



**GOVERNMENT OF BERMUDA**

**Ministry of Health**

**In compliance with section 5(1) of the Public Access to Information Act, 2010**

**Information Statements for the  
Public Authority: Department of Health  
At January 15, 2026**

**Table of Contents**

|   |            |
|---|------------|
| <b>Public Authority - Department of Health</b>            | <b>2</b>   |
| <b>Sections</b>   |            |
| ..... Child Care Regulation Programme                     | 15         |
| ..... Central Government Laboratory                       | 21         |
| ..... Community Health                                    | 29         |
| ..... Environmental Health                                | 38         |
| ..... Health Promotion and Wellness                       | 47         |
| ..... Oral Health   | 55         |
| <b>Programs of the Community Health Section</b>           | <b>62</b>  |
| ..... Occupational Health and Wellness                    | 63         |
| ..... Child Health and Expanded Programme on Immunization | 68         |
| ..... Sexual and Reproductive Health                      | 74         |
| ..... Community Health Nursing – Adult Health             | 81         |
| ..... Bermuda Government Clinical Laboratory              | 86         |
| ..... Nutrition Services                                  | 90         |
| ..... Occupational Therapy and Physiotherapy              | 95         |
| ..... Speech and Language Services                        | 99         |
| ..... Lefroy House Care Community                         | 103        |
| ..... Sylvia Richardson Care Facility                     | 108        |
| <b>Programs of the Environmental Health Section</b>       | <b>113</b> |
| ..... Food and Beverage Safety                            | 114        |
| ..... Water & Sanitary Engineering Control                | 119        |
| ..... Housing Conditions Control                          | 124        |
| ..... Occupational Safety and Health                      | 128        |
| ..... Vector Control                                      | 138        |
| ..... Public Health Nuisances, Pollution and Compliance   | 146        |
| ..... Institutional Hygiene and Safety                    | 151        |

*Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (i.e. Section or Programme) under the Department.*



## GOVERNMENT OF BERMUDA

### Ministry of Health

#### Information Statement

#### Public Authority: Department of Health

##### Table of Contents

|               |  |
|---------------|--|
| Introduction: | Your Rights under Public Access to Information                                   |
| Section A:    | Organizational structure of the authority and governing legislation              |
| Section B:    | 1. Legislated functions and powers of the authority<br>2. Obligations under PATI |
| Section C:    | Services and programs  |
| Section D:    | Documents: Records held  |
| Section E:    | Documents: Administrative manuals/ guidelines                                    |
| Section F:    | Documents: Decision making   |
| Section G:    | How to Contact the Information Officer and Make a Request                        |
| Section H:    | Further information  |
| Section I:    | Other information (as prescribed)  |
| Section J:    | Locations of the Information Statement   |

##### Introduction

The following document is the Information Statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

##### How to make a request

Requests for information, or to amend your personal information, must be in writing using the application form, and submitted to the Department Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

**Key and Definitions**

- Department means the Department of Health
- Ministry means the Ministry of Health
- PATI means Public Access To Information
- PH Act means the Public Health Act
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Legislation [s5(1)a]**

*Insert structure of Authority (text, and figure if latter useful):*

The Department of Health falls under the Ministry of Health and is divided into the following five (5) sections:

- Health Promotion and Wellness
- Community Health
- Oral Health
- Environmental Health
- Central Government Laboratory



Due to the size of the Department of Health, a legible organizational chart of all the positions cannot be included in the Information Statement, however, a copy of the organizational charts can be provided if requested by contacting the Information Officer. The Director is the head of the Department of Health and provides administrative, strategic, managerial and fiscal oversight for the Department. The Information Statements of the 5 sections and the 26 subprograms follows the Department information statement.

The Port Health unit has been moved under the Office of the Chief Medical Officer (CMO) as it is better aligned, however, the Environmental Health Officers and Vector Inspectors provide assistance to the Port Health Unit.

*Insert governing Legislation:*

1. Main legislation: The Public Health Act, 1949
2. Other legislation: see section (B1)#3

**Section B1: Legislated Functions, powers, duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public's health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, child care regulation, and general housing conditions.

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of the Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three areas:

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

The Ten Essential Services of Public Health include the following:

1. Assess and monitor population health status, factors that influence health, and community needs and assets (i.e., community health profile, vital statistics, and health status).
2. Investigate, diagnose and address health problems and health hazards affecting the population (i.e., epidemiologic surveillance systems, laboratory support).
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it (i.e., health promotion and social marketing).
4. Strengthen, support, and mobilize communities and partnerships to improve health (i.e., convening and facilitating community groups to promote health).
5. Create, champion, and implement policies, plans, and laws that impact health (i.e., leadership development and health systems planning)
6. Utilize legal and regulatory actions designed to improve and protect the public's health (i.e., enforcement of sanitary codes to ensure safety of the environment)
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy (i.e., services that increase access to health care)
8. Build and support a diverse and skilled public health workforce (i.e., education and training for all public health care providers)
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement (i.e., continuous evaluation of public health programmes)
10. Build and maintain a strong organizational infrastructure for public health (i.e., links with institutions and capacity for epidemiologic analyses)

## 2. Legislated Powers and Duties of the Department of Health

| Legislative Instrument  | Relevance to Ministry of Health*  |
|---|---|
| <i>Under the legislated responsibility of the Ministry of Health</i>                                      |   |
| Allied Health Professions Act, 1973<br>(previously titled: The Professions Supplementary to Medicine Act) | Regulates 9 healthcare professions: <a href="#">Addiction Counsellors</a> , <a href="#">Chiropractors</a> , <a href="#">Dieticians</a> , <a href="#">Diagnostic Imaging Technologists</a> , Emergency Medical Technicians, <a href="#">Medical Laboratory Technologists</a> , Occupational Therapists, Physiotherapists, Speech and Language Pathologists |
| Bermuda Health Council Act 2004   | BHeC established to monitor the health sector (professionals, businesses & services); & regulate health insurance providers   |
| Bermuda Hospitals Board Act 1970  | Establishes the Board to operate the two hospitals.<br>The role of the Minister is to provide policy oversight.   |

|  |   |
|--|---|
| Dental Practitioners Act, 1950   | Regulates Dentists, Dental Hygienists, Dental assistants and Dental technicians.  |
| Fumigation (Control) Act, 1945   | Controls Fumigating substances by defining what they are and requiring a licence to perform fumigations and prescribing instructions on how to perform fumigations safely.  |
| Health Insurance Act, 1970   | The Act establishes the framework for compulsory and voluntary health insurance offered by licensed insurers and approved schemes. It also establishes the Health Insurance Committee to provide the Government's health insurance products (Health Insurance Plan, Mutual Reinsurance Fund, FutureCare and the Subsidies).   |
| Human Tissue Act, 1967   | Defines death and the use of the body for medical purposes (therapeutic, education or research).  |
| Medical Practitioners Act, 1950  | Regulates Physicians.   |
| Mental Health Act, 1968  | Concerns admissions to hospital for persons suffering a mental disorder and patients concerned with criminal proceedings. Establishes the Mental Health Review Tribunal to assess discharge.  |
| Midwives Act, 1949   | Regulates Midwives under the Medical Council.   |
| Miscellaneous Taxes Act, 1976  | With regards payroll taxes on Health professionals  |
| Nursing Act 1997   | Regulates Nurses.   |
| Optometrists and Opticians Act 2008  | Regulates Optometrists and Opticians.   |
| Occupational Safety and Health Act 1982<br>(previously titled: Health and Safety at Work Act;<br>Nb. Health & Safety at Work (pressure systems)<br>Regulations 1989 needs title updated) | Establishes the duties for employers and employees to ensure that workplaces and work practices in Bermuda are safe as far as reasonably practicable. Creates the Advisory Council for Safety and Health to advise the Minister on occupational safety matters and empowers the Minister to appoint inspectors.   |
| Parking of Vehicles (Designated Areas) Act 1973  | Relevant to parking at Ministry HQ and KEMH   |
| Pembroke Parish Public Cemetery Act, 1907  | CMO approval for purchasing land  |
| Pharmacy & Poisons Act, 1979   | Regulation of pharmacists; facilities and drugs   |
| Psychological Practitioners Act 1998   | Regulates Psychologists   |
| Public Health Act, 1949  | Provides the Minister with responsibility for:-<br>-sanitation & water supply<br>-prevention of public health nuisances (pollution)<br>-offensive trades<br>-communicable diseases<br>-vaccination<br>-burial and cremation of human remains and carcasses<br>-general housing conditions (in conjunction with the Bermuda Housing Act 1980 and regulations)<br>-production, preparation and sale of food<br>-packaging and labelling of products other than food |

|  |   |
|--|---|
|  | <p>-hospitals, maternity homes, medical labs, rooming houses, laundries, slaughter houses, any place where food or drink is sold or prepared or stored for sale, day care centres for children or adults, kindergartens, beauty shops, barber shops, manicure parlours, mobile beauty shops, tattooing, electrolysis and body-piercing establishments, swimming baths, bathing beaches and places of public assembly, entertainment or resort.</p> <p>- In addition the Minister is given the legal powers to remedy unsatisfactory public health conditions and to license various categories of establishments and prescribe hygienic and safety standards for the above mentioned establishments</p> <p>- The Minister also has the power to establish clinics</p> |
| Quarantine Act, 2017   | To protect Bermuda from the international spread of disease by controlling ports, conveyances, travelers, cargo, and commodities; the Minister is the quarantine authority, empowered to appoint quarantine officers, establish quarantine stations and to implement the provision of the International Health Regulations 2005.  |
| Radiation Act, 1972  | Protects the operators of radiation equipment and radioisotopes and the public from harmful levels of ionizing radiation, by licensing all sources of ionizing radiation and ensuring that the source, equipment, environment and handling practices are safe and satisfactory.   |
| Residential Care Homes & Nursing Homes Act 1999  | Requires registration of residential care and nursing homes, and establishes standards for such.  |
| Senior Abuse Register Act 2008   | To protect seniors from abuse and to establish a register of persons who have abused seniors by requiring mandatory reporting by professionals and others.  |
| Summary Offences Act, 1926   | Restrictions on making noise;<br>Prohibits sale of tobacco to persons under 16;   |
| Tobacco Control Act, 2015<br>[Replaces the Tobacco Products (Public Health) Act, 1987; and Tobacco Products (Public Health) Regulations, 1988] | Controls the sale, promotion, advertising of tobacco products and prohibits smoking in various places. The 2015 Act includes e-cigarettes and strengthens protections for minors.   |
| <b><i>Non- Health Ministry legislation in which Ministry of Health Officers hold responsibilities</i></b>                                      |   |
| Children Act, 1998   | Legislated responsibility of Ministry of Youth, Families and Sport<br><br>Part IX- Day Care: establishes licensing and registration of Day Care Centres and home day care providers to be administered by the Director and standards for day care centres. Operationalized by the Child Care Regulation Programme.  |
| Education Act, 1996  | Consultation with the Ministry of Health regarding drug testings.67 and s.73  |

|  |   |
|--|---|
| Liquor License Act, 1974   | Legislated responsibility of Ministry of Justice (NDC). Env. Health issues certain licenses.<br>1 <sup>st</sup> Schedule refers to Mental Health Act  |
| Misuse of Drugs Act and Regulations 1972   | Determines what are controlled drug and the licensing requirements for importation and distribution.  |
| Police and Criminal Evidence Act, 2006<br>(previously the Evidence Act, 1905)  | AKA PACE. Part VI: Treatment and collection of medical evidence from person detained by police. References the Mental Health Act. As pertains to the Criminal Code Act (see above).                       |
| Road Traffic Act, 1947   | Regarding the collection and analysis of human samples by an analyst and medical practitioner [s 35C-35J]   |
| <b>Legislation updated annually (1<sup>st</sup> April) by Ministry of Health</b>                                       |   |
| Annual Budget Legislation<br>- The Bermuda Constitution Act [s96]<br>- The Appropriation Act (annual not consolidated) | Heads as determined in the Appropriation Act.   |
| Bermuda Hospitals Board (Hospital fees) Regulations 2012   | Affirmative Resolution  |
| Bermuda Hospitals Board (Medical and Dental Charges) Order   | Not subject to parliamentary scrutiny   |
| Health Insurance Act, 1970   | re: Standard Premium Rate. Affirmative Resolution   |
| Health Insurance (Future Care Plan) (premium) Order  | Not subject to parliamentary scrutiny   |
| Health Insurance (Health Insurance Plan) (premium) Order   | Not subject to parliamentary scrutiny   |
| Health Insurance (Mutual Reinsurance Fund) (Prescribed Sum) Order  | Not subject to parliamentary scrutiny   |
| <b>Legislation of direct interest to Ministry of Health</b>  |   |
| Bermuda Nursing Association Act 1957   | No Ministerial responsibility. The NA may establish and operate nursing homes under the Residential Care Homes and Nursing Homes Act 1999; and establish and operate homes or nurseries for children.     |
| Criminal Code Act 1907   | Established that Sexual assault is committed if HIV, AIDS or Hep B sufferer does not inform partner before sex act;<br>Abandonment of children under 2 is a felony;                                       |
| Evidence Act, 1905 [Now called the Police and Criminal Evidence Act, 2006]   | As pertains to the Criminal Code Act (see above)  |
| Government Authorities (fees) Act 1971   | Prescribes remuneration for members sitting on statutory bodies. See list of Ministry Boards, Annex E.  |
| Government Fees Act 1965<br>Government Fees Regulations 1976   | Prescribes fees payable to public authorities for listed functions. Includes fees in: Public Health Act, Registration of professionals, and this table.<br>Updated every 2 years (last update April 2012) |
| Social Welfare Act, 1971   | Interest only. Provides for the promotion and maintenance of social welfare for the people. Minister to advise and co-ordinate organizations and authorities,   |

|   |   |
|---|---|
|   | and may arrange for matters to be dealt with by Government or other organization.               |
| <b>Key Legislation for all Ministries</b>   |   |
| The Constitution Order 1968   | Sets out scenarios when the interests of public health supersede individual rights and freedoms |
| Contributory Pensions Act, 1970   | Information only  |
| Contributory Pensions and Workmen's Compensation (Reciprocal Agreement) Act, 1970 | Information only  |
| Interpretation Act 1951   | Explains interpretation of terms used in Bermuda Legislation                                    |

*\*v4 Jan 2025 (updates v2, 2012)*

### 3. INTERNATIONAL COMMITMENTS

The Ministry is responsible for upholding the Government's commitment to the following international treaties and conventions, and international reporting requirements, including:

- International Health Regulations (IHR) and
- International Narcotics Control Board (INCB)
- The WHO Framework Convention on Tobacco Control (FCTC)

#### INTERNATIONAL MEMBERSHIPS

- Pan American Health Organization (PAHO)
- World Health Organization (WHO)
- Caribbean Public Health Agency (CARPHA) (formerly Caribbean Epidemiology Centre (CAREC) plus other organizations)
- Caribbean Health Research Council (CHRC)
- Caribbean Community and Common Market (CARICOM)

### B2. Obligations under PATI [s5(1)b]

*(same for all public authorities)*

#### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. PATI Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To conduct an **internal review** if formally requested [part 5]

7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
9. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. To **designate an officer** to be the person to whom requests are directed [s62]

### **Section C: Programs and Services - [s5(1)c]**

*Insert a summary of services and programs provided to persons by the authority:*

#### **Programs**

The Director is responsible for the management and administration of the Department, including resource planning, staff development, budgeting, financial planning and controls, facilities management, and human resource management in accordance with the Conditions of Employment and Code of Conduct, the Public Service Commission Regulations, the Public Service Delegation of Powers, relevant Collective Bargaining Agreements, Financial Instructions, Code of Practice for Project Management and Procurement, and any other relevant policies and procedures. The Director is also accountable for overseeing the preparation and management of the budget for the five sections of the Department. In addition, the Director oversees the Child Care Regulation Programme which includes the licensing of Day Care Centres and registering Day Care Providers. This role was previously provided by the Environmental Health Officers but now has dedicated officers for this important function.

#### **Sections**

##### **Central Government Lab**

The Central Government Lab is responsible for the information and testing of urine, food and water, and forensic analysis. These tests can be issued for Government or non-government departments or agencies.

##### **Community Health**

The Community Health Section is responsible for programs and sub-programs that strive to promote optimum well-being and healthy life-style choices for the community through providing programs, services, health promotion and health education to target populations.

##### **Environmental Health**

The Environmental Health Section is administered by the Chief Environmental Health Officer and consists of seven different programs. It has responsibility for assuring food and water safety, hygiene and sanitation, vector control, environmental health protection, housing and accommodation standards, pollution and nuisance control, and occupational health and safety.

##### **Health Promotion and Wellness**

Advises and directs the activities of the Health Promotion and Wellness Office of the DoH. The Health Promotion and Wellness Office educates and encourages preventive actions to maintain health. The Health Promotion and Wellness Office also coordinates and oversees the Well Bermuda Strategy and Bermuda's comprehensive school health program, *Healthy Schools*.

### **Oral Health**

The Oral Health Section provides preventative, dental hygiene and consultation to qualifying individuals. They also provide statistical data regarding the oral health status of the targeted groups in Bermuda.

## **Section D: Records held [s5(1)d]**

*Insert list and description of the classes of records held by the authority:*

1. Employee personnel files - In accordance with Part 4 under the PATI Act, these records would be considered exempt.
2. Client Files – PATI no longer applies to requests for personal information of a requestor. Effective 1 January 2025, any request made for the requestor's own personal information will be responded to under the Personal Information Protection Act 2016 (PIPA). In accordance with Part 4 under the PATI Act, these records would be considered exempt.
3. Registers of:
  - a. Day Care Facilities
  - b. Food Establishments, Tattooists, Beauty Salons, Barbers, Licensed Fumigators

For more detailed information please see the information statements for the Department of Health Sections and Programmes.

## **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Enterprise (E1) Training Manual
2. Department Administrator's Manual (update in progress)
3. Programme Policy & Procedures manuals (update in progress)
4. Administrative documents:
  - a. Program profile detailing the programs and services provided by the Department
  - b. Program logic models specifying the Department program inputs, activities, outputs, and outcomes

For more detailed information please see the information statements for the Department of Health Sections and Programs.

## **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person:*

1. Conditions of Employment and Code of Conduct
2. Public Service Commission Regulations, 2001, Public Service Commission Delegations of Powers
3. Employment Act, 2000
4. Public Service Superannuation Act, 1981
5. BPSU Collective Agreement
6. BIU Collective Agreement
7. Financial Instructions and the Code of Practice for Project Management and Procurement
8. Legislation
9. *International Health Regulations (IHR) 2005*. Relates to Bermuda's capacity to detect and notify the World Health Organization through IHR National Focal Points of events that may constitute a Public Health Emergency of International Concern
10. Minutes

For more detailed information please see the information statements for the Department of Health Sections and Programs.

## **Section G: How to Contact the Information Officer and Make a Request [s5(1)g and (h)]**

*Insert name and contact information:*

### **How to make a request for information, or to amend your personal information**

Requests must be made using the application form and submitted in person or via email to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees> ).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact                      PATI Information Officer,  
Mrs. Verlina Bishop

|                 |   |
|-----------------|---|
|                 | c/o Receptionist,<br>Ministry of Health<br><i>Re: Department of Health</i>                                      |
| Hand-deliver to | Continental Building, 25 Church Street, Hamilton  |
| Mail*           | P.O. Box HM 380, Hamilton HM BX, Bermuda  |
| Email*          | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a> Add subject line: PATI request for<br>Department of Health |
| Telephone       | 246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: <https://www.gov.bm/department/health>
2. **Financial Information:** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information as Prescribed [s5(1)I, s6]?**

*At January 2026 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:*

**Locations of Information Statement (Confirm copies of Information Statement are available at):**

- Office: Ministry Headquarters, Continental Building, 25 Church St, Hamilton Y
- The Bermuda National Library Y

- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



*Name: David Kendell*

*Post: Director, Department of Health*

*Date: 15th January 2026*

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry Of Health

# Information Statement

## Public Authority: Department of Health

### Child Care Regulation Programme

#### Table of Contents

|            |   |
|------------|---|
| Section A: | Organizational structure of the authority and governing legislation   |
| Section B: | 1. Functions and powers of the authority<br>2. Obligations under PATI |
| Section C: | Services and programmes   |
| Section D: | Documents: Records held   |
| Section E: | Documents: Administrative manuals/ guidelines                         |
| Section F: | Documents: Decision making  |
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#### Introduction

This document is the Information statement for the Department of Health (the department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

#### How to make a request (to update)

Requests for information, must be in writing using the application form, and submitted to the Department Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

#### Key and Definitions

- Department means the Department of Health
- Ministry means the Ministry of Health
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- PH Act means the Public Health Act
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated
- CCRP means Child Care Regulation Programme
- PM means Programme Manager
- Officer means Child Care Regulation Officer
- DO means Development Officer
- Provider means all persons working with children under five years, those providing care in their home and those working in a Centre

### Section A: Structure, Organization and Legislation [s5(1)a]

*Insert structure of Authority (text, and figure if latter useful):*

**Department Structure:** Ministry of Health  
**Department of Health**  
**Child Care Regulation Programme**  
**Business Unit/ID Number:** 32290

- 1 Director of Health
- 1 Programme Manger
- 1 Child Care Regulation Officer- Day Care Centre
- 1 Child Care Regulation Officer – Day Care Provider
- 1 Development Officer
- 1 Administrator/Intake Officer

*Insert governing Legislation:*

**Primary:** Children Act, 1998

Other legislation/standards that outlines the role of CCRP

- 1. Day Care Centre Regulations, 1999
- 2. Child Care Standards 2018

### Section B1: Functions, powers, duties of the Authority [s5(1)b]

#### **B2. Obligations under PATI [s5(1)b]**

#### **Obligations of the Authority under the PATI Act**

- 1. To provide an **information statement** for the public and promulgate it [s5],
- 2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
- 3. To **respond to information requests** in a timely manner [s12-16]
- 4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]

5. To respond to requests from the Information Commissioner [s9]
6. To conduct an **internal review** if formally requested [part 5]
7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
9. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. To **designate an officer** to be the person to whom requests are directed [s62]

### Section C: Programmes and Services - [s5(1)c]

*Insert a summary of services and programmes provided to persons by the authority:*

**Child Care Regulation Programme** – A section within the Department of Health, licences Day Care Centres and Registers Day Care providers (persons who care for up to three children in their home). Its goals are to elevate, protect and promote the field of early childhood development, and ensure the health, safety and best possible care of children while in child care settings.

#### **Services:**

1. Licencing of Day Care Centres
2. Registration of Day Care Providers
3. Monitoring of all child care settings
4. Investigation of Complaints
5. Vetting of staff working in child care settings
6. Educational support

### Section D: Records held (mixed exempt and public access) [s5(1)d]

*Insert list and description of the classes of records held by the authority:*

1. Child Care provider personnel files
2. Centre files
3. Information Brochures and Leaflets
4. Inspection Documents
5. Forms
6. Policies
7. Report Templates

### Section E: Administration (all public access) manuals [s5(1)e]

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. CCRP Policies and Procedures Manual (in progress)

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person: Legislative Acts (as per section A above). (Public Access).*

1. CCRP Policies and Procedures Manual (in progress)

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Department of Health.

|                 |   |
|-----------------|---|
| Contact         | PATI Information Officer,<br>Mrs. Verlina Bishop<br>c/o Ministry of Health<br>Re: Child Care Regulation Programme,      |
| Mail to         | PO Box HM 2160, Hamilton HM CX, Bermuda   |
| Visit           | Continental Bldg, 25 Church Street, Hamilton  |
| Hand-deliver to | Continental Bldg, 25 Church Street, Hamilton  |
| Email           | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a> Add subject line: PATI request for Child Care Regulation Programme |
| Telephone       | 246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

Registered Day Care Providers and Licensed Day Care Centers Database - a list of Registered Day Care Providers by S.T.A.R.S. Rating and by Parish and Licensed Day Care Centres are published and available at <https://www.gov.bm/child-care-information-parents>. The database provides: Name of Daycare or Child Care Provider, Address, Contact details, Certificate/License Number. The Registered Day Care Providers by S.T.A.R.S. Rating database provides a listing of Day Care Providers according to their S.T.A.R.S Inspection rating - 5, 4, 3, 2, 1.

The Child Care Standards may be found Online at <https://www.gov.bm/child-care-regulation-programme>

**Further information**

1. **About us** is available on the government website at: <https://www.gov.bm/child-care-regulation-programme>
2. **Financial Information:** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).

3. The legislation listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided as Prescribed? [s5(1)I, s6]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

**Sign:**



**Name:** David Kendell

**Post:** Director, Department of Health

**Date:** January 15, 2026

*Ends*



**GOVERNMENT OF BERMUDA**

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**Ministry of Health**

**Information Statements:  
Public Authority: Department of Health**

**Sections:**

**Central Government Laboratory  
Community Health  
Environmental Health  
Health Promotion and Wellness Office  
Oral Health**



## GOVERNMENT OF BERMUDA

### Ministry of Health

#### Information Statement Public Authority: Department of Health Central Government Laboratory Section

##### Table of Contents

|               |  |
|---------------|--|
| Introduction: | Your Rights under Public Access to Information                                   |
| Section A:    | Organizational structure of the authority and governing legislation              |
| Section B:    | 1. Legislated functions and powers of the authority<br>2. Obligations under PATI |
| Section C:    | Services and programs  |
| Section D:    | Documents: Records held  |
| Section E:    | Documents: Administrative manuals/ guidelines                                    |
| Section F:    | Documents: Decision making   |
| Section G:    | How to Contact the Information Officer and Make a Request                        |
| Section H:    | Further information  |
| Section I:    | Other information (as prescribed)  |
| Section J:    | Locations of the Information Statement   |

##### Introduction

This document is the Information statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. . Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

**How to make a request**

Requests for information, must be in writing using the application form, and submitted to the Department Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

**Key, including definitions**

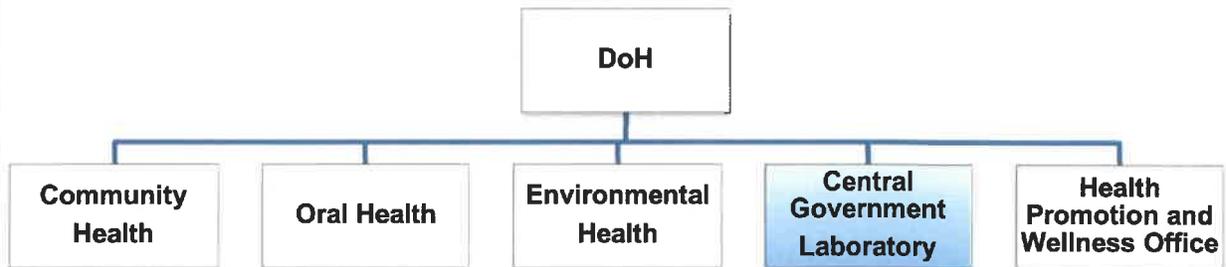
- Ministry means the Ministry of Health
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

Ministry  
Department of Health  
**Section:** Central Government Laboratory

|   |                                       |
|---|---------------------------------------|
| <b>Program: Water and Food Analysis</b> | <b>Business Unit/ID Number: 32220</b> |
| <b>Program: Forensic Analysis</b>       | <b>Business Unit/ID Number: 32200</b> |



*Insert Governing Legislation:*

The Public Health Act, 1949

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

### **1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, healthcare establishments, and general housing conditions

### **2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and, along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three broad areas:

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

### 3. Other legislation relevant to the Central Government Laboratory Section:

#### Water and Food Analysis:

- a) Public Health (Food) Regulations 1950
- b) Milk and Dairy Farm Regulations 1952

#### Forensic Analysis

- a) Misuse of Drugs 1972
- b) Pharmacy and Poisons Act, 1979;
- c) Road Traffic Act, 1947;
- d) Evidence Act, 1905;
- e) Police and Criminal Evidence Act, 2005;
- f) Liquor License Act, 1974

### Section B2: Obligations under PATI Act [s5(1)b]

*(same for all public authorities)*

#### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To conduct an **internal review** if formally requested [part 5]
7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
9. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. To **designate an officer** to be the person to whom requests are directed [s62]

### Section C: Services and Programs provided [s5(1)c]

*Insert a summary of services and programs provided by the authority:*

#### Programs and Services:

### **Food and Water Testing**

- a) To provide information and analytical testing of water and food in order to assist in reducing environmental threats to health.
- b) Services are provided primarily to the Environmental Health Section of the Department of Health, other Government departments and non-government organizations.
- c) Water testing is offered to the public through the Environmental Health Section. There is a cost for this service which is published in the Government Fees Regulations 1976. Water test results are provided to the individual requesting the testing.

### **Forensic Analysis**

- d) To provide accurate and timely analytical testing services in the following areas:
- e) Seized drugs
- f) Forensic Toxicology
- g) Fire Debris and other chemical analysis
- h) Trace Evidence collection
- i) To interpret and report analytical results and provide impartial expert evidence to the Hospital, Coroner and other Criminal Justice Agencies.
- j) To provide drugs of abuse testing of urine specimens for Government and non-governmental agencies, assisting with the management and/or rehabilitation of their clients.
- k) To interpret analytical results of urine specimens and provide professional, accurate information and advice to client agencies
- l) Urine testing services are provided to numerous agencies including the Department of Corrections, Department of Court Services, Drug treatment agencies, the hospitals, doctor's offices.

### **Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

#### **Food and Water Testing**

1. Records of Analyses - completed laboratory worksheets, notes of analyses, database of water, dairy and food results
2. Reports of Analyses - Results listed on submission forms for water analysis, dairy and food testing.
3. Reports for water quality, quality of raw milks, product milks and frozen desserts.
4. Reports detailing bacteriological quality of food, and findings related to suspected Food Poisoning outbreaks

#### **Forensic Analysis**

### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

**Administrative documents:**

1. Program profiles
2. Annual Budget Book
3. Logic Models
4. Code of Practice for Project Management and Procurement
5. Laboratory Biosafety Manual

**Urine testing**

1. Urine Drug Testing Policy
2. Submission Forms

**Food and Water Testing**

3. Water and Food Laboratory Procedures Manual, detailing methods of analysis for water, dairy and food samples
4. Laboratory Worksheets associated with laboratory methods
5. Submission forms for water, dairy and food testing
6. Department of Health Water Quality Standards (January 2021)
7. Microbiological Safety of Ready to Eat Foods (UK Health Protection Agency 2009)
8. Microbial Guidelines for Ready to Eat Foods (Health Canada 2010)

**Forensic Analysis**

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

None applicable:

Services are provided to numerous agencies as listed above who make decisions in respect to any person

**Section G: How to Contact the Information officer [s5(1)g and (h)]**

*Insert name and contact information:*

**How to make a request for information, or to amend your personal information**

Requests must be made using the application form and submitted in person or via email to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

|                 |   |
|-----------------|---|
| Contact         | PATI Information Officer,<br>Mrs. Verlina Bishop<br>c/o Receptionist,<br>Ministry of Health<br><i>Re: Central Government Laboratory</i> |
| Hand-deliver to | Continental Building, 25 Church Street, Hamilton  |
| Mail*           | P.O. Box HM 380, Hamilton HM BX, Bermuda  |
| Email*          | <a href="mailto:ydbishop@gov.bm">ydbishop@gov.bm</a> Add subject line: PATI request for Central Government Laboratory                   |
| Telephone       | 246-7676  |

#### **Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### **Seawater Sampling Results:**

The Department of Health routinely samples and tests seawater from Bermuda's beaches to assure bathing water quality. These results are published at <https://www.gov.bm/seawater-monitoring-programme-bathing-beaches>

#### **Further information**

1. **About us** is available on the government website at: <https://www.gov.bm/department/health>
2. **Financial Information:** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### **Section I: Any Other Information As Prescribed [s5(1)i]?**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** *(Confirm copies of Information Statement are available at):*

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



**Name:** *David Kendell*

**Post:** *Director, Department of Health*

**Date:** *15<sup>th</sup> January 2026*

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry of Health

#### Information Statement Public Authority: Department of Health Community Health Section

##### Table of Contents

|               |  |
|---------------|--|
| Introduction: | Your Rights under Public Access to Information                                   |
| Section A:    | Organizational structure of the authority and governing legislation              |
| Section B:    | 1. Legislated functions and powers of the authority<br>2. Obligations under PATI |
| Section C:    | Services and programs  |
| Section D:    | Documents: Records held  |
| Section E:    | Documents: Administrative manuals/ guidelines                                    |
| Section F:    | Documents: Decision making   |
| Section G:    | How to Contact the Information Officer and Make a Request                        |
| Section H:    | Further information  |
| Section I:    | Other information (as prescribed)  |
| Section J:    | Locations of the Information Statement   |

##### Introduction

This document is the Information statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in

contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

### How to make a request

Requests for information, must be in writing using the application form, and submitted to the Department Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

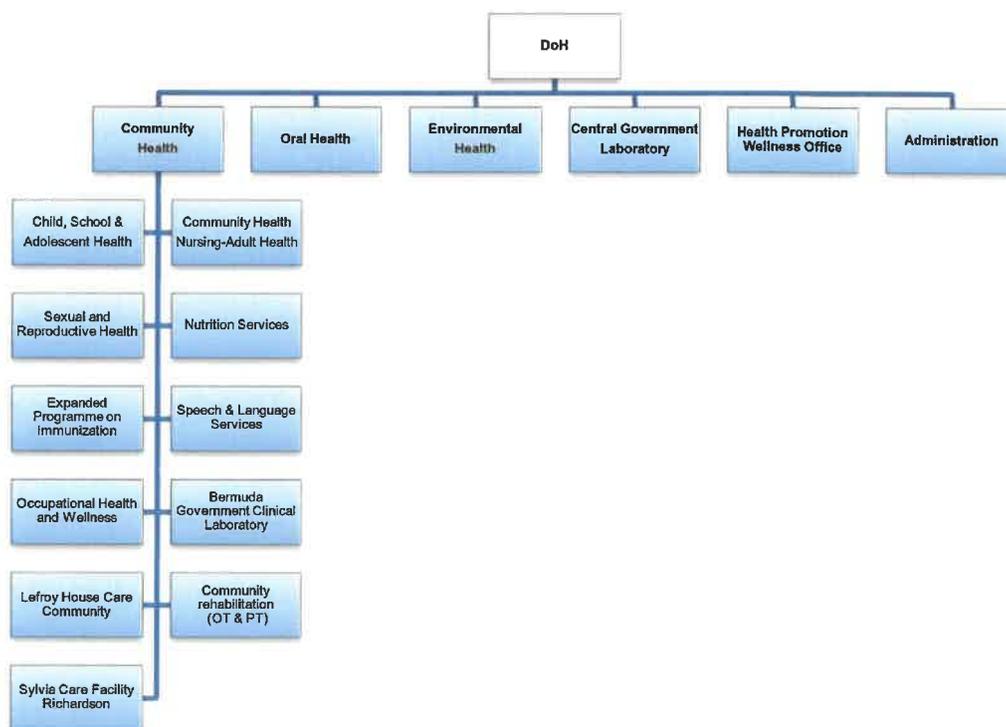
### Key, including definitions

- Ministry means the Ministry of Health
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

## Section A: Structure, Organization and Governing Legislation [s5(1)a]

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

### Community Health Organizational Structure



Ministry  
Department of Health  
Section: Community Health Section

The Community Health Section has 11 programs listed under the Department of Health.  
The Business Unit for Community Health Administration is: 32010

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Section B1: Legislated Functions, Powers and duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, healthcare establishments, and general housing conditions

**2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three areas:

1. **Preventive health services** such as sexual and reproductive health, infant, child and school health, travel health, health screenings and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance and outbreak control, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk

behaviours. Programs include nutrition counselling, and wellness promotion and health education.

### **3. Other legislation relevant to the Community Health Section:**

1. Children's Act 1999. Relates to the mandatory reporting of child abuse
2. Nurses and Midwifery Act 1997; and Nursing and Midwifery Rules & Regulations 2010. Relates to the scope of nursing practice and framework for nursing regulations
3. The Residential Care Homes and Nursing Homes Act 1999 - Relates to the scope of care for clients in residential and Nursing homes
4. Bermuda Health Council Act 2004.
5. Elder Abuse Act. Relates to the mandatory reporting of abuse of elders
6. Occupational Safety and Health Act 1982
7. Pharmacy and Poisons Act 1979

## **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

### **Obligations of the Authority under the PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
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  - a. **Managing Fees** for Requests for information
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10. **To train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. **To designate an officer** to be the person to whom requests are directed [s62]

## Section C: Services and Programs provided [s5(1)c]

*Insert a summary of services and programs provided by the authority:*

1. **Child and School Health:** To provide screenings, health assessments, immunizations, health education and information for school age children to ensure optimum learning.
2. **Expanded Programme on Immunization:** To procure, maintain, and distribute vaccines. Ensure conditions for safe, adequate, and quality controls and monitoring to achieve high levels of immunization coverage across the life-span, protecting the community from vaccine-preventable diseases such as measles, influenza, and whooping cough.
  - 2.1 **Travel Health:** Protect persons traveling to at risk areas and reduce the risk of importation and/or introduction of selected communicable diseases to Bermuda.
  - 2.2 **Immunization Program:** To ensure universal access to immunizations for infants, school aged children, adults and seniors; to prevent and reduce the risk of introduction of vaccine preventable diseases in Bermuda.
3. **Community Health Nursing – Adult Health:** To provide home and community health care services for: all mothers and their newborns; identified high risk adults; and the elderly.
4. **Sexual and Reproductive Health:**
  - 4.1 **Maternal Health and Family Planning:** To provide a high quality, accessible and affordable reproductive health service including planned parenthood, antenatal and postnatal care to women of reproductive age.
  - 4.2 **Communicable Disease Clinic:** To prevent and control the spread of communicable diseases. To educate the community about STI's/HIV, and other communicable infections
5. **Nutrition Services\*:** To achieve optimal nutrition in the populations by promoting good nutrition and lifestyle behaviors in the prevention of chronic diseases within the lifecycle.
6. **Speech and Language Services\*:** to provide quality service to people within the community who have, or might be susceptible to, speech-language delays/disorders and/or feeding/swallowing disorders, and to promote their communicative and social well-being.
7. **Community Rehabilitation\*:** To provide community based rehabilitation services of occupational therapy and physiotherapy.
8. **Bermuda Government Clinical Laboratory\*:** To provide an accessible comprehensive clinical laboratory diagnostic service to clients attending Community Health Clinics. Government programs such as Complete Health Improvement Program, Correction facility, government nursing homes, and providing disease monitoring of any suspicious or known outbreaks

**9. Occupational Health and Wellness:** To provide preventive and anticipatory medical services for Police and Prison Officers. To provide guidance to Government on employee fitness for employment and fitness to perform/ continue to perform their work duties. To ensure that the mental and physical health needs of each inmate are met in accordance with the Prison Act 1979. To provide forensic services to the Police Department and assist police in criminal investigations

**9.1 Occupational Health:** To provide pre-employment assessments and screening for occupational illness in selected government employees; to promote immunization against vaccine-preventable diseases among government employees and provide immunization to Department of Health staff and selected government employees.

**9.2 Correctional Health:** To provide a comprehensive health care service for all inmates in correctional facilities. To ensure appropriate referral services for essential medical, surgical and psychiatric care which is not available in prisons.

**9.3 Forensic Medical Service:** To provide forensic support service to the Police Department and assist police in criminal investigations; detainee examination and certification of fitness for detention and fitness for interview; to provide medical assessment and laboratory screening for individuals in police detention as required; to attend scenes of sudden deaths to certify death; to interview and / or to examine alleged assailants in cases of sexual abuse, unlawful carnal knowledge or sexual assault; to provide reports for the Police Service on such examinations as required.

**9.4 Health Maintenance for Police and Prison Officers (HMP):** Provides health services to Police, Prisons, and Bermuda Fire Service officers; provides occupational health screening for selected government employees at risk for occupational hazardous exposures and illnesses; provides routine preventive services including history and lifestyle inventory to assess health risks, and physical examinations, and laboratory tests, for uniformed services officers and recruits to these services; provides health promotion and education through individual counseling and group presentations to the uniformed services and selected government employees as indicated or as requested.

**10. Sylvia Richardson Care Facility and Lefroy House Care Community:** To provide care, promote independence and optimal health in persons aged 65 years and over, with significant unmet nursing and care needs requiring 24 hour/facility based care.

(\*Allied Health Programs under the management of the Senior Medical Officer whereas the remaining programs are jointly managed with the Chief Nursing Officer.)

#### **Section D Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Annual Program objectives
2. Program Logic models
3. Program profiles

4. Bermuda Nursing and Midwifery Council registrations
5. Department of Health Staff listing
6. Disaster Relief documents
7. Stores inventory
8. Administrative monitoring reports
  - a. Quarterly monitoring reports on the program activities and performance measures
  - b. Monthly regional statistics
  - c. Annual report
  - d. Collection of statistical data and client demographics
9. Minutes of Program meetings and committees
10. Safety & Health Manual
11. Staff Development records

In addition, please see the information statement of the programs that constitute the Community Health Section of the Department of Health.

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Please see the information statement of the programs that constitute the Community Health Section of the Department of Health.

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

In addition to the legislation listed in sections A and B, please see the information statements of the programs of the Community Health Section of the Department of Health.

#### **Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]**

*Insert name and contact information:*

##### **How to make a request for information, or to amend your personal information**

Requests must be made using the application form and submitted in person or via email to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee

charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

|                 |  |
|-----------------|--|
| Contact         | PATI Information Officer,<br>Mrs. Verlina Bishop<br>c/o Receptionist,<br>Ministry of Health<br><i>Re: Community Health Section</i> |
| Hand-deliver to | Continental Building, 25 Church Street, Hamilton   |
| Mail*           | P.O. Box HM 380, Hamilton HM BX, Bermuda   |
| Email*          | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a> Add subject line: PATI request for<br>Community Health Section                |
| Telephone       | 246-7676   |

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### **Further information**

1. **About us** is available on the government website at: <https://www.gov.bm/department/health>
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### Section I: Any Other Information As Prescribed? [s5(1)i]

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.

2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



**Name:** David Kendell

**Post:** Director, Department of Health

**Date:** 15 January 2026

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry of Health

#### Information Statement Public Authority: Department of Health Environmental Health Section

##### Table of Contents

|            |  |
|------------|--|
| Section A: | Organizational structure of the authority and governing legislation                      |
| Section B: | 1. Legislated functions, powers and duties of the authority<br>2. Obligations under PATI |
| Section C: | Services and programs  |
| Section D: | Documents: Records held  |
| Section E: | Documents: Administrative manuals/ guidelines  |
| Section F: | Documents: Decision making   |
| Section G: | Contact details for the Information Officer  |
| Section H: | Further information (includes financial)   |
| Section I: | Other Information (as prescribed)  |
| Section J: | Locations of the Information Statement   |

##### Introduction

This document is the Information statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public

interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

### How to make a request

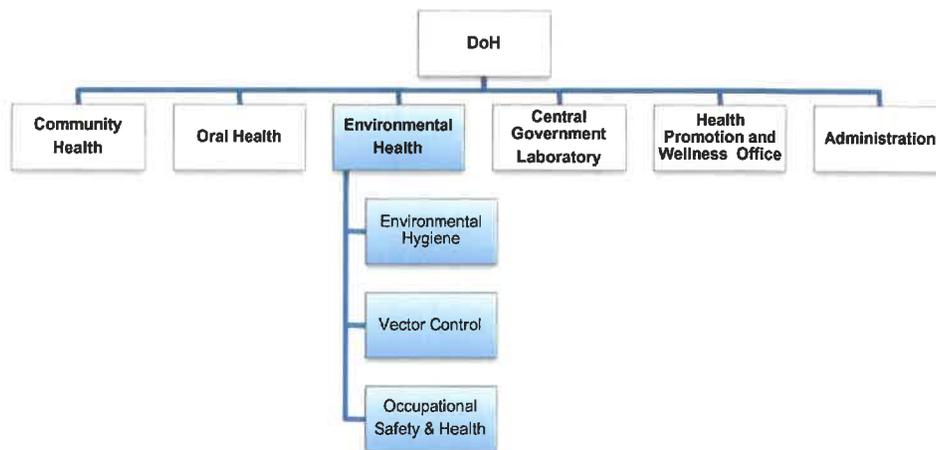
Requests for information, or to amend your personal information, must be in writing using the application form, and submitted in person or via email to the Department Information Officer (see Section G for details). A request must identify the record, the subject and time period, and may specify the manner in which access is preferred. Please note there is a small fee levied for reproducing materials as listed on the PATI website at <https://www.gov.bm/pati-service-fees> (as per the Government Fees Regulations 1976).

### Key, including definitions

- Ministry means the Ministry of Health
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

## Section A: Structure, Organization and Governing Legislation [s5(1)a]

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*



Ministry  
Department of Health  
Section: Environmental Health Section

The Environmental Health Section has 7 programs listed under the Department of Health.  
The Business Unit for Environmental Health Administration is: 32175

*Insert Governing Legislation:*

The Public Health Act, 1949  
Occupational and Safety Act, 1982

Radiation Act, 1972  
Quarantine Act, 2017  
Tobacco Control Act, 2015

## **Section B1: Legislated Functions, Powers and duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

### **1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, healthcare establishments, and general housing conditions

### **2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in **three broad areas:**

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

## **Other legislation relevant to the Environmental Health Office:**

### **1. Food and Beverage Safety**

- Public Health (Food) Regulations 1950
- Public Health (Imported Meat) Regulations 1956
- Public Health (Slaughter of Animals) Regulations 1945
- Public Health Act 1949
- Public Health (Milk And Dairy farm) Regulations 1952
- Public Health (Keeping Of Pigs) Regulations 1958
- Public Health (Milk and Dairy farm) Amendment Regulations 2000
- Liquor License Act 1974

### **2. Water & Sanitary Engineering Control Program**

- Hamilton Sewerage Act 1912
- Hamilton Sewerage Ordinance 1951
- Plumbing And Drainage Regulations 1965
- Public Health (Privies and Cesspits) (Cleansing) Regulations 1930
- Public Health (Water Storage) Regulations 1951
- Public Health Act 1949
- St. George's Sewerage Act 1943
- Building Act 1988
- Building Code Regulations 1991
- Building Code 1972

### **3. Housing Conditions Control**

- Bermuda Housing Act 1980
- Hotels (Licensing and Control) Act 1969
- Hotels (Licensing and Control) Regulations 1976
- Public Health (Registration Of Hotels And Common Lodging Houses) Regulations 1968
- Public Health Act 1949
- Timesharing (Licensing And Control) Act 1981
- Timesharing (Licensing And Control) Regulation 1982
- Bermuda Housing (Minimum Standard) Regulations 2002
- Bermuda Housing Amendment Act 2001
- Hotels (licensing and control) Amendment Act 2007

### **4. Occupational Safety and Health**

- Occupational Safety and Health Regulations 2009
- Occupational Safety and Health Act 1982 (Consolidated)
- Health and Safety at Work (Pressure Systems) Regulations 1989
- Radiation Act 1972
- Occupational Health and Safety (Approved Code of Practice) Notice 1997

## **5. Vector Control**

- Public Health (Fly Control) Regulations 1930
- Public Health (Mosquito Control) Regulations 1930
- Public Health (Mosquito Control) Regulations 1951
- Public Health (Rodent Control) Regulations 1951
- Public Health (Quarantine Stations) Regulation 1926

## **6. Public Health Nuisances, Pollution and Outbreak Control**

- Clean Air Act 1991
- Clean Air Regulations 1993
- Clean Air Rules 1993
- Public Health (House and Trade Refuse) Regulations 1930
- Public Health (Offensive Trades - Storage Treatment And Distribution Of Excreta And Faecal Matter) Regulations 1966
- Public Health (Offensive Trades) Order 1966
- Public Health Act 1949
- Tobacco Control Act 2015

## **7. Institutional Hygiene & Safety**

- Children Act 1998 - Part IX
- Day Care Centre Regulations 1999
- Education (Applications for Registration of Schools) Rules 1987
- Education (Tutorial Sites) Rules 2003
- Pharmacy And Poisons (Registration Of Pharmacies) Regulations 1979
- Pharmacy And Poisons (Standards For Pharmacies) Regulations 1979
- Public Health (Hairdressing Establishments) Regulations 1955
- Public Health (Prohibition Of Spitting) Regulation 1930
- Public Health Act 1949
- Auxiliary Bicycle Liveries Protective Headgear Regulations 1976
- Public Health (Clinical Laboratories) Regulations 2002
- Public Health (Body Piercing, Electrolysis & Tattooing) Regulations 2001
- Public Health (Hospitals) Regulations 2002
- Residential Care Homes and Nursing Homes Act 1999
- Residential Care Homes and Nursing Homes Regulations 2001

## **8. Port Health – Although this unit has been moved under the Office of the Chief Medical Officer, Environmental Health Officers and Vector Inspectors work along with the Port Health Unit**

- Quarantine (Air) Regulations 1946
- Quarantine (Maritime) Regulations 1946
- Quarantine Act 1946
- Quarantine Act 2017

- Public Health (Rodent Control) (Ocean – Going Ships) Regulation 1930
- Public Health (Imported Meat) Regulations 1956
- International Health Regulations 2005
- Public Health Act, 1949

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

**Obligations of the Authority under the PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To conduct an **internal review** if formally requested [part 5]
7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
9. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. To **designate an officer** to be the person to whom requests are directed [s62]

**Section C: Services and Programs provided [s5(1)c]**

*Insert a summary of services and programs provided by the authority:*

**Programs and Services:**

The Environmental Health Section is administered by the Chief Environmental Health Officer and consists of seven different programs. It has responsibility for assuring food and water safety, hygiene and sanitation, vector control, environmental health protection, housing and accommodation standards, pollution and nuisance control and occupational health and safety.

**1. Food and Beverage Safety**

Monitor food and beverage importation, storage, preparation and sale by licensing all types of victualling (i.e. food and beverage) establishments and thereby ensuring hygienic conditions and operations. Ensures food is fit for human consumption by sampling milk, frozen desserts, foods and beverages and inspecting locally slaughtered meat.

**2. Water & Sanitary Engineering**

Reduce the risk of: water borne illnesses and of sewage borne diseases

Ensure that each building has safe and adequate facilities for the catchment and storage of rainwater. Procures water samples from residential properties and submits for analysis and follow up.

**3. Housing Conditions**

Prevent illness and injuring arising from housing conditions and accommodations

**4. Occupational Safety & Health**

To reduce the risk of injury and illness arising from workplace activities. Carries out inspections of businesses operating on island. Investigates accidents at work.

**5. Vector Control**

Prevent vector borne disease. Monitors and baits in relation to rats and mosquitos. Investigates complaints.

**6. Pollution Control**

Prevent and control the occurrence of objectionable and offensive emissions that are prejudicial to health.

Encourage public compliance with the various health, hygiene and safety laws.

Control and prevent the recurrence of disease outbreaks and occupational illnesses and injuries.

**7. Institutional Hygiene**

Ensure the maintenance of hygienic and safe conditions by monitoring and licensing and registering the operation of hairdressers, barbers, cosmetologists, piercers, tattooists, nursing homes, and by inspecting schools, sports clubs and gyms.

**8. Environmental Health Administration**

Provides administration for the various programmes and services which includes budgetary monitoring and compliance, personnel matters, facility maintenance, and other administrative functions.

**9. Port Health** – Although the Port Health Unit is moved under the Office of the Chief Medical Officer, Environmental Health Officers and Vector Inspectors work along with the Port Health Unit:

To prevent the spread of diseases and conditions of international concern through the inspection of conveyances, travelers, cargo and implementation of appropriate health measures necessary under the International Health Regulations 2005. To inspect consignments of imported food to ensure food is fit for import.

**Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

In addition to the legislation listed in sections A and B, please see the information statements of the seven programmes that constitute the Environmental Health Section of the Department of Health.

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Please see the information statement of the seven programmes that constitute the Environmental Health Section of the Department of Health.

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Please see the information statements for the seven programmes that constitute the Environmental Health Section of the Department of Health.

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Environmental Health Section.

|         |  |
|---------|--|
| Contact | Information Officer,<br>Mrs. Verlina Bishop<br>c/o Ministry of Health<br>Re: Environmental Health, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12                                     |
| Tel.    | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).

2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

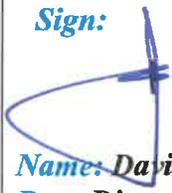
**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



*Name: David Kendell*

*Post: Director, Department of Health*

*Date: 15<sup>th</sup> January 2026*

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry of Health

#### Information Statement

#### Public Authority: Department of Health Health Promotion and Wellness Office Section

##### Table of Contents

|            |  |
|------------|--|
| Section A: | Organizational structure of the authority and governing legislation                      |
| Section B: | 1. Legislated functions, powers and duties of the authority<br>2. Obligations under PATI |
| Section C: | Services and programs  |
| Section D: | Documents: Records held  |
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##### Introduction

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### Key, including definitions

- Ministry means the Ministry of Health
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

## Section A: Structure, Organization and Governing Legislation [s5(1)a]

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

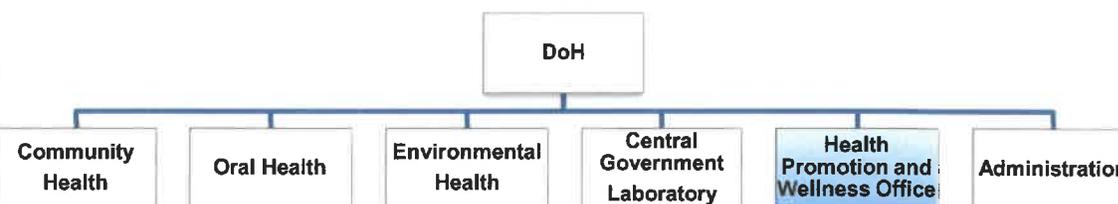
Ministry of Health

Department of Health

**Section: Health Promotion**

**Sub-Program: Healthy Schools**

**Business Unit/ID Number: 32240 and 32265**



*Insert Governing Legislation:*

The Public Health Act, 1949

## Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]

*Insert power, duties and function of the authority (cite Act or Policy):*

### I. Legislated Functions of the Department as Mandated by the Act

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination

of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, healthcare establishments, and general housing conditions

## **2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The three core functions of public health in Bermuda include:

1. Assessment: monitoring the health of the public;
2. Policy development: promoting scientifically sound health policy; and
3. Assurance: guaranteeing the benefits of public health for all.

The role of Department of Health is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three broad areas:

1. Preventive health services such as family planning, maternal and child health, and immunisation programmes;
2. Health protection services, including environmental health services such as restaurant inspections, disease surveillance and dental fluoride and sealant programmes; and
3. Health promotion activities, including nutrition counseling, and wellness promotion. Health promotion activities may be directed towards individuals, groups or the entire community and are intended to encourage healthy behaviors (e.g. improved diet, and exercise) and discourage high-risk behaviors, such as substance abuse, driving while intoxicated and unprotected sex.

## **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

### **Obligations of the Authority under the PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome

- c. Quarterly expenditure (upon request) [s6(5)]
- d. Contracts valued at \$50,000 or more.
- 3. To **respond to information requests** in a timely manner [s12-16]
- 4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
- 5. To respond to requests from the Information Commissioner [s9]
- 6. To conduct an **internal review** if formally requested [part 5]
- 7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- 8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- 9. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
- 10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- 11. To **designate an officer** to be the person to whom requests are directed [s62]

**Section C: Services and Programs provided [s5(1)c]**

*Insert a summary of services and programs provided by the authority:*

**Program:** The Health Promotion and Wellness Office develops and coordinates programs that promote lifestyles, environments and policies that are conducive to well-being and good health.

Healthy Schools is a sub-program which aims to improve the health and wellbeing of school-aged students and is a coordinated, comprehensive partnership between government, schools, families and the community.

**Services:**

- 1. Develops policies that will promote health and wellness in the community, in collaboration with health partners.
- 2. Develops and implements programs that will promote health and wellness in the community, in collaboration with public health partners.
- 3. Develops and disseminates products that will promote health and wellness in the community.
- 4. Coordinates and facilitates health promotion activities of Department of Health programs.

**Coordinates Healthy Schools program which:**

- 1. Facilitates fruitful relationships with and between schools and other health partners related to school health.
- 2. Coordinates health-related services delivered to schools.
- 3. Monitors compliance to the Healthy Schools component.

**Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Terms of reference, agendas and minutes of Committees
  - a) Health Promotion Committee
  - b) National Health Plan Prevention
  - c) Well Bermuda Executive Committee
2. Surveys – to report on health behaviors and perceptions of population groups:
  - a) Health Survey of Adults in Bermuda 2011
  - b) Health Survey of Adults and Children in Bermuda 2006
  - c) Teen Wellness Survey 2001
  - d) Adult Wellness Survey 1999
  - e) Omnibus Surveys
3. Reports
  - a) Health Priorities Report 2005 to establish the most pressing health issues for Bermuda.
  - b) Bermuda Health Systems Profile 2005 to assess the performance of Bermuda's essential public health functions.
  - c) Well Bermuda National Health Promotion Strategy 2008 provides a unifying vision for all partners in public health for a healthier Bermuda.
  - d) Know Your Numbers – Evaluations
4. Guidelines outlining standards of care and best practice to screen, diagnose and treat diabetes and hypertension:
  - a) Guidelines for Diabetes care in Bermuda 2010 and Diabetes Passport
  - b) Hypertension Guidelines for Bermuda 2011 and patient education materials
5. Brochures/Leaflets
  - a) Know Your Department of Health - overview of programs and services
  - b) Love that Body - recommended health screenings for public
  - c) Know Your Blood Pressure posters and leaflets - about the diagnosis and treatment of high blood pressure (hypertension)
  - d) Balance Your Life - tips to help create work-life balance and manage stress
  - e) Know Your Numbers Screening Booklets
6. Directory of Services 2012 – 2014
  - a) Enable individuals, families and health professionals to identify necessary services to enhance health and well-being
7. Emergency Plan for the General Public
  - a) Guideline for creating emergency plan, creating emergency supply kit, food safety, roof and tank care
8. Posters
  - a) Move More Bermuda
  - b) Wellness Wednesdays

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Administrative Documents
  - a) Health Promotion Program Profile
  - b) Health Promotion Program Logic Model
  - c) Administrative Monitoring Reports
2. Health Promotion Calendar
  - a) Health Promotion events and observances

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

**Health Promotion Policy 2007**

- Ensures consistency and standards in health promotion activity throughout the Department of Health.

**Well Bermuda National Health Promotion Strategy 2008**

- Provides a unifying vision for all partners in public health for a healthier Bermuda.

**Government Vending Machine Policy 2008**

- Vending machines on Government premises will not provide unhealthy foods and beverages

**DOH Research Governance Framework 2008**

- Guidelines for conducting research in Bermuda

**2011-2012 HP Budget**

**Healthy Schools Components and Standards –**

- Component Rubric to assess compliance to Healthy Schools standards

**School Health Policies Handbook**

- Health Schools Nutrition Policy – foods consumed at school contribute to health and well-being
- Vending Machine and Cafeteria Policy – stipulating no junk food on school premises
- Physical Activity Policy (pending) – standardize the amount of physical activity in schools
- Bermuda School Asthma Policy (pending) – improve and standardized the management of asthma in schools

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Health Promotion and Wellness Office Section.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Health Promotion Office, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |

|       |  |
|-------|--|
| Visit | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12 |
| Email | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>           |
| Tel.  | 441 246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y

- Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

**Sign:**



**Name:** *David Kendell*

**Post:** *Director, Department of Health*

**Date:** 15<sup>th</sup> January 2026

*Ends*



**GOVERNMENT OF BERMUDA**  
**Ministry of Health**

**Information Statement**  
**Public Authority: Department of Health**  
**Oral Health Section**

**Table of Contents**

|            |  |
|------------|--|
| Section A: | Organizational structure of the authority and governing legislation                      |
| Section B: | 1. Legislated functions, powers and duties of the authority<br>2. Obligations under PATI |
| Section C: | Services and programs  |
| Section D: | Documents: Records held  |
| Section E: | Documents: Administrative manuals/ guidelines  |
| Section F: | Documents: Decision making   |
| Section G: | Contact details for the Information Officer  |
| Section H: | Further information (includes financial)   |
| Section I: | Other Information (as prescribed)  |
| Section J: | Locations of the Information Statement   |

**Introduction**

This document is the Information statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

**How to make a request**

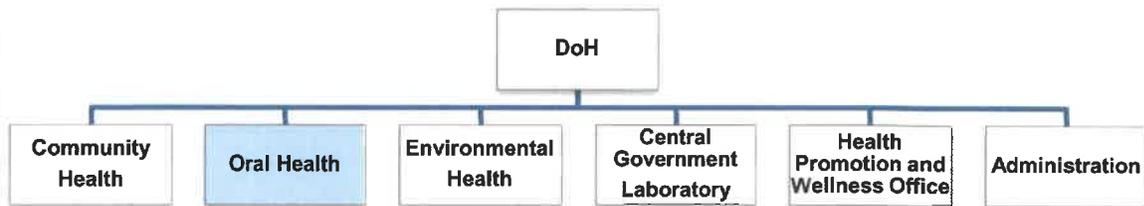
Requests for information, must be in writing using the application form, and submitted in person or via email to the Department Information Officer (see Section G for details). A request must identify the record, the subject and time period, and may specify the manner in which access is preferred. Please note there is a small fee levied for reproducing materials as listed on the PATI website at <https://www.gov.bm/pati-service-fees> (as per the Government Fees Regulations 1976).

**Key, including definitions**

- Ministry means the Ministry of Health
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*



Ministry:

Department of Health

**Section:** Oral Health

**Program:** Oral Health Section Administration, Control and Prevention

**Business Units:** 32155, 32150 and 32160

*Insert Governing Legislation:*

The Public Health Act, 1949

Dental Practitioners Act, 1950

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, food production, healthcare establishments, and general housing conditions

Public Health Act, 1949 [s165, and s166]

**Power of Minister to establish clinics**

165 (1) Without prejudice to anything in section 94 (which section relates to the establishment of temporary clinics during epidemics), the Minister may establish clinics for such purposes connected with the public health as he may from time to time think expedient; and, without prejudice to the generality of the foregoing provisions, clinics may be established by the Minister for any of the following purposes—

- a) for providing ante-natal care for pregnant women and post-natal care for women recently delivered of children;
- b) for providing periodical examinations for school children with a view to checking the incidence of disease; and
- c) for providing dental care for school children;
- d) for providing advice, information and guidance—

**Medical examination of school children [s166]**

- 1) Subject to this section, a Government Medical Officer or Dental Officer may from time to time carry out in any school a medical examination of the school children attending that school.
- 2) Medical examinations, in pursuance of this section, of the school children of any school shall be carried out in such manner and at such times as not unreasonably to interfere with the organization or work of the school; and the headmaster or other person in charge of the school shall in each case be consulted as to the manner and time of the examination.

Subject as aforesaid, it shall be the duty of the headmaster or other person in charge of a school to aid and assist a Government Medical Officer or Dental Officer in the exercise of his functions under this section.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

**Obligations of the Authority under the PATI Act**

- 1. To provide an **information statement** for the public and promulgate it [s5],

2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To conduct an **internal review** if formally requested [part 5]
7. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
8. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
9. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
10. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
11. To **designate an officer** to be the person to whom requests are directed [s62]

### **Section C: Services and Programs provided [s5(1)c]**

*Insert a summary of services and programs provided by the authority:*

#### **1. Program: 32155 – Oral Health Administration**

The Oral Health Administration Program aims to improve the oral health status of all targeted groups in the Bermuda population by coordinating the activities in all dental programs and sub-programs.

##### **Services:**

The Oral Health Administration Program provides human resources, financial and facilities management for the Oral Health Section. It organizes, executes, and coordinates the training of departmental staff in appropriate oral health practices and standards. The program provides statistical data regarding the oral health status of targeted groups in the Bermuda population.

#### **2. Program: 32150 – Oral Health Control**

The Oral Health Control Program aims to improve the oral health status of children 0-18, adult special patients, prisoners and seniors by the provision of direct clinical care.

##### **Services:**

The Oral Health Control Program provides comprehensive clinical care to children 0-18, adult special patients, prisoners and seniors. Clinical care includes diagnosis and prevention of oral diseases, as well as restorative, surgical and limited orthodontic care.

**3. Program: 32160 – Oral Health Prevention**

The Oral Health Prevention Program aims to improve the oral health status of its targeted populations and the Bermuda public as a whole by providing oral health intervention services and education to prevent decay, periodontal disease and other oral pathological processes.

**Services:**

The Oral Health Prevention Program provides oral health education individually and collectively in schools, long term care facilities, prisons and to the general public. Sealants are placed on susceptible teeth in the clinic and in schools. Fluoride supplementation is provided to children from 6 months to at least the completion of primary school (supplementation is available up to age 16 years if given at home). Dental hygiene services are provided to children 0-18, as well as adult special patients, prisoners and seniors.

**Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Financial Records
2. Administrative Monitoring reports
3. Minutes of Program meetings and committees
4. Records of patient dental examination and treatment
5. Reports of dental health of target populations
6. Meeting Agendas and Minutes

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Public Health Programs and Services
2. Oral Health Section Manual
3. Financial Instructions (Bermuda Government)

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Oral Health Section Manual
2. Screen & Seal Criteria Guide
3. Guidelines For The Dental Sealant Program
4. Advisory documents
  - a) PAHO Proposed 10 year regional plan for Oral Health
  - b) PAHO Strategy for Improving General Health In the Americas Through Critical Advancements In Oral Health The Way Forward: 2005 – 2015

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Oral Health Section.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health,<br>Re: Oral Health Section, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441 246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <https://www.gov.bm/public-access-information-pati> Y
  - Authority's website <https://www.gov.bm/department/health> Y
- With the Information Commissioner. Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 15<sup>th</sup> January 2026

**Sign:**  


**Name:** *David Kendell*

**Post:** *Director, Department of Health*

**Date:** 15th January 2026

*Ends*



**GOVERNMENT OF BERMUDA**

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**Ministry of Health**

**Information Statements:**  
**Public Authority: Department of Health**

**Community Health Section**  
**Programs:**

**Occupational Health and Wellness**  
**Child Health**  
**Expanded Programme on Immunization**  
**Sexual and Reproductive Health**  
**Community Health Nursing – Adult Health**  
**Bermuda Government Clinical Lab**  
**Nutrition Services**  
**Occupational Therapy and Physiotherapy**  
**Speech and Language Services**  
**Lefroy House Care Community**  
**Sylvia Richardson Care Facility**

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Occupational Health and Wellness**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Adult Health program:

- Safety and Health Act, 1982
- Sexual Offences Act, 1993
- Prison Act 1979, Section 31
- Prison Regulations, 1980 part 11, Section 74-98
- Public Service Commission Regulations
- Police and Criminal Evidence Act (PACE), 2005

Ministry

Department of Health

**Section:** Community Health

**Program:** Occupational Health and Wellness

**Sub-Programs:**

- **Occupational Health**
- **Correctional Health**
- **Forensic Medical Service**
- **Health Maintenance for Police and Prison Officers (HMP):**

**Business Unit/ID Number:** 32130

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32010**

*Insert a summary of services and programs provided by the authority:*

**Occupational Health:** To provide pre-employment assessments and screening for occupational illness in selected government employees; to promote immunization against vaccine-preventable diseases among government employees and provide immunization to Department of Health staff and selected government employees;

**Correctional Health:** To provide a comprehensive health care services for all inmates in correctional facilities. To ensure appropriate referral services for essential medical, surgical and psychiatric care which is not available within the prisons

**Forensic Medical Service:** To provide forensic support service to the Police Department and assist police in criminal investigations; detainee examination and certification of fitness for detention and fitness for interview; to provide medical assessment and laboratory screening for individuals in police detention as required; to attend scenes of sudden death to certify death; to interview and/or examine alleged assailants in cases of sexual abuse, unlawful carnal knowledge or sexual assault; to provide reports for the Police Service on such examinations as required.

**Health Maintenance for Police and Prison Officers (HMP):** Provides health services to Police, Prisons, and Bermuda Fire Service officers; provides occupational health screening for selected government employees at risk for occupational hazardous exposures and illnesses; provides routine preventive services including history and lifestyle inventory to assess health risks, and physical examinations, and laboratory tests, for uniformed services officers and recruits to these services; provides health promotion and education through individual counseling and group presentations to the uniformed services and selected government employees as indicated or as requested.

**Services:**

1. Health assessments and treatment for acute illness in uniformed services workers
2. Surveillance for occupational illness and risk assessments for selected government employees identified in the Collective agreement
3. Pre-employment health assessment for selected new employees and recruits to uniformed services
4. Diagnosis and management of occupational illness and injury
5. Health promotion and health education to individuals and/ or groups
6. Collaboration with Health and Safety Officer to identify and mitigate occupational risks
7. Provision of immunizations and education on vaccine-preventable diseases to government employees
8. Maintain immunization and occupational health records for Department of Health staff, uniformed services and selected government employees

9. Comprehensive health care service for inmates in correctional facilities
10. Forensic medical examinations of police detainees; biologic sample collections and certification of fitness for retention and interview according to PACE Act
11. Certification of deaths outside of hospital environment
12. Provide written documentation and court testimony as required on the results forensic medical examinations

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Client record (Employee assessment form, immunization record, consents, laboratory requisitions)
2. Laboratory results
3. Referral forms
4. Epidemiology & Surveillance Forms
5. Safety and Health Report forms
6. Educational Material – occupational health & safety
7. Quarterly statistics
8. Annual reports

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Public Health Act
2. Department of Health Strategic Plan 2012-2015
3. Health and Safety Act, Guidelines and regulations
4. Collective bargaining agreement
5. PSC rules & regulations
6. PACE Act

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Department of Health Strategic Plan 2012-2015
3. Health and Safety Guidelines and regulations
4. Administrative Monitoring Reports (AMRs)
5. Annual Budget
6. Collective Bargaining Agreement
7. Adult Health Policy and Procedure manual (being developed)
8. Epidemiology & Surveillance Unit’s Surveillance Manual

## 9. US Preventive Services Task Force Guidelines for adult health screening

### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Adult Health Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Adult Health Program, |
| Mail to | P.O. Box HM 2160, Hamilton HM CX, Bermuda   |
| Visit   | Continental Building, 25 Church Street, Hamilton  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 246-7676  |

### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

### Section I: Any Other Information To be Provided? [s5(1)i]

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

**Sign:**



**Name:** David Kendell

**Post:** Director, Department of Health

**Date:** January 15th, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Child Health and Expanded Programme on Immunization**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Child Health and Immunization program:

- Education Act, 1996
- Children Act, 1999
- International Health Regulations, 2005
- Child Care Standards, 2018
- Occupational Safety and Health Act, 1982
- Nursing and Midwifery Act 1997
- Pharmacy and Poisons Act 1979

Ministry of Health:

Department of Health

**Section:** Community Health

**Program:** Child Health

**Sub-Programs:**

- Health Visiting
- Child / School Health
- Asthma Education

**Business Unit/ID Number:** 32030

**Program:** Expanded Programme on Immunization

**Sub-Programs:**

- Travel Health
- Immunization program

**Business Unit/ID Number:** 32070

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

- Working within the guide lines of the Nursing and Midwifery Act 1997, Nursing and Midwifery Rules 2010, Standards of Practice for Nurses 2017
- Mandatory reporting for Child Safeguarding - Children Act 1999
- Reporting of communicable disease to Epidemiology & Surveillance – (Surveillance Manual 2<sup>nd</sup> Ed 2008)

For more detailed information, please see the information statement of the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement of the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- - Cost Centre/ID: 32030**

*Insert a summary of services and programs provided by the authority:*

**Program:**

**Health Visiting:** Health visiting and anticipatory guidance and advice for all new mothers; Home visits to new mothers to review infant care, nutrition, breastfeeding and child development; health education and counseling including child safeguarding.

**Child and School health:** To provide health supervision services to school aged children with emphasis on preventive health services and health education, including asthma; To achieve optimum health and well being of school students through early identification and prompt referral or appropriate management of high risk children in need; Support implementation of Healthy Schools philosophy.

**Travel health:** To prevent and control the spread of communicable diseases associated with travel. To ensure residents are appropriately immunized and protected for travel to high risk destinations and prevent vaccine preventable disease introduction/importation; Increase public awareness about the importance of food, water and vector borne illness prevention as well as personal risks.

**Immunization Program:** To prevent and reduce the risk of introduction of vaccine preventable diseases in Bermuda to ensure universal access to immunizations for infants, children, adolescents, adults and seniors. To provide adults with access to recommended vaccines on the Adult Immunization Schedule. Coordinate immunization efforts with private physicians, Child Health, Travel Health, the School Health program, Corrections, Rest Homes and health facilities administering vaccinations.

**Services:** All services provided on an appointment basis. Limited walk-in service is available

1. Provide daily School Linked Clinics
2. Provide Child Health Clinics in Hamilton Health Centre, Warwick and St George's Satellite Clinics.
3. Provide screenings, referrals, and case management for infants, young children and adolescents.
4. Provide anticipatory guidance.
5. Provide health education and health promotion of child/school aged population through School Health services in public and private schools.

6. Provide travel health consultation and immunization for the traveling population through Travel Health Clinics.
7. Collect, analyze, interpret data and monitor immunizations and health trends within the child/school aged population and traveling public.

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority*

1. Exempt
  - a) Child Health Record
  - b) School Health Record
  - c) Electronic Immunization Register
  - d) Immunization Consent Form
  - e) Medical Examination Form
  - f) Child Protection Referral
  - g) Occupational, Physiotherapy and Speech and Language Referral
  - h) Nutrition Services Referral
  - i) Epidemiology & Surveillance Reporting Forms
  - j) Outbreak investigation form
2. Immunization Record– Child, Adult and Senior
3. Travel Immunization Record
4. VAERS reporting form
5. Surveys (type)
  - a) School Health Profile
6. Assessments
  - a) 5 year old school health report
  - b) 15 year old school health report
  - c) School Services Monthly Monitoring Form
  - d) Allied Health Reports
7. Patient medical records (Exempt)
  - a) Patient assessment forms
  - b) Edinburgh Depression Assessment Scale
  - c) Child health record
  - d) Obstetric delivery form
  - e) Hand held Child Health Record
  - f) Electronic Immunization Record
8. Lab test requisition forms
9. Diagnostic test requisition
10. Referral forms
  - a) Community Health Referral Forms
  - b) Antenatal referral form
  - c) Allied Health Referral Form
  - d) Child Protection Referral Form
  - e) Hearing referral summary

#### **Brochure/leaflets by category:**

11. Treatment instructions
  - a) Antenatal diet instructions

- b) Guidance on Infection Control [Guidance on Infection Control, Exclusion and Reporting of Health Events in Schools & Other Child Care Settings \(www.gov.bm\)](http://www.gov.bm)
- c) Handheld Child Health Book

12. Specific health condition information leaflets:

- a) Lice
- b) Heart disease
- c) Overweight
- d) Hypertension
- e) Diabetes
- f) Breastfeeding
- g) Infectious illness by topic
- h) Vaccine Information Sheet (VIS for all vaccines administered)

13. General health information leaflets or fact sheets

- a) Healthy lifestyle
- b) Immunizations
- c) Sleep
- d) Puberty

14. Surveys

- a) Client satisfaction
- b) Adult Health survey
- c) Child Health survey

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Annual Child Health Report
2. Child Health Program Objectives and Logic Models
3. Child/School Health and Immunization Policies and Procedure Manual (in progress)
4. Bermuda Immunization Information System Policy and Procedure for EIR
5. Supervision Framework
6. Health Visiting Policy
7. Sexual Assault and Response Team protocol
8. Health Promotion Calendar
9. Hypertension Guidelines for Bermuda (2011, Department of Health)
10. Screening guidelines

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. School Health Policies Handbook
2. Expanded Program on Immunization Plan of Action

3. Bermuda Advisory Committee on Immunization Practices ToR
4. International Health Regulations 2005
5. Occupational Safety and Health Guidelines
6. Annual Budget

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Child Health Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Child Health Program and Expanded Programme on Immunization |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441-246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>); then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement:** *(Confirm copies of Information Statement are available at):*

- |  |   |
|--|---|
| • Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton  | Y |
| • The Bermuda National Library   | Y |
| • The Bermuda Archives   | Y |
| • Available electronically at:   |   |
| • PATI website <a href="http://www.gov.bm/public-access-information-pati">http://www.gov.bm/public-access-information-pati</a> | Y |
| • Ministry website: <a href="http://www.gov.bm/department/health">http://www.gov.bm/department/health</a>                      | Y |
| • With the Information Commissioner.   | Y |
| Have you published a notice in the Gazette indicating the places where the information statement is available for the public?  | Y |

**Date Information Statement was updated:** *January 15<sup>th</sup>, 2026*

*Sign:*



*David Kendell*  
*Director, Department of Health*

**Date:** January 15<sup>th</sup>, 2026

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Sexual and Reproductive Health**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Communicable Disease Control Clinic (CDCC) and the Maternal Health and Family Planning Clinic:

- Children's Act, 1999
- Occupational Safety and Health Act, 1982
- Criminal Code (Sexual Offences) Act, 1993
- Nursing and Midwifery Act 1997
- Residential Care Homes and Nursing Homes Act 2000
- Senior Abuse Register Act 2008
- Pharmacy and Poisons Act 1979

Ministry

Department of Health

**Section:** Community Health

**Program:** Sexual and Reproductive Health

**Sub-Programs:**

- Communicable Disease Control Clinic (CDCC)**
- Maternal Health and Family Planning Clinic**

**Business Unit/ID Number: 32040**

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

- Screening and Testing, Diagnosing and Treatment of communicable infections - (Public Health Act 1949)
- Reporting of blood borne pathogens – HIV, Hepatitis B&C to Epidemiology & Surveillance – (Surveillance Manual 2<sup>nd</sup> Ed 2008)
- Reporting of those not in compliance to Sexual Offences Act
- Reporting of children under 16 with sexually transmitted infections to Department of Child and Family Services (Childrens Act 1999)
- Reporting of structural substandard living quarters – (Public Health Act 1949)
- Reporting abuse of seniors
- Working within the guide lines of the Nursing and Midwifery Act 1997, Nursing and Midwifery Rules 2010, Standards of Practice for Nurses 2017 and Standards of Practice for Midwives 2021

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32040**

*Insert a summary of services and programs provided by the authority:*

**The Communicable Disease Control Clinic:** To prevent and control the spread of communicable infections. To educate and provide information to the public about immunizations for communicable diseases (travel) including STI's/HIV, Hepatitis, Tuberculosis (TB), Influenza (Flu) and other contagious infections.

**Services:**

1. Free male and female condom distribution and education to promote safer sex practices.
2. Provide free confidential testing STI's/HIV to males and female.
3. Provide treatment for positive test results.
4. Provide follow up for contacts (contact tracing) of those testing positive for STI's, in Sexual and Reproductive Health Clinics (MHFP & CDC).
5. Educate the community about STI's/HIV prevention, and other communicable infections
6. Provide Behavior Change Interventions for high-risk behaviors via, health promotion activities, social/media coverage, educational literature and CD's and counseling.
7. Collaborate with School Nurses, SRH and other community stakeholders/agencies regarding reproductive health
8. To provide current immunization information for adult travel health in collaboration with the Child Health Clinic
9. Coordinate promotional campaigns promoting sexual health:
  - a. "Know Your Status" & "Have the Conversation" & "Get Tested"
  - b. February – Sexual Health & Reproductive Week
  - c. June – HIV/AIDS Awareness Month
  - d. December – World AIDS Day
10. Provide weekly and monthly statistical information and reports to Epi & Surveillance (ESU) Dept :

11. Promote adolescent male self exams for testicular cancer and annual prostate screening for males over 40
12. Promote annual Pap tests and age or risk appropriate recommended screenings for Mammograms for women
13. Provide staff self development and education regarding current trends in adolescent and adult health care for population

**The Maternal Health and Family Planning Clinic provides the following services for women of child bearing age:**

1. Antenatal care for uninsured/underinsured women
2. Free childbirth classes for pregnant women and their partners
3. Recommended immunization for pregnant women according to the Bermuda Child & Adult Immunization Schedule
4. Birth control including emergency contraception
5. Pap screening
6. Health promotion talks
7. Breast examinations
8. Sexually transmitted infection screenings.
9. Contact tracing and treatment

There is no charge for visits to the Maternal Health Clinic however there is a nominal fee for medications and birth control supplies. Clients with full medical insurance will be given a prescription to be filled at an outside pharmacy. There will be a charge for any laboratory test done outside of the Department of Health unless the client has full medical insurance. Payment for referral visits to private physicians and or procedures done by private physicians are the responsibility of the client. This includes visits to the on-call Obstetrician and delivery fees.

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

**Communicable Disease Control Clinic:**

1. Patients charts – progress notes/medical record – Male and Female Problem forms
2. Patient Care Plans
3. Medication Chart
4. Skylab – STI/HIV
5. X-Ray forms for TB
6. Hospital lab forms (blood)
7. Lab forms – C&S West (urine)
8. Financial Assistance Forms (Social Assistance)
9. BARC Referral Forms
10. STAR Referral Forms
11. Epi & Surveillance Forms (HIV and TB)
12. Educational Material – HIV/STI
13. Program Statistics
14. Patient Satisfaction Surveys

### **Maternal Health and Family Planning Clinic**

1. Patient education leaflets:
  - a) Pregnancy
  - b) Family planning
  - c) Sexual health
  - d) Gynecological
2. Patient medical record forms and visit sheets
  - a) Antenatal
  - b) Postnatal
  - c) Family planning and gynecological
3. Diagnostic test requisitions forms
  - a) X-ray
  - b) Ultrasound
  - c) Blood tests
  - d) Infection tests
  - e) Pap smear
  - f) Genetic testing (Quad Screen, Cystic Fibrosis)
4. Diagnostic tests (computer generated)
  - a) Blood testing
  - b) Infection tests
5. Computer generated patient referral forms
6. Epidemiologic surveillance forms
7. Patient medical/legal consent forms
  - a) Antenatal
  - b) Family planning
8. Electronic Immunization Record
9. Electronic Appointment Record and automatic reminder generated system

### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

#### **Communicable Disease Control Clinic:**

1. Communicable Disease Policy and Procedure manual
2. HIV/AIDS Manual
3. Condom Model Policy
4. Policy for Blood Borne Pathogens
5. Reduction of Prenatal HIV Transmission
6. HIV/AIDS Strategic Framework
7. SART Policy related to decrease HIV transmission
8. Health promotion Calendar
9. Epidemiology & Surveillance Unit Procedures Manual

#### **Maternal Health and Family Planning Clinic:**

1. Maternal Health Policy & Procedure Manual

2. Program meetings
3. Safety & Health Manual (Departmental)
4. Hypertension Guidelines for Bermuda (2011, Department of Health)
5. Diabetes Guidelines for Bermuda (2011, Department of Health)
6. Epidemiology & Surveillance Manual
7. Program Profile
8. CDC guidelines- [www.cdc.gov/std/treatment](http://www.cdc.gov/std/treatment)
9. American Cancer Society- [www.cancer.org/...FindCancerEarly/CancerScreeningGuidelines/ame...](http://www.cancer.org/...FindCancerEarly/CancerScreeningGuidelines/ame...)
10. ACOG guidelines for cervical and breast health- <http://www.acog~/media/NewsRoom/Protectanddetect.pdf>
11. Staff training ([www.gov.bm](http://www.gov.bm)-Human Resources)
12. Bermuda Adult and Child Immunization Schedule [Immunization schedules for children and adults | Government of Bermuda \(www.gov.bm\)](#)

### Section F: Decision-making documents [s5(1)f]

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

#### **Communicable Disease Control Clinic:**

1. Health and Safety Guidelines
2. Annual reports including measurable results and statistical analyses of program
3. Annual Budget
4. Communicable Disease Policy and Procedure manual
5. HIV/AIDS Strategic Framework
6. Condom Model Policy
7. Reduction of Prenatal HIV Transmission Policy

#### **Maternal Health and Family Planning Clinic:**

1. Quarterly Administrative Reports including measurable results and statistical analyses of program
2. Annual Budget
3. Maternal Health Policy & Procedure Manual
4. Patient satisfaction surveys
5. Health Promotion Calendar

### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to Sexual and Reproductive Health.

Contact

Information Officer, Mrs. Verlina Bishop  
c/o Receptionist, Ministry of Health  
Re: Sexual and Reproductive Health

|         |  |
|---------|--|
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda                        |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12 |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>           |
| Tel.    | 441-246-7676   |

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

All information is confidential. Patient documentation remains in the Department of Health.

Communicable Disease Control Clinic hours of operation:

**APPOINTMENT REQUIRED**

Days of Operation are: Monday – Friday from 8:30 – 4:45 **Closed for lunch 12:30 – 1:45pm**

Hours of testing: Monday – Thursday from 8:30 – 11:30 a.m. 1:45 – 3:30p.m.

Fridays: Results, counseling and medication 1:45 – 3:30p.m.

Maternal Health Clinic hours of operation and contact information:

- 1) Hamilton Health Center - 67 Victoria Street, Hamilton: Monday to Friday: 8:30-12:30 and 1:45-4:30pm by appointment-limited walk-ins
- 2) St George Health Center- Barracks Hill: Monday:9-11am only
- 3) Somerset Health Center- Mangrove Bay – closed pending renovations
- 4) Offer Emergency Contraception

#### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



**David Kondell**  
**Director, Department of Health**

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Community Health Nursing – Adult Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation that outlines the role of the Community Health Nursing Program:

- Nursing and Midwifery Act 1997
- Bermuda Health Council Act 2004
- Residential Care Homes and Nursing Homes Act 2000
- Occupational Safety and Health Act, 1982
- Senior Abuse Register Act 2008
- Criminal Code (Sexual Offences) Act, 1993
- Pharmacy and Poisons Act 1979

Ministry  
Department of Health  
**Section:** Community Health  
**Program:** Community Health Nursing and Adult Health  
**Sub-Programs:**  
    Community Health Nursing  
    Personal Care Service  
**Business Unit/ID Number:** 32060

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Business Unit/ID: 32060**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The Community Health Nursing – Adult Health program provides home and community health services for: identified high-risk adults; the elderly, physically challenged, marginalized and vulnerable persons by referral. It also provides limited personal care services to the elderly by referral and conducts assessments for long term care placement or additional nursing or personal care needs. Staff provide health education, limited nursing care and treatment of chronic non-communicable diseases (diabetes, strokes, heart disease) and supports communicable diseases control (TB, HIV/AIDS, food and/or water borne outbreaks).

**Services:**

1. Provision of community nursing care and personal care to seniors and disabled
2. Individual assessment of clients and their families
3. Nursing care of the elderly in the community setting
4. Health education and health promotion in the home and clinics
5. Anticipatory guidance and advice for the elderly
6. Primary nursing care including risk assessment, interventions and monitoring
7. Home assessment and monitoring of high risk clients
8. Functional assessment of cognitive impaired seniors for long term care placement
9. Case management and coordination of client services including referral
10. Nursing care and treatment of selected chronic non-communicable diseases
11. Clinical assessment for under and uninsured clients with chronic disease
12. Routine surveillance and follow up of selected communicable diseases
13. Collection and analysis of data on the health status of the clients served
14. Evaluation of the quality of services provided to the community clients

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Annual Program objectives
2. Administrative monitoring reports
  - a) Quarterly monitoring reports on the program activities and performance measures
  - b) Annual performance reports
  - c) Annual report
  - d) Collection of statistical data and client demographics
3. Minutes of Program meetings and committees
4. Safety & Health Manual
5. Staff Development records
6. Patient information forms
7. Patient medical records (Exempt)
  - g) Patient assessment forms
  - h) Electronic case management records
  - i) Immunization consent form
8. Lab test requisition forms
9. Diagnostic test requisition
10. Referral forms
  
11. Specific health condition information leaflets:
  - a) Heart disease
  - b) Overweight

- c) Hypertension
- d) Diabetes
- e) Falls prevention

12. General health information leaflets or fact sheets

- a) Healthy lifestyle
- b) Vaccine Information Sheets (VIS for each vaccine administration)

13. Surveys

- a) Client satisfaction
- b) Adult Health survey

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Community Health Policy and Procedure manual for:

1. District Nursing
2. Home Care
3. Program profiles
4. Referral, admission and discharge procedure for community clients
5. Hypertension Guidelines for Bermuda (2011, Department of Health)
6. Diabetes Guidelines for Bermuda (2011, Department of Health)
7. Epidemiology & Surveillance Manual
8. Program Budget
9. Community Health Orientation Manual
10. Financial Instructions
11. Manual for electronic case management system
12. Supervision framework

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act, 1949
  - Relates to notification, investigation and follow up of persons with communicable disease
2. Nursing and Midwifery Act 1997
  - Relates to the scope of nursing practice and framework for nursing regulations
3. The Residential Care Homes and Nursing Homes Act 1999
  - Relates to the scope of care for clients in residential and Nursing homes
4. Bermuda Health Council Act 2004
  - Relates to the health regulation guidelines
5. Senior Abuse Register Act
  - Relates to the mandatory reporting of abuse of elders

### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Community Health Nursing – Adult Health Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Community Health Nursing Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441-246-7676  |

### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>); then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

### Section I: Any Other Information To be Provided? [s5(1)i]

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15, 2026

*Sign:*



**David Kendell**  
*Director, Department of Health*

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Bermuda Government Clinical Laboratory**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

Public Health Act, 1949

Ministry of Health:  
 Department of Health  
**Section: Community Health Section**  
**Program: Bermuda Government Clinical Laboratory**  
**Business Unit: 32090**

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID:**

*Insert a summary of services and programs provided by the authority:*

**Program:** To provide an accessible comprehensive clinical laboratory diagnostic service for all Government programs within the Ministry of Health in Bermuda. To act as a public health laboratory during outbreaks and epidemics in the community.

**Services:**

- Blood tests for communicable diseases, maternal health assessment, Adult Health Program, Correctional facilities, government nursing homes, Child health care, and government programs such as Nutritional Health (Complete Health and Improvement Program).
- Routine culture and antibiotic testing for bacterial infections common in children and adults.

- Respiratory panels for child health, government nursing homes, and correctional facilities.
- Diagnostic tests for sexually transmitted infections including HIV, trichomonas, syphilis, gonorrhea and chlamydia.
- Real time PCR testing which is otherwise sent overseas to a reference laboratory
- Subtyping of influenzas which assists with vaccines and epidemiology and surveillance.
- Health promotion screening for diabetes and HIV.
- Provision of data for epidemiology and surveillance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

##### **Forms:**

1. Laboratory request forms
2. Incident forms
3. Corrective active forms

##### **Registers of :-**

4. Clients who have had requests for blood test
5. Clients who have had bacterial cultures
6. Clients who have had laboratory test referred
7. Client results of HIV and Syphilis Tests
8. Client results of Chlamydia and Gonorrhea Tests
9. Test Quality Control records
10. Equipment Quality Control records
11. Records of reagents and chemicals used in laboratory
12. Training and certification of laboratory personnel
13. Registration by the Bermuda Health Council
14. Accreditation Certificate by COLA

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Laboratory Policy and Procedure Manual
2. Laboratory Quality Management Systems Manual (CLAS),CROSQ
3. ISO 15189 Document for management of clinical laboratories.

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Laboratory Procedure Manuals
2. Health promotion Calendar
3. Health and safety guidelines for the workplace
4. Pan American Health Organization guidelines on testing for sexually transmitted diseases.

5. Government of Bermuda Training and Development Directory ([www.gov.bm](http://www.gov.bm))
6. Laboratory budget document

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Clinical Lab Program.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Bermuda Government Clinical Laboratory |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12   |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>   |
| Tel.    | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

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2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

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3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)

4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

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**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15<sup>th</sup>, 2026*

*Sign:*



*David Kendell*  
*Director, Department of Health*

**Date:** January 15<sup>th</sup>, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Nutrition Services Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

See other legislation: Section B1

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**Department of Health:**  
**Section:** Community Health Section  
**Program:** Nutrition Services  
**Business Unit/ID Number:** 32110

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

Occupational Safety & Health Act 1982  
Bermuda Health Council Act 2004  
Allied Health Professions Act 1973  
Residential Care Homes and Nursing Homes Act 1999 and Regulations 2001  
Prison Rules 1980  
Children Act 1999

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Business Unit/ID: 32110**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The program provides a diverse range of community based and institutional nutrition services. The purpose of the program is to assist the population in achieving optimal nutritional status through the promotion of good nutrition and lifestyle behaviors in prevention of non-communicable diseases.

**Services include:**

1. Nutritional Screening and Assessment
2. Medical Nutrition Therapy Counseling or anticipatory guidance
  - a) High risk clients referred internally and externally both under insured and uninsured
  - b) Government and non-government institutions (senior homes, prisons, residential facilities and external school referrals)
3. Monitoring compliance of the School Nutrition Policy in schools
4. Annual Inspection of senior homes to assess compliance of nutrition code of practice for licensing and renewal
5. Consulting Foodservices including (governmental and non-governmental agencies) providing:
  - Assessment
  - Consultation
  - Menu planning
  - Compliance Monitoring
  - Appropriate in-service (as required)
6. Public Health Nutrition Education/ Health Promotion
  - Promoting of the Bermuda's Daily Dietary Guidelines and Eat Well Plate
  - Development and/or dissemination of nutrition educational material
  - Provides non-communicable disease prevention, health maintenance, health protection and health promotion services for individuals, families and groups as required via various multimedia
  - Implementation of nutrition related community based intervention programs in partnership with other agencies and volunteers.
    - Advocates for sustainable nutrition initiatives in the promotion of healthier lifestyles
7. Coordinating and integrating the nutrition program and standards with other programs and services provided through the DOH-(internal customers)or government departments
  - Child Health Assessments
  - Wellness Clinic-Obesity Assessment & Treatment Guidelines
  - Food cost Estimates
  - Committee Representation
8. Ministry of Health Member state representative for CARPHA, PAHO and WHO

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Client documentation

2. Residential and Institutional foodservice nutritional assessment reports
  - bi-annual menus plans
3. School Nutrition Policy Compliance Reports
  - School compliance assessments
  - Term Food Vendors menu plans
  - Term Food Vendors menu assessments
4. Public Health Nutrition Education Resources
  - Age and medical nutrition therapy specific nutrition leaflets
  - Health Promotion Leaflets
5. Nutrition Services Research and Administrative Documents
  - Surveys-Fruit & Vegetable Intake; Motivating Factors for Fruit & Vegetable Intake
  - Reports-monthly, quarterly, annually
  - Budgets
  - Program Yearly Objectives

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Nutrition Policies and Procedures Manual
  - a) Referral
    - Client internal/external
    - Residential care facility
    - School foodservice
  - b) Client Charting Documentation
  - c) Anthropometric measuring procedures
  - d) Rest Home Assessment Questionnaire
  - e) Senior nutritional risk algorithm
2. 2013/14 School Nutrition Policy Manual (preschool-senior schools)
  - a) School Cafeteria Standards per BID Contract 2007
  - b) School Vending Machine Policy 2007
3. Government Vending Machine Policy 2008
4. Well Bermuda- Health Group1
  - a) Healthy Weight Action Plan
    - Bermuda Breastfeeding Guidelines
    - Bermuda Dietary Guidelines

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Allied Health Professions Act 1973 (Specified Registered Professions-Dietician)
2. Children and Care Services Act 19989 [Meaning of significant harm (k); Regulations (h); Registered Children's Home (2)]

3. Residential Care Homes and Nursing Homes Regulations 2001(Facilities 11; 14)
4. Prison Rules 1980 (Physical Welfare-92,93,94,95)

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Nutrition Services Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Nutrition Services Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441-246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

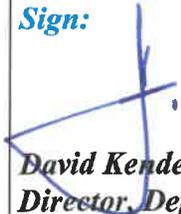
Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

|   |   |
|---|---|
| Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton   | Y |
| The Bermuda National Library  | Y |
| The Bermuda Archives  | Y |
| Available electronically at:  |   |
| PATI website <a href="http://www.gov.bm/public-access-information-pati">http://www.gov.bm/public-access-information-pati</a>  | Y |
| Ministry website <a href="http://www.gov.bm/department/health">http://www.gov.bm/department/health</a>                        | Y |
| With the Information Commissioner.  | Y |
| Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | Y |

**Date Information Statement was updated:** *January 15<sup>th</sup>, 2026*

*Sign:*



**David Kendall**  
*Director, Department of Health*

**Date:** *January 15<sup>th</sup>, 2026*

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section:**  
**Occupational Therapy & Physiotherapy Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Other governing legislation that is relevant to the Occupational Therapy & Physiotherapy Program:**

Residential Care Homes and Nursing Home Act 1999

The Education Act 1949

Children and Care Services Act 1998

Allied Health Professions Act 1973

**Department of Health:**

**Section:** Community Health

**Program:** Occupational Therapy & Physiotherapy Programs

**Business Unit/ID Number:** 32120 & 32080

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32120/32080**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The Occupational Therapy and Physiotherapy Services Program aims to provide quality rehabilitation service intervention to people in the community setting. Therapy primarily focuses on the rehabilitation and/or habilitation of people with physical or functional impairment of movement that negatively impacts their ability to lead a normal healthy lifestyle. This is done by:

1. Promoting optimal physical mobility, functional independence for self efficacy of activities for daily living inclusive of families/caregivers or other stakeholders
2. Promoting health and wellness for individuals and the general public to take ownership for their own health and well being for active community living
3. Preventing/limiting the development of physical deformities through adaptive equipment prescription and anticipatory guidance

**Services:**

1. Screening
2. Assessment
3. Health education
4. Treatment planning
5. Treatment
6. Monitoring
7. Case management
8. Referral
9. Consultation
10. Home Exercise Program prescription
11. Small Aid/Large Aid and Adaptations Recommendations

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Program Entry and Exit Criteria
2. Service Provision Schedules and OT/PT annual Assignment list
3. Forms, and Letters to Parents, Physicians, School Personnel
4. Premature Infant Developmental Checklist
5. Early Intervention and School Health Medical Information Form
6. Pre-School Fine Motor & Gross Motor Screening Checklist
7. Primary School Fine Motor & Gross Motor Screening Checklist
8. School Health Referral Checklists for Occupational Therapy & Physiotherapy
9. Clinical Records (client information, informed consent, treatment record, progress/discharge reports, assessment reports)
10. Electronic Records and documentation
11. Adult Functional Assessment Form
12. Home Safety Screen
13. Falls Screen Form
14. Wheelchair prescription Form
15. Program Information Pamphlets and others e.g.
  - a) Tummy Time for Infants
  - b) Motor Readiness for School
  - c) Fit to be Tied Footwear pamphlet
  - d) Eyes Front – Identifying children at risk for Visual Problems
  - e) Is Your Backpack Safe?
16. Annual NH/RH Inspections (with Health Council)
17. NH/RH Visits: Assessment/Intervention of Residents
18. Prisons: Assessment/Intervention of Inmates

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Occupational Therapy & Physiotherapy Administrative Policy and Procedures Manual
2. Financial Instructions
3. Program Profiles for Pediatric and Senior Programs
4. Logic Models for Programs - Early Intervention, School Health and Senior
5. Administrative Monitoring Report
6. Problem/Incident Report
7. Health Promotion/Education Report

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Occupational Therapy Ethical Code of Conduct and Standards of Practice
2. Physiotherapy Ethical Codes of Conduct and Standards of Practice
3. Registration/Re-registration Guidelines for Allied Health Professions
4. Staff Development Plan
5. Standards of Practice for Allied Health Professions

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Occupational Therapy & Physiotherapy Services Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Occupational Therapy & Physiotherapy Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 224-246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
4. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
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**Section I: Any Other Information To be Provided? [s5(1)i]**

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**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

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- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15<sup>th</sup>, 2026*

**Sign:**



**David Kendall**  
Director, Department of Health

**Date:** January 15th, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Speech and Language Services Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Speech Language Services program:

Children Act 1999

Education Act 1996

Bermuda Health Council Act 2004

Ministry

Department of Health

**Section:** Community Health

**Program:** Speech and Language Services

**Sub-Programs:**

- **Prevention**
- **Intervention**
- **Health Promotion**

**Business Unit/ID Number:** 32100

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32100**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The Speech and Language Services program aims to provide quality service to young children, some adults and seniors, within the community who have, or might be susceptible to, speech-language delays/disorders

and/or feeding/swallowing disorders, and to promote their communicative and social well-being. This is done by:

- a) promoting healthy communication and functional feeding/swallowing skills for individuals, in conjunction with their families and the general public; and
- b) fostering the prevention of speech-language challenges through hearing conservation awareness programs, speech and language screening programs and consumer information.

**Services:**

1. Screening
2. Assessment
3. Health education
4. Treatment planning
5. Treatment
6. Monitoring
7. Case management
8. Referral

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Program Entry/ Exit Criteria
2. Service Provision Schedules/ SLP Assignment List
3. Clinical Records (client information, documents, referrals and reports) - EXEMPT
4. Annual Report re: Caseload Analysis & Statistical Data/ Client Satisfaction Surveys
5. Forms (Mileage; Time-in-Lieu; Problem Report; Inventory) - EXEMPT
6. Report Templates (Assessments, End-of-Year Progress/ Evaluation. Discharge)
7. Forms and Letters to Parents and Teachers
8. Information Brochures and Leaflets
9. Checklists re: Developmental Benchmarks
10. Performance Overview – Speech and Language Services Program
11. Continuing Education – Conferences, Conventions, Workshops provided/ attended

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Speech and Language Services Administrative Policy and Procedures Manual/ ISO Quality Assurance process;
2. Administrative documents
  - a) Program Profile
  - b) Program Objectives/ Logic Model
  - c) Another format to be decided)
  - d) Well Bermuda Quarterly Report
3. Standardized Assessment Batteries and Protocols for:

- a) Articulation, Language, Voice, Fluency, Hearing Screening; Literacy, Swallowing/ Feeding

#### Section F: Decision-making documents [s5(1)f]

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Master's degree in Speech-Language Pathology or equivalent;
2. Obtaining and maintaining Clinical Certification by the professional association within jurisdiction of training;
3. Obtaining and maintaining registration with the Council for Allied Health Professions, Bermuda;
4. Speech and Language Services Administrative Policy and Procedures Manual/ ISO Quality Assurance process.

#### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Speech and Language Services Program.

Contact Information Officer, Mrs. Verlina Bishop  
c/o Ministry of Health  
Re: Speech and Language Services Program

Mail to P.O. Box HM 380, Hamilton HM BX Bermuda

Visit Continental Building, 25 Church St. Hamilton, Bermuda  
HM 12

Email [vdbishop@gov.bm](mailto:vdbishop@gov.bm)

Tel. 441-246-7676

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>); then select: Section B - Current Account Estimates; then select the Ministry).

3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
  - Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** January 15<sup>th</sup>, 2026

**Sign:**



*David Kendall*  
Director, Department of Health

**Date:** January 15th, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Long Term Care**  
**Lefroy House Care Community Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other governing legislation relevant to the role of the community long-term care:

Nurses Act 1997; Rules & Regulations 2003  
Residential Care Homes and Nursing Homes Act 2000

Ministry  
Department of Health  
**Section:** Community Health  
**Program:** Lefroy House Care Community  
**Business Unit/ID Number:** 32000

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID:**

*Insert a summary of services and programs provided by the authority:*

**Programs:**

The purpose of this program is to promote independence and optimal health in elders through the provision of a multi-level residential care facility.

**Services:**

The following services are provided to care for elders:

1. Skilled Nursing care, nursing care, personal care
2. Rehabilitation programs
3. Recreational programs
4. Respite Care for elders who are usually cared for by families
5. Pharmacy
6. Physician

Environmental services provided including:

1. Laundry
2. Maid
3. Dietary
4. Maintenance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

The purpose of the records and documents described below offer a practical approach to nursing policies and procedures for long term care facilities to assist in providing quality elder care that is in compliance with the Residential Care Home and Nursing Home Regulations.

1. **Elder Rights Policy**- exists to promote and protect the rights of elders residing in the care home to ensure choice and a dignified existence.
2. **Admission and Transfer and Discharge Rights Policy**- Movement of Elders to accommodations outside of the care home
3. **Elder Behavior and Care Home Practices Policy**- Elder behavior and care home practices.
4. **Quality of Life Policy** – Promotes the maintenance or enhancement of each elders quality of life including dignity and respect with full recognition of his/her individuality.
5. **Elders Assessment Policy**- conducts and documents comprehensive assessments on all elders admitted to the care home
6. **Quality of Care Policy** – the provision of care and services that ensures the maintenance of physical, mental and psychosocial well being.
7. **Dietary Services Policy**- services that meet the individual nutritional needs of each elder.
8. **Physician Services Policy**- supervision of the elder’s medical care by a physician.
9. **Rehabilitative Services Policy** – Physical therapy, speech therapy, occupational therapy as required in the elders comprehensive plan of care.
10. **Dental Services Policy** – The care home will assist elders to obtain routine and emergency dental care.
11. **Pharmacy Services** – Pharmaceutical procedures including acquiring, receiving, dispensing and administering of all drugs and biological to meet the needs of each elder.
12. **Infection Control Policy**- an established and maintained infection control program.
13. **Physical Environment Policy**– is designed, equipped and maintained to protect the health and safety of elders, personnel and the public.
14. **Policy Administration Policy** – Ensures the care home is licensed operated in a manner that enables it to use the resources effectively and efficiently.
15. **Laboratory Services** – are provided by a certified and licensed laboratory.
16. **Radiology and other Diagnostic Services** – are provided upon the order of the elder’s attending physician.

17. **Clinical Records** – are maintained on each elder in accordance with accepted professional standards and practices.
18. **Disaster and Emergency Preparedness** – Plans and procedures are available to meet all potential emergencies and disasters such as fire, severe weather and elder absconding.
19. **Transfer Agreement** – Medical and other information needed for care and treatment of elders will be exchanged between the hospital and the care home.
20. **Quality Assessment and Assurance** – A committee is established and maintained.

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. General across government
    - a) Human Resources: Code of Conduct and Conditions of Employment; Collective Bargaining agreements
    - b) Financial/ Budget: Financial Instructions
- Specific to Facility living:
2. Nurses Code of Conduct
  3. Residential and nursing care Policy and Procedure Manual
  4. Residential Care Standards
  5. Operating Budget

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Nurses Act 1997; Rules & Regulations 2003
3. Residential Care Homes and Nursing Homes Act 1999
4. Residential care homes and nursing homes regulations 2001
5. Budget
6. Residential care Standards

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Lefroy Care Community Program.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Lefroy House Care Community, |
|---------|--|

|         |  |
|---------|--|
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda                        |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12 |
| Email   | <a href="mailto:ydbishop@gov.bm">ydbishop@gov.bm</a>           |
| Tel.    | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Admission to the Lefroy Care Community is via a single entry point.**

It is through the care home. Referrals are received from Ageing and Disability services, the community and the hospital made by family, health professionals and or physicians. A comprehensive assessment is performed by an assigned RN. The nursing team (Administrator, Nursing Coordinator, RN) evaluates the resulting comprehensive assessment and determines the required level of care and if it may be accommodated. Appropriate long term care and or continuing care services i.e. home living, supportive living or facility living.

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
  - Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign:*

*David Kendell*  
*Director, Department of Health*

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Long Term Care**  
**Sylvia Richardson Care Facility Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other governing legislation relevant to the role of the Adult Health program:  
 Nurses Act 1997; Rules & Regulations 2003  
 Residential Care Homes and Nursing Homes Act 2000

Ministry  
 Department of Health  
**Section:** Community Health  
**Program:** Long Term Care  
**Sub-Programs:** Sylvia Richardson Care Facility  
**Business Unit/ID Number:** 32015

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32015**

*Insert a summary of services and programs provided by the authority:*

**Programs:**

To provide care, promote independence and optimal health in persons aged 65 years and over, with significant unmet nursing and care needs requiring 24 hour/facility based care.

**Services:**

The following services are provided to care for elders:

1. Skilled Nursing care, nursing care, personal care

2. Rehabilitation programs
3. Activities, leisure and community outings
4. Day Care Services for up to ten persons (prior to COVID)
5. Respite Care for elders who are usually cared for by families
6. Pharmacy
7. Physician

Environmental services provided including:

5. Laundry
6. Maid
7. Dietary
8. Maintenance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

The purpose of the records and documents described below offer a practical approach to nursing practices and guiltiness, procedures for long term care facilities to assist in providing quality elder care that is in compliance with the Residential Care Home and Nursing Home Regulations.

1. **Residents and relatives rights** - exists to promote and protect the rights of elders residing in the care home to ensure choice and a dignified existence.
2. **Admission and Transfer and Discharge Policy**- Confidential Admission and preadmission assessment and discharge documents are kept on each Elder admitted or discharged. These include financial information, cost, payment of fees etc.
3. **Elders Assessment guidelines** - conducts and documents comprehensive assessments on all elders admitted to the care home.
4. **Quality of Care** – the provision of care and services that ensures the maintenance of physical, mental and psychosocial well being.
5. **Dietary Services menus** - services that meet the collective and individual nutritional needs of the elders. Menus change seasonally and as required to meet the needs of the elders.
6. **Physician Services Policy**- supervision of the elder's medical care by a physician.
7. **Prescription medication record**- Individual medication kardex sheet showing current medication prescribed by a medical Doctor with written instructions for administration.
8. **Rehabilitative Services guidelines** – Physical therapy, speech therapy, occupational therapy as required in the elders comprehensive plan of care.
9. **Dental Services** – The care home, with assistance from family and the DOH dental clinic, will assist elders to obtain routine and emergency dental care.
10. **Pharmacy Services** – Pharmaceutical procedures including acquiring, receiving, dispensing and administering of all drugs and biological to meet the needs of each elder.
11. **Infection Control Policy**- an established and maintained infection control program.
12. **Physical Environment/ Work place Safety and Health Policy**– is designed, equipped and maintained to protect the health and safety of elders, personnel and the public. Minutes of staff safety and Health meetings are kept.
13. **Administration Policy** – Ensures the care home is licensed operated in a manner that enables it to use the resources effectively and efficiently.
14. **Laboratory Services** – are provided by a certified and licensed laboratory.

15. **Radiology and other Diagnostic Services** – are provided upon the order of the elders attending physician.
16. **Clinical Records**—Elder’s Confidential individual current and historical record, consisting of Nursing, Physician and allied professional documentation maintained on each elder in accordance with accepted professional standards and practices.
17. **Disaster and Emergency Preparedness** – Plans and procedures are available to meet all potential emergencies and disasters such as fire, severe weather and elder absconding.
18. **Transfer Agreement** – Medical and other information needed for care and treatment of elders will be exchanged between the hospital and the care home.
19. **Staff personnel files**- confidential record containing copies of license and registrations required such as BNC registration for Registered Nurses and Nursing Associates, CPR certification and copies of Community Service Vehicle License for all facility Van drivers and certificates and training relevant to employment.

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. General across government
  - a) Human Resources: Code of Conduct and Conditions of Employment; Collective Bargaining agreements
  - b) Financial/ Budget Financial Instructions

Specific to SRCF Facility:

1. Nurses Code of Conduct
2. Residential and nursing care Policy and Procedure Manual
3. Residential Care Standards
4. Operating Budget
5. Infection Control
6. COVID 19 Care home guidance
7. Admission documents
8. Safety and Health guidelines

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Nurses Act 1997; Rules & Regulations 2003
3. Residential Care Homes and Nursing Homes Act 2000
4. Residential care homes and nursing homes regulations 2001
5. Residential care Standards
6. Senior Abuse Act
7. Budget

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Sylvia Richardson Care Facility Program.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Sylvia Richardson Care Facility Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12   |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>   |
| Tel.    | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Admission to the Sylvia Richardson Care Facility is via a single entry point.**

Referrals are received from a team of health professional's representative Community Health, Ageing and Disability Services and the Bermuda Hospital's Board MSW. A comprehensive assessment will be carried out by a SRCF Registered Nurse to confirm the needs and required level of care and appropriate long term care and or continuing care services. The Administrator or Nursing Coordinator will confirm if the person referred and assessed is accepted.

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.

2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign:*



*David Kendell*  
*Director, Department of Health*

**Date:** January 15, 2026

*Ends*



**GOVERNMENT OF BERMUDA**  
**Ministry of Health**

**Information Statements:**  
**Public Authority: Department of Health**

**Environmental Health Section**  
**Programs:**

**Food and Beverage Safety**  
**Water & Sanitary Engineering Control**  
**Housing Conditions Control**  
**Occupational Health and Safety**  
**Vector Control**  
**Nuisance, Pollution and Outbreak Control**  
**Pollution Control**  
**Institutional Hygiene and Safety**

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Food & Beverage Safety Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Food & Beverage Safety  
**Business Unit/ID Number:**32172

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Food & Beverage Safety Program:**

- Public Health (Food) Regulations 1950
- Public Health (Imported Meat) Regulations 1956
- Public Health (Slaughter of Animals) Regulations 1945
- Public Health Act 1949
- Public Health (Milk And Dairy farm) Regulations 1952
- Public Health (Keeping Of Pigs) Regulations 1958
- Public Health (Milk and Dairy farm) Amendment Regulations 2000
- Liquor License Act 1974

Power of Public Health Officer to inspect and take samples of food intended for human consumption

- Condemnation of food unfit for human consumption
- Prohibition of sale of food unfit for human consumption
- Regulations relating to food generally
- Regulations; animals slaughtered for human consumption
- Regulations; production of milk
- Notification of food poisoning

Liquor:

**Special conditions with respect to grant, etc. of particular classes of license**

18 (1) No license, other than a License (A) or Restricted License (A), shall be granted or transferred unless the applicant produces to the licensing authority a certificate granted by the Department of Health certifying that the premises in respect of which the application is made are furnished with sufficient and suitable sanitary accommodation for the use of patrons of both sexes and that the sanitary condition of the premises is satisfactory in every respect.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

Reduce the risk of Food Borne Illness and the sale of unfit / adulterated / poor quality foodstuffs

**Objectives:**

1. Monitor food and beverage importation, storage, preparation and sale by licensing all types of victualling (i.e. food and beverage) establishments and thereby ensuring hygienic conditions and operations.
2. Ensure food is fit for human consumption by sampling milk, frozen desserts, foods and beverages and inspecting locally slaughtered meat.

**Services:**

1. Dairy Farm Licensing and inspection
2. Food & Catering Establishments Licensing and inspection
3. Food contamination complaint investigation
4. Food Handlers training
5. Food Poisoning investigations
6. Frozen desert sampling and testing
7. Liquor License sanitary inspection and sanitary certificates
8. Meat importation permits
9. Meat inspection
10. Milk sampling and testing
11. Mineral Waters and bottled water sampling and testing
12. Pasteurization Plant Licensing and inspection
13. Slaughter House Licensing and inspection
14. Slaughter men registration

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Inspections files
2. Investigation files
3. Sampling results
4. Registers or certificates and licenses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Inspection Services Policy Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Itinerant Restaurant Guidelines
2. Procedure for Opening a New or Remodeled Food Establishment
3. Temporary Food Stall Frequently Asked Questions
4. Foodborne Illness Policy
5. Guide to Bake Sales
6. Guide to Home Bakeries
7. Operators Guide to Frozen Desserts
8. Temporary Food Stall Guideline
9. Procedure for applying for a re-inspection following award of an establishment grade
10. Procedure for appeal against an award of an establishment grade

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Food & Beverage Safety Program.

Contact Information Officer, Mrs. Verlina Bishop  
c/o Receptionist, Ministry of Health  
Re: Food & Beverage Safety Program,

Mail to P.O. Box HM 380, Hamilton HM BX Bermuda

|       |  |
|-------|--|
| Visit | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12 |
| Email | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>           |
| Tel.  | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

Grades on Food Establishment Licenses - Grades on Licenses is the Environmental Health Section's hygiene and safety scoring programme that displays the results of food premises' annual inspections in letter grade format - A, B, C, or D on their food license. The grades for food establishments are published at <https://www.gov.bm/grades-food-establishment-licences>.

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

None - At Jan 2012 there are no regulations to specify any requirements in this section

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

|  |   |
|--|---|
| • Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton  | Y |
| • The Bermuda National Library   | Y |
| • The Bermuda Archives   | Y |
| • Available electronically at:   |   |
| • PATI website <a href="http://www.gov.bm/public-access-information-pati">http://www.gov.bm/public-access-information-pati</a> | Y |
| • Ministry website <a href="http://www.gov.bm/department/health">http://www.gov.bm/department/health</a>                       | Y |
| •  |   |
| • With the Information Commissioner.   | Y |
| Have you published a notice in the Gazette indicating the places where the information statement is available for the public?  | Y |

**Date Information Statement was updated:** *January 15, 2026*

*Sign:*

**David Kendell**  
**Director, Department of Health**

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section:**  
**Water & Sanitary Engineering Control Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Other legislation:**

- Hamilton Sewerage Act 1912
- Hamilton Sewerage Ordinance 1951
- Plumbing And Drainage Regulations 1965
- Public Health (Privies and Cesspits) (Cleansing) Regulations 1930
- Public Health (Water Storage) Regulations 1951
- Public Health Act 1949
- St. George's Sewerage Act 1943
- Building Act 1988
- Building Code Regulations 1991
- Building Code 1972

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Water & Sanitary Engineering Control

**Business Unit/ID Number:** 32173

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Water& Sanitary Engineering Control Program:**

1. Power to inspect sewerage undertakings
2. Operation and maintenance of sewerage system by Municipality
3. Regulations; sewerage systems
4. Regulations; sanitary installations in buildings
5. Power of Minister to alter drainage system of premises

6. Power of Minister to require closets to be replaced
7. Care of closets
8. Care of closet used in common.
9. Drainage of yards
10. Power of Minister to require adequate means of ventilation to be provided
11. Tanks and catchments for buildings
12. Storage capacity of tanks and dimensions of catchments.
13. Regulations; tanks and catchments.
14. Power of Minister to require adequate catchments and tanks to be provided.
15. Maintenance of catchments and tanks
16. Power of Public Health Officer where water in tank polluted
17. Restriction on use of water from wells
18. Coverings to wells
19. Pollution of water
20. Power of Public Health Officer to inspect undertaking for water supply
21. Powers of Minister in respect of private water undertakings
22. Powers of Minister to control specified establishments

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32173**

*Insert a summary of services and programs provided by the authority:*

**Goals:**

1. Reduce the risk of Water Borne Illnesses
2. Reduce the risk of Sewage Borne Diseases
3. Ensure that each Building has Safe and Adequate Facilities for the Catchment and Storage of Rainwater.

**Programs:**

1. Protect the health of bathers by monitoring the chemical and bacteriological parameters of recreational waters in places of public resort
2. Ensure the purity of drinking water by continuously monitoring its chemical and bacteriological parameters.
3. Ensure an adequate and safe supply of drinking water by monitoring the maintenance, design and installation of plumbing pipes and fixtures to ensure compliance with the Bermuda and International Plumbing Code.
4. Prohibit the drinking of well water by licensing wells, requiring backflow prevention and monitoring for well water cross connections.
5. Prevent exposure of humans, food and water to sewage, by monitoring the design, installation and maintenance of toilet facilities, drains and sewage and waste water treatment and disposal facilities.

6. Ensure the safety of paints and coatings coming in contact with drinking water by testing and registration of coatings used on water catchments and water cisterns to ensure compliance with BS6920.
7. Ensure the adequate sizing and provision of water tanks by reviewing all building proposals made to the Department of Planning.

**Services:**

1. Cess Pit Inspection
2. Drainage inspections and complaint investigation
3. Plumbing inspections
4. Pools, whirlpools & Spas: water sampling and testing
5. Roof Paints Registration
6. Septic Tank inspection
7. Sewage Treatment Plant Inspection
8. Sewers, sewage & Drains Inspection and complaint investigation
9. Water catchment and water (storage) tank inspections
10. Water sampling and testing of drinking water from water tanks, trucks and piped supplies
11. Water sampling of Bathing Beaches & other Recreational Seawaters
12. Water Treatment Plants Inspection
13. Well licensing and testing of well water used for drinking or food production

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Water Sample Results by category:
2. Potable
  - a) No complaint
  - b) Routine sampling program
  - c) Complaint
  - d) Follow up
3. Piped Water supplies – water sample results
4. Bottled/Container water – sample results
5. Sea Water Sample Results
6. Well licenses issued
7. Sewage Treatment Plants (list of plants, product water sample results)
8. Septic Tanks/ Boreholes.
9. Water borne disease notifications/investigations (salmonella, legionella, giardiasis etc.)
10. Final Plumbing Certificates issued
11. Register of approved paints

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities*

Environmental Health Inspection Services Policy Manual

1. Water Sample Policy and Procedure – under review
2. Water Analysis Form

3. Seawater Analysis form
4. Public Handouts and Advisories:
  - a) How to take a Water Sample - handout
  - b) How to Interpret Your Water Results - handout
  - c) Safe Tank Water - handout
  - d) Don't Use Well Water - poster

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Potable Water Standards
2. Sea Water Standards
3. Water Sample Policy and Procedure
4. Plan Review Policy and Procedures
5. Sewage Treatment Standards
6. Safe Water Catchment and Tanks
7. My Water's Gone Bad

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Water & Sanitary Engineering Control Program.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Water & Sanitary Engineering Control Program |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12   |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>   |
| Tel.    | 441-246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).

2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>); then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

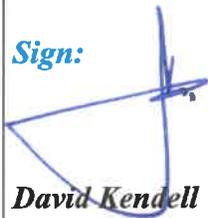
**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

**Sign:**



*David Kendall*  
**Director, Department of Health**

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Housing Conditions Control Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

Bermuda Housing Act 1980

Hotels (Licensing and Control) Act 1969

Hotels (Licensing and Control) Regulations 1976

Public Health (Registration Of Hotels And Common Lodging Houses) Regulations 1968

Public Health Act 1949

Timesharing (Licensing And Control) Act 1981

Timesharing (Licensing And Control) Regulation 1982

Bermuda Housing (Minimum Standard) Regulations 2002

Bermuda Housing Amendment Act 2001

Hotels (licensing and control) Amendment Act 2007

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Housing Conditions Control

**Business Unit/ID Number:** 32180

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Housing Conditions Control Program:**

- a) Demolition orders
- b) Closing notices
- c) Fitness for human habitation
- d) Overcrowding
- e) Inspection of hotels
- f) Registration of rooming houses

**Fitness for human habitation, standards**

3 (1) A dwelling is fit for human habitation for the purposes of this Act unless, in the opinion of the Minister, it fails to meet one or more of the requirements in paragraphs (a) to (j) and, by reason

of that failure, is not reasonably suitable for occupation—

- (a) it is structurally stable;
  - (b) it is free from serious disrepair;
  - (c) it is free from dampness prejudicial to the health of the occupants;
  - (d) it has adequate provision for lighting and ventilation;
  - (e) it has an adequate piped supply of potable water;
  - (f) its internal arrangements, relating to the location of bedrooms, bathrooms, storage facilities and common areas, do not include any feature which prohibits the safe or unhampered passage of occupants;
  - (g) there are satisfactory facilities in the dwelling for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water;
  - (h) it has a suitably located water-closet for the exclusive use of the occupants;
  - (i) it has, for the exclusive use of the occupants, a suitably located fixed bath or shower and wash-hand basin each of which is provided with a satisfactory supply of hot and cold water; and
  - (j) it has an effective system for the draining of foul, waste and surface water;
- and any reference to a dwelling being unfit for human habitation shall be construed accordingly.

### **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

### **Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32180**

*Insert a summary of services and programs provided by the authority:*

#### **Program Goals:**

Prevent Illness and Injuring arising from Housing Conditions and Accommodations

#### **Objectives:**

1. Ensure the provision and maintenance of un-crowded, safe and sanitary housing conditions for guest workers and for the poor through the monitoring and licensing of rooming houses
2. Ensure the provision and maintenance of the minimum standards of fitness for Bermuda residences by responding to complaints, providing advice and seeking compliance from owners and occupiers.
3. Ensure the provision of safe and sanitary tourist and temporary accommodation through the inspection and monitoring of Hotels, Guest Houses, Time Shares, Camp Sites and Emergency Shelters.

#### **Services:**

1. Camp Site sanitary inspections
2. Emergency Shelter sanitary inspections
3. Hotels & Guest Houses food service & sanitary inspection
4. Housing conditions; assessment of fitness for human habitation and overcrowding
5. Housing Nuisance investigation
6. Rooming House Registration and inspection

### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

Inspections files  
Register of rooming houses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Services Policy Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Listed Regulation (as above)

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Housing Conditions Control Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Housing Conditions Control Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441-246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).

2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget>); then select: Section B - Current Account Estimates; then select the Ministry).
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**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated: January 15, 2026**

*Sign:*

*David Ken dell*  
**Director, Department of Health**

**Date: January 15, 2026**

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Occupational Safety & Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:**

Occupational Safety and Health Act 1982 (Consolidated 2009)  
Tobacco Control Act 2015  
Radiation Act 1972  
Public Health Act, 1949

**Other legislation:**

- Occupational Safety and Health Regulations 2009
- Occupational Safety and Health Ticketing Regulations 2012
- Occupational Health and Safety (Approved Code of Practice) Notice 1997
- Health and Safety at Work (Pressure Systems) Regulations 1989

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program: Occupational Safety & Health**  
**Business Unit/ID Number:32270**

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**1. Other governing legislation pertinent to the operations of the Occupational Safety and Health Program:**

**Safety and Health Officer**

12 (1) The Minister may authorize any public officer to exercise any powers or perform any duties conferred or imposed on a Safety and Health Officer by this Act.

**Powers of a Safety and Health Officer**

13(1) A Safety and Health Officer may —

(a) at any reasonable time (or, in a situation which in his opinion is or may be dangerous, at any time) enter any place of employment where he has reason to believe any person or self-employed person works or has worked, and he may conduct any tests, take any samples and make any examinations he considers necessary or advisable;

(b) take with him to any place of employment one or more persons to assist him and may make

arrangements with the person in charge of the place of employment for the person or persons he takes with him to re-enter the place of employment to perform specified duties,

(c) take with him a police officer if he has reasonable cause to apprehend any serious obstruction in the execution of his duty;

(d) Make any examination and investigation that may be necessary to ascertain whether or not this Act or the regulations are being complied with.

(e) as regards any place of employment which he has power to enter, to direct that the place of employment or any part thereof, or anything therein shall be left undisturbed (whether generally or in particular respects) for so long as is reasonably necessary for the purpose of any examination or investigation under paragraph (d);

(f) take samples of any articles or substances found in any place of employment which he has power to enter, and of the atmosphere in or in the vicinity of any such place of employment;

(g) in the case of any article or substance found in any place of employment which he has power to enter being an article or substance which appears to him to have caused or to be likely to cause danger to health or safety, to cause it to be dismantled or subjected to any process or test (but not so as to damage or destroy it unless this is in the circumstances necessary for the purpose of carrying into effect any of the provisions of this Act or the regulations within the field of responsibility of a Safety and Health Officer;

(h) in the case of any such article or substance as is mentioned in paragraph (g), to take possession of it and detain it for as long as is necessary for all or any of the following purposes—

(i) to examine it and do to it anything which he has power to do under that paragraph;

(ii) to ensure that it is not tampered with before the examination of it is completed;

(iii) to ensure that it is available for use as evidence in any proceedings for an offence under this Act or the regulations or any proceedings relating to a notice under section 15;

(i) require the production of, inspect and take copies of any books, records or documents or any entry therein, kept pursuant to this Act or the regulations;

(j) require any person whom he finds in or at a place of employment to afford him any information the person can respecting the identity of the employer at that place of employment;

(k) do such other things as may be authorized by the Minister.

(2) Where a Safety and Health Officer proposes to exercise the power conferred by subsection (1)(g) in the case of an article or substance found in any premises, he shall, if so requested by a person who at the time is present in and has responsibilities in relation to those premises, cause anything which is to be done by virtue of that power to be done in the presence of that person.

(3) Before exercising the power conferred by subsection (1)(g) in the case of any article or substance, a Safety and Health Officer shall consult such persons as appear to him appropriate for the purpose of ascertaining what dangers, if any, there may be in doing anything which he proposes to do under that power.

(4) Where under the power conferred by subsection (1)(h) a Safety and Health Officer takes possession of any article or substance found in any premises, he shall leave there, either with a responsible person or, if that is impracticable, fixed in a conspicuous position, a notice giving particulars of that article or substance sufficient to identify it and stating that he has taken possession of it under that power; and before taking possession of any such substance under that power a Safety and Health Officer shall, if it

is practicable for him to do so, take a sample thereof and give to a responsible person at the premises a portion of the sample marked in a manner sufficient to identify it.

### **Notice of contravention**

14 (1) If a Safety and Health Officer is of the opinion that a person—

- (a) Is contravening any provision of this Act or the regulations;
- (b) Has contravened any provision of this Act or the regulations in circumstances which make it likely that the contravention will continue or will be repeated,

he may serve on that a person a notice stating the provision and the reasons which make of that opinion and requiring that person to remedy the contravention within the period specified in the notice.

(2) Where a Safety and Health Officer is of the opinion that any activities which are being carried on or are about to be carried on at a place of employment involve or will involve a risk of serious personal injury he may direct in the notice of contravention that the activities to which the contravention notice relates shall not be carried on after the period specified in the notice or until the contravention specified in the notice has been remedied, whichever occurs first.

(3) Where the Safety and Health Officer is of the opinion that a risk of serious personal injury is or will be imminent, he shall, in the direction given pursuant to subsection (2), require that the activities mentioned in subsection (2) other than necessary to remedy the contravention, shall cease forthwith.

(4) Where there is a safety and health committee or a safety and health representative at a place of employment and a notice of contravention which relates to a contravention at that place has been served upon any person, the Safety and Health Officer shall provide the committee or the representative with a copy of that notice and, where there is no such committee or representative, the Safety and Health Officer shall post a copy of the notice in a prominent place at the place of employment.

(5) The person on which a notice has been served within seven days of the end of the period specified in the notice provide the safety and health committee or safety and health representative with, or where no committee or representative exists shall post in a prominent place at the place of employment, a written report of the progress that has been made towards remedying the contravention and, in the case of a notice relating to risk of serious personal injury, he shall, within seven days of the end of the period specified in the notice, send a copy of the report to the Safety and Health Officer who issued the notice.

### **Oral direction to eliminate or contain imminent danger**

14A (1) Notwithstanding section 14, where a Safety and Health Officer is of the opinion that a person is about to contravene, is contravening or has contravened any provision of this Act or any Regulations made under this Act and the contravention may involve serious personal injury or is dangerous to public safety and health and requires immediate attention to ensure the remedying, containment or elimination or an imminent personal injury or imminent danger to safety and health he may give an oral direction to the person causing, about to cause or who has caused the contravention, stating the reason for that opinion and requiring the immediate or cessation of the activity.

(2) A Safety and Health Officer who gives an oral direction under subsection (1) shall confirm the oral direction, in writing as soon as reasonably practicable and have it served on the person causing, about to cause or who has caused the contravention.

(3) The confirmation of the oral direction in writing referred to under subsection (2) shall specify—

(a) the reason for the oral direction; and

(b) the time within which the person causing, about to cause or has caused the contravention, is required to remedy, contain or eliminate the contravention.

(4) Where a person is given an oral direction under subsection (1), and the person does not comply with the direction within the time he is required to comply with the direction, he commits an offence

#### **Matters to be included in notice of contravention**

15(1) A notice of contravention may include directions as to the measures to be taken to remedy the contravention to which the notice relates, and the directions shall, where practicable, give the person on whom the notice is served a choice of different ways of remedying the contravention.

(2) Where a notice of contravention which is not to take effect immediately has been served—

(a) the notice may be withdrawn by the Safety and Health Officer at any time before the end of the period specified in the notice; or

(b) the period so specified may be extended by the Safety and Health Officer at any time except when an appeal against the notice is pending.

#### **Closing notice**

15A (1) Notwithstanding any provision in this Act, where the Minister on consideration of a report from any of his Safety and Health Officers or other information in his possession is satisfied that any place of employment or part thereof is in such a state as to be a danger to the health or safety or to both safety and health of persons using the place or part thereof, he may in the interests of the public serve a closing notice upon the employer or upon the person having control of the place of employment or the part thereof.

(2) A closing notice shall be a notice prohibiting the use of the place of employment or part thereof in respect of which the notice is made for any purpose other than a purpose approved by the Minister.

(4) The Approval of the Minister under subsection (2) shall not be unreasonably withheld and if the Minister is satisfied that the danger to the health or safety or to both safety and health of persons using the place or part thereof is removed, he shall determine the closing notice.

(5) Any person aggrieved by –

(a) the withholding of approval by the Minister of any use of the place of employment or part thereof to which the closing notice relates; or

(b) a refusal by the Minister to determine the closing notice,

May appeal to the Magistrates' Court and on any such appeal the Court may make such order as it thinks fit.

(6) The procedure in respect of an appeal under this section shall be by way of complaint for an order.

(7) An appeal under this section shall be brought within twenty-eight days after the withholding of approval or the refusal, as the case may be, and for the purposes of this subsection the making of the complaint is deemed to be the bringing of the appeal.

(8) The bringing of an appeal under this section shall not have the effect of suspending the operation of the closing notice.

### **Safety and Health Appeals Officer**

15C (1) The Minister may by instrument in writing authorize any Safety and Health Officer to exercise any powers or perform any duties conferred on a Safety and Health Appeals Officer under this Act.

(2) The instrument of authorization under subsection (1) shall specify the duration of the authorization.

### **Appeal against notice or oral direction of contravention**

16(1) Any person on whom a notice of contravention is served under section 14 or an oral direction of a contravention is given under section 14A may, within seven days from the date of the giving of the notice or the giving of the oral direction, appeal to the Safety and Health Appeals Officer, who may affirm, amend, or cancel the notice.

(2) An appeal to the Safety and Health Appeals Officer under subsection (1) shall not have the effect of suspending the operation of the notice of contravention or the oral direction of a contravention, but the Safety and Health Appeals Officer may suspend the operation of the notice or the oral direction, until the appeal is disposed of.

(3) Any person aggrieved by a decision of the Safety and Health Appeals Officer under subsection (1) may, within seven days from the date of the decision, appeal to the Minister against that decision.

(4) An appeal to the Minister under subsection (3) shall not have the effect of suspending the operation of the notice of contravention or the oral direction of a contravention, but the Minister may suspend the operation of the notice of contravention or the oral direction of a contravention until the appeal is disposed of.

### **Information confidential**

19 No person employed for any of the purposes of this Act shall reveal or in any manner communicate to any other person, except for the purposes of this Act and the regulations or as required by law, any information which may come to his knowledge in the course of his duties and employment.

### **Limitation of liability for certain persons**

20B No Safety and Health Officer, safety and health committee member or safety and health representative having a duty under this Act shall be held personally liable for anything done or omitted to be done by him in good faith in pursuance of his purported authority under this Act or any Regulations made under this Act.

### **Ticketing**

30 An authorized officer who issues a ticket shall, upon completing and signing the summons part of the ticket, either deliver the summons part to the person charged with the offence in respect of which the ticket is issued or serve it on that person by sending it by registered mail to the person's last known address.

(2) Unless the contrary is shown, the date of service of a summons served by registered mail is the fourteenth day after it was sent to the address referred to in subsection (1).

(3) Where the summons part is delivered to the person charged, the authorized officer shall request the person charged with the offence to sign the ticket in the place provided for signature, and the person's signature shall be sufficient proof that the person has received the summons.

(4) A person charged with an offence who refuses without reasonable excuse to accept delivery of the summons part of a ticket under subsection (1) commits an offence.

Punishment on summary conviction: a fine of \$100.

#### **Payment of penalty out of court**

(32) (1) An authorized officer who issues a ticket in respect of an offence may enter on the summons part of the ticket the amount of any penalty for that offence specified in regulations made under section 36, in which case the officer shall endorse on the back of the summons part of the ticket a notice that the person to whom the summons is directed may, within seven days after delivery or service of the summons as the case may be, pay out of court the specified penalty.

#### **Information**

33(1) The information part of a ticket shall be –

- (a) signed by the authorized officer who issues the ticket;
- (b) signed by the person who swears the information (the “informant”) and sworn before a justice of the peace; and
- (c) deposited with the court, together with the record of conviction part of the ticket.

(2) The information part of a ticket need not be sworn to before the summons part is delivered or served and the informant need not be the person who delivers or serves the summons.

#### **Record of conviction**

35 Where the court makes a conviction on information in a ticket in respect of an offence, the court shall complete the record of conviction part of the ticket and an officer of the court shall cause a copy of it to be forwarded to the Minister.

#### **Radiation:**

Control of radioactive substances and irradiating apparatus

Minister may grant licenses:

(1) On application in the prescribed manner by any person desiring to obtain a license under this Act, or to renew a license issued under this Act, the Minister may grant or refuse to grant a license to the applicant or renew or refuse to renew the license issued under this Act as the case may be.

(2) Every application for a license under this Act or for renewal of a license issued under this Act shall be accompanied by such information or particulars as may be prescribed or as the Minister may require.

#### **Electromagnetic Radiation**

Control of radiation emitting devices from installation of devices, verification, testing, inspection, quality control and competency of operators in compliance with Health Canada Safety Codes.

**Radiation emitting devices**

156 Where a device is capable of producing and emitting energy in the form of ionizing or non-ionizing radiation is used at a place of employer, the employer shall—

- (a) so far as is reasonably practicable, ensure that the device is installed, inspected, tested, maintained and operated so as to be safe and without risks to the safety or health of employees;
- (b) implement the safety code that is applicable to a device under regulation 157; and
- (c) if the device is one that is listed in regulation 158, make a report to the Safety and Health Office describing the device and its location in the place of employment.

**Applicable safety codes**

157 The applicable Health Canada Safety Codes: 6, 20A, 23, 24, 25, 28, 29, 30 31, 32, 33. Other codes that are applicable depend on the technology.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

To reduce the Risk of Injury and Illness arising from workplace activities

**Objectives:**

1. Protect employees and the general public from safety and health risks arising from workplace activities, such as: construction sites, warehouses, workshops, asbestos and mould abatement sites.
2. Protect workers and the general public from harmful levels of electromagnetic and ionizing radiation by licensing all radiation emitting sources, devices and equipment.
3. Protect workers and the general public from second hand smoke by ensuring compliance with the Tobacco control laws forbidding smoking at workplaces and public premises.
4. Protect workers and the general public by ensuring adequate ventilation of workplaces and indoor air quality that complies with standards by responding to requests for service and by proactively reviewing the heating ventilation and air conditioning (HVAC) systems for all building proposals submitted to the Department of Planning.
5. Protect workers and the general public by ensuring that dangerous machinery and devices are operated in a safe manner.

6. Protect workers and the general public by monitoring workplaces and encouraging tri-partite co-operation in the formation of safety & health committees that are active in performing risk assessment and the investigation of accidents.
7. Perform accident investigations, and provide recommendations for prevention and follow up.
8. Improve compliance levels using a range of compliance approaches, including education, informal requests for compliance, mediation, oral direction, stop orders, and notices of contravention, ticketing and prosecution as appropriate.

**Services:**

1. Asbestos abatement permits
2. Asbestos Workers & Asbestos Supervisors training and certification
3. Radiation equipment and sources licensing and inspection
4. Tobacco Control in Public Buildings and investigation of complaints
5. Workplace accident investigation
6. Workplace Indoor Air Quality inspections
7. Workplace safety inspection
8. Workplace Safety training seminars
9. Planning proposal review

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Case files
2. Accident investigations
3. Statutory returns
4. Inspection reports
5. Asbestos abatement permits
6. Information/Educational Materials

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Policy and Procedures Manual  
Orientation Handbook

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Compliance Policy  
Policy and Procedures Manual

### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Occupational Safety & Health Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Occupational Safety & Health Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441-246-7676  |

### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

### Section I: Any Other Information To be Provided? [s5(1)i]

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].

3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign:*

**David Kendell**  
**Director, Department of Health**

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Vector Control**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation that outlines the role of the Vector Control and Port Health Program:

Public Health (Fly Control) Regulations 1930  
Public Health (Mosquito Control) Regulations 1930  
Public Health (Mosquito Control) Regulations 1951  
Public Health (Rodent Control) (Ocean – Going Ships) Regulation 1930  
Public Health (Rodent Control) Regulations 1951  
Public Health Act, 1949

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Vector Control  
**Business Unit/ID Number:**32190

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Vector Control Program:**

- Declaration of premises to be verminous premises
- Cleansing of verminous premises
- Attendance of verminous persons to be cleansed
- Treatment of articles infected with vermin
- Power of Minister to provide cleansing stations
- Regulations; destruction of vermin

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32190**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

To prevent Vector Borne disease

**Objectives:**

1. Destroy vermin in response to surveillance results or to requests for service for rodent, mosquito and fly control and collaborate with occupiers to perform their statutory duties to control vermin.
2. Eliminate or control habitats that would support the breeding of vermin by requiring the control of standing water, requiring that buildings are made inaccessible to vermin, and requiring that foodstuffs and forage are inaccessible to vermin.
3. Proactive detection of Vermin by surveillance activities such as ovitrapping and test baiting.

**Services:**

1. Fumigation permits
2. Fumigator licensing and inspection
3. Mosquito control services and surveillance
4. Pesticides and Poison seller licensing and inspection
5. Pesticides applicator licensing
6. Rodent control services
7. Vector Control: rodent and mosquito control
8. Vermin investigations: Flies, bed bugs and ticks

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Inspections files
2. Permit files
3. Certificate files
4. License files

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Vector Control Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Vector Control & Port Health Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>  |
| Tel.    | 441 246-7676  |

#### **Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### **Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### **Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].

3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

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- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign and Date:*

*David Kendell*  
*Director, Department of Health*

**Date:** January 15, 2026

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Port Health**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Quarantine Act 2017

Other legislation that outlines the role of the Port Health Program:

Quarantine (Maritime and Air) Regulations 2017  
International Health Regulations 2005  
Public Health (Imported Meat) Regulations 1956  
Public Health (Mosquito Control) Regulations 1930  
Public Health (Mosquito Control) Regulations 1951  
Public Health (Rodent Control) (Ocean – Going Ships) Regulation 1930  
Public Health (Rodent Control) Regulations 1951  
Public Health Act, 1949

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Port Health (This Unit is now under the Office of the Chief Medical Officer, however, the Environmental Health Officers and Vector Inspectors assist with Port Health duties.)

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Vector Control Program:**

**Minister to be the Quarantine Authority under the Quarantine Act 2017**

For the purposes of this Act, the Minister shall be the Quarantine Authority.

The Quarantine Authority may appoint such number of public officers to be Health Officers as he may determine.

Health Officers shall, in the exercise of their powers and the performance of their functions under this Act, act under the general or special directions and control of the Quarantine Authority.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

### **Section C: Programs and Services [s5(1)c]-**

*Insert a summary of services and programs provided by the authority:*

#### **Program Goals:**

To provide public health protection to travelers, crew and conveyances, cargo and imported food using the Points of Entry in Bermuda to achieve the aims in the WHO International Health Regulations 2005.

#### **Objectives:**

- 1 Prevent diseases of international health significance from entering Bermuda by monitoring the health of arriving travelers.
- 2 Protect Public Health in Bermuda by inspecting imported food consignments for food safety purposes.
- 3 Prevent diseases of international health significance from entering Bermuda by inspecting vessels and port facilities thereby ensuring the maintenance of safe and sanitary conditions.

#### **Services:**

- 1 Port Facilities, core capacities assessments and sanitary inspections
- 2 Conveyances – Ship and aircraft inspections plus issuance of Ship Sanitation Certificate
- 3 Port Health, traveller health checks and quarantine matters
- 4 Imported Food Checks

### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

Ship Sanitation Certificates

### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

### Section G: The Information officer [s5(1)g]

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Port Health Program.

|         |  |
|---------|--|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Port Health Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda  |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12   |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>   |
| Tel.    | 441-246-7676   |

### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

### Section I: Any Other Information To be Provided? [s5(1)i]

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign and Date:*

*David Kendell*  
*Director, Department of Health*

*Date: January 15, 2026*

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section:**  
**Public Health Nuisances, Pollution and Compliance Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Other legislation:**

- Clean Air Act 1991
- Clean Air Regulations 1993
- Clean Air Rules 1993
- Public Health (House and Trade Refuse) Regulations 1930
- Public Health (Offensive Trades - Storage Treatment And Distribution Of Excreta And Faecal Matter) Regulations 1966
- Public Health (Offensive Trades) Order 1966
- Public Health Act 1949

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Public Health Nuisances, Pollution and Compliance

**Business Unit/ID Number:** 32171

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**1. Other governing legislation pertinent to the operations of the Occupational Safety Health Program:**

- a) Nuisances generally
- b) Duty to prevent nuisance
- c) Order of Minister requiring abatement of nuisance
- d) Demolition orders
- e) Sale of things removed in abating nuisance
- f) Restriction on establishment of offensive trade

- g) Prohibition of burials in places other than cemeteries
- h) Power of Chief Medical Officer to permit disinterment of human remains
- i) Prohibition of disinterment without permission
- j) Powers of Minister to control specified establishments
- k) Disposal of carcasses of animals
- l) Prohibition of exposing infected person or articles
- m) Person suffering from communicable disease not to carry on occupation to danger of others
- n) Power to order child liable to convey communicable disease not to attend school
- o) Duty of person in charge of school to provide list of school children
- p) Power to restrict use of infected buildings
- q) Closing of places of public resort
- r) Prohibition of retaining unburied bodies of persons dying while suffering from communicable disease
- s) Cleansing and disinfection of premises and articles

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

**Goals:**

Prevent and control the occurrence of objectionable and offensive emissions that are prejudicial to health

Encourage public compliance with the various health, hygiene and safety laws

Control and prevent the recurrence of disease outbreaks and occupational illnesses and injuries

Control and prevent recurrence of public health nuisances such as accumulations of waste, emissions, dust, odor, noise and animals kept in unsatisfactory conditions by finding the author of the nuisance and requiring lasting remediation.

Improve compliance levels using a range of compliance approaches, including requests for compliance, mediation, orders and court action when appropriate.

Collaborate in the investigation of illness outbreaks and provide recommendations for containment and prevention.

Services:

Accumulations of waste & garbage investigation

1. Animal Nuisance investigation
2. Dust Nuisance investigation
3. Noise Nuisance investigation
4. Odor Nuisance investigation
5. Pollution of water, land or air: complaint investigation
6. Public Health Nuisance investigations
7. Spray Paint Facility inspection

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Nuisance orders served
2. Court files (case files)
3. Inspection records

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Inspection Services Policy Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

***Anonymous Complaints Policy***

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Public Health Nuisances, Pollution and Compliance Program.

Contact

Information Officer, Mrs. Verlina Bishop  
c/o Receptionist, Ministry of Health  
Re: Public Health Nuisances, Pollution and Compliance  
Program

|         |  |
|---------|--|
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda                        |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12 |
| Email   | <a href="mailto:vdbishop@gov.bm">vdbishop@gov.bm</a>           |
| Tel.    | 441 246-7676   |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026, there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm/public-access-information-pati> Y
  - Ministry website <http://www.gov.bm/department/health> Y

- With the Information Commissioner.

Have you published a notice in the Gazette indicating the places where the information statement is available for the public?

Y  
Y

**Date Information Statement was updated:** *January 15, 2026*

*Sign:*



**David Kendell**  
**Director, Department of Health**

**Date:** *January 15, 2026*

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Institutional Hygiene & Safety Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

1. Children Act 1998 - Part IX
2. Education (Applications for Registration of Schools) Rules 1987
3. Education (Tutorial Sites) Rules 2003
4. Pharmacy And Poisons (Registration Of Pharmacies) Regulations 1979
5. Pharmacy And Poisons (Standards For Pharmacies) Regulations 1979
6. Public Health (Hairdressing Establishments) Regulations 1955
7. Public Health (Prohibition Of Spitting) Regulation 1930
8. Auxiliary Bicycle Liveries Protective Headgear Regulations 1976
9. Public Health (Clinical Laboratories) Regulations 2002
10. Public Health (Body Piercing, Electrolysis & Tattooing) Regulations 2001
11. Public Health (Hospitals) Regulations 2002
12. Residential Care Homes and Nursing Homes Act 1999
13. Residential Care Homes and Nursing Homes Regulations 2001

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Institutional Hygiene & Safety  
**Business Unit/ID Number:** 32170

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32170**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

Ensure adequate Infection Control and Safety in (applicable) Institutions

**Objectives:**

Ensure the maintenance of hygienic and safe conditions by monitoring and licensing and registering the operation of hospitals, clinical laboratories, pharmacies, hairdressers, barbers, cosmetologists, piercers, tattooists, nursing homes, day care centers and by inspecting schools, sports clubs and gyms

**Services:**

1. Electrolysis & Body Piercing Establishments licensing and inspection
2. Tattooing establishments Licensing and inspection
3. Cosmetic Treatments & Spa Establishment licensing and inspection
4. Hairdressers, Barbers, Licensing and inspection
5. School safety & sanitary inspections
6. Nursing Home and Residential Care Home inspection

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Inspections files
2. Investigation files
3. Registers or certificates and licenses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

***Environmental Health Services Policy Manual***

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Environmental Health Hair Guidance
2. Body Piercing and Tattoo Policy

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Department Information Officer; from where they will be directed to the Institutional Hygiene & Safety Program.

|         |   |
|---------|---|
| Contact | Information Officer, Mrs. Verlina Bishop<br>c/o Receptionist, Ministry of Health<br>Re: Institutional Hygiene & Safety Program, |
| Mail to | P.O. Box HM 380, Hamilton HM BX Bermuda   |
| Visit   | Continental Building, 25 Church St. Hamilton, Bermuda<br>HM 12  |
| Email   | vdbishop@gov.bm   |
| Tel.    | 441-246-7676  |

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

About us is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).

**Budget Book.** For the annual expenditure of the Authority for the past fiscal period (1<sup>st</sup> Apr to 31<sup>st</sup> Mar), see the online Budget Book at: (<https://www.gov.bm/budget> ; then select: Section B - Current Account Estimates; then select the Ministry).

The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At January 2026 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y

|  |   |
|--|---|
| • The Bermuda Archives   | Y |
| • Available electronically at:   |   |
| • PATI website <a href="http://www.gov.bm/public-access-information-pati">http://www.gov.bm/public-access-information-pati</a> | Y |
| • Ministry website <a href="http://www.gov.bm/department/health">http://www.gov.bm/department/health</a>                       | Y |
| • With the Information Commissioner.   | Y |
| Have you published a notice in the Gazette indicating the places where the information statement is available for the public?  | Y |

**Date Information Statement was updated:**    *January 15, 2026*

*Sign and Date:*

*David Kendell*  
*Director, Department of Health*

*Date:* January 15, 2026

*Ends*