

**Action Plan:
Ranique Edwards , HMP Wormwood Scrubs**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Governor and Head of Healthcare should ensure that all staff working with prisoners have an understanding of risk factors for suicide and self-harm and are vigilant about changes that might indicate an increased risk, particularly when prisoners have previously been managed under ACCT procedures.	Accepted	Extensive ACCT Training has taken place during the course of 2015, with over 200 staff trained in the Introduction of Safer Custody and 69 case managers trained. A Notice To Staff will be issued, together with a global email to all staff, to remind staff of the policy requirement to consider all known risk factors and change in status. Staff will be advised to check NOMIS alerts for previous ACCT history when concerns are raised about a prisoner.	Head of Safer Prisons & Equality Head of Healthcare March 2016	
2	The Governor and Head of Healthcare should ensure that prisoners returning from court appearances are properly assessed for risk of suicide and self-harm and staff take into account and record warnings received from court staff, including the reasons when warnings have been discounted	Accepted	Staff will be reminded that all prisoners returning from court who have a change of circumstance, or about whom reception staff have any concerns, must be seen by healthcare staff. Reception staff will be reminded of the fact that a court appearance that does not result in a change of circumstances can also have the effect of increasing the risk of self-harm or suicide, and that it is their responsibility to be vigilant in their interactions with returning prisoners.	Head of Safer Prisons & Equality Head of Healthcare Head of Reception March 2016	

			<p>They will be reminded that:</p> <ul style="list-style-type: none"> - where they identify a clear risk of self-harm or suicide they must open an ACCT; - where they have some concerns or have received information that there may be an issue, but are not sure that an ACCT is warranted, they should refer the prisoner to healthcare staff for a more detailed assessment of risk. <p>Risk factor training will be provided to all staff who work in reception (both prison and healthcare staff), which will specifically include possible warnings received from court staff. Staff will be advised of the introduction of a specific log to record the details of any returning prisoner for whom an ACCT is not opened, together with information about consideration given to whether an ACCT was appropriate. This will be updated on NOMIS and randomly audited by the Reception Head of Function and Custodial Manager.</p>		
3	<p>The Governor and Head of Healthcare should ensure that staff manage prisoners at risk of suicide or self-harm in line with national guidelines, including in particular that:</p> <ul style="list-style-type: none"> ▪ All known risk factors are 	Accepted	<p>The case manager training described above has been completed, and an annual needs analysis will ensure that future training requirements are identified.</p>	<p>Head of Safer Prisons & Equality Head of Healthcare March 2016</p> <p>Head of Safer Prisons &</p>	

<p>considered when determining the level of risk of suicide and self-harm and taken into account whenever there is further information that a prisoner is at risk.</p> <ul style="list-style-type: none"> ▪ All case reviews are multidisciplinary with continuity of case management. ▪ A member of healthcare staff should attend all first case reviews and subsequent reviews where relevant. ▪ Triggers for suicide and self-harm are identified and recorded. ▪ ACCT caremap actions are specific and meaningful, aimed at reducing a prisoner's risk and identify who is responsible for them. ▪ ACCT documents accompany prisoners when they move around the prison. 		<p>Dedicated slots for ACCT case reviews have been arranged at times that facilitate the attendance of key partners. Staff will be reminded that where there is a requirement for a case review to be completed outside of these times, efforts must be made to seek the attendance, or at least a contribution from, other relevant staff involved in that prisoner's care. Senior Officers and Custodial Managers have been provided with contact details of departments that may be relevant to invite to attend ACCT reviews. Every effort will be made to minimise cross-deployment and to ensure consistency of case management wherever possible.</p> <p>A Governors Order has been issued to remind staff of the requirement that healthcare staff must attend the first ACCT case review, and subsequent reviews where they are providing care to that prisoner</p> <p>Introduction to Safer Custody training will continue to be provided locally to remind staff that they are required to consider possible triggers based on information available, and record these</p>	<p>Equality Head of Residence Head of Healthcare March 2016</p> <p>Head of Safer Prisons & Equality Head of Healthcare March 2016</p> <p>Head of Safer Prisons & Equality March 2016</p>	
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			<p>on the ACCT. Management checks will be introduced to ensure compliance with this requirement.</p> <p>Training will continue to be provided locally to remind case managers to ensure that caremap actions are specific and meaningful. Management checks will be introduced to ensure compliance with this requirement.</p> <p>A Governor's Order will be issued to remind staff of the need to ensure that all ACCT documents accompany prisoners to their nominated activity or new location, whether temporary or permanent.</p>	<p>All Duty Governors March 2016</p> <p>Head of Safer Prisons & Equality March 2016</p>	
4	The Governor should ensure that prisoners are appropriately and effectively searched when they leave or return to the prison.	Accepted	A new management system will be introduced in reception to check that searching procedures are being followed accurately.	Head of Safer Prisons & Equality Head of Reception March 2016	
5	The Governor should ensure that all prisoners have meaningful contact with a named officer who regularly checks their wellbeing and records contact in their case notes.	Accepted	A named officer scheme will be introduced. Prisoners will be allocated and advised of their named officer on arrival at their designated house block. The officer's name will be recorded on their cell card, located in the wing office and outside each cell door, to ensure that both staff and prisoners are aware.	All Residential Governors Custodial Managers Head of Safer Prisons & Equality April 2016	

			<p>Whilst it is anticipated that the named officers will act as a first point of contact for their allocated prisoners for routine queries, the prison will issue a reminder that prisoners can discuss any concerns with any members of staff.</p> <p>Staff will be advised that NOMIS entries must be made at least monthly for all prisoners, and that any significant events or concerns regarding a prisoner must be recorded in the NOMIS case notes. Compliance will be checked by Custodial Managers.</p>		
6	The Governor should ensure that staff completing roll checks, satisfy themselves that the prisoner is alive and breathing at the time.	Accepted	A Governor's Order will be issued to remind all staff of the need to ensure that they are satisfied they have seen the prisoner at the roll count, and of the national policy requirement to undertake a welfare check when prisoners are unlocked in the morning.	All residential staff and OSGs March 2016	
7	The Head of Healthcare should ensure that there is an effective single point of referral system for mental health assessments, that assessments take place promptly, are documented in the clinical record, and ongoing treatment	Accepted	Healthcare has implemented the integrated mental health referral, providing a single point of referral and triage. The Integrated Referral form has been updated to prompt staff accurately to record decisions and outcomes.	Head of Healthcare March 2016	

	is provided as required		Electronic functions on the medical record are used to monitor waiting times for assessment and treatment in line with national standards. Staff are also provided with the opportunity to raise any concerns about prisoners at daily meetings attended by the Healthcare Manager, ensuring that prisoners are referred appropriately.		
8	The Governor and Head of Healthcare should ensure that staff are given clear guidance about the circumstances in which resuscitation is inappropriate	Accepted	A new policy is being implemented by Central London Community Healthcare NHS Trust, and training will be delivered to all staff regarding clinical signs of rigor mortis and when not to resuscitate. A new healthcare provider is due to be in place from April 2016, and this may lead to a review of the position.	Head of Healthcare May 2016	