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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

Cadeirydd/Chair: **Emma Woollett**  
Prif Weithredwr/Chief Executive: **Tracy Myhill**

**gofalu am ein gilydd, cydweithio, gwella bob amser**  
**caring for each other, working together, always improving**

Rydym yn croesawu gohebiaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad/Date: 17<sup>th</sup> July 2020  
Ein Cyf / Our Ref: 20-F-011

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✉ [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk)

Corporate Services  
Headquarters  
1 Talbot Gateway  
Baglan  
Port Talbot, SA12 7BR

Dear

I refer to your Freedom of Information Act Request acknowledged by ourselves on 10<sup>th</sup> June 2020. Your request sought information relating to BAME (black, Asian and minority ethnic) risk assessments.

You asked for the information to cover the period 29<sup>th</sup> April 2020 to 5<sup>th</sup> June 2020.

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

From 27<sup>th</sup> May 2020 when the All Wales self-assessment Risk Assessment Tool was introduced, the Health Board has been actively encouraging all staff to undertake a self-assessment. This is to both ensure staff are able to assess their level of risk based on their own critical factors and then with their line manager to take the appropriate course of action. Previously the Health Board had been using a tool agreed for use across NHS Wales until the new risk assessment was available. The NHS Wales Risk Assessment is a two-stage risk assessment process based on self-assessment. The assessment is suitable for use for all staff who are vulnerable or at risk of contracting Coronavirus, including people from BAME backgrounds.

From the beginning of the Covid-19 outbreak the Health Board has been supporting all staff with concerns regarding the health risks associated with Covid-19, including those from a BAME background via our Occupational Health and Wellbeing service.

The Occupational Health service was re-engineered to open seven days a week, 6am-10pm to support the increased number of staff Covid-19 enquiries (approx. 1800 weekly during the pandemic peak) and appropriate risk assessments were



**Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR**

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe  
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

undertaken. These assessments ensured that the correct Public Health Wales advice and guidance was implemented, with staff being advised to undertake appropriate mitigation to manage risks (e.g. to work with adjustments or in an environment/role where the risk was reduced or to work from home when appropriate).

The current all Wales risk assessment is paper based (PDF). The Health Board is aware that the development of an app that can be accessed via phone is being examined as well as recording assessments using other already available technology. These options are not yet in place.

As this is a self-assessment process containing very sensitive personal information we have requested that once completed with their line manager a copy of the assessment is sent to a confidential Occupational Health email address. This measure is to ensure that the completed assessment is handled correctly and have any opportunity to hold a central copy. This allows a record of the assessment to be retained within the Health Board's Occupational Health system which already securely holds information of this type.

Since its introduction, the Health Board has used every means available to both make staff aware of the tool and encourage staff to use the self-assessment. Service Units are including reference to the tool in cascade briefings, it has featured in the daily Covid-19 staff brief as well as being published on the Health Board intranet reinforced within the Health Board's Covid-19 FAQ, also published on the intranet. Managers are regularly and specifically reminded they must bring important issues such as this to the attention of their staff in particular those that may not have ready access to the Health Board intranet.

To date the Health Board has received a total of 90 risk assessments sent to the secure inbox.

## **2. What does your risk assessment entail?**

The self-assessment tool and the details of what it entails can be found here: <https://gov.wales/covid-19-workforce-risk-assessment-tool>

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

As of 24<sup>th</sup> June 2020, our Health Board has 718 members of staff who identify as BAME who have their ethnicity completed on our Electronic Staff Record (ESR) system. The information includes students as well as Locum, Bank and Honorary staff. Agency staff are not included in the figures because they are not on our payroll and this information is not held by the Health Board.

The health board has an ongoing campaign to encourage staff to update their own staff records in ESR to improve and maintain the quality of staff ethnicity data.

## **4. Does the Health Board wait for staff to seek risk assessments or does the Health Board actively risk assess all members of staff?**



As set out above the Health Board is proactively promoting the use of the self-assessment to be used for all staff. Lead Managers are responsible for disseminating the risk assessment tool and encouraging staff to complete the risk assessments. The Health Board's 370 Wellbeing Champions and Health Board BAME Network are also helping to raise awareness of the tool and encourage staff to undertake the self-assessment. As mentioned this is backed up with regular communication via the Health Board intranet through daily briefs. Promoting the use of the self-assessment tool has been managed through the existing Covid-19 management structures from senior strategic GOLD command level through to the operational groups in support. Staff side organisations have been involved and engaged in the process and the Health Board's support for the self-assessment in weekly meetings held since the beginning of the Covid-19 outbreak.

I hope this information is helpful. If you require anything further please contact us at [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk).

Under the terms of the Health Board's Freedom of Information policy, individuals seeking access to recorded information held by the Health Board are entitled to request internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request please contact me directly at the address below or register your complaint via [FOIA.Requests@wales.nhs.uk](mailto:FOIA.Requests@wales.nhs.uk).

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 029 2067 8400.

Yours sincerely



Pam Wenger  
**Director of Corporate Governance**

