



University of East Anglia

Information Services Directorate

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03 December 2015

Dear 

Freedom of Information Act 2000 – Information request (ref: FOI_15-232)

We have now considered your request of 10 November 2015 for the following information:

'How many alcohol related injuries or deaths have been reported:

- a) In University halls of residence*
- b) On University owned property/ campuses*

In each month since September 2010?'

Unfortunately, on this occasion we have determined that the cost of finding and assembling the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, relates to a request in its entirety. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

Information on alcohol-related incidents occurring on campus may be reported to a number of different University departments, in particular our Security Services, the Dean of Students office (DOS) and Safety Services. Each of these departments has their own systems for recording incidents, and the systems do not correspond.

Looking at our Safety Services first of all, we were able to search the relevant records and can confirm that two alcohol-related injuries were reported to have taken place on UEA property in October 2010. No further relevant records are held. This search took approximately 15 minutes but is a small subset of all possible incidents as these records would only concern injuries related to work that also involve alcohol as an identified factor.

It is more difficult and time-consuming to obtain data from the systems used by DOS and Security Services.

Alcohol-related incidents may potentially be reported to DOS in different ways: via students seeking support, through Security Services, and – where an incident has

occurred within UEA residences – through Senior Resident¹ incident reports. It is not possible to extract information on any alcohol-related injuries reported to DOS without searching individual files. For example, although the Senior Resident Reports can be searched for incidents where alcohol was known to be factor, there is no specific code to indicate where someone had been injured. We would therefore need to search files which had been flagged with both ‘alcohol’ and ‘health (physical)’ codes, and manually review to establish whether an alcohol-related injury had occurred.

The Senior Resident reports date back to the 2011/12 academic year (earlier reports are no longer held by the University). We estimate that to extract the relevant data would take approximately five hours per academic year, equating to a total of 20 hours of work.

The University’s Security Services incident reports are also not categorised in a way that would enable us to quickly retrieve records relating to alcohol-related injuries. More recent records are held electronically, but pre-2012 records are in paper archives. There are, on average, 135 incidents reported to Security Services each month. Allowing 4 minutes to locate and review each report we estimate it would take approximately 567 hours to extract any relevant information for the entirety of the specified period.

Finally, we confirm our response does not include reference to information that may be held by the Union of UEA Students. Whilst the Union is located in a University building, it is a separate body and is not subject to FOI.

We are sorry we cannot provide a full response, however we would be happy to consider any new request under the Act, and hope the above information may help you in refining further requests. For example, if you were to limit your request to a shorter time period and to a specific department, we may be able to respond in full.

You have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner’s Office.

You also have a subsequent right of appeal to the Information Commissioner’s Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

¹ <https://portal.uea.ac.uk/dos/life-in-residences/senior-residents>