# EPRR – Annual report

## Introduction

* 1. This report describes the emergency planning and business continuity activities of Oxford Health NHS Foundation Trust during 01 November 2020 - 31 October 2021 to meet the requirements of the Civil Contingencies Act 2004 and the NHS England emergency preparedness framework 2015.
	2. The Director of Corporate Affairs, Kerry Rogers is the accountable emergency officer and holds executive responsibility for emergency preparedness on behalf of the organisation. The Director of Corporate Affairs is supported in this role by Pete McGrane, Clinical Director. John Allison is the Non-executive Director of the board nominated to support the accountable emergency officer. Katie Cleaver is the designated Emergency Planning Lead and responsible for supporting the executive in the discharge of their duties. The emergency preparedness work programme for the Trust is progressed through the emergency preparedness, resilience and response (EPRR) committee chaired by the Director of Corporate Affairs with representation from service directorates, communications, human resources, information management and technology and estates and facilities.

# Background

* 1. The Civil Contingencies Act (2004) outlines a single framework for civil protection in the United Kingdom. Part one of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparedness and response. Oxford Health NHS Foundation Trust is subject to the following set of civil protection duties:
* assess the risk of emergencies occurring and use this to inform contingency planning
* put in place emergency plans
* put in place business continuity management arrangements
* put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
* share information with other local responders to enhance coordination
* cooperate with other local responders to enhance coordination and efficiency
	1. The NHS England emergency preparedness, resilience and response framework (2015) requires all NHS organisations to plan for and respond to incidents in a manner which is relevant, necessary, and proportionate to the size and services provided.

# Policies and plans

* 1. The EPRR and business continuity policy was updated in October 2021. All incident response plans in the EPRR response manual are reviewed on an annual basis. Business continuity plans are also reviewed annually with services.

# Training, exercises and live events

* 1. Training was provided to new directors on call prior to joining the on-call rota and individual annual refresher sessions were also provided to existing directors on call. The Covid-19 pandemic continues to provide all staff members with exposure to the command and control arrangements in a major incident and an opportunity to test their business continuity plans and pandemic plan arrangements. Major incident and business continuity scenarios with prompts for discussion are located on the intranet for team managers to independently exercise their business continuity plan with their teams.
	2. NHS organisations are required to undertake a minimum of one live exercise every three years, a tabletop exercise every year and a test of the communications cascade every six months (NHS England emergency preparedness framework, 2015). Lessons identified from exercises are incorporated into incident response plans, business continuity plans and shared with partner organisations.
* The six-monthly multi-agency communications cascade exercise, initiated by South Central Ambulance Service NHS Foundation Trust, occurred in November 2020 and July 2021.
* A table top exercise, followed by live exercise, took place in July 2021, in partnership with the Campbell Centre, Central North West London NHS Foundation Trust to test the Marlborough House, Milton Keynes hospital evacuation plan.
* The following live events required the implementation of incident response plans and business continuity plans
	+ Heatwave: At the end of July, the UK experienced temperatures which prompted a level 3[[1]](#footnote-1) heatwave action declaration. Learning from the incident resulted in bringing forward several actions to level 2[[2]](#footnote-2) that had previously been listed under level 3 of the heatwave plan to ensure inpatient wards were prepared in advance for the high temperatures.
	+ Fuel shortage: An incident coordination centre was set up to manage the disruption to fuel supplies from 28 September – 4 October.
	+ Mains water disruption: On 26 October 2021 a mains water leak required the implementation of the business continuity plan which included the deployment of a water tanker by Thames Water to Wallingford community hospital.

# Assurance - NHS England core standards for EPRR

* 1. The minimum requirements which commissioners and providers of NHS funded services must meet are set out in the NHS England core standards for EPRR. The accountable emergency officer in each organisation is responsible for ensuring these standards are met.
	2. NHS England and NHS Improvement stated that due to the events of 2020, the core standards had not received their tri-annual review and therefore not all standards reflect current best practice. As a result, various standards were removed including all training standards and the requirement to have updated all plans in the last 12 months. The deep dive focused on medical gases and the medical gases lead confirmed full compliance with those standards that were applicable to the Trust.
	3. The outcome of the self-assessment showed that against the 42 core standards which are applicable to the organisation, the Trust is fully compliant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core Standards** | **Total standards applicable** | **Fully compliant** | **Partially compliant** | **Non-compliant** |
| Governance | 5 | 5 | 0 | 0 |
| Duty to risk assess | 2 | 2 | 0 | 0 |
| Duty to maintain plans | 9 | 9 | 0 | 0 |
| Command and control | 1 | 1 | 0 | 0 |
| Response | 5 | 5 | 0 | 0 |
| Warning and informing | 3 | 3 | 0 | 0 |
| Cooperation | 4 | 4 | 0 | 0 |
| Business Continuity | 7 | 7 | 0 | 0 |
| CBRN | 6 | 6 | 0 | 0 |
| **Total** | **42** | **42** | **0** | **0** |
| **Overall assessment:** | **Full compliance** |

* 1. The statement of compliance and self-assessment was examined at a confirm and challenge meeting on 22 October 2020 and accepted by Oxfordshire Clinical Commissioning Group on behalf of NHS England and NHS Improvement – South East.

# Partnership working

* 1. The Trust works in collaboration with a range of partner agencies through formal standing meetings. The Director of Corporate Affairs and the Clinal Director attend the local health resilience partnership. Local health resilience partnerships (LHRPs) are strategic forums for local organisations to facilitate health sector preparedness and planning for emergencies at local resilience forum level. Members of the LHRP are executive representatives who can authorise plans and commit resources on behalf of their organisations.
	2. The emergency planning lead attends the Thames Valley LHRP business management group which is a forum for Thames Valley emergency planning leads. The purpose of this group is to ensure that effective and coordinated arrangements are in place for multi-agency emergency preparedness and response, in accordance with national policy and direction from NHS England and NHS Improvement.
	3. Formal committees, of which the Trust is a member includes the Oxfordshire resilience group and Buckinghamshire resilience group, Milton Keynes University Hospital NHS Foundation Trust EPRR board and the Wiltshire and Swindon LHRP Business Management Group.

# Summary

* 1. Oxford Health NHS Foundation Trust has complied with the training and exercising requirements of NHS England EPRR guidance, participated in the relevant NHS and multi-agency planning forums and achieved full compliance with NHS England core standards for EPRR.

**31 October 2021**

1. Level 3 Heat wave action - Temperature reached in one or more Met Office national severe weather warning service regions [↑](#footnote-ref-1)
2. Level 2Heat wave is forecast – alert and readiness - 60% risk of heat wave in the next 2–3 days [↑](#footnote-ref-2)