

Staff Briefings

- Dates for project group and internal stakeholder staff to be agreed
- Dates for Switchboard staff to be agreed
- Timetable for cascade of information to staff to be agreed

Security / Switchboard Briefings

GWMH

Staff to be aware and more alert to and challenge unfamiliar people during the inquest and direct them to press office at GWMH.

Switchboard staff to be briefed and provided with press office number and media enquiry protocol.

PH Trust

PH Trust switchboard briefing – Code A – alert to enquiries during inquest period – direct to communications team.

Staff Not Directly Involved in the Inquests

GWMH & QA

Information to be distributed via Divisional Managers network

PH NHS Trust Comms team / HP NHS Trust Comms Team / HPCT Comms team to supply managers networks to cascade to staff.

Flag to staff when the inquests are happening and direct them to their manager if they have any queries.

Bulletin / court report to be circulated to managers weekly to keep them informed.