

**Freedom of Information Act 2000 - Request Reference Fol/20/207**  
**COVID-19 Risk Assessment**

**Request details**

Please can your data be from 29 April 2020 to an including 5<sup>th</sup> June 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?**

In completing a search for the information requested, Cardiff and Vale University Health Board (the UHB) has confirmed that this information is not centrally recorded or collated. To retrieve the information requested would require a manual search through individual records and the UHB considers that this would exceed the limit set within regulations for responding to a request. The UHB has therefore relied upon the Section 12 exemption ('Exemption where cost of compliance exceeds appropriate limit') of the Freedom of Information Act 2000 and is refusing your request.

The UHB has estimated that to complete the work needed to respond to this request would exceed the time limit as set within regulations to respond to a Freedom of Information Act request. Under the Act there is an allowance of two and a half days, or 18 hours, to comply with a request and the cost limit set within the fees regulations for this amount of work (18 hours) is £450 for the UHB. The fees regulations specify that the cost of complying with a request must be calculated at the rate of £25 per hour.

To comply with our Section 16 obligation, the duty to provide advice and assistance, the UHB would like to advise that a Risk Assessment Tool has been developed to help people working in the NHS and Social Care in Wales to see if they are at higher risk of developing more serious symptoms if they come into contact with the COVID19 virus. There is no obligation for the individual to complete the assessment. If an individual chooses to complete the assessment a review is conducted between the individual and their line manager.

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

Please refer to the attached document

- 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 UHB employ 1770 BAME staff, including bank nurses and employed locum medical staff. Agencies do not provide the UHB with the ethnicity of their staff.

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

There is no obligation for the individual to complete the risk assessment.