

**Action Plan- Kelvin Speakman at HMP Hewell on 09/05/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Governor should ensure that staff manage prisoners at risk of suicide or self-harm in line with national guidelines, including ensuring that:</p> <ul style="list-style-type: none"> <li>• Prisoners at risk are not held in the segregation unit unless all other options have been considered and excluded and there are fully documented reasons to explain the exceptional circumstances.</li> <li>• Case reviews are multidisciplinary and include all relevant people involved in a prisoner's care, including mental health staff where appropriate and healthcare staff attend all first case reviews.</li> <li>• The enhanced case review process is used when appropriate.</li> </ul>	Accepted	<p>All Operational Managers undertaking Duty Governor duties were reminded in writing in January 2017 that they must consider all available options before deciding to locate a prisoner at risk in the segregation unit and to document their reasons and authority to segregate on the ACCT document. This recommendation will be closely monitored by the Head of Safety.</p> <p>All case managers and mental health staff were reminded in October 2016 about the need to attend all first case reviews. Revised Quality Assurance procedures will monitor the quality of and attendance of the multi-disciplinary team at all reviews and will be overseen by the Head of Safety to ensure full attendance.</p> <p>A booking system for enhanced ACCT reviews will be developed in January 2017 to ensure that all relevant functions are aware of the scheduled dates and times for these reviews to maximise attendance of relevant departments and individuals.</p> <p>Guidance will be re-issued to all case managers on the use of the enhanced case review process to ensure this is used when appropriate. The enhanced case review process will be closely monitored by the Head of Safety to check that case managers are following it correctly.</p> <p>All ACCT case managers will be reminded via a staff briefing on how to draw</p>	<p>Governor Head of Safety Completed</p> <p>Head of Safety Completed</p> <p>Head of Safety 31 January 2017</p> <p>Head of Safety 31 January 2017</p>

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	Staff set ACCT care-map actions which are aimed at reducing prisoners' risks to themselves and review them at each case review.		<p>up ACCT care-map actions which are aimed at reducing prisoners' risks to themselves and how to review this at each case review.</p> <p>Quality Assurance procedures will be reviewed in January 2017 and strengthened with a 72 hour, and a weekly check for all open ACCTs, and a post-closure check. These procedures will include consideration of use of appropriate care maps. The Safety Custodial Manager will monitor this and note any areas for improvement, which will be fed back to the Governor.</p>	Head of Safety 31 <sup>st</sup> January 2017
2	The Governor and Head of Healthcare should ensure that prisoners being monitored under ACCT procedures who have been segregated have an urgent mental health assessment.	Accepted	The Head of Safety and Head of Healthcare, in consultation with Mental Health Team Manager, will draw up an agreed process to ensure that all segregated prisoners being monitored under ACCT procedures have an urgent mental health assessment. Where there is no in-reach team availability within 24 hours, a primary care mental health assessment will be undertaken by the primary care team and shared with the in-reach team as soon as practicable.	Governor Head of Safety Head of Healthcare 31 <sup>st</sup> January 2017
3	The Governor should ensure that all staff undertaking risk assessment for prisoners taken to hospital understand the legal position on the use of restraints and that assessments fully take into account the health of a prisoner and are based on the actual risk the prisoner presents at the time.	Accepted	<p>The local risk assessment form reflects the requirements contained in the standard risk assessment form within the National Security Framework. The Governor will remind all relevant staff through a staff briefing in January 2017 about the updated local risk assessment document, to ensure that all staff undertaking risk assessments for prisoners taken to hospital understand the legal position; that assessments must fully take into account the health of a prisoner and be based on the actual risk that the prisoner presents at the time.</p> <p>The Head of Healthcare will also be reminded at this time to ensure that accurate health information is provided on all risk assessment forms, and</p>	Governor Head of Healthcare Head of Safer Custody Head of Security Head of Operations 31 January 2017

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			that healthcare staff are sufficiently briefed on the completion of the forms.  Complex clinical cases with longer term implications will now be subject to case management planning between the Heads of Safer Custody, Healthcare and Operations. All risk assessments will be subject to internal management checks as well as external audits.	