

**Action Plan – Mr Andrew Patrick Jones at HMP Garth – Self-Inflicted Death on 22/11/2018**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that staff manage prisoners at risk of suicide or self-harm in line with national guidance, including that an ACCT is not closed until the caremap actions have been completed.	Accepted	<p>All new operational staff receive Suicide and Self Harm (SASH) training as part of the induction process. This is a prison service training package which includes a module focused on improving staff understanding of the risks factors which must be considered when assessing a prisoner's risk of suicide and self-harm. An ongoing programme of refresher training for all staff is also being facilitated on a monthly basis as part of the establishment's training plan. Safer Custody also regularly publishes learning and staff information notices reminding staff of national guidelines on the management of prisoners at risk of suicide and self-harm in line with PSI 64/2011.</p> <p>A Notice to Staff has been sent to all case managers individually, as a reminder that no ACCT can be closed without all caremap actions being completed. An example caremap has also been published alongside a learning bulletin from the National Safer Custody Policy and Learning Team, which also gives clear guidance on caremaps.</p>	Head of Safer Custody Completed
2	The Governor should ensure that there is a recognised process for deselecting prisoners from the Residential Support Unit. This should take into account a prisoner's history and risk factors, and this information should be shared with receiving staff so that any support that might be	Accepted	<p>A formal process for selection/de-selection for the Residential Support Unit is now in place. If a prisoner is being considered for de-selection, then staff are required to complete a form to ensure a prisoner's history, risk factors and security information are all taken into account as part of the process.</p> <p>A Notice to Staff was published in June 2019, setting out the requirements of the selection/de-selection process. This includes the need to use the appropriate form and that individuals will only be discussed and decisions made at the weekly multi-disciplinary Population Management meeting unless there are exceptional circumstances, whereby an ad-hoc multi-disciplinary</p>	Head of Residence Completed

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	required can be considered and put in place.		meeting will take place. The notice also instructs staff of their duty to note in the receiving wing's observation book the circumstances of any de-selection and include any well-being concerns. A named Senior Officer is tasked with providing assurance at the Population Management meeting that a handover note has been made within the observation book, and a minute is then taken to evidence that it has been annotated appropriately.	
3	The Governor should ensure that the segregation of prisoners pending adjudication is properly authorised, and that health, safety and wellbeing assessments are carried out, in line with PSI 17/2006.	Accepted	In December 2018 a Governor's Order was published, reminding staff that only the Duty Governor can authorise the segregation of prisoners, including those pending adjudication, and that if a prisoner is segregated, a safety algorithm must be completed by Healthcare and the Duty Governor in line with PSI 17/2006.	Head of Segregation Completed
4	The Governor should ensure that adjudication hearings are held in line with guidance.	Accepted	In February 2019, PSI 05-2018, Prisoner Discipline Procedures (Adjudications), was introduced, replacing PSI 47-2011. The adjudications process at HMP Garth is the responsibility of the Segregation Unit and all relevant staff have been made aware of the requirements of the new PSI. A designated adjudication liaison officer is responsible for collating all adjudication paperwork and ensuring it is processed in accordance with the published instructions. An adjudicating Governor is available Monday to Saturday to hear adjudications and to ensure these are conducted in line with the required timescales. If there are exceptional circumstances that require hearings to be opened and adjourned in a prisoner's absence, then this will be	Head of Segregation Completed

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			recorded within the adjudication paperwork.	
5	The Governor should ensure that all staff understand their responsibility to check prisoners' wellbeing during roll checks.	Accepted	A Governor's Order was issued in June 2019 reminding all staff of their responsibilities in regards to prisoners' wellbeing during roll checks. This notice clearly states the purpose of roll checks, which includes that prisoners are accounted for, as well as prisoner safety and welfare. If there is a failure to comply with these mandatory instructions staff will be subject to internal processes which could lead to disciplinary action being taken.	Head of Residence Completed
6	The Governor should ensure that when staff find an observation panel covered and the prisoner fails to respond, they follow local instructions by remaining at the cell door and radioing for assistance, which should be provided as soon as possible. The Governor should consider how best to remind staff of these instructions and establish a way to monitor compliance.	Accepted	<p>HMP Garth has re-issued this local instruction as a further Governor's Order containing mandatory instructions that staff should only leave the cell door if they are not carrying a radio and in order to physically summon assistance. All operational staff have been made aware of this order via email, staff briefings and meetings. Where staff fail to follow these instructions they may be subject to an internal investigation, which could then lead to disciplinary procedures.</p> <p>Garth is currently developing a communications policy, which will provide greater assurance that important communications reach their intended recipients and are understood. Part of this communication strategy will include that for this Governor's Order in particular, all operational staff will be asked to sign to ensure they have read and understood the mandatory instructions contained within it.</p>	Head of Residence August 2019