

Ref: FOIA Reference 2020/21-092

Royal Stoke University Hospital
Data, Security and Protection
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 14th July 2020

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 17th June 2020 (received into our office 18th June) requesting information under the Freedom of Information Act (2000) regarding health and safety

On our acknowledgment we added the following statement:

The University Hospitals of North Midlands Trust is committed to the Freedom of Information Act 2000.

However, the NHS is facing unprecedented challenges relating to the coronavirus (COVID-19) pandemic at the current time. Understandably, our resources have been diverted to support our front-line colleagues who are working tremendously hard to provide care for our patients, and to those in need of our services.

We strive to be transparent and to work with an open culture. But at this time, whilst care of our patients and the safety of our staff takes precedent, it is likely that responses to some requests for information will be delayed. We apologise for this position in advance, and will endeavour to provide you with as much information as we can, as soon as we are able.

The Information Commissioners Office has recognised the current situation in the NHS.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 Can you please provide the following information with regard to provision of advice/guidance and assurance for Health & Safety within your Trust;

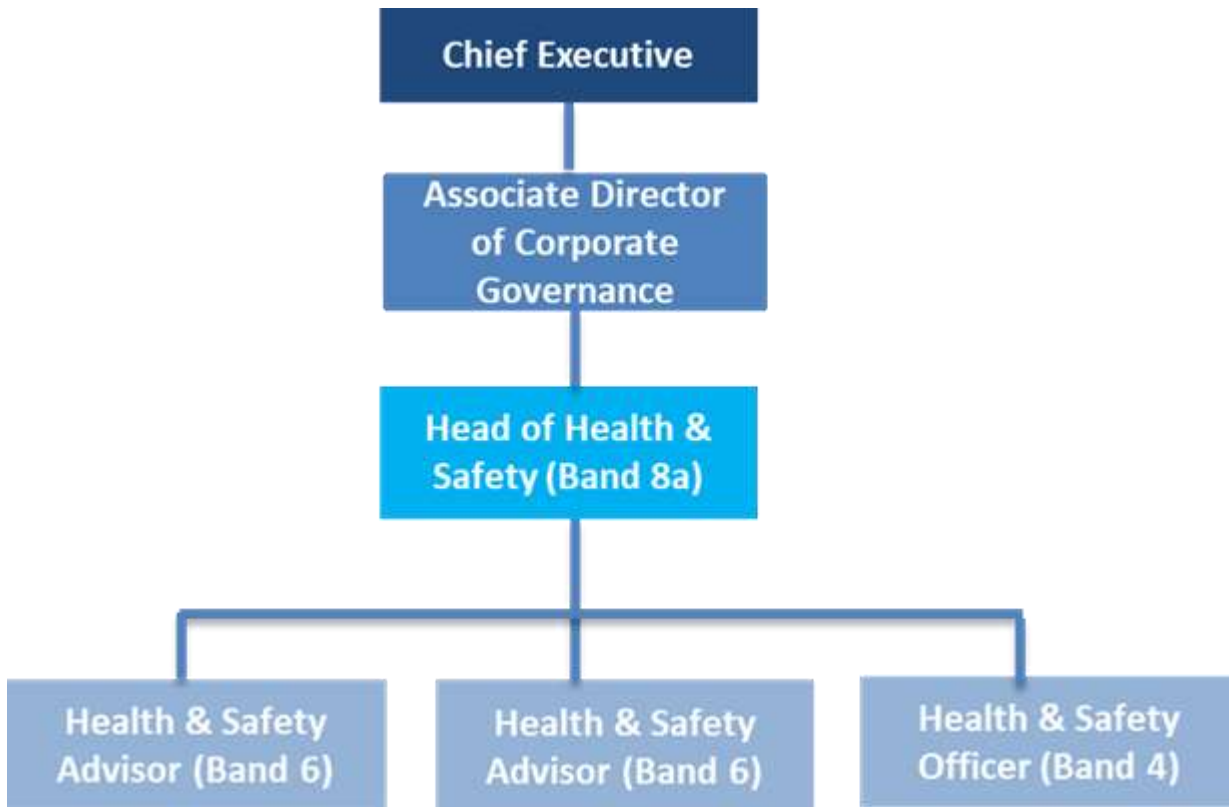
What is the scope of the Health & Safety team for your Trust and what does the annual plan include?

A1 The scope of the Health and Safety Team is compliance with all regulatory requirements across both Hospital sites in regards to the Health and Safety at Work Act 1974 and associated Regulations.

The annual plan was set prior to Covid19 pandemic and identified a review of H&S policies and procedures, assessment templates and also the training materials, however as a result of the global pandemic we will be reviewing the priorities based on the learning.

Q2 Please provide your organisational structure identifying which portfolio the responsible person for Health and Safety sits within your Trust.

A2 Please see below:



Q3 Please provide your Health & Safety structure, AfC Band for each role and job descriptions for each roles identified within that structure (these should be those roles that lead on advice, guidance and support for Health & Safety)

A3 Please see below and attached:

- 1 X Head of Health and Safety = Band 8A
- 2 X Health and Safety Advisors = Band 6
- 1 X Health and Safety Officer = Band 4

Q4 Can you please advise what systems (if any) you use to manage compliance and reporting against KPIs within health & safety?

A4 The KPI's are set annually and agreed by the Executive Board, progress is monitored through the Executive Health and Safety Group which reports assurance through the Executive Structure to the Board.

Q5 Who in your organisation is the Chair of the Health and Safety Steering Committee (or equivalent)

A5 The Associate Director of Corporate Governance.

Q6 Can you please provide a copy of a blank risk assessment used in your Trust?

A6 Attached as a separate document, please note that this is the current template however this is under review

Q7 Can you please provide a copy of your Trust Health & Safety Policy?

A7 As answer 6

Q8 Please provide a list of the KPIs you monitor for Health & Safety assurance

A8 Information not held due to the fact that KPI's are set on an annual basis based on the gap analysis action plan that was developed prior to Covid19. As noted above as a result of the pandemic this will be reviewed further

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 671612.

Yours,

A handwritten signature in black ink on a light grey background. The signature reads "Jean Lehnert" in a cursive, slightly slanted script.

Jean Lehnert
Data, Security & Protection Manager