

**Action Plan - David Tait at HMP Elmley**

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 prisoners do not miss hospital appointments unless there are properly justified, exceptional and fully recorded reasons.	Accepted	<p>The Head of Healthcare has reminded all staff through a staff briefing issued in November 2015 that prisoners must not miss hospital appointments unless there are properly justified, exceptional and fully recorded reasoning.</p> <p>A log for this is now maintained and reasons for cancellations recorded.</p> <p>This is subject to monthly audit and discussed at the Quarterly Partnership Boards and Quality Governance board meetings.</p>	<p>Governor Head of Healthcare</p> <p>Completed</p>	
2	The Governor and Head of Healthcare should ensure that all staff undertaking risk assessments for prisoners taken to hospital understand the legal position, and that assessments fully take into account the health of the prisoner and are based on the actual risk the prisoner presents at the time.	Accepted	<p>The local risk assessment documents at HMP Elmley was updated in November 2015 and reflects the requirements contained in the standard risk assessment form within the National Security Framework.</p> <p>A staff information notice was published in November 2015 reminding all staff about the local risk assessment document. The local risk assessment will ensure that all staff undertaking risk assessments for prisoners taken to hospital understand the legal position and that assessments must fully take into account the health of a prisoner and are based on the actual risk the prisoner presents at the time. The local risk assessment will also ensure that the information provided by health providers is given greater weight in the overall assessment.</p> <p>Complex clinical cases with longer term health issues will be subject to case management planning by the Heads of Security and Healthcare and will be subject to internal and external audits</p>	<p>Governor Head of Safer Prisons Head of Security</p> <p>Completed</p>	