

### Freedom of Information Act Request

I am writing to request information under the Freedom of Information Act 2000. I would be grateful if you could provide the following data related to incident forms raised within your Trust.

Requested Information:

**o The number of internal incident forms raised where staff shortages were recorded as a contributing factor, for the period 1 st December 2024 – 28th February 2025.**

129 staff shortage related incidents were reported during December 2024, January 2025 and February 2025.

**o A breakdown of incidents by service area, department, or care setting (if available).**

**Table 1:** Incidents – Category Staff Shortages displayed by location type

Location type	Data
DCC / ITU	2
Emergency Department / BEV / Minor Injuries / Medical and Surgical Assessment	17
Recovery	3
Ward	81
Hospital Building	5
Hospital Grounds	1
Outpatients	3
Theatres	15
Medical Imaging	2

**o If available, any trust-wide reports or summaries highlighting trends, risks, or actions taken in response of staff shortage-related incidents.**

Incidents are reported, discussed and learning disseminated at a speciality and Divisional level. At Trust level a bi- monthly nursing and midwifery safe staffing report is submitted to the Trust People Committee. These reports include a section relating to wards that trigger against safe staffing metrics alongside safety and quality metrics. The report also includes a narrative update on safe staffing incidents at a Trust level and any red flag reported incidents. A copy of the report presented to the Trust People Committee for the reporting period of December 2024 and January 2025 is attached for information.



Safe Staffing report  
People Committee F

Our Ref: 181

March 2025

If you are not satisfied with the handling of your request, you have the right to request an internal review. Requests for an internal review should be submitted within 40 working days from the date of this response, and should be addressed to d.wraith@nhs.net.

If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
Website: <https://ico.org.uk/make-a-complaint/>