

**Action Plan – Mr John Anthony Wakefield at HMP Lowdham Grange – AFI on 15/11/2018**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Director should ensure that:</p> <ul style="list-style-type: none"> <li>• all prison staff are made aware of and understand PSI 03/2013, Medical Emergency Response and their responsibilities during medical emergencies; and</li> <li>• staff are provided with guidance on identifying and correctly communicating the nature of a medical emergency in line with the local Medical Emergency Response Code protocol.</li> </ul>	Accepted	<p>A Director's Notice was issued to all staff in January 2019 reminding them of the requirements of PSI 03/2013, Medical Emergency Response, as well as the local Medical Response Protocol. This included how to correctly communicate the nature of a medical emergency. Staff were again reminded about medical emergency responses in a further Director's Notice issued in July 2019. This notice is also displayed on the information screen in the gatehouse as staff collect their keys.</p> <p>In addition, Custodial Managers now also brief Custody Officers about emergency response codes and their responsibilities during medical emergencies to ensure understanding, as part of daily briefings.</p>	<p>Assistant Directors of: Security &amp; Operations Completed</p> <p>Residential Safety Completed</p>
2	<p>The Director should ensure that:</p> <ul style="list-style-type: none"> <li>• the local policy on roll checks is reviewed and updated; and</li> <li>• staff properly check on prisoners' wellbeing during roll checks.</li> </ul>	Accepted	<p>A review of the policy on roll checks has been conducted as part of a full review of the Local Security Strategy and updates made as necessary. A Directors Notice has also been published reminding staff of their duties when conducting a roll check.</p> <p>A weekly check by the Night Duty Manger has been introduced to ensure roll checks are being conducted in line with the Local Security Strategy.</p> <p>The Duty Director night visit form has also been updated to include a check of staff knowledge around their responsibilities during wellbeing /roll checks.</p>	Assistant Directors of Security & Operations Completed

**Action Plan – Mr John Anthony Wakefield at HMP Lowdham Grange – AFI on 15/11/2018**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
			Custodial Managers also brief Custody Officers during daily briefings about roll checks and their responsibilities.	Residential Completed
3	The Director should ensure that the key drug issues at Lowdham Grange are identified and that the prison's local drugs strategy is revised to ensure that these key issues are being addressed.	Accepted	<p>The prison will conduct a review of the new HMPPS guidance in relation to drug supply and reduction. The Assistant Director of Security will chair a meeting involving key managers to implement any changes. This meeting will be held by September 2019.</p> <p>The Tactical Threat Coordination Group currently reviews all tactical threats including key drug issues at least monthly. These are then fed into the establishment's local Drug Strategy meeting and shared via operational staff briefings and information screens in staff areas.</p> <p>Additionally, in 2019, a drug recovery unit was opened on K Wing with joint work between the health provider and prison staff in the delivery of the START programme.</p>	<p>Assistant Director's: Security &amp; Operations September 2019</p> <p>Residential Completed</p>