

PPO ACTION PLAN:

Offender Name	David Howitt
Approved Premises	Quay House
Date of Death	07/07/2019
Date of Action Plan	16/01/2020 (Amended 18/03/2020)

No	Recommendation	Accepted / Not accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Approved Premises Manager should satisfy themselves that all staff have current first aid training to meet safety requirements.	Accepted	<p>We have had discussions with OCS and Sodexo to ensure that their staff have received first aid training.</p> <p>Process set up to develop a training spreadsheet so that existing and new staff are tracked to identify when they have completed first aid training and when renewal training is due.</p>	<p>Completed</p> <p>Completed</p>	