

FOI REF: 25/338

21<sup>st</sup> May 2025

Tel: 0300 131 4500  
Website: [www.esht.nhs.uk](http://www.esht.nhs.uk)

## FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

**Under the Freedom of Information Act 2000, I would like to request the following information regarding the management of staff mask fit testing (e.g. FFP3 masks) within your Trust:**

1. **What electronic or digital systems are currently in place to record mask fit testing compliance?**

[Mask fit testing is recorded on the Electronic Staff Record system.](#)

2. **Are you using Microsoft Excel to record any part of this data?**

[No.](#)

3. **Do you have a documented process or standard operating procedure (SOP) for managing mask fit testing?**

[Yes, there is a Trust policy on mask fit testing.](#)

4. **Which department(s) or roles are responsible for maintaining these records and overseeing compliance?**

[The mask fit testing service are responsible for maintaining and submitting records and the Infection Prevention and Control Group oversees compliance.](#)

5. **Is any part of the recording or reporting process paper-based?**

[Can be recorded on paper by the fit tester and uploaded by fit testing administrator.](#)

Cont.../

**6. How frequently is fit testing data reviewed or audited?**

Quarterly report provided to the Trust Infection Prevention and Control Group for assurance.

**7. Does the Trust have any internal targets or benchmarks for fit testing compliance?**

Aiming for all available eligible staff to be fit tested.

**8. Approximately how much staff time (e.g. hours per week or month) is spent managing, updating, and reporting on mask fit testing?**

30hrs administration, approximately 140hrs per week for delivery of the fit testing service via a substantive team.

**9. Is the management and recording of mask fit testing considered a challenge within the Trust due to a lack of appropriate IT systems?**

No.

If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department ([esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

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

Telephone: 0303 123 1113

Yours sincerely

Freedom of Information Department  
[esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)