

Our Ref: 220520
Email: request-666453-8e5d03d1@whatdotheyknow.com
Date: 18 June 2020

Corporate Governance Department
Legal Services Division
Freedom of Information Team
3 Priestley Wharf
Holt Street
Aston
Birmingham
B7 4BN
Email: foi.bchc@nhs.net; Tel: 0121 466 7293

Dear Inzamam

Re: Freedom of Information Request

With reference to your request for information pursuant to the Freedom of Information Act dated 21 May 2020, I can advise that the Trust **does hold** the information that you are seeking. I will set this out below:

Dear NHS Trust or Clinical Commissioning group,

On behalf of Sky News, I am trying to obtain an answer to the following questions.

I would appreciate a response as detailed as possible please.

"Simon Stevens and Amanda Pritchard wrote to all NHS trusts and CCG Chief Executives on the 29th of April to advise that employers, on a precautionary basis, should conduct risk assessments for staff at greater risk during the COVID-19 pandemic and to act accordingly.

Has your organisation completed risk assessments on all Black Asian and Minority Ethnic (BAME) staff?"

From 7 May 2019 to date, the Trust has completed risk assessments on 63 BAME staff as part of an ongoing process whereby BAME staff are invited and encouraged to take part. The process includes the completion of a BAME risk assessment form following which the staff will have a risk-assessment meeting with their line manager.

The availability of this process and other measures has been (and continues to be) communicated to staff through various means, namely: all-staff letter sent via email, home-address letter sent to every shielding member of staff, the Chief Executive Officer's WebEx briefings, BAME network briefings, team briefs, and general communications, and promotional pop-up snap messages.

AND

"What precautions, if any, have you put in place to protect BAME staff once they've been risk assessed?"

The Trust implements a range of measures, depending on the outcome of every risk assessment. At the conclusion of each assessment, the member of staff is identified as belonging to one of three broad risk categories: high-risk, medium-risk or low-risk.

This categorisation depends on a lot of factors, including: age and gender, ethnicity, nature of role (for example, clinical or non-clinical, public-facing or otherwise), means of transport to and from work (public or private transport), religious belief and practice, pregnancy, known pre-existing health conditions (mental and physical), working environment, and so on.

For medium- and high –risk staff, the special measures to minimise risk would include either or both of redeployment to a role with less risk or to a working environment with less risk. The measures also include reducing the amount of patient contact and giving the staff the option of working from home (where possible) and providing them with the means to do so. The working environment could also be modified to reduce risk.

All these special measures would be in addition to the ordinary measures adopted by low-risk and every other staff, including enhanced hand-hygiene, social distancing, and adequate provision and correct use of PPE in accordance with the current Trust protocol and Public Health England's guidance.

The Trust recognises that situations around staff change with changing circumstances and aims to repeat the assessment every 4 weeks. It also has different systems and fora that staff can always utilise for support and wellbeing. These are:

- a) Care First, the Trust's Employee Assistance Programme which provides round-the-clock advice and support to staff on personal wellbeing, 7 days a week;
- b) the Trust's Freedom to Speak up Guardians to whom staff can approach confidentially with concerns;
- c) Equality and Diversity team members;
- d) Staff Side;
- e) Virtual, live question-and-answer sessions between BAME staff and the Trust Chief Executive;
- f) HR Business partners / team members; and
- g) the publication of a constantly updated list of **BME Individual Staff Risk Assessment FAQs**, providing answers to most common questions about risk assessment for BAME staff.

I can confirm that as the information has been provided, this request is now closed.

For future reference, the Trust's publication scheme and details of the services that we provide can be found on our website: www.bhamcommunity.nhs.uk.

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Freedom of Information Publication Scheme

The Publication Scheme is a guide to the information routinely published by Birmingham Community Healthcare NHS Foundation Trust, and made available to the public.

Details of the scheme can be found on the Birmingham Community Healthcare NHS Foundation Trust website (address above). No charge is made for information that is downloadable from the Trust's website; in the event that hard copy information is requested, the Trust reserves the right to levy a charge in accordance with the applicable regulations.

Complaints

In the unlikely event that you have cause to complain about the service received in respect of your Freedom of Information request; the Trust operates a complaints procedure which gives the applicant the right to an internal review of the administration or outcome of any valid Freedom of Information request within 40 working days of the date of this response. Such reviews will usually be undertaken within 20 days by the Chief Executive Officer, or an appropriate nominated officer. Where the Chief Executive Officer has been closely involved in the original request, any review will be conducted by the Chairman of the Trust, or an appropriate Non-Executive Director. The Trust will keep a record of all complaints, reviews and outcomes. Should you feel that you have cause to complain then please write to:

**Chief Executive
Birmingham Community Healthcare NHS Foundation Trust
3 Priestley Wharf
Holt Street
Birmingham
B7 4BN
Telephone: 0121 466 6000**

Should you be dissatisfied with the outcome of the internal review, you have the right to lodge a complaint with the Information Commissioner. A complaints form can be obtained from the Information Commissioner's website: www.ico.gov.uk or contact:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow**

Cheshire SK9 5AF
Telephone: 01625 545745

Feedback

We would be interested to receive feedback as to how you feel your request has been dealt with to help us to understand where we are doing well and to make improvements where necessary; your comments (whether positive or negative) can be made either in writing to the address above or by email.

Any queries about this response can be directed to Eugene C Aninweze, Freedom of Information Officer, on 0121.466.7293 or foi.bchc@nhs.net.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'MBullock', is positioned below the 'Yours sincerely' text.

Michael Morgan-Bullock*
Legal Services Manager

* Solicitor of the Supreme Court of England and Wales
SRA number: 136646