

Safe Staffing Report – July 2026

Safe Staffing Declaration

Across the last month, based on available data, all the wards and community nursing services have been considered to have been safe and staffed to levels required to meet patient need. There continues to be a reliance on temporary staffing to achieve this position, due primarily to staffing vacancies and alongside this absence-related factor have also contributed to reduced staffing availability. Whilst there is much support available to the wards from senior and specialist staff not factored into staffing rotas as well as therapy staff to achieve the right numbers, the continual reliance on temporary nursing staffing and reduced registered nursing staff on some shifts means that continuity of staffing was not always optimal, and patient experience may have been compromised.

Analysis of staffing position

Right staff, right place, and time

All our Mental Health and Community Wards are staffed to provide two registered staff on every shift, and the shifts with less than two registered staff on duty are seen as a red flag and highlighted in the local dashboard. For Campion Unit (Learning Disability unit) the agreed staffing levels are two registered nurses during the day and one registered nurse at night.

On shifts with less than two registered nursing staff there were senior clinical staff on the wards (Ward Manager, Matron and for the mental health wards there is also a Clinical Development Lead/Charge Nurse) and therapy staff based on the wards 9-5pm during the week that provided support. Out of Hours there is a senior nurse covering Prospect Park mental health wards as well as on call arrangements covering all wards. These staff are not counted within the safer care tool and need to be factored in when assessing the provision of safe and appropriate care.



At Prospect Park staff were moved across the hospital (including APOS staff) to assist wards including where there were less than 2 registered staff on duty to support meeting their minimal staffing requirements (shifts with less than 2 registered nursing staff are detailed in the dashboard spreadsheet attached to the report).

In the Community West wards, some of the vacancies are planned to enable use of NHSP, which supports flexibility. All the CHS wards are functioning normally.

Triangulation of complaints, patient feedback and clinical patient safety incident data sets involving medication, falls, pressure ulcers, absent and missing patients, seclusions, prone restraints, self-harm and assaults did not reveal any incidents of moderate harm or above during the month because of staffing levels.

Temporary staffing

The need for temporary staff continues to be driven by vacancies, absences, and the need to increase staffing numbers to meet acuity and the need of patients, and there has been a decrease in need at PPH this month compared to the previous month. A contributing factor could be because February is a shorter month.

	Total number temporary staffing shifts requested	Number of temporary shifts requested to fill registered staff gap	Total temporary shifts unfilled
PPH	2474	329	77
West Community Wards	584	158	111
East Community Wards	152	31	6
Campion	126	54	3



Berkshire Healthcare Local Dashboard

[G] No identified impact on quality and safety of care provided because of staffing issues

[A] Although there appears to be no direct correlation between staffing and any specific incidents that occurred during the month, the high number of temporary staff required throughout the month provides a challenge with delivering continuity of care and may compromise patient experience

[R] There appears to be a correlation between staffing and specific incidents, safety was compromised

		Vacancy		Sickness % /Mat leave-in brackets		No. of bank /agency used		Total available workforce			
Ward	Budgeted workforce	RN	HCA	RN	HCA	RN	HCA	RN	HCA	No. of shifts with less than 2 RN's	Occupancy
Bluebell	42.90	4.26	8.42	1.15	8.11	3.7	16.30	10.55	30.43	6	522
Daisy	42.90	1.73	13.53	1.25	0.04	1.6	9.70	10.88	26.79	0	533
Rose	42.90	0.90	11.75	0.21 (2.17)	0.37	3.4	18.60	12.38	37.14	0	562
Snowdrop	42.90	0.26	3.79	0.33	2.86	2.3	9.90	13.97	33.91	0	537
Orchid	61.30	1.09	20.82	1.31	1.93	1	20.40	10.86	46.71	3	563
Rowan	61.30	1.26	16.74	0.07	2.05 (1.03)	0.6	19.30	11.53	48.54	0	418
Sorrel	42.90	3.62	15.02	0.12	0.22	2.3	14.20	10.82	29.62	0	267
Campion	33.00	-0.20	2.60	1.31	1.22 (1.03)	2.1	3.60	11.79	20.95	0	114
Donnington	64.30	-0.50	5.57	0.87 (1.08)	2.55 (0.56)	1.3	4.20	25.95	33.72	0	820
Highclere										0	395
Oakwood	41.70	5.53	8.30	1.12 (1.08)	2.14	1.5	4.70	11.57	18.16	0	688
Ascot	55.80	0.31	1.39	2.91 (2.05)	1.54	3.7	6.20	24.73	32.77	1	511
Windsor										0	626
Henry Tudor	41.50	3.08	2.91	1.50	4.18 (1.72)	0.2	1.80	16.52	13.59	0	476
Jubilee	35.40	5.40	6.28	0.26 (1.08)	0.50	1.8	4.30	9.46	18.52	0	436

Fill rate analysis (NQB)															Patient experience feedback		
Day Shift						Night Shift											
Ward	% Fill rate Registered nurses	Total monthly planned registered nurses	Total monthly actual hours registered nurses	Total monthly planned hours unregistered staff hours	Total monthly actual hours unregistered staff hours	% Fill rate unregistered nurses (including N/As)	% Fill rate Registered nurses	Total monthly planned hours registered nurses	Total monthly actual hours, registered nurses	Total monthly planned hours unregistered staff	Total monthly actual hours, unregistered staff	% Fill rate unregistered nurses (including NAs)	Overall CHPPD	No. of Incident s reported where moderate harm or above was caused related to staffing	Patient experience scores (out of 5) lwGC	No. of complaints	RAG Rating
Bluebell	100.83	900	907.5	2250	2632.5	117.00	103.33	645	666.5	1290	2096.35	162.51	12.1	0	4.36	0	[A]
Daisy	105.00	900	945	2250	2227.5	99.00	100.00	645	645	1290	1935	150.00	10.8	0	4.26	1	[A]
Rose	105.83	900	952.5	2100	2700	128.57	86.75	743.5	645	1290	2096.25	162.50	11.4	0	3.85	2	[A]
Snowdrop	128.33	900	1155	2250	2707.5	120.33	103.33	645	666.5	1290	2150	166.67	12.4	0	1.50	0	[A]
Orchid	106.67	900	960	2250	4012.5	178.33	100.00	645	645	1290	3096	240.00	15.5	0	4.29	0	[A]
Rowan	122.50	750	952.5	2250	3675	163.33	100.00	645	645	1290	2795	216.67	19.7	0	4.38	0	[A]
Sorrel	100.00	900	900	2250	2422.5	107.67	100.00	645	645	1290	1935	150.00	22.1	0	4.57	1	[A]
Campion	217.50	750	1807.5	1800	2415	134.17	200.00	322.5	645	1290	1151	89.22	54.1	0	4.78	0	[G]
Donnington	109.44	1050	1177.5	2475	2372	95.84	104.97	975	1023.5	1290	1345.5	104.30	7.6	0	4.82	0	[A]
Highclere	99.17	750	742.5	1125	1072.5	95.33	102.22	675	690	675	563.5	83.48	8.1	0		0	[A]
Oakwood	100.00	1350	1350	2385	2412	101.13	100.00	690	690	780	872	111.79	7.7	0	4.74	0	[A]
Ascot Windsor	116.23	690	802	1485	1577	106.20	100.00	690	690	795	777.5	97.80	7.5	0	4.53	0	[A]
	90.18	1140	1028	1573	1574	100.06	100.00	690	690	765	784.5	102.55	6.5	0	4.78	0	
Henry Tudor	80.63	1350	1088.5	2025	1445	71.36	91.77	990	908.5	645	631.5	97.91	8.6	0	4.53	0	[A]
Jubilee	76.67	900	690	1800	1601.5	88.97	100.00	690	690	690	1035	150.00	9.2	0	4.87	0	[A]

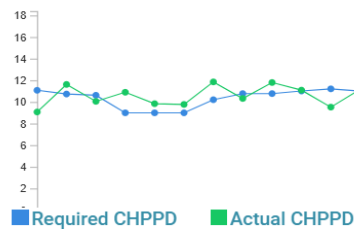
Appendix

Safecare Data for all Berkshire Healthcare Wards June 2026

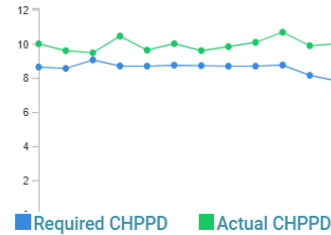
Prospect Park Hospital.

At PPH, all the wards have dedicated therapy resources which provide care to patients. There are also matrons and clinical development leads/charge nurses who are not included in the ward numbers or data below. There were some suboptimal staffing levels on all of the acute mental health wards on occasion, but available data demonstrated that the wards were safely staffed during June and staff are moved as necessary to cover shortfall.

Bluebell:



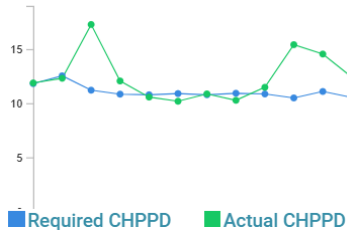
Daisy:



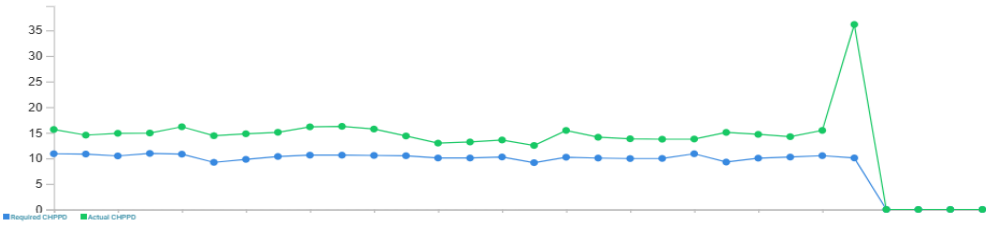
Rose:



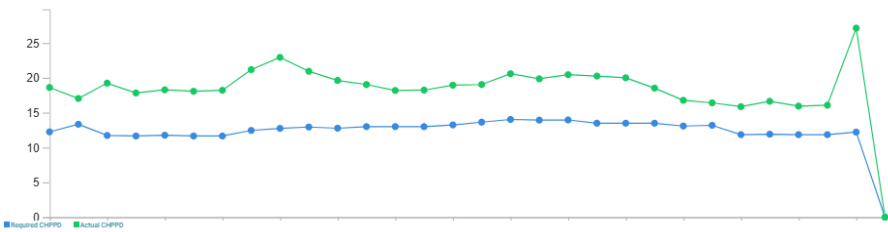
Snowdrop:



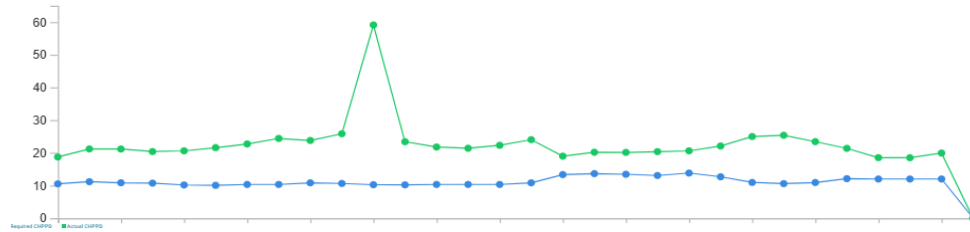
Orchid:



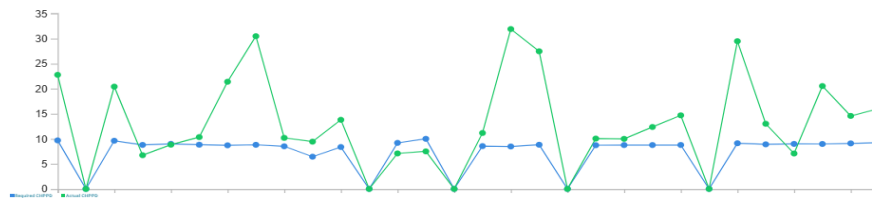
Rowan:



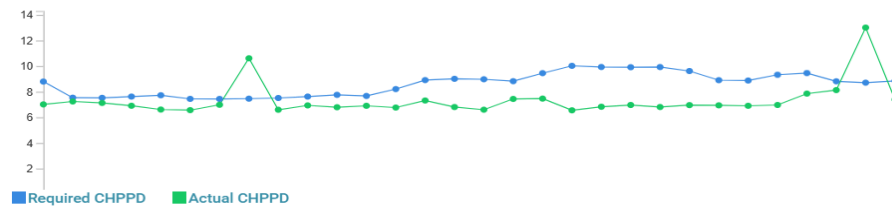
Sorrel:



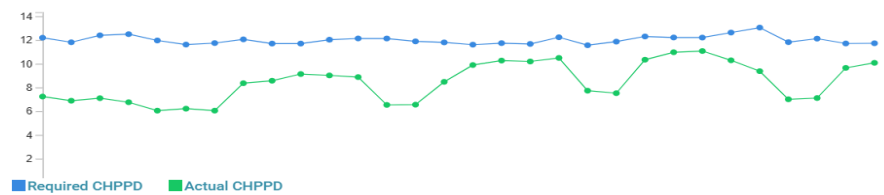
Wokingham In Patient Unit:



West Berkshire In Patient Unit:



Oakwood Ward:

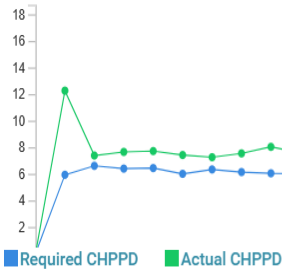


East Community Health Service Wards

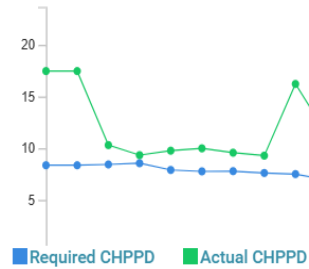
The East wards staffing to patient ratios appear to be sufficient for the acuity of patients on the ward for the month of May but there are some inconsistencies in reporting. Henry Tudor ward has high levels of sickness amongst non-qualified staff. In addition, like the west community wards, there are therapists and therapy assistants working on the wards who support the nursing staff but are not captured in the Health Roster figures.



Henry Tudor Ward:

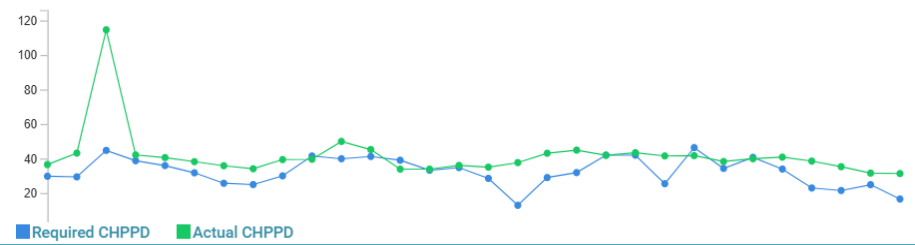


Jubilee Ward:



Campion Unit

Campion unit staffing appears sufficient for the acuity of the patients. As on the other in-patient wards, there are therapists and therapy assistants working on the wards who support the nursing staff but are not captured in the Safecare figures.



Community nursing

Across Berkshire, community nursing services use an Internal Escalation Triggers tool, where community nursing teams undertake a daily capacity assessment and the result from the capacity assessments are collated to allow an escalation process when services are unable to meet their commissioned service specifications. The daily capacity assessment produces a RAG rating, and this enables teams to move staffing resources accordingly.

The wider nursing services in attachment two inform the Trust board of the staffing position for the wider Nursing services across Berkshire Healthcare. Whilst there are no national tools available for other community services, we are able to provide and review information in relation to staffing against establishment, sickness absence, and generic organisational metrics related to quality such as incidents, complaints and patient experience.



Ward	Budgeted workforce	Vacancy (+ over establishment)		Sickness % Mat leave		No. of bank /agency used		Total available workforce		No. of Incidents reported where moderate harm or above was caused related to staffing	Patient experience feedback	
		RN	HCA	RN	HCA	RN	HCA	RN	HCA		Patient experience scores (out of 5) lwGC	No. of complaints
Sexual Health	17.55	1.84	-0.3	0.65	0.17	0.7	0.0	10.85	4.63	0	4.82	0
Community nursing Slough	35.8	-3.42	0.8	2.84 (2.05)	0.95	0.0	0.0	28.03	5.85	0	4.86	0
Community nursing WAM	41.94	-1.44	0.14	1.83 (1.03)	1.45	0.4	0.0	28.53	10.91	0.00	4.88	0
Community nursing Bracknell	34.84	2.27	1.49	3.80	0.12	1.8	0.2	23.60	9.28	0.00	4.94	0
Community nursing Wokingham	42.92	-1.90	1.50	1.95	1.26	0.6	0.2	34.00	6.47	0.00	4.85	0
Community nursing Reading	48.64	-1.58	0.93	2.3 (3.45)	0.17 (0.63)	1.8	0.3	34.09	9.45	0.00	4.96	1
Community nursing West Berks (Newbury)	38.69	-1.58	3.33	2.15 (1.82)	0.00	1.8	0.5	35.87	6.77	0.00	5.00	0
UCR East	9.21	-0.64	0.00	0.96 (2.12)	0.00	0.4	0.1	6.57	0.10	0.00	4.77	0
UCR West	35.30	0.21	2.00	3.32 (4.00)	0.69	0.5	0.0	19.23	5.92	0.00	4.78	0
CMHT Slough	9.80	-5.70	2.00	1.96	0.00	2.2	0.7	19.64	0.70	0.00	4.29	2
CMHT WAM	10.95	-3.23	1.00	1.04	0.00	0.2	0.0	15.76	1.00	0.00	4.92	2
CMHT Bracknell	13.83	-2.47	0.00	1.75	0.00	0.0	0.0	15.85	3.00	0.00	4.60	2
CMHT Wokingham	12.77	0.50	0.80	1.4 (1.03)	0.00	0.5	0.0	15.57	1.80	0.00	4.85	2
CMHT Reading	19.24	-3.36	2.56	0.48 (0.06)	0.31	0.8	0.0	22.66	3.69	0.00	5.00	2
CMHT West Berks	18.31	-1.67	0.00	1.36	0.05	1.8	0.5	21.85	3.45	0.00	5.00	1
CCN East	10.61	-1.00	0.00	1.65 (2.05)	0.00	0.0	0.0	7.35	0.88	0.00	4.78	0
CCN West	8.11	0.00	0.00	0.00	0.00	0.0	0.0	7.81	0.00	0.00	4.78	0
Phoenix	14.86	0.80	1.00	0.00	0.24	0.0	0.1	7.80	6.73	0.00	4.00	1
HV Bracknell	19.32	0.52	1.00	1.61 (0.65)	0.00	0.5	0.0	9.24	7.00	0.00	5.00	0

HV Wokingham	25.67	1.97	-1.60	1.12 (0.84)	0.00	1.2	0.2	13.57	6.80	0.00	5.00	0
HV Reading	31.23	2.60	1.20	0.47	0.00	0.3	0.1	22.83	7.10	0.00	5.00	0
HV West Berks	20.72	1.33	0.75	0.29 (0.79)	0.00	0.0	0.3	13.59	3.05	0.00	3.25	0
School nursing Bracknell	5.26	-0.01	0.01	0.00	0.00	0.1	0.0	2.93	1.06	0.00	5.00	0
School nursing Wokingham	5.13	-0.73	-0.01	0 (1.03)	0.00	0.0	0.0	2.87	0.27	0.00	4.83	0
School nursing Reading	6.35	1.34	-0.04			0.1	0.0	4.70	1.44	0.00	5.00	0
School nursing West Berks	6.64	0.16	0.05			0.0	0.0	3.68	1.16	0.00	4.72	0

Debbie Fulton.

Director of Nursing and Therapies 08/07/2026.

