**Ensure you have read and are familiar with the details in the** [**Leavers Policy**](https://peoplefirst.nhsbt.nhs.uk/leavers.htm).

If appropriate, you may also find additional information and support on the [Coronavirus Information](https://peoplefirst.nhsbt.nhs.uk/coronavirus-information.htm) page on People First.

**If the employee died at work, then start at Section A and then complete Section B if not then start at Section B.**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assignment Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Section A: Employee dies at work | | **Tick** |
|  | Follow normal emergency procedures in contacting Emergency Services e.g. ambulance, police etc. if not already done so. An Emergency Plan activation will only be required if service delivery will not be complete as a direct consequence of the death. |  |
|  | Contact HR Direct (Internal) 27700 (External) 0117 3227700 and provide name of employee and date and time of death and confirm contact and next of kin details.  Contact HS&W so they can follow up if required to do so. |  |
|  | The local HR Consultant will arrange with you who will inform the employee’s next of kin. Usually a Senior manager & HR Representative, although in some cases this could be the Police or the Hospital. |  |

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| --- | --- | --- |
| Section B: Receiving a call from relative | | **Tick** |
|  | Confirm date of death and confirm contact and next of kin details.  Confirm cause of death (if known), and whether they had Covid19 symptoms.  Confirm with the relative the name of their NHSBT contact. Enquire if any support can be offered at this stage by the organisation. |  |
|  | Contact HR Direct (Internal) 27700 (External) 0117 3227700 and provide name of employee and date and time of death and confirm contact and next of kin details. |  |
|  | Immediately.use the Leavers guidelines available on People First and submit a an [Initial leavers notification](mailto:https://nhsbt.service-now.com/hr_knowledge/notify_leaver.do) stating the reason for leaving is death in service |  |
|  | Liaise with the local HR Consultant to discuss how to communicate news to work colleagues including those that may wish to attend the funeral.  HR Consultant to advise HR Business Partner, Chief People Officer and Chief Executive’s Office. HR Business Partner to update the Director |  |
|  | Advise next of kin that pay will stop from the date on the death certificate and that the *‘original death certificate’* will be required, however we will endeavour to organise salary payments without delay.  *(Important to mention at this stage in case they are relying on a salary in the bank, although bank accounts are often frozen on death).* |  |
|  | Upon receipt of the initial leavers form, SBS will forward an indemnity form to Pay Support who will in turn forward it to HR Direct who will allocate the case to the named HR contact  The Indemnity form will need to be completed by the family.  *\*An indemnity form requests nominated bank details, (usually next of kin), for outstanding salary, death in service and widows’ pension (if applicable).* |  |
|  | 1. Complete and send a letter of condolence to next of kin which is available on People First. 2. Contact the Chief Executive Office and Chief People Officer to ensure both are aware and to make arrangements for a letter of condolence to be sent to next of kin from the Chief Executive. This will be in addition to that as sent by the Manager. |  |
|  | If you need support or assistance to communicate with colleagues, or if you think the news should be shared more widely, please contact the [Internal Communications](mailto:Internal%20Comms%20%3cInternal.Comms@nhsbt.nhs.uk%3e) to discuss.  Head of Internal Communications 07525 299094 |  |
|  | If the employee died of Covid19 related symptoms, or suspected symptoms, the HR Consultant supporting the case will need to notify Angela Groves by e mail to ensure we fulfil our reporting obligations to the Department of Health and Social Care |  |