

Freedom of Information Team
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Tel: 023 9228 6000 Ext 3708

Name:

Date: 23/06/2020

Ref: 20-21 058

Dear

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by our Freedom of Information team on 05/06/2020.

1. Are you carrying out risk assessments for all BAME staff that work for your trust? And if so, how many have you carried out to date?

Yes, in light of the NHS England guidance on risk assessments, a work health assessment has been developed, with BAME network members, and issued for all BAME staff to complete with their managers and return to the occupational health service. Consideration will be given to any underlying health conditions and adjustments needing to be made to roles or working environments in order to keep staff safe whilst at work.

Between the reporting period of 29 April 2020 to 5 June 2020 a total of 773 risk assessments were carried out.

2. What does your risk assessment entail?

Please see attached.



Work Health
Assessment Form.pdf

3. How many BAME staff do you have at your trust? (Please include bank, agency, locum, students if possible and explain if you have or haven't and why or why not).

The Trust employs 1,551 staff from a BAME background. There are 226 locum/bank workers from a BAME background.

The only students that are captured in the Trusts Electronic Staff records are student radiographers and we currently have 1 BAME employee in that staff group – this is because, as per NHSE guidance, the occupation codes for all other students working at the Trust fall under the standard ESR staff groups.

Please note the Trust does not hold data for agency staff as they are employed by other organisations.

4. Does the trust wait for staff to seek risk assessments or does the trust actively risk assess all members of staff?

The Trust seeks to ensure risk assessments for employees who are at higher risk of Covid 19 are carried out i.e. from a BAME background, required to shield, over the age of 70 or who are pregnant.

Staff are actively encouraged through messaging, the frequently asked questions for staff and the staff support line to complete a Work Health Assessment or contact Occupational Health if they had any health concerns.

All new staff are required to complete a Work Health Assessment on appointment to the organisation or when changing their role.

Staff are advised to contact Occupational Health if they have a change in their health which may affect them at work. Managers will complete a management referral for any staff member who they are concerned about with regard to the effects of work on their health or their health on the work they do, in line with Trust policies and procedures.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team