

**Action Plan – Gavin Short. NC. HMP Hatfield. 15/12/2017**

Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
<p>The Governor of HMP Hatfield should ensure that staff completing roll checks are aware of their responsibilities and that they satisfy themselves all prisoners are present and correctly accounted for, that they have not escaped, and are not ill or dead.</p>	<p>Accepted</p>	<p>A change to the Local Security Strategy (LSS) will be effected in August 2018 ensuring that the Good Practice procedure listed in PSI 75/2011 is implemented.</p> <p>The appropriate arrangements will depend on the local regime, but there is a need for clearly understood systems in place for staff to assure themselves of the well-being of prisoners during or shortly after unlock. A Governors order will be issued in August 2018 to re-enforce this.</p> <p>The Safer Custody Learning Bulletin entitled “Checking on the Welfare of Prisoners” will be distributed to all staff in August 2018 Managers and will ensure that this learning is embedded.</p> <p>Prior to unlock, staff should:</p> <ul style="list-style-type: none"> <li>• physically check the presence of the occupants in every cell</li> <li>• ensure that they receive a positive response from prisoner/s by knocking on the door and await a gesture of acknowledgement</li> <li>• if they fail to get a response they may need to open the cell to check, the purpose of this check is to confirm that the prisoner has not escaped, is ill or dead.</li> </ul> <p>The above bullet points are included in the LSS.</p>	<p>August 2018</p> <p>Head of Security</p> <p>August 2018</p> <p>Head of Residence</p>