

**Action Plan: Haydn Burton , HMP Winchester**

**Action Plan**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	<p>The Governor should introduce clear and effective reception operating procedures so that all staff understand and follow the procedures for identifying prisoners at Risk of suicide and self-harm. In particular, staff should:</p> <ul style="list-style-type: none"> <li>☐ Have a clear understanding of responsibilities and the need to share all relevant information about risk.</li> <li>☐ Consider and record all the known risk factors of a newly arrived prisoner</li> </ul> <p>When determining their risk of suicide or self-harm, including information from suicide and self-harm warning forms, PERs and other records.</p> <ul style="list-style-type: none"> <li>☐ Open an ACCT whenever a prisoner has recently self-harmed or expressed suicidal intent.</li> </ul>	Accepted	<p>Communications have improved between court and probation staff, police and the prison, and risk information is communicated directly to reception, or to the safer prisons hotline in advance of the prisoner arriving at Winchester. This information is then shared with reception staff, the Orderly Officer and the Duty Governor.</p> <p>The reception manager, healthcare and induction staff now discuss any concerns raised about the risk presented by newly-received prisoners.</p> <p>The Person Escort Record (PER) and Suicide and Self-Harm warning form (SASH) are now integrated and are checked and signed by reception managers on receiving the prisoner. A red flag page alerts reception staff to any risks or concerns, which are communicated on the handover from escort to prison.</p> <p>All reception staff have been reminded of</p>	<p>1 June 2016</p> <p>Head of Security</p> <p>Head Of Safer Prisons</p> <p>Head Of Healthcare</p>	

			<p>the need to consider all available risk-related information, including the Suicide and Self-Harm warning form, the Person Escort Record, NOMIS, the Police National Computer (PNC), before interviewing the prisoner, and to open an ACCT where risks have been identified.</p> <p>All reception staff will receive additional training concerning ACCT procedures, including identifying risks and triggers, reviewing available at-risk information, and the significance of current mental health concerns when considering risk.</p>		
2	<p>The Governor and Head of Healthcare should ensure that prison staff manage prisoners at risk of suicide or self-harm in line with national guidance, including in particular:</p> <ul style="list-style-type: none"> <li>• Immediate action plans, assessment interviews, first case reviews and post-closure interviews should be completed within the timescales set out in PSI 64/2011.</li> <li>• All case reviews should be multidisciplinary where possible and a member of healthcare staff should attend all first case reviews.</li> </ul>	Accepted	<p>Introduction to Safer Custody and ACCT case manager training have been provided for staff, and this will continue throughout 2016. Notices have been published to remind staff of the required actions and timescales following the opening of an ACCT, and the requirement to ensure multidisciplinary attendance. Post-closure review reminders are sent to wing managers by the safer prisons team.</p> <p>In addition to the multidisciplinary ACCT case reviews, there is a weekly safer custody meeting, attended by various disciplines including the Head Of Safer Prisons, the Community Mental Health Team (CMHT) and</p>	<p>1 April 2016</p> <p>Head Of Healthcare</p> <p>Head Of Safer Prisons</p>	

	<ul style="list-style-type: none"> <li>• Care map actions should be set, which address all identified issues and ACCT monitoring should continue until all care map actions have been completed.</li> <li>• Case reviews should assess the risk of suicide or self-harm based on all available information.</li> <li>• ACCT checks and observations should be meaningful and evidence caring support.</li> </ul>		<p>the Offender Management Unit, to discuss all prisoners subject to an open ACCT. This is a way of ensuring that concerns are brought to the attention of the relevant department and that the prisoner is receiving the required support.</p> <p>Care map actions are checked by the Safer Custody Supervising Officer and Custodial Manager who ensure that appropriate actions have been identified and taken forward.</p> <p>A bookmark has been added to every ACCT document outlining the requirement for observations to be meaningful and recorded appropriately.</p>		
3	The Governor should ensure that prisoners have timely access to Listeners in an appropriately supportive environment.	Accepted	<p>A notice has been published to ensure that all staff are aware of the Listener scheme and the importance of facilitating prompt access to Listeners. Additional training is currently taking place to increase the number of Listeners available. Monthly meetings are held with the Listeners to ensure that support is provided to them and that any concerns are dealt with.</p> <p>The Listener suites have been refurbished. Comfortable seating has been placed in them, and they now contain a locked cabinet</p>	Completed  Head of Safer Prisons	

			with refreshments and clean bedding, which can be accessed by the Listeners. Notice boards have been provided and it is planned that art work will be displayed in order to make the environment more sensitive to the needs of those using the facility. They are cleaned weekly by the wing cleaners.		
4	The Governor should ensure that all information indicating bullying and intimidation is fully coordinated and investigated; that alleged perpetrators are appropriately challenged; and that victims are effectively supported and protected.	Accepted	<p>All incidents are promptly investigated by the violence reduction coordinator, and the results are noted on the NOMIS records of the prisoners concerned. Where there is evidence of bullying, a 'Dave' document is opened and used by wing staff to report on the behaviour of the individual and any further incidents related to bullying.</p> <p>A weekly violence meeting, chaired by the Governor and attended by the Head Of Safer Prisons, the Violence Reduction Co-ordinator, the Police Liaison Officer, the Head Of Security and the Head Of Residence, is used to discuss all acts of violence, and the management and support of both alleged perpetrators and victims.</p>	Completed Head of Safer Prisons	
5	The Head of Healthcare should ensure that healthcare staff are competent to identify mental health concerns and refer prisoners to the mental health team when indicated.	Accepted	Mental Health Awareness training is delivered quarterly to all staff, and additional training is being provided for staff in the Care and Separation Unit, Induction, Reception and Safer Prisons team.	Completed Head of Healthcare	

			All prisoners on an ACCT are assessed within 24 hours by the CMHT.		
6	The Head of Healthcare should ensure that prisoners with long-term physical health problems are referred appropriately for further investigation.	Accepted	All prisoners are offered a GP appointment on reception. Community GP records are requested in all cases, and normally arrive within 24 hours. Where community records confirm a serious or underlying medical conditions the prisoner is considered for a referral for further medical advice or support.	Completed  Head Of Healthcare	