

Information Governance Department

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Ref: FOI2014/2487
Date Received: 4th February 2015
Response Due: 4th March 2015

16th February 2015

Dear ,

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the Freedom of Information Act.

You asked:

I am a Research Associate at the UCL Department of Management Science and Innovation and am working on a project that examines general risk management policies and procedures available to protect patient safety in NHS trusts. For the purpose of my academic research I am requesting a copy of the following document(s) in accordance with the Freedom of Information Act:

- 1. Your organisation's current Risk Management Policy, and previous versions dating back to 1999 (or nearest equivalent, e.g. Risk Assessment Policy)***

Your organisation's current Risk Management Procedures, and previous versions dating back to 1999 (or nearest equivalent, e.g. Risk Assessment Procedures).

I understand that these may be combined in one document. I also believe this request may be fulfilled by the patient safety and risk management department in your organisation (or equivalent departments).

Please particularly state if any prospective methods (e.g. Prospective Hazard Analysis (PHA) methods) are used in your organisation to assess/manage patient safety risks, even if these are not mentioned in the documents. Please also include documents pertaining to any external organisations involved in risk management in your organisation (e.g. plans, checklists, procedures, policies, etc.).

Please find attached policies and standard operating procedures as requested. Formal recording processes for policies and sops started in 2010; however, we have attached all the information that we have prior to that date.

With regards to PHA, the Trust's process for assessing/managing patient safety risks is outlined in our Risk Management Policy.

I hope you find this information useful, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 256335. If we do not hear from you within

Chairman: Robert Armstrong
Chief Executive: Andrew Foster CBE

28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster
Chief Executive

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, WrightingtonHospital, Hall Lane, AppleyBridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF