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**King's Mill Hospital**  
Mansfield Road  
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NG17 4JL

**25<sup>th</sup> July 2025**

Tel: 01623 622515  
Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

[REDACTED]

Dear Sir/Madam

**Freedom of Information Act (FOI) 2000 - Request for Information Reference:**  
Management of staff mask fit testing

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below. Please accept our sincere apologies for the delay.

**Home, Community, Hospital.**

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1. What electronic or digital systems are currently in place to record mask fit testing compliance? Are you using Microsoft Excel to record any part of this data?	We primarily use ESR to record Respirator Fit Testing  No Excell is not used to record the data.			
2. Do you have a documented process or standard operating procedure (SOP) for managing mask fit testing?	No			
3. Which department(s) or roles are responsible for maintaining these records and overseeing compliance?	People Information and Health and Safety			
4. Is any part of the recording or reporting process paper-based?	Yes, the initial collection of data on the test when using the taste test method is collected on paper.			
5. How frequently is fit testing data reviewed or audited?	Monthly			
6. Does the Trust have any internal targets or benchmarks for fit testing compliance?	Yes, we aim to complete at least 100 fit tests per month			

7. Approximately how much staff time (e.g. hours per week or month) is spent managing, updating, and reporting on mask fit testing?	Approximately 8 hours per month on analysing and repotting on data, data input etc.			
8. Is the management and recording of mask fit testing considered a challenge within the Trust due to a lack of appropriate IT systems?	No, we have the IT systems that we need to manage and record respirator fit tests.			

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email [sally.brookshanahan@nhs.net](mailto:sally.brookshanahan@nhs.net).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net).

Yours faithfully

#### Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.