

Action Plan- Ryan Trimmer. HMP Lewes. Self- Inflicted. 26/04/2017

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 and self-harm in line with national guidelines, including that:</p> <ul style="list-style-type: none"> • Staff identify, consider and record all known risk factors for a prisoner when determining their risk of suicide or self-harm. • Staff set care map actions designed to reduce the prisoner's risk of suicide and self-harm, review them at each case review and ensure actions are completed. • Staff vary the times of ACCT checks, while remaining within set observation periods, to avoid prisoners being able to predict when they will be checked. • Staff should complete all ACCT documentation accurately. • Staff should record the reasons for placing a prisoner on constant supervision and reassess daily. 	Accepted	<p>All prisoners arriving at HMP Lewes are screened by trained healthcare staff and interviewed by prison staff. Any risk factors identified are highlighted on their case notes and an ACCT document is opened if deemed appropriate.</p> <p>The new SASH (Suicide and Self Harm) training for all staff directly or non-directly employed by HM Prison Service will be completed by 2019. The training contains modules which specifically focus on identifying risks and triggers and opening an ACCT.</p> <p>The number of staff who have completed the training are monitored weekly to ensure planned targets are reached.</p> <p>A Notice to Staff was published in October reminding staff of the need to vary times of ACCT checks and the importance of completing all ACCT documentation accurately. It also covered the need to record the reasons for placing prisoners on constant supervision and that this must be reviewed daily. Staff were also reminded that using alternative clothing is a last resort and this must be recorded and that an enhanced case review must be carried out.</p> <p>All existing Band 4 and Band 5 staff at HMP Lewes are now fully trained in ACCT Case Management. All new recruits into these posts will receive mandatory training on ACCT Case Management delivered regionally.</p> <p>Since October 2017 laminated prompt sheets have been available in every wing office desk with guidance on how to complete ACCTs.</p>	Safer Custody Completed

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	<ul style="list-style-type: none"> Staff should use alternative clothing as a last resort and if used, staff should record the reasons and hold an enhanced case review. 		The Duty Governor now carries out an ACCT Quality Assurance on 25% of all ACCTs from Monday to Thursday with all ACCTs being quality assured by a Duty Governor from Friday to Sunday. Feedback from these Quality Assurance sheets are collated by the Safer Custody team and appropriate updates given to the specified ACCT Case Manager. This was implemented in October 2017	
2	The Governor should ensure that wherever possible, prisoners are allocated to shared cells when this has been advised as a protective measure against suicide and self-harm, and where a shared cell is not allocated, staff record the reasons.	Accepted	<p>The new SASH (Suicide and Self Harm) training for all staff directly or non-directly employed by HM Prison Service will be completed by 2019 and includes guidance on allocating prisoners at risk of suicide or self-harm, a shared cell, where appropriate.</p> <p>A Notice to Staff, published in October, reminded staff to allocate shared cells wherever possible when it is considered that this may be a protective measure against suicide or self-harm and to record the reasons if this is not possible.</p>	Head of Security Completed
3	The Governor and Head of Healthcare should ensure that all staff understand the importance of entering a cell without delay when a prisoner's life is at risk, when it is safe to do so.	Accepted	<p>In October 2017 all staff, including healthcare, were reminded via a Notice to Staff, of the importance of entering a cell, without delay, as soon as it is deemed safe to do, when a prisoner's life is at risk following the procedures laid out in the Prison Officer Entry level manual.</p> <p>In addition, HMP Lewes now have discipline members of staff detailed on healthcare including at night to escort healthcare staff into cells where necessary, thereby reducing the potential for any delay in entering a prisoner's cell if his life is at risk.</p>	Governor and Head of Healthcare Completed
4	The Governor and Head of Healthcare should ensure that all staff are trained or receive	Accepted	HMP Lewes now have three trainers to deliver Emergency First Aid training and refresher training for staff will begin in December 2017. Training for staff who require full training will begin in January 2017. This	Governor Completed

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	refresher training in basic life support.		<p>will continue in line with our monthly training programme to have all staff trained in Emergency First Aid by April 2019.</p> <p>All uniformed staff who completed their Prison Entry Level training after January 2016 have now completed Emergency first Aid at Work (EFAW). It is mandatory for all healthcare staff to complete Basic Life Support as part of their yearly mandatory training or nursing staff complete Immediate Life Support Training and refresher updates yearly.</p>	
5	The Governor should ensure that staff inform the next of kin of seriously ill prisoners promptly.	Accepted	All Operational Governors who undertake Duty Governor responsibilities have been reminded that, where a prisoner is seriously ill, they must appoint a Family Liaison Officer immediately who will inform the prisoner's family and that there must be no delay in the process of notifying them.	Governor Completed