

Action Plan – Doreen Joseph. HMP Peterborough. NC. 04/01/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that medical summary printouts are available for hospital appointments.	Accepted	This has been actioned by the Head of Healthcare and medical summary printouts are now sent with all routine medical appointments.	Completed Head of Healthcare
2	The Director should ensure that, when a cell door is unlocked, officers satisfy themselves of the wellbeing of the prisoner and that there are no immediate issues that need attention	Accepted	<p>The recording of welfare checks has been reviewed and the process for doing this was published in an Information for Colleagues notice in July.</p> <p>The welfare checks are recorded in the Senior Officers Log in the central hub of the houseblock, these checks are completed by all staff unlocking on individual wings. Once all the staff have confirmed that all welfare checks have been completed they are signed for by one member from that wing.</p>	Completed Safer Custody
3	The Director should ensure that all staff fully understand that inappropriate completion of documents can amount to a serious disciplinary matter.	Accepted	<p>This was reviewed immediately after the death and then again at the end of May 2017 with the final process being agreed.</p> <p>Operational Staff were briefed via Staff Huddles and the Directors Weekly brief that inappropriate completion of documents can amount to a serious disciplinary matter.</p>	Completed. Safer Custody