

Action Plan –Darius Petraitis at HMP Lincoln on 07/06/2016

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that reception staff consider and record all the known risk factors of a newly-arrived prisoner when determining risk of suicide or self-harm including information from prisoner escort records and previous prison records. The SPARC Keep Safe form is a potentially useful source of such information.	Accepted	<p>All relevant staff were reminded in October 2016, through a staff notice and during a senior management meeting, of the updated Early Days in Custody policy, and that they must consider and record all the known risk factors of a newly-arrived prisoner when determining risk of suicide or self-harm, including checking all relevant information from sources such as prisoner escort records, SPARC Keep Safe form, and previous prison records. The Early Days in Custody policy has been displayed in all relevant areas of the prison.</p> <p>Upon arrival at HMP Lincoln all new prisoners will be interviewed by trained reception staff and will receive healthcare screening. The cell sharing risk assessment process will be completed at this time with the SPARC Keep Safe Form. Information from these sources will be monitored daily through core record checks, and information updated onto the PNOMIS system. A further offender management check is completed the next working day to ensure all information about new prisoners has been correctly documented.</p>	Governor Completed
2	The Governor should ensure that officers have meaningful contact with every prisoner through an effective scheme which ensures that officers get to know prisoners and identify their needs backed up by regular case history notes.	Accepted	<p>A notice to staff was issued in July 2016 remind staff of their obligations under the personal officer scheme.</p> <p>Secondary officers to support this scheme are also in place and a notice to staff was published in February 2017 to reinforce the personal officer scheme process. This will ensure continuity of case management and ensure that officers have meaningful</p>	Governor Completed

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			<p>contact with every prisoner, and through interaction with them are able to identify their needs and complete regular case history notes on them.</p> <p>Personal officers will liaise with their secondary officer to ensure that there is a handover and cover during any temporary absence, including night cover and annual leave.</p> <p>The prison aims to undertake personal officer work every two weeks. All case notes on prisoners will be updated on P-NOMIS, and reviewed at the weekly performance meeting by the custodial manager and residential Governors, who are also tasked to challenge any staff member who have not recorded case history notes fully.</p>	
3	The Governor and Head of Healthcare should ensure that accredited interpreting services are used for prisoners who do not understand English well, when matters of accuracy or confidentiality are a factor.	Accepted	The Governor instructed all staff through a written notice in February 2017 that accredited interpreting services must be used for prisoners who do not understand English well, especially when matters of accuracy or confidentiality are a factor. A log will be kept of when interpreting services are used and monitored through the business assurance system.	Governor Head of Healthcare Completed
4	The Governor should investigate why Mr Petraitis' cell bell was turned off and satisfy himself that staff respond	Accepted	The Governor commissioned a review in June 2016, following the death of Mr Petraitis, on the effective use of cell bells, especially in the vulnerable prisoners' unit. Following the review, a cell bell	Governor Head of Safer Custody

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	appropriately to cell bells on the vulnerable prisoners' unit.		<p>monitoring check was conducted and all staff were reminded in February 2017, through a staff notice, of the need to respond promptly to cell bells, especially in the vulnerable prisoners' unit.</p> <p>A new system of working is now in force where social bells are no longer muted in the wing office by staff prior to attending the prisoner's cell. This recommendation will be closely monitored by Head of Safer Custody.</p>	Completed