



20 December 2024

Email:

Dear

FREEDOM OF INFORMATION REQUEST

Request No: 33460-24
Subject: Information / Documentation Request IRO SAI / Risk Management
Date Received: 28/08/2024

Thank you for your request for information received on 28th August which was dealt with under the terms of the Freedom of Information Act 2000. Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and that is detailed below.

<p>Can you please confirm when the next review is planned for this Strategy and Procedures document?</p>	<p>NIAS's Risk Management Strategy and Risk Management Policy are currently under review with a view to them being updated by 31 March 2025.</p>
<p>Can you please provide a copy of the following specific procedures / policies mentioned in the Corporate Risk Management Strategy and Procedures:</p> <ul style="list-style-type: none"> • Risk Assessment procedure • Serious Adverse incident (SAI) procedure • Incident Reporting procedure • Management of Medical Devices policy 	<p>The risk assessment procedure, incident reporting procedure and management of medical devices policy are attached:</p> <p>'Risk Assessment Procedure' '2020 Procedure for the Reporting and Management of Adverse Incidents' '2021 Medical Device Policy V.8'</p> <p>Please see attached SAI procedure – 'Learning from SAIs Policy and Procedure V3 Final approved_REDACTED'</p>
<p>Can you also confirm who holds the post of Risk Manager at present within NIAS?</p>	<p>Individual personal details will not be provided in respect of this request.</p>
<p>If the post of Risk Manager is at present vacant, can you provide details with regard to how long it has been vacant for and the number of times that the vacant post has been advertised?</p>	<p>The post of Risk Manager is currently vacant and has been for a period of approximately 12 months, with the recruitment process underway.</p> <p>A member of staff within the risk team is currently undertaking some tasks to support the Risk Management role.</p>



	An Assistant Director for Governance, Risk and Assurance was appointed in September 2024.
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I hope the above fully assists you.

Please note that, under the Re-use of Public Sector Information Regulations, if you wish to publish or otherwise use this information besides for your own means, you will need to seek our permission to do so.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to the Director of Planning, Performance and Corporate Services, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

Email: ni@ico.org.uk

Website: [ICO Website](#)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF

Telephone: 028 9027 8757 or 0303 123 1114 (Belfast based Office)

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <https://nias.hscni.net> Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

(not signed – issued by email)

Information Governance Team