

**Action Plan – Ian Weeks at HMP Cardiff on 21/10/2017**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that officers have meaningful contact with prisoners during their first weeks in custody, including one-to-one conversations that allow them to get to know prisoners and identify their needs.	Accepted	<p>The Offender Management in Custody model (OMIC) was launched in July 2018, and all staff made aware of it through a Governor’s notice. The OMIC model will ensure that every prisoner is provided with a key residential officer during early days in custody and throughout their sentence, who will offer them regular one to one support and guidance. Any key issues identified by the residential officer about a prisoner will be recorded on NOMIS so all staff are made aware of any main concerns. Since July 2018, all management checks of NOMIS case notes are undertaken by line managers on a weekly basis.</p> <p>Since June 2018, all prison officers have received Key Worker Theory and Skills and Five Minute Intervention training to provide them with the necessary skills to have effective one to one conversations with prisoners, to identify their needs and support them during their rehabilitation process.</p>	Governor Head of Offender Management December 2018
2	The Governor should ensure that all staff understand the importance of entering a cell without delay in an emergency in order to help preserve the life of a prisoner	Accepted	The night operational orders were updated in June 2018 in line with the establishment’s local security strategy. All staff were informed via a Governor’s notice about the updated orders and local security strategy, and reminded of the importance of entering a cell without delay in an emergency in order to help preserve the life of a prisoner.	Governor Head of Operations Completed
3	The Governor and Head of Healthcare should ensure that staff are given guidance about the circumstances in which resuscitation is inappropriate	Accepted	All healthcare staff were reminded through a Governor’s notice in June 2018 about the Royal College of Nursing and Royal College of General Practitioners guidance, and when it is appropriate and not appropriate to perform cardiopulmonary resuscitation (CPR) on prisoners.	Head of Healthcare Head of Residence and Safety Completed

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4	The Governor should ensure that there is an effective and joined-up strategy to reduce the supply of and demand for illicit substances, and that staff remain alert for signs of their use.	Accepted	<p>The establishment has adopted the HMPPS in Wales Drug and Alcohol Strategy since October 2017. This provides the establishment with a strategy which targets both the supply and demand of illicit substances as well as reducing the harm caused through working with partners such as Healthcare providers and the substance misuse practitioners Dyfodol.</p> <p>The establishment has continued to adapt its strategy to take into account the changes in substance misuse and to adjust services to the needs of the men in reducing the supply and demand for these substances. HMP Cardiff introduced Psychoactive Substances meetings bringing together all areas of the establishment and partners to discuss their provisions and methods on a regular basis. These were undertaken from July 2017, in addition to the monthly Drug Strategy Committee Meetings.</p> <p>Staff at HMP Cardiff remain alert to the signs and symptoms of a person under the effects of substance misuse, and where psychoactive substances are believed to have been taken will liaise with healthcare colleagues and open a Psychoactive Substances observations log. The establishment will ensure that staff are reminded of the HMPPS in Wales, Drug and Alcohol Strategy, and the need to undertake psychoactive substance observation logs by reissuing a Governors Notice in August 2018.</p>	Head of Security and Offender Intervention Senior Practitioner - Dyfodol