

Action Plan: Barry Kirkpatrick , HMP Leeds

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	<p>The Governor and Head of Healthcare should introduce new, clear and effective reception operating procedures so that all staff understand the procedures for identifying prisoners at risk of suicide and self-harm and for managing and supporting them. In particular, staff should:</p> <ul style="list-style-type: none"> ▪ Have a clear understanding of their responsibilities and the need to record relevant information about risk. ▪ Consider and record all the known risk factors of newly arrived prisoners when determining their risk of suicide or self-harm, including information from suicide and self-harm warning forms, PERs and medical records. ▪ Open an ACCT whenever a prisoner has recently self-harmed, expressed suicidal intent or has other significant risk factors, irrespective of their stated intentions. 	Accepted	<p>The requirements of PSI 07/2015 “Early days in custody” have been discussed and reiterated at the safety / admissions managers meetings. In addition, significant points have been shared with all staff via a Staff Information Notice, and posters have been produced for display in the prison’s reception area.</p> <p>Reception and healthcare staff have been reminded of the need to sign the BD007 form to provide evidence that they are aware of self-harm warning forms and risk information passed on by escorting staff, and to include details of the consideration that has been given to opening an ACCT. A log has been introduced in the Safer Custody department to record the action taken to follow up the information recorded on the BD007 forms, the opening of an ACCT, or a NOMIS case note entry providing the reasons for not opening an ACCT.</p> <p>Any self-harm warning forms received are now discussed with admissions staff and managers. All staff have been reminded through briefings and emails of the importance of this handover of risk related information, and the need to consider and</p>	<p>Head of Operations Head of Safety Head of Healthcare</p> <p>Completed</p>	

			<p>record evidence of consideration given to opening an ACCT on NOMIS.</p> <p>All prisoners entering the establishment as a new reception or following a change of circumstances are routinely seen by a member of healthcare staff trained to consider risk to self. The Grubin Screening Tool is used by healthcare staff who carry out an assessment on the first evening and a follow-up the next morning prior to prisoners moving off the first night centre into the prison.</p> <p>A Standard Operating Procedure has been introduced incorporating each of these elements, and this area has been added to the Risk Register to ensure that it is continuously monitored by the Senior Management Team.</p>		
2	The Governor should ensure that all staff understand how to report any concerns from families and external agencies about a prisoner's state of mind or risk of suicide and self-harm to an appropriate manager, who should consider whether to open an ACCT and record the information and action taken in the prisoner's record.	Accepted	<p>ACCT Awareness training is delivered to all new staff during their induction. All staff are made aware that if they have any concerns or identify any risk that it is their responsibility to open an ACCT and record this on Nomis, passing the document to a manager for the Immediate Action Plan to be completed. They are also informed that immediate action should be taken to address any concerns raised by families or external agencies, and that this must be documented.</p> <p>A notice has been issued reminding staff of their</p>	Head of Safety Completed	

			responsibility to record risk information, particularly when it is received during a telephone call or in the form of a fax or other correspondence.		
3	The Governor should ensure that first night and induction procedures are delivered in line with PSI 7/2015 and that all newly arrived prisoners receive essential information about prison processes.	Accepted	<p>D wing has been identified as the Induction wing, and prisoners will move there following initial arrival in the first night centre (FNC). This has improved the system as D wing is located above the FNC. When a prisoner is located onto D wing an induction package is delivered by peer supporters. All the peer supporters are trained by the FNC Custodial Manager. The package includes information about the IEP scheme, sharing cells, appointment systems and visits. A management check is completed monthly to ensure that all prisoners have received an induction. All prisoners sign a register when they have received their induction, and are asked to confirm that they understood the content. All prisoners are assessed by resettlement services such as housing, benefits and catch 22 on their second day, and all agencies have an allotted time to visit the Induction Wing.</p> <p>A local policy document will be developed to formalise these new processes.</p>	Head of Residential Head of Safety May 2016	
4	The Head of Healthcare should ensure that all prisoners are offered a general Health assessment in line with PSO 3050.	Accepted	All new prisoners have an initial and follow-up health screening, in accordance with PSO 3050. Where necessary and appropriate, referrals are made to secondary services to ensure continuity of care from	Head of Healthcare Completed	

			the community. A daily check ensures that all new prisoners on NOMIS have also been entered on System One and offered a health assessment.		
5	The Governor should ensure that families of deceased prisoners are consulted about and invited to memorial services held at the prison.	Accepted	<p>The family of the deceased will be invited to attend future memorial services held within the establishment.</p> <p>All family liaison offices (FLOs) have been briefed on the importance of family involvement in memorial services, and this now forms part of their discussions with families. The topic is raised at the point at which they are offered the opportunity to visit the prison. A FLO check list has been developed to ensure that all FLOs raise this and other significant issues with families. The FLO logs are checked against this at a quarterly quality monitoring meeting.</p>	<p>Head of Safety Managing Chaplain</p> <p>Completed</p>	