

Patient Safety Incident Response Plan and Policy Extension

Public Board
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Presented for:	Approval
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Previous Committees:	Quality Assurance Committee 16 October 2025

Our Annual Commitments for 2025/26 are:	
Recognise and act upon moments that matter to our patients	✓
Support our patients to get home a day sooner	
Be in the top 25% for patient experience and efficiency in outpatients	
Support each other to act with kindness and compassion	
Reduce our carbon footprint by creating greener patient pathways	
Support our staff to manage every £ wisely	✓
Make best use of our estate, equipment and digital assets	

Risk Appetite Framework				
Level 1 Risk	(✓)	Level 2 Risks	(Risk Appetite Scale)	Impact
Workforce Risk		Choose an item.	Choose an item	Choose an item.
Operational Risk		Choose an item.	Choose an item	Choose an item.
Clinical Risk	✓	Patient Safety & Outcomes Risk - We will provide high quality services to patients and manage risks that could limit the ability to achieve safe and effective care for our patients.	Minimal	Moving Towards
Financial Risk			Choose an item	Choose an item.
External Risk	✓	Regulatory Risk - We will comply with or exceed all regulations, retain its CQC registration and always operate within the law.	Averse	Moving Towards

Key points	
1. The purpose of this paper is to request approval for the extension of the Patient Safety Incident Response Plan (PSIRP) and the Patient Safety Incident Response Policy.	For Information
2. The current Patient Safety Incident Response Plan (PSIRP) runs from 1 April 2024-31 March 2026. Due to the impact on resource during 2025 related to the regulatory and stakeholder inspections and actions to address regulatory breaches the plan has not been fully delivered. It is proposed that the plan be extended to 31 March 2027 to provide time for the plan to be delivered and for the Trust to develop a Trust Learning Response Toolkit and associated training to provide a range of possible learning responses to patient safety events that are not national or locally defined priorities and specific methods of review	To note
3. The plan has also been updated to change the changes in the Never Event framework which no longer mandates the completion of a patient Safety Incident Investigation.	To note
4. Trust Board are asked to approve the extension to the Patient Safety Incident Response Plan and Patient Safety Incident Response Framework Policy and approve publication of the Patient Safety Incident Response Plan 2024-2027 and Patient Safety Incident Response Policy V2 on the Trust website.	For Approval

1. Summary

The purpose of this paper is to request approval for the extension of the Patient Safety Incident Response Plan (PSIRP) and the Patient Safety Incident Response Policy.

The current Patient Safety Incident Response Plan (PSIRP) runs from 1 April 2024-31 March 2026. Due to the impact on resource during 2025 related to the regulatory and stakeholder inspections and actions to address regulatory breaches the plan has not been fully delivered. It is proposed that the plan be extended to 31 March 2027 to provide time for the plan to be delivered and for the Trust to develop a Trust Learning Response Toolkit and associated training to provide a range of possible learning responses to patient safety events that are not national or locally defined priorities and specific methods of review.

2. Background

Leeds Teaching Hospitals has implemented the NHS Patient Safety Incident Response Framework (PSIRF). The [Patient Safety Incident Response Framework Policy](#) sets out our approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety. It embeds a patient safety incident response within a wider system of improvement and prompts a significant cultural shift towards systematic patient safety management.

Our [Patient Safety Incident Response Plan](#) (PSIRP) sets out how we will respond to patient safety events during 2024-2026. Whilst the plan sets out the priorities and approach, there may be changes during this period. We will remain flexible, consider the specific circumstances in which patient safety events occurred, how we can respond to improve our services, and focus on the needs of those affected. Our plan sets out the national priorities,

defines our local priorities and our approach to reviewing these as well as setting out specialist review processes that are becoming embedded.

3. Proposal

The current Patient Safety Incident Response Plan (PSIRP) runs from 1 April 2024-31 March 2026. Due to the impact on resource during 2025 related to the regulatory and stakeholder inspections and actions to address regulatory breaches the plan has not been fully delivered. It is proposed that the plan be extended to 31 March 2027 to provide time for the plan to be delivered and for the Trust to develop a Trust Learning Response Toolkit and a Patient Safety Review Education Plan to provide a range of possible learning responses to patient safety events that are not nationally or locally defined priorities and specific methods of review.

The extension to the Trust current plan has been discussed and agreed with West Yorkshire Integrated Care Board.

The current plan has been updated on page two to state *“Following publication of the CQC Well Led report in September 2025 the Trust are reviewing its incident review processes and in 2026 will develop an Incident Response Toolkit. Therefore, the Quality Assurance Committee, Trust Board and Integrated Change Board have agreed the extension of the current plan until 2027”*.

Following the review of the Never Event framework and updated guide to responding proportionately to patient safety incidents v1.3 *it is no longer mandatory that Never Event learning responses are a Patient Safety Incident Investigation. In line with PSIRF’s proportionate principle, organisations should now consider the most proportionate and appropriate learning response for the event in question.* Therefore, the national incident response requirements for never events, page 17 has been updated.

The Trust have also extended the Patient Safety Incident Response Policy by one year. This will be updated in full to reflect the Incident response Toolkit once established.

4. Financial Implications

There are no financial implications.

5. Risk

The Quality Assurance Committee provides assurance oversight of the Trust’s most significant risks, which cover the Level 1 risk categories (see summary on front sheet). Following discussion at the Quality Assurance Committee meeting there were no material changes to the risk appetite statements related to the Level 2 risk categories and the Trust continues to operate within the risk appetite for the Level 1 risk categories set by the Board.

6. Communication and Involvement

In December 2023 the Trust held an engagement event with stakeholders to present the draft local priorities to be included in the Patient Safety Incident Response Plan. The event was hosted by the Chief Medical Officer and Patient Safety Team and attended by representatives from the Integrated Care Board, HealthWatch, Trust Board, Patient Safety Partners, Get Me Better Champions and patients. The draft plan was also shared with CQC.

The PSIRF is a contractual requirement under the NHS Standard Contract and is mandatory for services provided under that contract. The Trust PSIRF will be approved by the NHS West Yorkshire Integrated Care Board (Leeds based).

The Trust updated PSIRP and PSIRF Policy will be available on the Trust external website following Board approval of their extensions.

7. Equality Analysis

An equality analysis is not required for this paper. However, section 5 of the PSIRF policy outlines how the Trust will address health inequalities.

8. Improving Health Equity

The Trust is committed to improving health equity meaning reducing the unfair and avoidable differences in health some groups experience. The Trust will ensure all improvement work is aligned to the Trust Health Equity Strategy.

9. Publication Under Freedom of Information Act

This paper has been made available under the Freedom of Information Act 2000.

10. Recommendation

Trust Board are asked to approve the extension to the Patient Safety Incident Response Plan and Patient Safety Incident Response Framework Policy and approve publication of the Patient Safety Incident Response Plan 2024-2027 and Patient Safety Incident Response Framework Policy V2 on the Trust website.

11. Supporting Information

Appendix 1 Patient Safety Incident Response Plan 2024-2027

Appendix 2 Patient Safety Incident Response Framework Policy V2

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