

Action Plan –David Smith . HMP Bure . NC. 10/08/2017

| No | Recommendation | Accepted/Not Accepted | Response | Target date for completion and function responsible |
|----|---|-----------------------|---|---|
| 1 | The Governor should ensure that all prison staff are made aware of and understand PSI 03/2013 and their responsibilities during medical emergencies, including radioing the appropriate emergency code immediately. | Accepted | <p>An updated notice on HMP Bure’s Emergency Response Codes was published and issued to staff at the end of February. The notice reinforces the arrangements and staff mandatory actions for Code Blue/Red medical emergencies.</p> <p>To support this process the Head of Safer Prisons and Equality will liaise with and ensure all managers provide a return that evidences that all staff that work directly with residents have read and acknowledged the instruction.</p> | <p>Complete</p> <p>1 May 2018</p> <p>Head of Safer Prisons and Equality</p> |
| 2 | The Governor should ensure that staff record all incidents of illness and injury in line with PSI 64/2011 and that all staff who are first on the scene complete incident report forms as soon as practicable. | Accepted | The Governor will ensure that incident reports are completed that record all staff and residents involved including; first on scene, actions taken and including required supplementary evidence, such as any injury to resident. In the event of a serious incident, the Governor will ensure statements are completed by staff and any resident witnesses. Instructions will be communicated to all Managers responsible for managing incidents. | <p>31 March 2018</p> <p>Head of Safer Prisons and Equality</p> |