

**Freedom of Information Act Disclosure log
- Reply Extract**

File reference	W21FOI109
Key words	Total Staff, Staff Parking, Storage, Amenities, Welfare Services
Date of release	18/06/2021
Attachments	Yes

You asked

1. How many staff do you employ?

a. How many doctors?	1213
b. How many nurses?	2370
c. How many healthcare assistants?	1092
d. How many porters?	113
e. How many cleaners?	399
f. How many physiotherapists?	147
g. How many occupational therapists?	63
h. How many social workers?	Two
i. How many administrative staff?	1878

2. How many staff are on site during a typical 12hr day?

On average, 1000 staff members on site per day across:

- Derriford Hospital
- NU Building
- Plymouth Dialysis Unit
- Child Development Centre
- Urgent Treatment Centre
- Minor Injuries (Tavistock and Kingsbridge)

3. How many working computers do you have in clinical areas?

Approximately 5139 production “computers” in clinical areas

4. How many parking spaces do you have specifically for staff?

1118

a. How much do you charge for staff parking?

Parking information forms part of our ERIC return and is published here: <https://digital.nhs.uk/data-and->

[information/publications/statistical/estate-s-returns-information-collection/england-2019-20](https://www.nhs.uk/information/publications/statistical/estate-s-returns-information-collection/england-2019-20)

Our Trust code is RK9. The average fee charged per hour for staff parking was £0.21 in 2019/20

b. How long is the average application period for a staff parking permit?

Varies with demand and no set time
Priority given to staff with disabilities of other specific needs

c. Do you have secure bike storage for staff?

Yes

d. How many bikes can be securely stored on site at any one time?

100+ bikes

5. How many on site nutritious food options are there?

The Trust has the following retailers on site who all provide nutritious food options: WHSmith, M&S Simply Food, League of Friend's Fruit and Gift Shop, Warrens Goodness at Green's restaurant and Fresh from Warrens Café. They all sell a wide range of healthier options, including salads, fruit and healthier sandwich options.

The patient menu is on a weekly cycle, there are various dietary options available for patients which range from a standard meal to those with any dietary needs from Halal, Kosher, Allergen Free also Included is a range of modified textured meals.

a. Is hot food available 24 hours a day?

Yes, level 6 café has hot food available 24/7 which is run by Warrens and can be used by visitors and staff.

Patients have the option of a call order meal through the night.

b. Are food preparation and storage facilities available to all staff?

There are numerous staff rooms and break out rooms across the site that contain some storage with kitchen facilities e.g. fridges, hot water and microwaves

6. How many access points to free drinking water are there on site?

Warrens on Level 7 and Level 5 has water fountains. Warrens on Level 3 and 6 will also do free water refills (outside of COVID). Drinking water is also available in the many kitchens across the Trust. Warrens Level 7 and Level 5 also have microwaves which staff can use.

7. Do you routinely provide free tea and coffee making facilities for staff in clinical areas?

As question 5

8. How many staff lockers and secure storage areas do you have?

We cannot quantify the exact number of staff lockers and secure storage areas across the site; however, there are a number of staff lockers contained in on site changing facilities

9. Do staff have access to on site changing facilities 24 hours a day?

Staff do have access to on site changing facilities 24 hours a day

10. Do staff have access to on site showering facilities 24 hours a day?

Showers can be found in on site changing facilities

11. Are rest facilities available to staff if too tired to drive home following a night shift?

There are a number of on-call rooms allocated for Care Group staff use in the event of tiredness following a night shift

12. How many staffroom or 'mess' facilities are there on site?

Cannot quantify however there is a dedicated Junior Doctors Mess on level 07

a. Do you have any dedicated outdoor space for staff?

There are various dedicated outdoor spaces for staff to use

13. What welfare and wellbeing services are available to staff?

University Hospitals Plymouth NHS Trust's Occupational Health & Wellbeing Department (OHWB) provides consultant-led OH services. Our role is to minimise work-related ill-health and to maximise good general health in the workplace. We act as professional advisers to both employees and managers. Our team consists of specialist doctors, nurses and counsellors, who are here to offer professional, confidential and impartial advice about your health, safety and wellbeing. Our service is accredited under the Safe Effective

Quality Occupational Health Standards (SEQOHS) scheme assuring consistent quality for OH departments. As well as our traditional services such as health screening, surveillance and attendance management, and health promotion, we also offer a range of proactive services aimed at reducing sickness absence, developing personal resilience and improving performance.

Our Ethos & Values

- **Independent:** an independent service provided equally to all employees, whether they are seen as a self-referral or at the request of management.
- **Supportive:** a support service to both the organisation and individuals with the interest of both at heart.
- **Impartial:** we do not 'take sides'.
- **Objective:** we strive to be objective and base our opinions on evidence. We work on the basis that people will tell the truth - at least as they see it. We endeavour to provide a balanced view, based on the information we are given.
- **Competent:** qualified, experienced and skilled staff.
- **Respectful:** we will respect the views of individuals.
- **Confidential:** a confidential service with information generally only released to a third party with the consent of the individual.
 - **Open:** we prefer to see openness of correspondence concerning an individual. We hope managers and employees will be open with one another - and with us - in discussing the reasons for a referral and the desired outcome. Subject to confidentiality, we would generally expect to say the same thing to an individual as we say about them to management. It follows that anything we write to management should also be available to the individual, to emphasise the open and impartial status of a department serving equally the organisation and the individual

Please also see attachment: screen shot from the OH page on Staffnet regarding the services currently available to staff

14. Is psychological support routinely offered to staff?

Please see attachment regarding support available to all staff via the Staff support hub, which includes a range of psychological support that can be assessed.

15. Does the trust organise Balint groups or Shwartz rounds for all staff?

The Trust provides monthly Schwartz Rounds that are open to ALL staff.

Attachments included: Yes



**University Hospitals
Plymouth**
NHS Trust

Coronavirus (COVID-19) OHWB Support

Risk Assessments and Antibody Screening

Please refer to the Trust Bulletins on the home page of Staffnet for the most update versions of the Staff and Team Risk Assessments. Information on the process for antibody screening including the consent form and FAQ's are also located here.

[Please click here to access the COVID-19 Staff Bulletins](#)

Management Referrals & Counselling Appointments at The Derriford Centre for Health & Wellbeing

Occupational Health & Wellbeing Services during the Covid-19 pandemic

A number of our staff are required to work from home. We have risk-assessed our OH services and updated our policy for provision of our services as follows:

Pre-placement questionnaire screening:

Will continue as usual via our Portal.

Management referral consultations:

Management referrals/reviews, PPQ follow-up, mental health adviser and consultations will continue to be by telephone.

Wellbeing consultations:

Counselling, EMDR, and guided self-help sessions and assessments will continue to be by telephone/video link.

DSE & Physio Workplace Assessment Visits:

Will only be by photographic assessment.

Health Surveillance

- ' Appointments for routine health surveillance are suspended, as risk assessment confirms that these can be delayed for the lockdown period without undue adverse effects.
- ' Where health surveillance has been risk assessed as an essential requirement to enable an employee to do their job, this will be undertaken by telephone. Requirement for face-to-face health surveillance will be assessed on a case-by-case basis.

Skin Assessments:

Will continue via photographic assessment.

Immunisation & Screening Drop-in Clinics at The Derriford Centre for Health & Wellbeing

Immunisations and serology

- ' Our immunisation clinics have once again resumed, but due to protective measures in place, we still only have limited appointments available.
- ' Priority will be given to staff who require the following: blood screening for contamination incident support; blood screening for Exposure Prone Procedures (EPPs) and MRSA screening.
- ' We will contact all other staff over the coming weeks, as we work through our waiting list.

Psychological Support

03303 800658 for immediate advice and **24 Hour Counselling Helpline** support, available **every day of the week 24/7** from the Trust's Employee Assistance Provider - [Vivup](#),

0300 131 7000 for the National NHS Mental Health Helpline for NHS staff, available **every day of the week 7.00am – 11.00pm**. Text service available 24/7 – text FRONTLINE to 85258.

01752 245255 (internal 55255, or via switchboard on 01752 202082 for the Duty Chaplain) for support from the Trust's Pastoral and Spiritual Care Team.

0300 555 3344 for priority individual wellbeing support for NHS and social care staff from Devon Partnership NHS Trust's 'TALKWORKS' programme. Self-refer either online at www.TALKWORKS.dpt.nhs.uk or via the phone number.

OH counselling services for Trust staff – new opportunity

To offer Trust staff effective counselling support at the time that they need it, swift access to Single Session Therapy (SST) is now available and staff are encouraged to take advantage of this new opportunity. As an improvement to our processes, SST upon referral is also now the way for staff to access other support from the OH Department's Counselling & Mental Health Team.

How does Single Session Therapy work?

SST is a collaborative experience and can be used for a wide range of issues. You and your therapist work together in a one-hour session on strategies for change in relation to your current key concerns. The therapist will offer some immediate support around pressing anxieties or struggles, and together you will focus on your greatest worry, challenge or difficulty and what you want to achieve from your appointment. The aim is for you to leave the session with some ideas or strategies to try out. After the session, it is recommended that you take three to four weeks to reflect and try out any strategies discussed.

What are the benefits?

- No long waiting list for counselling support.
- You are able to refer yourself again for SST at any time.
- Following discussion with you, SST may lead to referral to other OH counselling and mental health services, if this feels necessary.

How do I self-refer to Single Session Therapy?

Email: plh-tr.OccHealth-StaffCounsellingTeam@nhs.net

Telephone: 01752 437222 (Option 1)

Are you experiencing difficulties within your team, or does your team need psychological support? Contact Devon Partnership NHS Trust's Workplace Support Service, which offers group support to teams, particularly after a traumatic event. Email: dpt.od@nhs.net. Available 8.00am – 8.00pm, 7 days a week.

Please also see a list of the [NHS approved mental health helplines](#).

OH DSE Guidance for Staff Working from Home

Many of us are now working from home to reduce the spread of COVID 19 and it is important to be mindful of your posture and setting up your home work station to prevent musculoskeletal problems. The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE such as PCs, laptops, tablets and smartphones daily, for an hour or more at a time, to ensure good ergonomics for workers at home and at work.

For further information and guidance on DSE and ergonomic assessments please [click here](#)

Our Services

Pre-placement screening for new employees

Fitness to work assessments including Forklift truck/LGV/ vocational driving medicals/ night worker, lone working/ working at height, confined spaces assessments/ New & Expectant mother assessments

Attendance Management support:

- Occupational Health Assessments
- Case conferences
- Wellness Recovery Action Plans (WRAP)

Ill health retirement assessments

Health Surveillance including;

- Respiratory function, Dermatological and Audiometric testing
- Lead, Asbestos and Ionising radiation medicals
- Hand / arm vibration (HAVS) assessment
- DSE (display screen equipment) assessments

Infection Control, Immunisations & Screening

- EPP clearance to DoH standards with testing for Hepatitis B, Hepatitis C and HIV
- Hepatitis B vaccinations
- Care of staff following body fluid contamination or inoculation incidents
- Varicella (Chicken Pox) screening with Varicella immunisation if required
- Rubella & Measles screening with MMR immunisation if required
- TB screening with Mantoux Testing and BCG immunisation if required
- Flu Planning (includes annual immunisation programme & Pandemic flu)

Psychological and Employee Support Services including:

- Counselling
- Stress Management training for managers and staff
- Support for managers carrying out stress risk assessments

Physiotherapy and Ergonomic Advice

- Self referral Physiotherapy service - early access to Physiotherapy advice and treatment for musculoskeletal conditions
- Ergonomic workplace visits - assessment of working environments e.g. ward areas and laboratories

and office based Display Screen equipment (DSE) assessment.

- If you are living within the Plymouth catchment area and are registered with a Plymouth GP you can self-refer to the Trust Physiotherapy team, [click here](#) for more information.

Additional Services:

Policy development and advice for OH related issues (e.g. Drugs, Smoking)

Development of a Staff Well Being programme

- Drug screening
- Travel health & vaccination service
- Health Promotion

Data Protection

Privacy Notice for Staff, click [here](#)

University Hospitals Plymouth (UHP)

We have created a Support Hub for our colleagues which pulls together a range of resources and materials to help you find information quickly to support your health and wellbeing, including both local and national offerings. We have created four areas within the Support Hub which each contain more detail and further links to advice and guidance on the different Mental Health and Wellbeing, Practical, Physical and Professional support available to you [via this link](#)



We have created this Support Hub, which pulls together a range of resources and materials to help colleagues during the Coronavirus pandemic. This is designed to help you find information quickly to support your health and wellbeing. We have created four areas within the Support Hub which each contain more detail and further links to advice and guidance on the different Psychological, Practical, Physical and Professional support available to you.



Mental Health and Wellbeing Support	
<ul style="list-style-type: none"> • Occupational Health & Wellbeing (OHWB) support: <ul style="list-style-type: none"> • Staff Counselling sessions • Mental Health Advisor for fitness to work • Single Session Therapy (SST) • Embedded Counselling In Reach support • Eye movement desensitization and reprocessing (EMDR) support for dealing with Post-Traumatic Stress Disorder (PTSD) • Wellness Recovery Action Plan (WRAP) support • OHWB support around Covid Risk Assessments (including Podcast video on StaffNet) • OHWB Department Advice Line (during working hours) • Covid-19 Track and Trace service • Employee Assistance Programme 	<ul style="list-style-type: none"> • Pastoral and Spiritual Care Team support including 24/7, 365 days a year, staff support (in person or via phone) from the Trust Duty Chaplain, and Group Reflection Sessions called 'Space for Wellbeing' to offer space for colleagues to come and reflect together about their work or other things. • Bereavement Support during COVID-19: https://people.nhs.uk/guides/bereavement-support-during-covid-19/ • Virtual Schwartz Rounds, a forum for hospital staff from all backgrounds to regularly come together to discuss the non-clinical aspects of their work • Decompression spaces: Café Level 5; ICU flower garden. There is also a Quiet room available on Level 7, a private space for you to meet with one

<p>(EAP) support including access to 24/7, all year round confidential telephone counselling</p> <ul style="list-style-type: none"> • External wellbeing support from Devon Partnership NHS Trust through TALKWORKS • Virtual Mindfulness sessions • Coffee and Vent sessions • Psychological Perspective on Experiences (PPE for the Mind) weekly email to colleagues selecting a situation/condition with brief description of the psychological theory and reference to further information/resources • Specific team based interventions to support teams needing support, co-ordinated by an in-house clinical psychologist 	<p>of the Pastoral and Spiritual Care Team or to be alone. The chapel is always open and the multi-faith room is available in office hours</p> <ul style="list-style-type: none"> • COVID-19: Psychological First Aid Online Training • REACTMH® online mental health training for managers/team leaders • Chief Executive Shout Out: visits to ward/departments • Wellbeing Guardian – non-Executive Director lead in place • Signposting to all local and national offers, tools and resources including Time For You online wellbeing sessions
Practical Support	
<ul style="list-style-type: none"> • Employee App #1BigTeam • Financial wellbeing support available e.g. Neyber, Cavell Nurses Trust • Debt Advice Signposting Routes: <ul style="list-style-type: none"> • Gambling Support: For free confidential advice and help contact the National Gambling Helpline 24/7, on 0808 8020 133 or Gambling support live chat • BeGambleAware.org https://www.begambleaware.org/NGTS.html Citizen Advice national website • National Debtline https://www.nationaldebtline.org/, or call 0808 808 4000 from Monday to Friday, 9am to 8pm. • StepChange debt charity • Lamplight Support Services Royal College of Nursing – open to the nursing community - RCN members can call RCN Direct on 0345 772 6100; Individuals not in RCN membership can call 0345 772 6200. • Local Trade Unions: GMB (01752) 439274 (internal 39274); Unison (01752) 439276 (internal 39276); RCN (01752) 439314; Unite (01752) 431337 (internal 31337), plus other Trade Unions or Professional bodies who are not identified here will be contactable on the internet or can be signposted via the HR team: plh-tr.hrcontrolcentre@nhs.net • Domestic Abuse Signposting Routes: <ul style="list-style-type: none"> • Freephone 24 Hour National Domestic Violence Helpline 0808 	<ul style="list-style-type: none"> • Your Voice sessions facilitated by senior leaders visiting departments • In-house Mediation Service • All Staff Briefings led by Executives/senior leaders • Freedom to Speak Up Guardians (FTSUG) give independent support and advice to staff who want to raise concerns in regards to their experiences at work: 01752 (4)33381/plh-tr.f2sguardian@nhs.net • Advice for Carers advice@carersuk.org or call 0808 808 7777 from Monday to Friday, 9am – 6pm. • Childcare Provision help and support: • childrensservicesresponse@plymouth.gov.uk • Onsite Happy Days Nursery from 7am – 7pm for children from 3 months to 5 years enquiries@happydaysnurseries.com • Wellbeing Information Stands at key staff locations (Levels 2, 3, 7 in the Goodness at Greens Restaurant, and Derriford Centre for Health & Wellbeing (DCHW) • Staff Salary Sacrifice Benefits Schemes including: <ul style="list-style-type: none"> • Cycle to Work • Home and Electronics • Car Parking • Gym Membership • Childcare Provision • Car Leasing • Outside Meeting Pods outside DCHW, under the King and Queen Oak, and the Chest Clinic.

<p>2000 247 www.nationaldomesticviolencehelpline.org.uk</p> <ul style="list-style-type: none"> Local Authority Domestic Abuse Services: <ul style="list-style-type: none"> Plymouth Cornwall Torbay 	
Physical Support	
<ul style="list-style-type: none"> Access to a range of onsite and virtual classes via DCHW to support physical wellbeing Staff self-referral to the Physiotherapy Outpatients Department for physiotherapy and treatment Better Health – Healthy changes start with little changes. Whether you want to lose weight, get active or quit smoking, Better Health is here with lots of free tools and support https://www.nhs.uk/better-health/ 	<ul style="list-style-type: none"> Garden spaces: herb garden outside REI; ICU flower garden; remembrance garden Bircham Nature Trail Signposting to Staying Active At Home exercise videos, self-help tools and resources
Professional Support	
<ul style="list-style-type: none"> Multi Agency Coaching Network (MACN) for leaders and managers Working From Home (WFH) Newsletter Email monthly Shielders Network Group Time to Connect Sessions for WFH/Shielding colleagues Staff Networks: BAME; Disability & Wellbeing (DAWN); LGBT+; Womens; Faith & Beliefs (FAB) and Mens Forum. E-Learning Opportunities: a range of e-learning opportunities including a host of the latest COVID-19 packages continuously being updated nationally from Health Education England (HEE) in your Electronic Staff Record (ESR). 	<ul style="list-style-type: none"> Working From Home online support: <ul style="list-style-type: none"> Display Screen Equipment Guidance IT Guide for Working From Home Top Tips for Working Remotely Top Tips for Managing Remote Teams Worklife Balance help and support: https://www.plymouthhospitals.nhs.uk/professional-support/work-life-balance-4368/ Remote working blog (put together with help from IM&T)