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Pennie Ford
Director Operations and Delivery
NHS England
Surrey and Sussex Area Team
York House
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29th November 2013

Dear Pennie,

RE: Emergency Preparedness, Resilience and Response Provider Assurance Process

Thank you for your letter dated the 12th November 2013, please accept this document as our statement of compliance. This letter details the requested information and I have attached our action plan.

As part of the EPRR assurance process, Surrey and Sussex Healthcare NHS Trust (SASH) has undertaken a self assessment against the EPRR Core Standards, over the past month as required by the LHRP.

The emergency planning and preparedness within the Trust has been identified as an area of strength by management and internal audit. Last year we undertook a live exercise through the Emergo system and the Major Incident Plan was reviewed and revised based on the lessons identified from the post exercise report.

The business continuity process within the Trust has been identified as an area which is less strong and requires improvement. This assessment has also been verified by a recent internal audit which did not highlight any unknown risks or system issues. An action plan to improve the business continuity process was put in place in September 2013 and is outlined in the attached action plan.

Attached to this letter of assurance is an action plan, which is already in place and aims to strengthen areas of weakness and to ensure ongoing EPRR compliance.

The letter of assurance and action plan will be presented and discussed at the December 2013 Trust Board Meeting.

I assume this process will be discussed further at the LHRP meeting on the 5th December, however if you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

Paul Bostock
Chief Operating Officer

Cc: Amit Bhargava
Sue Braysher

Action Plan for 2013/2014:

Area	Actions	Manager Responsible	By When
Major Incident Plan	Sign off required by Trust Board (ratified Mar 13 via Management Board)	Paul Bostock	September 2013 Completed
Emergency Training for Staff	EPRR training to be included in Trust Induction/Statutory Training	Yvonne Parker/Andrea Strudwick	January 2014
Business Continuity	Steering Group to be re-constituted and agree ToR.	Andrea Strudwick/Paul Bostock	September 2013 Completed
	Review of Trust Business Continuity Plans completed, address gaps and agree actions plans. (Current Plan valid to Sep 13)	Andrea Strudwick/Heads of Departments	February 2014
	Work towards aligning BC plans with ISO22301.	Andrea Strudwick/Heads of Departments	September 2014
	To test and validate BC plans at least annually or after significant service change.	Andrea Strudwick/Heads of Departments	June 2014
	Provide six monthly update to Management Board for Quality and Risk	Paul Bostock/Andrea Strudwick	March 2014
	Plans to be signed off by Trust Board	Paul Bostock	March 2014
Communications	Communications Exercises to be undertaken six monthly	Andrea Strudwick	March 2014
Major Incident Exercise	Trust to undertake a "live" exercise onsite to test the major incident plan and CBRN response	Andrea Strudwick	June 2014
Finance	Plans to detail how unexpected expenditure will be managed to be written	Paul Simpson	February 2014