



**The Clatterbridge  
Cancer Centre**  
NHS Foundation Trust

Clatterbridge Road  
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Date: 25 March 2019

**Re: Freedom of Information Request**  
**Ref: 65- 2019**

Thank you for your email dated 26th February 2019 requesting copies of Trust documents.

The information that you require is as follows:

**We would appreciate if you could send in electronic format the following documents which you may have in operation in your organisation:**

- **In-patient Falls Policy or Fall Prevention Policy**
- **Falls Assessment and Care Plan**
- **Policy for management of slips, trips and falls**
- **Policy for intra-hospital transfer of in-patients e.g. Intensive Care Unit to Imaging Department, etc.**

**We appreciate that in some organisations these documents will be separate and in others incorporated in a global policy document with elements appearing as appendices. We would value receiving the full complement of policies, guidance, plans and procedures and assorted reporting documentation in operation in your organisation.**

**A copy of the below mentioned policies are available upon request:**

- 1) Falls - Prevention of Slips, Trips & Falls (Including Falls From A Height) Policy**

## 2) Transfer & Discharge Policy

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and 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: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/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.

**In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:**

<https://www.surveymonkey.co.uk/r/H39RFMM>