

Action Plan: Sheldon Woodford at HMP Winchester on 12/03/15

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 produce clear local guidance about procedures for Identifying newly arrived prisoners at risk of suicide and self-harm. In particular, this should ensure that reception and first night staff:</p> <ul style="list-style-type: none"> i Have a clear understanding of responsibilities and the need to share all Relevant information about risk. ii. Consider and record all the known risk factors of a newly arrived prisoner when determining their risk of suicide or self-harm, including Information from suicide and self-harm warning forms and PERs. iii. Open an ACCT whenever a prisoner has recently self-harmed or expressed suicidal intent. 	Accepted	<p>Checks are completed on Induction along with follow up two day checks. Initial meetings with prisoners are on a one to one basis with a supervising officer, healthcare and induction officer. There is then a second stage consisting of basic screening, healthcare and induction. When completing these interviews the Self harm warning form (SASH), Prisoner Escort Records (PER), P-Nomis, Police National Computer (PNC) and any markers/ alerts are checked.</p> <p>A meeting with the healthcare provider was held to discuss the issues referred to, and to ensure processes and procedures are robustly followed on reception in the future. Winchester now ensures a continuity of supervising officers within the prison's reception on a daily basis, in order that they can identify and manage risk correctly.</p> <p>Case management training and refresher training for all Senior Officers will be completed over the next few weeks with additional national support to ensure this meets required standards.</p> <p>All case managers have been emailed about ensuring</p>	<p>Governor Head of Safer Prisons, Security and Healthcare 30/11/2015</p>	

		<p>that ACCT case reviews are multi-disciplinary, and in addition a notice to staff has been published to this effect.</p> <p>The weekly safer prisons meeting then audits all ACCT case reviews and offers guidance and advice to case managers who form a part of the meeting. Additional resources have been supplied to the safer prisons department so that daily support can be given to prisoners, staff and wings.</p> <p>Notices have been published to highlight the processes for the opening of ACCTS which has been distributed to all staff working at Winchester. ACCTS will be opened whenever prisoners are identified as recently self-harmed, expressed suicide intent, unusual behaviour or if any concerns are identified.</p> <p>All reception and induction staff are aware that they should raise necessary alerts referring to suicide and/or self-harm risk on all prisoners. This will be documented on CNOMIS, CSRA, ACCTS and wing observation books. All Prisoner Escort Records (PERs) and Suicide and Self-harm Warning Forms (SASH records) should be read and signed on reception.</p> <p>All reception Supervising Officers are aware that for anyone deemed to be at-risk must trigger an immediate review and along with the healthcare this can be completed in a timely and safe way.</p>		
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			All reception and induction processes policies will clearly identify how to manage risk and will be communicated to all staff with a multi-disciplinary approach.		
2	The Governor and Head of Healthcare should ensure that prisoners are assessed for potential health or suicide and self-harm issues after events which could involve a change in status, including court appearances by video-link	Accepted	This process will be monitored daily and all video link and reception staff have been reminded of the need to identify any cases or changes in status, and share this information to enable the individual's risks to be reviewed on return to their residential units/wings. A notice will be issued that on any change of status they must attend the C wing treatment area for the relevant medical checks. This will be coordinated by the video link staff. This will also be addressed at the healthcare/operational management meetings to ensure this is in place and prisoners are reviewed correctly. Any prisoners requiring a review will be reported to the orderly Officer, wing managers and case managers. All healthcare are expected to record any risk both on the healthcare systems and also within ACCT and observation documents.	Governor Head of Security Head of Healthcare 31/10/2015	
3	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: i. A multi-disciplinary approach for all case reviews with continuity of Case management. ii. Healthcare staff attending all first case reviews.	Accepted	Case managers will now be identified and allocated cases for who they will be responsible for that prisoners ACCT during their time at Winchester. This will ensure accountability and consistency. ACCT CAREMAP "best practise" and local refresher training will be given to all case managers. This will focus on and address each of the concerns raised here, concerning identifying practical steps which can be taken to reduce risk, determining observations, reviewing risk	Heads of Safer Prisons and Head of Healthcare 30/11/2015	

<p>iii. Setting caremap actions, which are specific and meaningful, aimed at Reducing prisoners' risks and reviewed and updated as necessary.</p> <p>iv. Setting levels of observations, which reflect the prisoner's actual risk Rather than the resources required.</p> <p>v. Reviewing risk whenever an event occurs which indicates an increase In risk and holding a case review if required.</p> <p>vi. All staff, including healthcare staff, recording relevant information about risk, observations and interactions with prisoners in ACCT documents And any action taken.</p>		<p>following any significant events/dates or where risk information received, and recording and sharing key information within the ACCT document.</p> <p>All case reviews are expected to be of a multi-disciplinary nature. Regular checks and weekly safer prisons meetings identify case review dates to advise other departments within the prison to enable plans to be made for their attendance, including healthcare attendance at first ACCT case reviews.</p> <p>All staff will be reminded that all relevant contact with prisoners on ACCTS will be recorded within ACCTS, and of the need to ensure they follow them to all appointments and activities to enable meaningful interactions to be recorded and a handover to wing staff.</p> <p>All healthcare staff will attend the ACCT day training to ensure they are aware of prison processes and procedures and correct reporting procedures.</p> <p>Healthcare attend the weekly safer prisons meeting to discuss all cases and are alerted of all ACCTS when opened.</p> <p>A book mark has been attached to all ACCTS for expected observations and comments. A Notice to staff will be published reference ACCT processes.</p>		
<p>4 The Governor should ensure that all prison staff understand their responsibilities during medical emergencies and in particular that staff efficiently communicate the nature of a</p>	<p>Accepted</p>	<p>Notices to staff have been issued to address correct procedures for medical emergencies. These are regularly communicated via team briefings.</p>	<p>Head of Safer Prisons Completed</p>	

	medical emergency and that control room staff call an ambulance immediately a medical emergency code is broadcast.				
5	The Governor should ensure, in line with Prison Rule 22, that the next of kin of seriously ill prisoners are informed as soon as possible so that they are able to visit them in hospital without unnecessary delay	Accepted	Staff have been reminded of the need to provide the duty Governor with information in the event of a life threatening incident or following a death, and action will be taken to contact next of kin as soon as possible.	Deputy Governor 30/10/2015	