

**Action Plan – Peter Dunsby. HMP Bure. NC. 16/10/2017**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	The Governor should ensure that staff are given clear guidance and reminded of their responsibilities when unlocking cells.	Accepted	<p>The Governor will publish an Information For Colleagues giving clear guidance and reminding staff of their responsibility to confirm the welfare of each resident when unlocking cells.</p> <p>To support this process the Head of Safer Prisons and Equality will liaise with and ensure all managers provide a return evidencing that all uniformed staff have read and acknowledged the instruction.</p>	<p>Complete</p> <p>Governor</p> <p>31 May 2018</p> <p>Head of Safer Prisons and Equality</p>
2	The Governor and Head of Healthcare should ensure that staff are reminded of their duty to keep accurate records at all times, in particular, during emergencies and when prisoners' welfare is at issue.	Accepted	<p>An updated notice on Emergency Response Codes was published and issued to staff at the end of February 2018. This includes instructions that when a Code Blue/Red medical emergency is called an incident report must be written on every occasion and include full details of when the emergency was called and which staff were involved.</p> <p>To support this process the Head of Safer Prisons and Equality will liaise and ensure all managers provide a return evidencing that all uniformed staff have read and acknowledged the instruction.</p> <p>New paperwork for Nurses using emergency bags was introduced in December 2017. This documentation outlines treatment details and is scanned onto SystmOne post-incident. It is also intended to be used as a handover document for attending paramedics, should hospitalisation be needed. A Standard Operating Procedure will also be written covering this task.</p>	<p>Complete</p> <p>Governor &amp; Head of Healthcare</p> <p>31 May 2018</p> <p>Head of Safer Prisons and Equality</p> <p>31 May 2018</p> <p>Head of Healthcare</p>