

Action Plan – Joseph Dybowski – HMP Bristol - 31/05/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that all staff are reminded of the importance of roll checks, how to carry them out and the consequence of not doing so.	Accepted	<p>Instructions for the completion of roll checks are available to all staff on the Local Security Strategy. Staff that do not adhere to these requirements will be challenged and may face disciplinary action. Staff have been reminded through a local notice in March 2018 of their responsibility to complete roll checks in line with these instructions.</p> <p>The local induction training package for Operational Support Grades has been updated to include roll check procedures, and instructions for the completion of roll checks are covered during initial Prison Officer training.</p>	<p>Head of Residence - completed</p> <p>Training Services</p>
2	The Governor should ensure that all prison staff are made aware of, and understand their responsibilities during medical emergencies, including entering cells and using emergency codes.	Accepted	<p>An easy-guide A3 poster has been produced setting out the appropriate use emergency codes and the correct action to be taken following a Code Red or Code Blue being called, including the immediate calling of an ambulance. This has been published widely across the prison.</p> <p>In June 2017 Control Room staff were reminded by email of the process they must follow when a Code Blue or Code Red is called. Control Room staff now received regular verbal briefings (at least weekly) by the Head of Operations or Custodial Manager for Operations.</p> <p>A schedule of quick-time learning is in place for the daily staff morning meeting, and staff receive regular verbal briefings regarding their responsibilities during medical emergencies, including the use of emergency codes.</p> <p>Staff were reminded by newsletter in July 2017 and January 2018 of</p>	<p>Head of Safer Prisons & Equalities March 2018</p>

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			<p>their responsibilities during medical emergencies, including the use of emergency codes and a newsletter quiz question also related to this process. All operational and non-operational staff are being reissued with a pocket size guide describing their responsibilities during medical emergencies and the use of emergency codes. 200 cards have been issued to date.</p> <p>The Head of Safer Prisons and Equalities and the Head of Operations monitor transmissions when a Code Red or Code Blue is called to ensure the correct process is followed.</p> <p>A local notice to staff was issued in February 2018 reminding staff of the procedures to be followed when opening cells where there is considered to be a risk to life.</p>	