

Date: **13 AUGUST 2019**

Our reference: **FOIRQ5335**

Dear Sir/Madam,

Thank you for your request for information processed under the Freedom of Information Act 2000. Please see our response to your requests for information below:

Your Request

- *The average amount of time it takes from a staff member requesting any reasonable adjustments to the point these are put in place, for example any equipment they may require like a large screen monitor or grab rails. This information should span the last 5 years (from 2014-2019) if reasonably possible.*
- *The percentage of those who have additional needs/disabilities who have to take time off work waiting for reasonable adjustments to be put in place and whether this time is paid or unpaid. This information should span the last 5 years (from 2014-2019) if reasonably possible.*

Our Response

Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust') is a single site, specialist tertiary paediatric trust. The Trust does not collate this information as centrally recorded information, which is likely to be locally managed within various teams across the Trust.

A local manager would need to complete a risk assessment form on behalf of the staff member that may require reasonable adjustments in the workplace; but the manager would be guided by the advice received from Occupational Health to check whether, if any adjustments are required.

As the information is not centrally recorded, we have estimated that to make enquiries with over 400 managers to conduct a local search of their records to identify, locate and extract any relevant information would be an exhaustive exercise that would certainly exceed the 18 hour cost limit that is stipulated for processing requests for information under the Freedom of Information Act 2000. Your request is therefore exempt under Section 12 (Cost Limit) of the Freedom of Information Act (FOIA) 2000.

Section 12(1) of the FOIA allows the Trust to refuse a request where the cost of compliance is estimated to exceed the appropriate limit. The appropriate limit for section 12 purposes is defined by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004 SI 2004 No 3244 ('Fees Regulation').

Under regulation 3 of the Fees Regulation the appropriate cost limit for the Trust is £450. The Fees Regulation also states that all authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour. This means that the appropriate limit will be exceeded, if it would require more than 18 hours' work for the Trust to carry out the following activities in complying with the request:

- determining whether the information is held;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

Please note:

The information provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We trust the information provided is sufficient and helped to answer any issues, concerns or questions. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

Re-use of information

The information provided is Trust copyright. You may re-use this Great Ormond Street Hospital for Children NHS Foundation Trust copyright information in accordance with the Open Government Licence:

<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/> (Please note that re-use of personal data is not allowed under this license.)

For information which is not Great Ormond Street Hospital for Children NHS Foundation Trust copyright, e.g. external websites, please contact the named party directly.

Yours sincerely

Freedom of Information team

Great Ormond Street Hospital for Children NHS
Foundation Trust

Email: foiteam@gosh.nhs.uk

[Enclosed – Your rights – see next page]

Your Rights

If you are dissatisfied with the response you have received to your request for information, please contact the FOI team and quote your reference number on all correspondence relating to your request.

You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team
Great Ormond Street Hospital
LONDON
WC1N 3JH

If you are still not satisfied with your response, you also have the right to appeal to the Information Commissioner.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF