

Action Plan – Anthony Soloman at HMP Nottingham on 27/09/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Governor should ensure there are effective supply and demand reduction strategies to help reduce the availability of new psychoactive substances and that staff are vigilant to signs of their use and take appropriate action.</p>	Accepted	<p>An updated drug strategy was published in December 2017 and all staff made aware of it through global email. The updated drug strategy reminded staff about the importance of being vigilant to the signs of psychoactive substance use and what action to take in the event of it.</p> <p>The coordination of this strategy with resulting actions from it takes place at the bi-monthly drug strategy meetings, which has a multi- disciplinary attendance.</p> <p>Nine additional officers have been allocated to the security department to improve staff resources in carrying out drug searches and drug testing.</p> <p>A Security and Safety training day was held in November 2017 to train staff in the awareness of psychoactive substances.</p> <p>Following the prison being identified for urgent attention, by the Chief Inspector of Prisons, a strategy to further enhance the ability to reduce the supply and demand for drugs within Nottingham prison has been being developed and resources sought to help initiate this. In line with this, in November 2018, a senior manager was appointed to lead on the establishment’s drug strategy. The updated strategy now includes actions from a drug diagnostic audit that was undertaken by HMPPS, and coordinates the work of various departments within the establishment to effectively manage the supply and demand of drugs.</p>	<p>Governor Head of Reducing Reoffending and Head of Security Completed</p>
2	<p>The Governor should ensure that all information indicating bullying and</p>	Accepted	<p>The Challenge Support Intervention Plan (CSIP) was introduced in November 2018. Since its launch, the establishment have updated</p>	<p>Head of Safer Prisons and</p>

Action Plan – Anthony Soloman at HMP Nottingham on 27/09/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
	<p>intimidation is fully coordinated and investigated in line with national and local policies.</p>		<p>the Violence Reduction strategy to include the CSIP principles and reflect the new processes. All staff were made aware of the CSIP and Violence Reduction strategy through a safety day launch in November 2017. Work has now begun to improve the process of recording incidents of violence and bullying accurately, with dedicated officers being allocated to investigate violence incidents in a timely manner, in line with national and local policies.</p> <p>A weekly Safety Intervention Meeting, was launched in December 2017, with a multi-disciplinary attendance, to discuss the establishment's most violent prisoners and suitable interventions for them. The meeting is chaired by the Head of Safer Prisons and Equality.</p> <p>A new 'Challenge Support and Intervention (CSIP) landing, in line with the national CSIP model was launched in November 2018 on C wing to house persistent perpetrators of violence. The funding for a gate and an intervention room, agreed in April 2018, is also now complete.</p> <p>The regional psychology team have produced a syllabus for perpetrators on how to work through their emotions and impulsive thoughts. The programme was implemented across the prison estate in July 2018.</p>	<p>Equality. Head of Residence and Services Completed</p>
3	<p>The Governor should ensure that all staff are clear about where they are scheduled to work within the prison and the duties they are expected to perform.</p>	Accepted	<p>A Governor's Order was published in February 2018 to clarify the steps to be taken by supervising officers to establish that correct staffing levels are in place, and it is clearly stated where staff are scheduled to work within the prison and the duties they are expected to perform. Since April 2018, a comprehensive staff</p>	<p>Governor Head of Business Assurance Head of Residence and Services</p>

Action Plan – Anthony Soloman at HMP Nottingham on 27/09/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
			<p>detail sheet has been posted each day at the gate lodge so that staff arriving for duty can check where they have been detailed to work.</p> <p>A job description for staff patrolling during prisoner lock up times was written and emailed to all staff in April 18, so all staff are aware of the duties involved. The job descriptions have been saved in the shared drive folder so all staff have access to it.</p>	Completed
4	The Governor should ensure that all cell bells are answered within five minutes	Rejected	<p>Because prisoners routinely use cell bells for non-emergency reasons, the number of uses is such that answering each call within 5 minutes cannot be guaranteed. The expectation is that cell bells are answered promptly and where possible within 5 minutes, and that calls made by prisoners subject to the ACCT process must be answered immediately. HMPPS has issued a reminder to all establishments to this effect.</p> <p>Also at a national level, a focused piece of work on cell bell usage is being undertaken through the joint HMPPS / MoJ prisons safety programme. This will enable us better to understand current patterns and to ensure that genuine emergencies are prioritised.</p> <p>Locally, although unable to accept the recommendation as it is written, the establishment has taken a number of actions to improve response times. As well as issuing guidance to all staff in September and October 2017 reminding them of the importance of responding promptly to emergency cell call bells, the former Governing Governor personally briefed them on the importance of a timely response.</p> <p>The response rate to emergency cell bells at the prison is</p>	Governor April 2019

Action Plan – Anthony Soloman at HMP Nottingham on 27/09/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
			<p>monitored every day by managers on all wings with the exception of D and E wings, where there is not currently a cell call monitoring system. A bid to install such a system on these wings is to be considered by the Estates Improvement Programme. I hope that a decision on the necessary funding will be made by April 2019.</p> <p>On a weekly basis, residential Custodial Managers are required to check the response times and to challenge staff in instances where emergency cell bell calls have not been responded to within 5 minutes. This is overseen by the Senior Management Team, who also check response times during their monthly inspections of wings.</p> <p>Safer Custody meetings at the establishment now take place monthly, rather than bi-monthly, and that cell bell response times and the monitoring of these will be an agenda item.</p>	
5	<p>The Governor should ensure that all prison staff are aware of, and understand PSI 03/2013 and their responsibilities during a medical emergency, including efficient communication of the nature of the emergency and ensuring there are no delays in calling an emergency ambulance.</p>	Accepted	<p>Since September 2017, all staff were reissued with a Governor's notice to remind them about PSI 03/2013 and their responsibilities during a medical emergency, including the importance of efficient communication of the nature of the emergency, to ensure there are no delays in calling an emergency ambulance. The message of this Governors Order formed part of safer custody briefings communicated through various departments during the period February - April 2018.</p> <p>In addition, the Safer Custody team have begun to issue all staff with laminated cards, as useful aids of when it is appropriate to call an emergency response code and the action that must then be taken. All staff will receive these by January 2019.</p>	<p>Deputy Governor Head of Business Assurance Head of Safer Custody Completed</p>

Action Plan – Anthony Soloman at HMP Nottingham on 27/09/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
			Adherence to this procedure is monitored by the Senior Management Team and custodial managers are tasked with identifying and challenging the safer custody team staff when they have not adhered to this correctly.	