

Action Plan- David Sands. HMP Garth. NC. 13/07/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor of HMP Preston should ensure that prisoners' documentation is stored securely and able to be retrieved as necessary.	Accepted	Systems are in place to ensure that a prisoners documentation particularly where he/she has returned to prison after a movement must be stored/filed securely and immediately. A staff information notice will be published and all functional heads will be reminded at the Senior Management team meeting that all documentation relating to a prisoner must be stored securely in the prisoner's core record.	31 January 2018 Head Of Operations at HMP Preston
2	The Governor of HMP Garth should ensure that staff follow the correct procedures when clearing Prisoners' cells following deaths in custody and that prisoners' property is returned to their families in an appropriate condition.	Accepted	A staff notice was issued in November 2017 providing all staff with clear guidance on the clearance of prisoner's cells including men who transfer to a medical facility. Written guidance was also issued to Family Liaison Officers' in November regarding property and when they become responsible for it, ensuring all property is checked prior to handing over to a family member, this includes prisoners that are receiving palliative care in a hospital setting.	Complete Safer Custody Lead at HMP Garth