

# HMPPS Staff Vaccinations Best Practice

HMP Nottingham



### Overview

The Vaccination Team were asked to look at two issues related to the low percentage of staff vaccinations being registered on SOP:

* How can we compare the number of staff who have received their vaccination against the number of registrations on SOP?
* How can we improve the SOP registration rate?

Several establishments conducted a snapshot exercise asking members of staff to disclose their vaccination status either through a verbal request/question or by giving them a token which could be put in a box indicating their response.

Following the exercise, establishments provided their total first vaccinations, second vaccinations and those that declined to answer. These were compared against overall SOP totals locally.

Every prison taking part in the exercise demonstrated higher numbers of vaccinated staff compared SOP records. This in itself was a positive outcome, but the challenge was then in translating those results onto the system.

**HMP Nottingham Best practice**

Following the snapshot exercise, HMP Nottingham showed a 27% increase in SOP registrations over a 10-week period. These increases were 3 ½ times the national average.

The below gives an overview of some of the efforts made by the prison and the HRL to achieve success in this area.

**How did they do it?**

**SNAPSHOT EVENT** - The HRL completed a workplace walk, talking to all staff and asking them where they usually work, their vaccine status and whether they have reported it in SOP. (see document for examples)

**FOCUSSED ON SPECIFIC AREAS** - The HRL then used this information to identify areas within the prison where staff were reluctant to put information on SOP. This insight enabled line managers to have more focused discussions with their staff in lower reporting areas.

**REASSURED STAFF / MYTH BUSTED** - The HRL reassured staff of how the SOP information would be used and that it would be anonymised in any reports for line managers, including only totals, age ranges and overall percentages.

**VISITED ALL AREAS** - The HRL continued to visit all work areas talking to staff. Using the data available he was able to focus on specific areas providing updated vaccine information and dispelling any misunderstanding.

**CHECKED INVISION** – Through absence monitoring procedures any periods that were linked to having a Covid vaccination were passed to the relevant line managers to prompt a return to work meeting in which they could encourage staff to register their vaccination on SOP if not already completed.

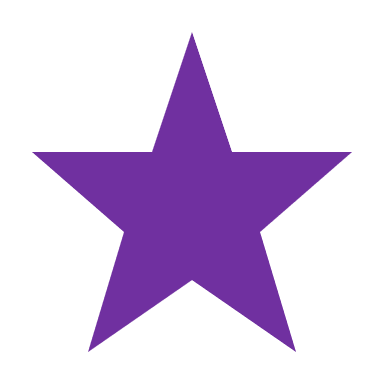
**USED THE SOP REPORT** – Using the new HR report, HR WF87 (see documents for guidance) the HRL was able to identify any staff who had not entered vaccination information and pass this to relevant line managers to encourage conversations

**COMMUNICATION** - Regular communication to staff through notices, highlighting the need to complete SOP and the reasons why. (see documents for examples)

**LEADERSHIP** – The SMT regularly promoted the importance of vaccinations through staff briefings/bulletins. (see documents for example)

**OVERSIGHT**– Vaccinations were added to the agenda of absence management meetings.

**A Quote from the Health Resilience Lead**

 *“To summarise, it’s just a case of perseverance. I’ve been here a long time – nearly 25 years now. All the longer in-service staff know me and my background and I’d like to think that they trust me. The newer staff are getting to know me. I firmly believe it’s a people thing. Talk to the staff, respect the staff and you will get them on side”.*

While working with the lead at HMP Nottingham, the HMPPS Testing and Vaccines team noted their passion, resilience and desire to succeed. The progress made is a reflection of the HRL and wider prison’s hard work.

### Supporting Documents

The following documents have been provided, some as examples to help you improve SOP staff vaccination engagement.



**Need help now? Snapshot Support**

****If your establishment would like further support to assist in increasing staff engagement, in the running a snapshot event or are considering holding a snapshot event this is available via the following email [hmppsvaccines@justice.gov.uk](mailto:hmppsvaccines@justice.gov.uk)

We kindly ask that you please return the attached snapshot event feedback form on completion, this will enable the gathering of essential data. (see documents)