

Action Plan – Muhamed Alkubaisi. HMP Wormwood Scrubs. NC. 18/11/2016

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that all escorting staff are made aware of their responsibilities during medical emergencies and ensure they adhere to the information in the escorting risk assessments. The use of double handcuffs for category C prisoners should be exceptional and fully justified in writing.	Accepted	A notice to staff will be published to remind escorting staff of the national guidelines regarding the use of restraints during an escort for a medical emergency, including the need to record and justify where the checking of the individual's security category will unacceptably delay the discharge to hospital, and ensure full risk management processes are applied as soon as possible.	Head of Security October 17
2	The Governor should ensure that a member of Prison Service staff informs the next of kin of seriously ill prisoners as soon as possible, in line with national guidance.	Accepted.	A notice to staff will be published to remind all staff that a member of the establishment's FLO team must be asked to deliver the message to next of kin of seriously ill prisoners as soon as possible and in person wherever possible.	Head of Safer Custody October 17
4	The Governor should ensure that all staff maintain accurate and contemporaneous prisoner records, including making clear where retrospective decisions are made, so that there is an effective record of events, issues, concerns, decisions and action taken.	Accepted.	All staff in the establishment, including members of staff from partner agencies, have been informed of the importance of maintaining all accurate records, including marking clearly when retrospective decisions are made and recorded. A notice to staff will be published to reinforce this to all staff.	Head of Safer Custody October 17.
5	The Governor should ensure that staff are aware of their responsibilities, set out in PSI 58/2010, to provide all relevant material to the Ombudsman	Accepted	The Safer Custody team have been reminded by the Head of Safer Custody of the need to work closely with the PPO investigator to ensure all relevant material is provided in a timely manner in line with PSI 58/2010.	Head of Safer Custody Completed.