

Action Plan – Alexander Habib-Shaheed 26/05/2017

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 or self-harm in line with national guidelines. In particular:</p> <ul style="list-style-type: none"> • A trained ACCT assessor should complete an assessment within 24 hours of an ACCT being opened and use all relevant information to complete the assessment, including prisoner's core records, wing file and NOMIS. • The frequency of observations should reflect the prisoner's risk and be adjusted when that risk changes. Staff should adequately note on the face of the ACCT document the frequency of observations. • Case managers should complete care maps at the first ACCT case review, which must be appropriately updated thereafter, setting out specific and meaningful actions, including inviting the family, identifying who is responsible for the actions, and reviewing progress at each review. 	Accepted	<p>All staff were reminded via a staff notice in November 2017, that they must manage prisoners at risk of suicide and self-harm in line with PSI 64 2011, Safer Custody. Staff were also reminded through the staff notice that the frequency of ACCT observations should reflect the prisoner's risk and be adjusted when that risk level changes, and must note on the face of the ACCT document the frequency of observations made. These entries are quality checked by the night orderly officer on a daily basis and the Safer Custody officer on a weekly basis.</p> <p>A further notice to staff, issued in February 2018, also reminded staff they must complete care maps with specific and meaningful actions during the first ACCT review and that actions must clearly state who is responsible for each action point, and that the care map must be reviewed and updated at every ACCT review. Staff were also reminded they must make a written record of who has been invited from the prisoner's family to the ACCT case reviews.</p> <p>All orderly officers have been given an updated list of ACCT assessors, and are responsible for checking that there is an ACCT assessor available at all times to conduct assessments within 24 hours.</p> <p>All new prison officers are now issued with a document called Get Your ACCT Together that covers all aspects of PSI 64/2011, Safer Custody.</p>	Governor Head of Safer Prisons Completed

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2	The Governor and Head of Healthcare should ensure that prisoners who refuse food are managed in accordance with PSI 64/2011, Care UK's food refusal policy and the Department of Health guidelines for the clinical management of people refusing food in prisons	Accepted	All staff were reminded in February 2018, via a staff notice that prisoners who refuse food must be managed in accordance with PSI 64/2011, Care UK's food refusal policy and also the Department of Health guidelines for the clinical management of people refusing food in prisons. This notice reminded staff that when a prisoner is identified as refusing food, they must alert the orderly officer by phone and the Safer Custody team by email. Anyone subject to food refusal is also identified on the daily operational briefing so they can be monitored on a daily basis by healthcare staff.	Governor Head of Safer Prisons Head of Healthcare Completed
3	The Governor should ensure that all information indicating bullying and intimidation is fully coordinated and investigated; that alleged perpetrators are appropriately challenged; and that victims are effectively supported and protected with meaningful long-term solutions, which address their individual situation and take into account their risk for suicide and self-harm.	Accepted	<p>All staff were reminded via a staff notice in November and December 2017 about the prison's updated Anti-bullying and Violence Reduction policy. Both policies are available on the shared computer drive which all staff have access to and staff in the residential units have been provided with a written copy.</p> <p>The Violence Reduction policy outlines how perpetrators must be challenged; and how victims must be supported and protected with meaningful long-term solutions to address their individual situation, taking into account their risk for suicide and self-harm. All incidents of violence are investigated by the Violence Reduction Team, with perpetrators adjudicated, referred to the police, their IEP status lowered or their cell location changed.</p> <p>The Violence Reduction Officer and the Violence Reduction Data Analyst investigate all known occurrences of bullying, intimidation and assaults, and ensure that all information is fully coordinated and</p>	Governor Head of Violence Reduction March 2018

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			<p>investigated. A weekly tasking meeting, which has a multi-disciplinary attendance is held to discuss these cases. All actions are monitored at this meeting.</p> <p>The Head of Violence Reduction is currently conducting a review of how bullying and intimidation is managed within the prison to ensure that the appropriate mechanisms to deal with allegations are widely understood and utilised by staff. This review will be concluded by 31 March 2018.</p>	
4	The Governor should ensure that restrictive measures taken to address security threats are considered and proportionate, and that their potential impact on the welfare of prisoners with a history of suicide and self-harm is taken into account	Accepted	<p>The allocation of vulnerable prisoners, and those who are currently self-segregating are identified on the daily briefing so that a discussion can be made regarding their management by the multi-disciplinary team. In conjunction with residential staff, the Safer Custody Officer and Violence Reduction Officer will identify any appropriate support measures for prisoners who are at risk of suicide, self-harm or violence and document this accordingly on NOMIS and in ACCT documents.</p> <p>The current process for assessing and deciding upon the allocation of vulnerable prisoners will be reviewed by the Head of Violence Reduction in March 2018. The review will check to see that all risk information is taken into account and that decisions and outcomes are clearly documented by relevant staff. Staff will all be informed of the outcome of the review and any changes made to the process via a staff notice.</p>	Governor Head of Violence Reduction March 2018

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			By March 2018, the establishment will also review its Incentives, Earned and Privileges Scheme to ensure that appropriate support measures are provided for prisoners who are downgraded to the basic level of the scheme. This will also include the option to not place a vulnerable prisoner onto basic where this would create significant harm or risk to them. The review will also look at employment of vulnerable prisoners, and how alternative employment will be sought for the prisoner who has lost their job and may be at risk of suicide or self-harm.	
5	The Head of Healthcare should ensure that community GP records and other relevant records are routinely requested to ensure continuity of healthcare for prisoners in line with national standards.	Accepted	All relevant healthcare staff will be notified via e-mail in March 2018 about the national Care UK Standard Operating procedure as well as the local Standard Operating procedure which has been adopted by the establishment. The local procedure will enable a more consistent approach when requesting community GP records and other relevant records on a prisoner. This recommendation will be closely monitored by the Head of Healthcare.	Head of Healthcare March 2018

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6	The Governor should ensure that all prison staff are made aware of PSI 24/2011 and the prison's night instructions and that they understand that, subject to a personal risk assessment, they should enter a cell at night when there is potentially a risk to life.	Accepted	All staff were reminded in February 2018 of PSI 24/2011 Management and Security of Nights, and the prison's local night instructions and that subject to a personal risk assessment, they must enter a cell at night when there is potentially a risk to life. All night staff received an e-mail in February 2018 reminding them of their duties when entering a cell at night as per PSI 24/2011.	Governor Head of Security Completed
7	The Governor should ensure that there are sufficient defibrillators at appropriate locations in the prison to allow speedy access in an emergency.	Accepted	All relevant staff were reminded via a staff notice in February 2018 of the locations of the twelve defibrillator units in the establishment. The establishment are currently in the process of purchasing two further defibrillators to be placed in the visits centre. By the end of 2018 it is expected that all residential units will also have a defibrillator unit available. The People Hub manager is responsible for checking all the defibrillators at the beginning of each year to ensure annual calibration.	Governor Head of Safer Custody December 2018.