

Witness Name: Sam Higginson  
Statement No.: WITN4433001  
Exhibits: Nil  
Dated: 06 August 2021

## INFECTED BLOOD INQUIRY

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### FIRST WRITTEN STATEMENT OF SAM HIGGINSON

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I, Mr Sam Higginson, Chief Executive Officer of Norfolk and Norwich University Hospitals NHS Foundation Trust, will say as follows: -

I make this statement in response to a request from the Infected Blood Inquiry and with respect to the documents disclosed by the Trust to the Inquiry. For ease of reference I have set out the questions asked of the Trust in bold-type with our response below.

**1 (i) Of the searches undertaken to comply with our Rule 9 request, dated 15 August 2018, please provide a list of searches, including search terms used.**

1.1.1 Our Haematology Department is the department that specialises in the treatment of patients with haemophilia.

1.1.2 In response to your request for information, enquiries were therefore made of our Haematology Department and were co-ordinated by Dr Hamish Lyall (Consultant Haematologist). In particular this involved interrogation of the common Haematology Department 'folder' on our Intranet system.

1.1.3 The search followed the following path through the folder hierarchy:

- (i) 'Haematology',
- (ii) 'Haemophilia ',
- (iii) 'clinics',
- (iv) 'non-malignant and CML'.

1.1.4 In addition hard copy documents were retrieved from the shelving in the Haematology Department Consultant Office.

1.1.5 In addition, enquiries were made of the 'Blood Bank' through the Eastern Pathology Alliance Network Transfusion Manager. It was confirmed that no documents of the categories specified were held by the Blood Bank.

**(ii) Please confirm the method used to interrogate the files located in the Haematology Department folder, which resulted in the identification of the documents listed in the schedule enclosed in your letter dated 21 October 2019.**

1.2.1 Our Haematology Department is the department that specialises in the treatment of patients with haemophilia.

1.2.4 The documents revealed by the search described in answer 1(i) were then reviewed by Dr Lyall, to assess their potential relevance to the categories of documents requested by the Inquiry. Dr Lyall then compiled a schedule of those documents that appeared to be relevant.

1.2.5 Dr Lyall then met with Mr Garside, our Company Secretary & General Counsel, to review that list. Mr Garside and Dr Lyall then together reviewed the electronic Haematology folder, by way of two-person assurance as to the correct identification of documents of relevance.

1.2.6 The finalised schedule of documents was then sent to Mr **GRO-D** of the Inquiry Team to ask which of the listed documents the Inquiry Team wished to receive. All the documents listed were then 'scanned' and provided to the Inquiry.

**(iii) Please provide a list of search terms used to interrogate the Trust's Intranet.**

1.3 The Haematology Department 'folder' on our Intranet system was interrogated following the search path specified at paragraph 1.1.3 above.

- (iv) ***Please confirm whether a wider search was conducted of the Trust's Intranet, or whether the search was limited to the Haematology Department folder. If a wider search was completed, please provide details of the methodology used.***

1.4.1 No. Our Haematology Department is the department that specialises in the treatment of patients with haemophilia and the search therefore centred on this department. For completeness however, additional enquiries were made of the 'Blood Bank' through the Eastern Pathology Alliance Network Transfusion Manager. It was confirmed that no documents of the categories specified were held by the Blood Bank.

- (v) ***In relation to the hard copy documents, please provide detail of how these documents were interrogated.***

1.5.1 In response to your request for information, hard-copy documents were retrieved from the shelving in the Haematology Department Consultant Office. These were reviewed by Dr Lyall, who compiled a schedule of those documents that appeared relevant to the categories of documents requested by you.

1.5.2 Dr Lyall then met with Mr Garside, our Company Secretary & General Counsel, to review that list. Mr Garside then also reviewed the box of hard-copy documents and the finalised schedule was then sent to Mr **GRO-D** of the Inquiry Team to ask which of the listed documents the Inquiry Team wished to receive. All the documents listed were then 'scanned' and sent.

- 2 (i) ***Please provide a list of all the Norfolk and Norwich University Hospital NHS Foundation Trust's information repositories (from 1950 to present day) such as local authorities, University archives and The National Archives, for which the Trust had or has any control, responsibility, or oversight.***

2.1 We have a single health records and document library. We do not have control, responsibility or oversight of Local Authority, University or National archives.

- (ii) ***Please can you confirm whether all of the Trust's documents are archived internally in the document library referred to, or whether any external bodies are involved in the archiving or storage of the Trust's documents.***

2.2 The Trust has a single health records and document library. The Library facility is in Bowthorpe (Norwich) and this is managed internally by Trust staff. The Library also uses some commercially managed 'overspill' storage in Rackheath (Norwich) provided by a company called Archive-Vault Ltd.

3. ***With reference to (2)(i), please provide a list of the repositories and archives searched in response to the Rule 9(2) request, dated 15 August 2018.***

3.1 Please see response to question 1 above.

4. ***If the records that were requested in the Rule 9 request, dated 15 August 2018, have been destroyed in line with the Norfolk and Norwich University Hospital NHS Foundation Trust's document retention and destruction policies, please provide copies of the relevant document destruction record or policy as exhibits to the written statement.***

4.1 We have not destroyed any of the records.

**Statement of Truth**

I believe that the facts stated in this witness statement are true.

Signed

GRO-C

Sam Higginson

CEO, Norfolk and Norwich University Hospitals NHS Foundation Trust

Dated

6 / 8 / 21