

Freedom of Information Request

Ref: 23-319

2 May 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting
- 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".

Please see attached the Trust's Risk Management Policy in response to your questions

above. This can also be accessed on our website on the link below:

<https://www.uhbristol.nhs.uk/about-us/freedom-of-information/our-policies-and-procedures/>

We also use the guidance 'UHB Simple Guides Risk Assessment' - please see the attached document.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, 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:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above 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 at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust