

Action Plan- Keith Willis. HMP Norwich. NC. 14/12/2016.

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that all staff undertaking risk assessments for prisoners taken to hospital understand the legal position on the use of restraints and that assessments fully take into account the health of a prisoner and are based on the actual risk the prisoner presents at the time	Accepted	<p>All managers involved in the risk assessment process were reminded at a staff meeting in October 2016 of the need to fully consider the health and security risks for prisoners taken to hospital. The escort referred to in this report took place in August 2016. A further reminder was also completed during a staff briefing in March 2017.</p> <p>The briefing addressed the need for full consideration by managers regarding the use of restraints on terminally ill prisoners. It incorporated the requirement on prison staff to fully consider the medical condition of the prisoner alongside their risk of escape and risk to the public during the risk assessment process.</p> <p>Restraint decisions will be reviewed every 24 hours by a manager attending the hospital to ensure levels of risk are regularly reassessed in light of the condition of the prisoner.</p>	Head of Safer Prisons Completed
2	The Governor should ensure that a member of Prison Service staff informs a prisoner's family or next of kin in person of their death, in line with national guidance.	Accepted	All senior managers were reminded during a staff briefing in April 2017 that a family liaison officer should visit the next of kin following a death in custody, with a member of the senior management team, to inform them of the death in person. Where the death is expected, the family liaison officer will discuss with the next of kin how they would like to be informed of the death when it occurs and this will be documented within the family liaison officer log.	Head of Safer Prisons Completed