

## ACTION PLAN

No	Recommendation	Accepted/Not accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Governor and Head of Healthcare should ensure that all healthcare staff in reception see information about risk from escort records and review previous medical records when assessing risk of suicide and self-harm.	Accepted	<p>Reception staff are to make sure that for all new receptions, the Prisoner Escort Record (PER) is passed to the reception nurse. If there are any self-harm alerts the reception nurse will explore this further, and check the prisoner's medical record and take appropriate action. The duty nurse each night will check the full medical record for the new receptions that day and take appropriate action.</p> <p>Risk related information is shared on NOMIS and SystemOne, and staff will open an ACCT where deemed necessary. All reception staff have been notified of the requirement to pass all PER on new prisoners to the reception nurse.</p>	<p>Head of Healthcare with Head of Operations</p> <p>Complete</p>	
2	The Governor should ensure that, when a cell door is unlocked, staff satisfy themselves of the safety of the prisoner and that there are no immediate issues that need attention.	Accepted	A Notice to Staff was issued on 8 January 2015, instructing staff to satisfy themselves on the safety of prisoners and that there are no immediate issues which require attention at unlock.	<p>Heads of Residence</p> <p>Complete</p>	
3	The Governor should ensure that all relevant staff are familiar with and act on the PSI 03/2013 and Wymott's local protocol for calling	Accepted	A Notice to Staff (40/2013) was issued regarding the correct protocol for emergency codes and the calling of emergency ambulances on 15th March	<p>Head of Healthcare with Head of Residence and Services</p> <p>Complete</p>	

	<p>an emergency ambulance (40/2013) and are aware of their responsibilities during medical emergencies which should include:</p> <ul style="list-style-type: none"> <li>▪ Efficiently communicating the nature of a medical emergency;</li> <li>▪ Ensures staff initiate basic life support as needed until health care staff arrive;</li> <li>▪ Ensuring staff called to the scene attend as quickly as possible and bring the relevant equipment; and</li> <li>▪ Ensures there are no delays in calling, directing or discharging ambulances</li> </ul>		<p>2013 and was re-issued 23rd April 2014. This has since been revised, and NTS 234/14 was issued on 10/11/14 instructing staff to immediately check for signs of life and administer basic life support, if trained to do so, or summon the assistance of a trained first aider via the radio net whilst waiting for healthcare to arrive. Additionally, the Head of Healthcare will be locating defibrillators on every wing.</p>		
4	<p>The Governor should ensure that there are sufficient first aid trained staff on duty at all times and that when a prisoner is not breathing all officers understand how to begin basic life support and do so until trained staff arrive, unless there is clear evidence that it would be futile in the circumstances.</p>	Accepted	<p>At present, 11% of all staff are trained in first aid and plans are in place to secure further training (such as "Heartstart") to increase the number of staff trained. A nurse is on duty at all times (including weekends and nights) and they are all trained to deliver intermediate life support.</p>	<p>Head of Corporate Services</p> <p>31<sup>st</sup> January 2015</p>	
5	<p>The Governor should ensure that Wymott has effective strategies to reduce the availability of illicit drugs and trading of prescribed medication and to tackle issues arising from prisoners in debt to each other.</p>	Accepted	<p>The Electronic Mercury Security System enables staff to record and manage Intelligence Reports electronically. Strategies to reduce the availability of illicit drugs include developing a drug supply reduction action plan which involves the drug strategy team and safer custody team</p>	<p>Head of Security and Intelligence Head of Safer Custody Drug Strategy Lead</p> <p>Complete</p>	

			who are invited to contribute to a monthly security meeting. Intelligence objectives re identified monthly based on current intelligence that include drug supply, and debt issues, and managed for example by activating disruption strategies.		
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