

# Safe Staffing Report – January 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 factors 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, absence, and the need to increase staffing numbers to meet acuity and the need of patients, and there has been an increase in need in the East and West CHS wards this month compared to the previous month.

	Total number temporary staffing shifts requested	Number of temporary shifts requested to fill registered staff gap	Total temporary shifts unfilled
PPH	2900	386	224
West Community Wards	720	165	71
East Community Wards	262	59	17
Campion	330	128	34



## 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	6.62	0.14	3.42	4.10	16.20	11.96	36.82	0	97.0
Daisy	42.90	0.62	14.53	0.52	1.04	1.60	12.40	12.72	27.49	2	97.3
Rose	42.90	-2.23	12.75	2.74	1.81 (2.24)	3.80	27.80	15.55	41.66	1	97.7
Snowdrop	42.90	1.26	3.79	0.07	0.14	2.00	6.10	12.93	32.83	4	99.1
Orchid	61.30	0.09	19.82	0.37	2.6 (1.12)	3.00	25.80	14.80	51.32	3	92.7
Rowan	61.30	2.26	18.74	1.13	0.21 (1.41)	2.20	23.30	11.07	52.00	0	92.1
`Sorrel	42.90	2.62	14.02	0.00	0.14	2.20	22.70	11.84	39.20	3	98.5
Campion	33.00	-0.20	1.60	1.49	3.59	4.70	12.80	14.21	29.81	0	78.7
Donnington	64.30	-0.90	6.57	1.57 (1.11)	1.7 (3.06)	2.90	9.20	27.22	36.07	0	90.2
Highclere										3	83.0
Oakwood	41.70	4.53	6.03	1.71 (1.11)	1.33	2.20	3.80	12.65	20.34	0	89.2
Ascot	-2.31	2.31	3.79	1.85 (2.17)	1.82	3.40	6.10	23.37	29.99	3	94.8
Windsor										0	88.8
Henry Tudor	41.50	5.08	1.91	1.56	1.60	1.60	2.90	15.86	19.99	0	92.6
Jubilee	35.40	5.40	6.49	0.90	0.21	2.10	5.20	10.20	19.50	0	74.8

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	101.61	930	945	2325	2565	110.32	100.00	666.5	666.5	1333	2171.5	162.90	11.7	0	3.38	0	[A]
Daisy	112.10	930	1042.5	2325	2220	95.48	100.00	666.5	666.5	1333	1999.5	150.00	10.9	0	4.38	0	[A]
Rose	105.65	930	982.5	2170	3405	156.91	87.12	765	666.5	1333	2698.25	202.42	14.1	0	4.64	4	[A]
Snowdrop	100.00	930	945	2325	2572.5	132.00	100.00	666.5	655.75	1333	2031.75	164.17	11.2	0	4.69	0	[A]
Orchid	98.39	930	915	1860	4345.5	233.63	101.61	666.5	677.25	999.75	3085.25	308.60	16.5	0	3.74	0	[A]
Rowan	100.00	780	780	2325	4372.5	188.06	100.00	666.5	666.5	1333	3063.75	229.84	15.8	0	4.26	0	[A]
Sorrel	97.58	930	907.5	2325	3112.5	133.87	100.00	666.5	666.5	1333	2504.75	187.90	21.4	0	4.04	0	[A]
Campion	224.19	780	1935	1860	3517	189.09	200.00	333.25	666.5	1333	1881.25	141.13	41.0	0	4.74	0	[G]
Donnington	115.05	1095	1305	2092.5	2325	111.11	151.61	620	940	1240	1210	97.58	7.5	0	4.90	0	[A]
Highclere	66.13	1245	772.5	2092.5	1065	50.90	100.00	620	620	1240	620	50.00	8.4	0		0	[A]
Oakwood	98.92	1395	1380	2325	2300	98.92	100.00	620	620	620	620	100.00	7.4	0	4.76	0	[A]
Ascot Windsor	98.39	930	915	1395	1387	99.43	98.39	682	671	341	461	135.19	7.5	0	4.58	0	[A]
	93.94	1395	1310.5	1627.5	1590	97.70	100.00	682	682	682	671	98.39	7.7	0	4.54	0	
Henry Tudor	78.21	1395	1091	2325	1737	74.71	104.55	1023	1069.5	666.5	713	106.98	7.1	0	4.73	0	[A]
Jubilee	77.04	930	716.5	1860	1667.5	89.65	100.00	713	713	713	1069.5	150.00	11.8	0	4.46	0	[A]

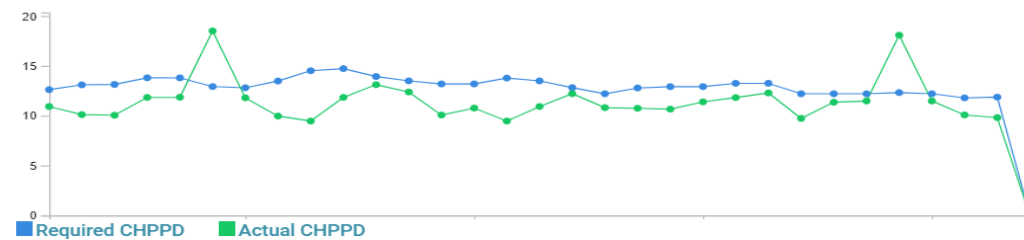
# Appendix

## Safecare Data for all Berkshire Healthcare Wards December 2025

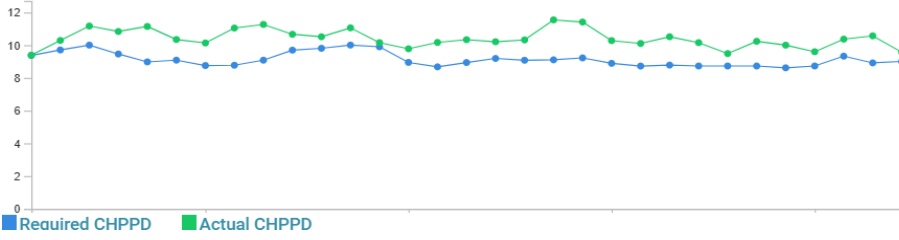
### Prospect Park Hospital.

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 December need and staff are moved as necessary to cover shortfall. Recording was consistent on all the mental health wards this month, assisting with accuracy of reporting.

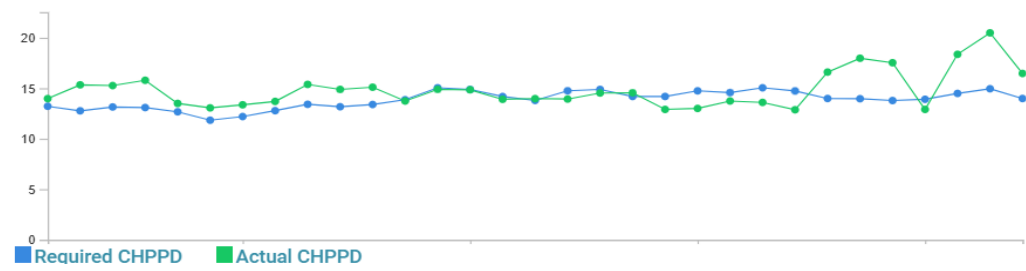
Bluebell:



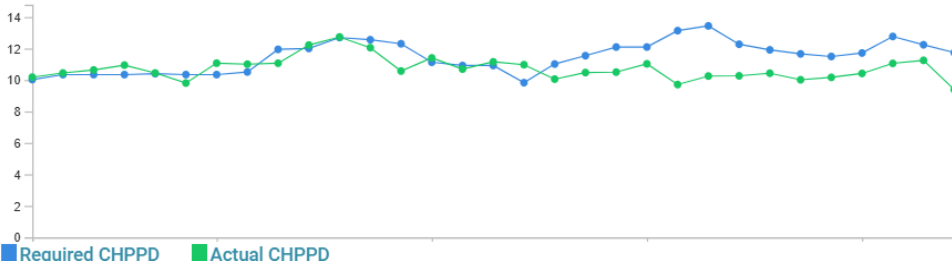
Daisy:



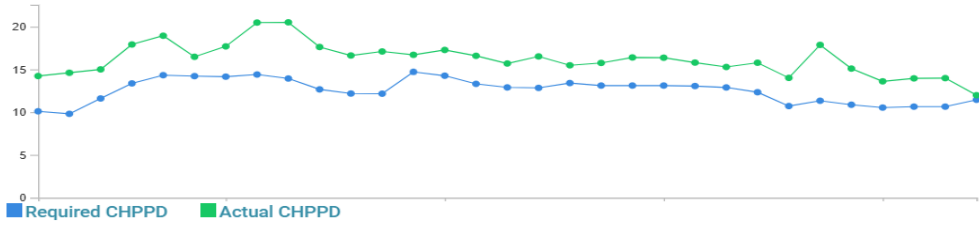
Rose:



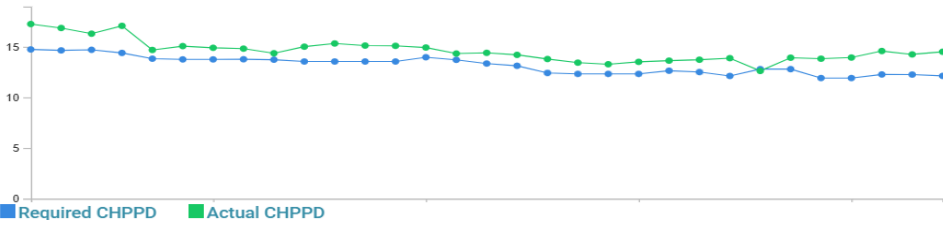
Snowdrop:



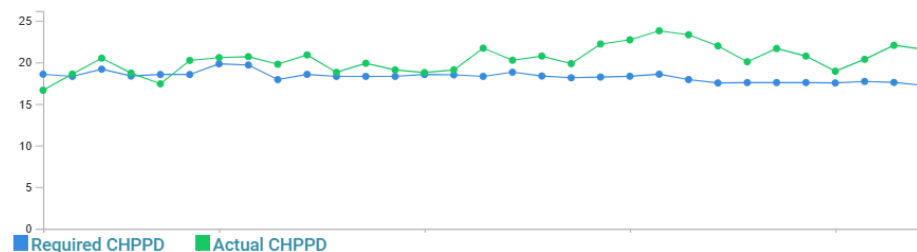
Orchid:



Rowan:



## Sorrel:

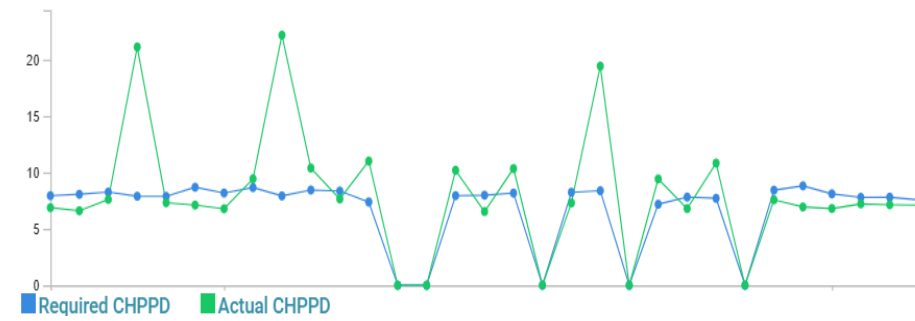


## West Community Health Service Wards

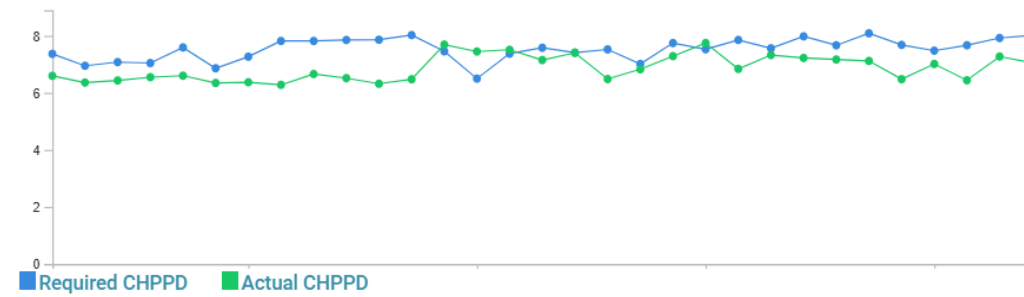
All the rehabilitation wards across the Trust have therapy staff (Oakwood 6.18 WTE, Wokingham wards 13.67 WTE and West Berkshire wards 14.21 WTE). Across all the wards the data indicates that the staffing was suboptimal for the acuity of patients on occasion, and data demonstrates some inconsistency in reporting on Wokingham wards to determine accuracy. All the West wards had high acuity in patients. Oakwood ward had high levels of sickness amongst both qualified and qualified staff resulting in the need for a higher level of temporary staffing. High acuity is part of the reason for the difference between the actual and required at West Berkshire, Wokingham, and Oakwood wards. In addition, there are staff vacancies across all the wards. There are staff not counted within Safecare, including ward managers and therapy staff who were on the ward to provide care and support to the patients.



### Wokingham In Patient Unit:

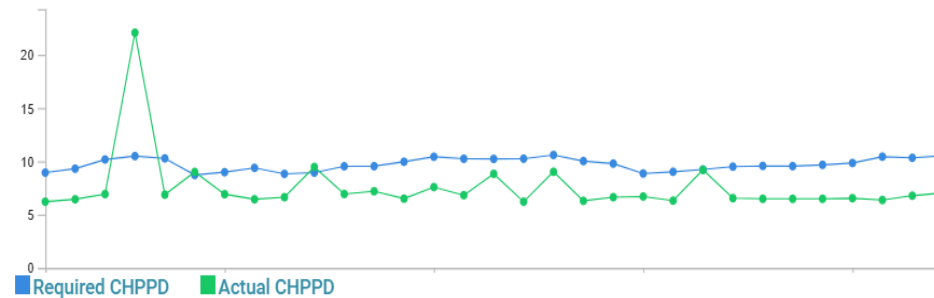


### West Berkshire In Patient Unit:





### Oakwood Ward:

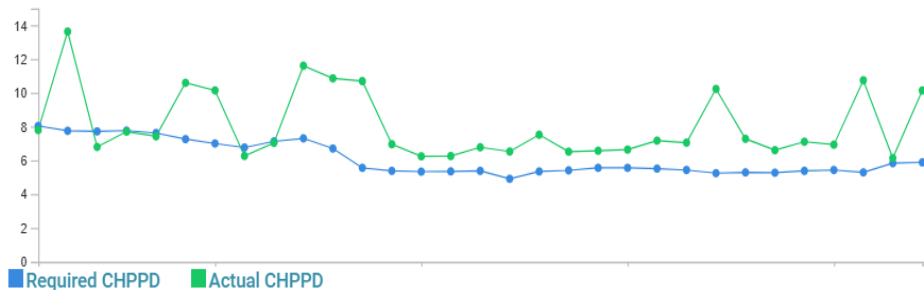


### East Community Health Service Wards

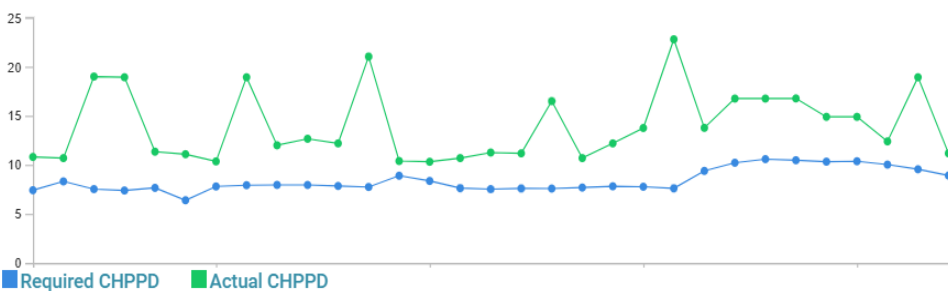
The East wards staffing to patient ratios appear to be sufficient for the acuity of patients on the ward for the month of December. Henry Tudor ward had high levels of sickness amongst both qualified and non-qualified staff and Jubilee ward had high levels of sickness amongst qualified staff. In addition, 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:

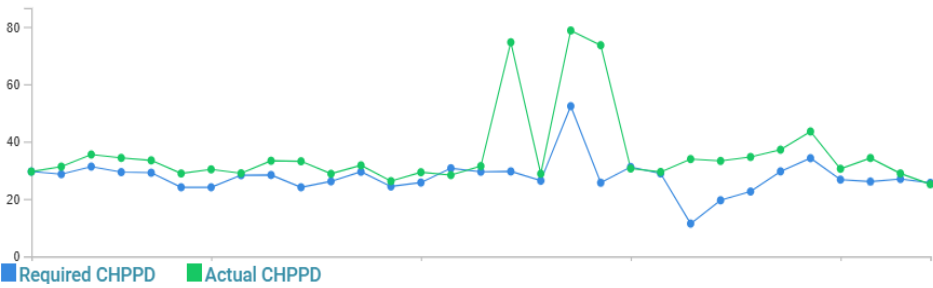


Jubilee Ward:



## Campion Unit

Campion unit staffing appears sufficient for the acuity of the patients, but some data is not optimal. 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.



		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	
Ward	Budgeted workforce	RN	HCA	RN	HCA	RN	HCA	RN	HCA		Patient experience scores (out of 5) lwGC	No. of complaints
Sexual Health	17.55	-1.34	1.03	0.59	0.09 (0.45)	0.8	0.0	11.85	5.46	0	4.93	0
Community nursing Slough	35.8	3.02	0.5	2.35 (2.66)	1.28	0.0	0.0	27.36	6.92	0	4.94	0
Community nursing WAM	41.94	5.47	-3.22	2.94 (1.04)	0.32	0.2	0.0	28.58	12.04	0.00	4.84	0
Community nursing Bracknell	34.84	-0.49	-2.05	2.76	1.71	1.7	0.2	27.03	7.78	0.00	4.74	0
Community nursing Wokingham	42.92	3.32	-0.60	1.06 (1.54)	1.14	0.9	0.2	35.41	7.59	0.00	4.87	0
Community nursing Reading	48.64	3.01	-3.93	0.94 (3.13)	1.32 (1.51)	4.1	0.1	38.00	7.02	0.00	4.97	0
Community nursing West Berks (Newbury)	38.69	1.84	-5.13	5.21 (3.97)	0.18	2.2	0.7	28.13	6.39	0.00	4.97	0
UCR East	9.21	0.20	0.00	0.18	0.00	0.2	0.2	10.03	0.20	0.00	5.00	0
UCR West	35.30	0.30	-3.00	6.19 (0.67)	0.00	0.8	0.0	19.93	6.61	0.00	4.74	0
CMHT Slough	9.80	0.70	-1.00	1.94	0.00	3.4	0.2	11.86	0.20	0.00	3.54	0
CMHT WAM	10.95	3.65	0.00	0.32	0.00	1.4	2.5	14.68	3.50	0.00	4.83	0
CMHT Bracknell	13.83	1.65	0.00	0.84	0.95	0.0	0.0	12.64	1.05	0.00	4.69	0
CMHT Wokingham	12.77	-2.37	0.00	1.72	0.20	1.9	0.0	10.48	0.80	0.00	4.93	0
CMHT Reading	19.24	4.42	-3.06	2.59	1.04	1.1	0.1	16.71	2.06	0.00	4.74	0
CMHT West Berks	18.31	-0.83	-0.07	2.85	0.59	0.6	0.1	13.26	2.51	0.00	4.67	0
CCN East	10.61	-0.10	-0.12	0.41	0.94	0.0	0.0	9.10	-0.06	0.00	4.74	0
CCN West	8.11	0.10	0.00	0.29	0.00	0.0	0.0	7.92	0.00	0.00	4.83	0
Phoenix	14.86	-1.46	1.04	0.00	0.64	0.0	0.0	7.60	6.32	0.00	4.77	0
HV Bracknell	19.32	-2.12	0.00	1.76	0.00	0.3	0.0	7.74	8.00	0.00	4.93	0
HV Wokingham	25.67	-3.14	-1.60	0.47	0.00	1.1	0.0	14.10	6.60	0.00	4.58	0
HV Reading	31.23	-1.03	-0.20	2.6	0.00	0.3	0.7	19.64	8.70	0.00	4.96	0
HV West Berks	20.72	0.85	-0.41	0.66	0.00	0.0	0.4	15.13	5.09	0.00	5.00	0

School nursing Bracknell	<b>5.26</b>	-0.42	0.40	0.00	0.00	0.0	0.0	3.77	1.47	0.00	4.87	0
School nursing Wokingham	<b>5.13</b>	0.92	0.35	0.45	0.00	0.0	0.0	4.49	1.46	0.00	4.90	0
School nursing Reading	<b>6.35</b>	0.62	0.35			0.0	0.0	5.58	1.74	0.00	5.00	0
School nursing West Berks	<b>6.64</b>	0.82	0.35			0.0	0.0	6.3	1.51	0.00	5.00	0

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