

Ref. No: 1716
Date: 2nd May 2025
Subject: FFP3 Mask Fit Testing

REQUEST

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?
2. Are you using Microsoft Excel to record any part of this data?
3. Do you have a documented process or standard operating procedure (SOP) for managing mask fit testing?
4. Which department(s) or roles are responsible for maintaining these records and overseeing compliance?
5. Is any part of the recording or reporting process paper-based?
6. How frequently is fit testing data reviewed or audited?
7. Does the Trust have any internal targets or benchmarks for fit testing compliance?
8. Approximately how much staff time (e.g. hours per week or month) is spent managing, updating, and reporting on mask fit testing?
9. Is the management and recording of mask fit testing considered a challenge within the Trust due to a lack of appropriate IT systems?

RESPONSE

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

All fit testing conducted by the Trust Health and Safety Team, including all passes and all fails within ESR

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

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

Each ward/department manager is responsible for their team and their team compliance.

The person performing the fit test is responsible for uploading/updating ESR compliance at the time of the fit test outcome.

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

There are 2 paper-based forms used by the Health and Safety Team Fit Testers, 1 form which are given to the staff member to hand to their manager and another form which are completed and used to update ESR

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

Bi monthly

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

Under development

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

Approximately 55 hours per week

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: ESR is a national solution and meets the requirements of the Trust.