

Action Plan – Ms Neagat Shanaz at HMP Drake Hall – Natural Cause on 12/07/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that staff record significant information about the welfare of prisoners in the wing observation book.	Accepted	Staff will ensure that they record any significant information about the welfare of prisoners in Observations books. An email has been sent to the Head of Residential and Safer Custody to disseminate to staff.	July 2019 Governor
2	The Head of Healthcare should remind staff to ensure they follow up action to add patients to the GP waiting list as necessary.	Accepted	The importance of following up on all actions including adding patients to the GP waiting list was discussed in staff meetings in October 2018. This was also followed up by an email to all staff.	Complete Head of Healthcare