



University Hospitals
of North Midlands
NHS Trust

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

Ref: FOIA Reference 2022/23-408b

Date: 11th April 2023

Email foi@uhn.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 2nd February requesting information under the Freedom of Information Act (2000) regarding our response on EPRR Human Resources.

You emailed:

'Please pass this on to the person who conducts Freedom of Information reviews.'

I am writing to request an internal review of University Hospitals of North Midlands NHS Trust's handling of my FOI request 'EPRR Human Resources'. The Trust has not provided some of the information I requested.

Duties assigned to personnel for emergency or disaster response and recovery

7. If such training [in incident management] is received then any record of whether training or an exercise has been conducted for all such key personnel at least annually. (Can be answered yes / no.)'

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 I am conducting a study of the emergency preparedness of NHS Acute Trusts in England. I am using the emergency and disaster management module of the Hospital Safety Index checklist of the World Health Organisation. The study is part of an MSc in Crisis & Disaster Management at the University of Portsmouth.

Under the provisions of the Freedom of Information Act 2000, I am writing to request the following information. This information relates to the NHS England Emergency Preparedness, Resilience and Response Framework in general and section 12, "Incident response", subsection 7, "Staff welfare", and subsection 8, "On-call staff", in particular.

This information should be readily available as part of the NHS EPRR annual assurance process.



Please note that this is a different request from my previous requests: “EPRR Coordination of emergency and disaster management activities”, “EPRR Planning” and “EPRR Communication and information management”.

For clarity, to minimise the cost of my request and to prevent the disclosure of any sensitive information, I have enumerated the information I am requesting and specified how it could be provided.

Please note that much of the information requested is only records of the existence of a list, procedures, rosters, training, exercises, spaces and measures and not the contents of the list, procedures, rosters, training, exercises spaces and measures themselves.

Given the potentially sensitive nature of this information, I ask you to redact any exempt information instead of refusing disclosure. This would be in accordance with guidance on best practice from the Information Commissioner’s Office.

If you do not hold some of this information then I ask you to confirm explicitly that you do not hold it.

Human resources

Staff contact list

1. Any record of the existence of a current contact list of all hospital personnel which is available and is accessible to hospital administrators and staff of any Incident Coordination Centre. (Can be answered yes / no.)

Refer to below sent on October 22nd 2022 and attached

A1 Yes we have a list in accordance with the EPRR Framework (2022) that stipulates the ability to respond 24/7 with a command structure utilising on-call, pager and notification.

This is shared with regional ICB and NHSE EPRR leads

Q2 The date(s) of the most recent update(s) of such a contact list. (Can be answered with a date or dates.)

A2 Bi-annually or when new members of staff join the command structure / leave the command structure

Mobilization and recruitment of personnel during an emergency or disaster

Mobilization is facilitated through the on-call process, inform cast and cascade procedures notifying all personnel with a designated role to attend

Q3 Mobilization and recruitment of personnel during an emergency or disaster

Any record of the existence of procedure(s) for the mobilization of existing on-duty and off-duty staff to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)

A3 As stated above we are answering yes to this

Q4 Any record of the existence of procedure(s) for recruitment and training of extra personnel and volunteers to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)

A4 Additional can be accessed through the Trust ' Bank ' System , the Trust HR process titled ' Workforce Planning ' and the Local Resilience Forum and additional volunteers is required

Q5 Any record of the existence of emergency rosters of staff who can be mobilised to meet surge capacity needs of clinical and support services in response to emergencies or disasters. (Can be answered yes / no.)

A5 Role cards contained within the Major Incident Plan, the Trust Mass Casualty Plan and supporting documents

Q6 Duties assigned to personnel for emergency or disaster response and recovery

Any record of whether all key personnel in any hospital incident management system for command, control and coordination in an emergency or disaster response have received training in incident management. (Can be answered yes / no.)

A6 Robust induction training for all identified roles in relation to command and control . Part of the overarching EPRR Annual Work plan including

- Testing
- Exercising
- Multiagency
- Live;
- Command Post

And the Principles of Health Command training programme from NHSE

Q7 If such training is received then any record of whether training or an exercise has been conducted for all such key personnel at least annually. (Can be answered yes / no.)

A7 Yes we have a list in accordance with the EPRR Framework (2022) that stipulates the ability to respond 24/7 with a command structure utilising on-call, pager and notification .

This is shared with regional ICB and NHSE EPRR leads

Q8 Well-being of hospital personnel during an emergency or disaster

Any record of the existence of designated spaces and available measures for hospital personnel to rest, sleep, eat, drink, observe faith-based practices and meet personal needs during an emergency. (Can be answered yes / no.)

A8 See below:

- Rest, yes
- Sleep, no
- Eat, yes
- Drink, yes
- Observe faith practise, yes
- Personnel needs, yes

Q9 Any record of for how long these measures can be sustained. (Can be answered in hours or days.)

A9 They are part of the general facilitates onsite. Additional food provisions are in place for out of hours services and can be facilitated for as long as is required

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

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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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,



Leah Carlisle
Head of Data, Security & Protection/ Data Protection Officer