NEP – FUEL. TEMPORARY LOGO APPLICATION

Name (driver)	**Contact Tel**	**Date**
Department (or company if carrying out contracted work for the above authority)		
Service Area:		
Role:		
Brief description of service provided, including any call out required:		

Assessment or role/service (tick)	**Yes**	**No**	**Reason**
Has the above service been identified as a Critical Service in the SFH Business Continuity Plan?			
Would the person fulfilling the role be conducting essential health care or life saving services, taking into account the levels of service that would be reasonably expected to be delivered during an emergency period?			
Would the logo be used for the purpose of getting this member of staff to work?			
Could the above service be delivered by the use of public transport?			
Could the above service be delivered by the use of car sharing arrangements?			
Could the above service be delivered by using the maximum purchase scheme (MPS)			
Could the above service be delivered by home working?			

Declaration: In applying for a temporary logo I confirm that I understand:

- The purpose and scope of the scheme and the penalties for its misuse
- The Emergency Planning Team may seek clarification and documentation to support this application
- Any purchases made under this scheme may be monitored, cross referenced with mileage claims and require justification

Driver **Incident Command Team** **Certified (see next page)**

Signed…… **……..**
……..

Date……...

Office Use Only

Issued Logo Serial Number …… Date Returned……..

Appendix 2 – EQUALITY IMPACT ASSESSMENT

Name of service/policy/procedure being reviewed: Fuel Shortage Policy and Procedure			
New or existing service/policy/procedure: Existing Policy			
Date of Assessment: 13th October 2025			
For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)			
Protected Characteristic	**a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?**	**b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?**	**c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality**
The area of policy or its implementation being assessed:			
Race and Ethnicity	None	Not Applicable	None
Gender	None	Not Applicable	None
Age	None	Not Applicable	None
Religion	None	Not Applicable	None
Disability	None	Not Applicable	None
Sexuality	None	Not Applicable	None
Pregnancy and Maternity	None	Not Applicable	None
Gender Reassignment	None	Not Applicable	None
Marriage and Civil Partnership	None	Not Applicable	None
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	None	Not Applicable	None
What consultation with protected characteristic groups including patient groups have you carried out? **None**			

What data or information did you use in support of this EqIA? **None**
As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments? **No**
Level of impact From the information provided above and following EQIA guidance document Guidance on how to complete an EIA (click here), please indicate the perceived level of impact: Low Level of Impact *(Delete as appropriate)*
Name of Responsible Person undertaking this assessment: Lauren Ward – Emergency Planning & Business Continuity Officer
Signature:
Date: 13th October 2025

Appendix 3 – ENVIRONMENTAL IMPACT ASSESSMENT

The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

Area of impact	Environmental Risk/Impacts to consider	Yes/No	Action Taken (where necessary)
Waste and materials	• Is the policy encouraging using more materials/supplies? • Is the policy likely to increase the waste produced? • Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled?	No	N/A
Soil/Land	• Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals) • Does the policy fail to consider the need to provide adequate containment for these substances? (For example bunded containers, etc.)	No	N/A
Water	• Is the policy likely to result in an increase of water usage? (estimate quantities) • Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water) • Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal)	No	N/A
Air	• Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.) • Does the policy fail to include a procedure to mitigate the effects? • Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations?	No	N/A
Energy	• Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities)	No	N/A
Nuisances	• Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)?	No	N/A

Appendix 4 – TEMPORARY LOGO – EXAMPLE



Serial No. ……

This temporary logo has been issued to **you** to enable you to access the Temporary Logo Scheme (TLS) as a driver of a non-logoed NHS vehicle to enable the **essential health and critical life saving services,** provided by or on behalf of **Sherwood Forest Hospitals Foundation Trust** to continue.

Only the person to whom this document has been issued is entitled to use it to obtain fuel at Designated Filling Station (DFS) operating the Emergency Services Scheme (ESS) or Utilities Fuel Scheme (UFS).

Abuse of this scheme is a criminal offence under Section 18(2) of the Energy Act 1976 and offenders may be prosecuted.

A list of the local DFS is available by contacting the Trust Resilience Team.

Temporary logo holders who need to re-fuel their vehicles at a DFS outside Nottinghamshire should consult the DECC website www.decc.gov.uk to identify DFS locations.

In order to obtain fuel, users of temporary logos must produce this logo, their staff ID and Photographic ID along with an acceptable method of payment at the point-of-sale or kiosk at the DFS. If a person's staff ID does not contain a photo then other photographic ID should be provided, e.g. drivers licence or passport alongside the non-photo staff ID.

Once the fuel retailer is content that they are a legitimate user they will then turn on the pumps. Where there is doubt the authenticity of a Temporary Logo of Photographic ID the presumption should be that the DFS operator should allow access to fuel and log the transaction for follow up action if deemed appropriate. The consequential risk of denying fuel to an eligible user delivering essential services outweighs the risk of abuse where, if prosecuted, penalties exist and internal discipline procedures would apply.

Fuel purchased under the TLS should only be used by the named member of staff carrying out critical functions of the Authority. It should not be used for non-critical or domestic use i.e. a TLS user should not fill their tank, use ¼ of the fuel for a critical service and the remaining ¾ for private fuel. Fuel for non-critical domestic use should be purchased under the Maximum Purchase Scheme (MPS) at (non DFS) retail filling stations.

There is no maximum purchase when refuelling under the TLS at a DFS. Users are also allowed to fill portable containers with fuel required for their work.

Any misuse of this document may not only give rise to prosecution as detailed, but also internal disciplinary action by your organisation.

The Department of Energy and Climate Change's legal advice is that **'Once issued with a logo, on the part of the user, the filling of a vehicle where its use is not necessarily incidental to the carrying out of the functions of the service provider is where the offence lies'.**