

Date: Thursday, 18th May 2023
Our Ref: MB/SH FOI 5720

Sid Watkins Building
Lower Lane
Fazakerley
Liverpool L9 7BB
Tel: 01515253611
Fax: 01515295500
Direct Line: 01515563038

Re: Freedom of Information Request FOI 5720

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 02nd May 2023.

Your request was as follows:

please may you provide me with the below documents -

- 1- Your organization's current risk management policy (or nearest equivalent, e.g., risk evaluation, risk reduction, risk assessment Policy, etc.)
- 2- The organization's current risk management procedures (or nearest equivalent, e.g., risk assessment procedures, risk evaluation procedures, risk control, etc.).
- 3- Risk Evaluation and Risk Control Guidance provided to employees (or any other related guidance that exists)
- 4- Any procedure or guidance or related document existing about how to decide if a risk needs to be reduced or not.
- 5- Any procedure or guidance or related document existing about how to evaluate if your organization is obliged by the regulations to reduce the identified risk to a lower level or not. In this case, if you use a specific tool like "cost-benefit analysis" or any other tools, it would be truly appreciated to provide those documents as well.
- 6- Any procedure, guidance, formula, guideline, instruction, direction, prescription, method, or process through which your organization decides if your organization is going to implement a measure to reduce risk, or, you will not implement more risk reduction measures; and in case of not implementing more risk reduction measure, how you justify that risks are reduced to a level As Low As Reasonably Practicable"

Please note that this request pertains mainly to general risk management policies and procedures for "protecting patient safety". Please note that documents focused solely on employee safety or on specific risks (e.g., specialized documents related to patient falls, nighttime/out-of-hours operation, etc.) are not required unless your organization does not have general risk management policies and procedures for "protecting patient safety".

[I confirm that all the requested information can be found in the attached Risk Management Policy.](#)

Please see our response above in [blue](#).

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of



Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number, FOI 5720 in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted by:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Online: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Telephone: 0303 123 1113

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information