

Action Plan – Mr Edwin Hillier at HMP Littlehey – Natural Cause on 22/03/2020

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that staff recognise the symptoms of COVID-19.	Accepted	<p>At the time guidance was changing daily but has now remained fairly constant. We currently use the latest guidance from PHE.</p> <p>The Governor has issued a Notice To Staff that was re-issued on 9 September to ensure staff recognise the symptoms of COVID-19 and are aware of the required actions- The Senior Leadership Team have also facilitated verbal briefings to all staff.</p> <p>Healthcare will inform the prison of any symptomatic residents on the day, this is discussed at the Governor’s morning meeting each day and the Safety Intervention Meeting (weekly). This information is communicated to Custodial Managers to ensure they inform their staff of symptomatic prisoners. It is noted in the wing observation books, the wing boards and a global email is sent to ensure all staff are aware. Governors and Custodial Managers will ensure they review entries on C-Nomis and ensure staff are using PPE equipment as per SOP and as advised by the Healthcare Department. Healthcare will inform the prison of any specific clinical instructions and assist in the formulation of notices to staff and prisoners.</p> <p>Monitoring of these residents will be as per NHS/PHE guidance in collaboration with healthcare advice.</p>	<p>Complete</p> <p>Governor & Head of Healthcare</p>
2	The Head of Healthcare should ensure that healthcare staff monitor prisoners in accordance with	Accepted	<p>At the time guidance was changing daily but has now remained fairly constant.</p> <p>As mentioned above staff rely on the latest guidance PHE guidance. Healthcare staff are required to complete the Daily Handover Meeting Record, this details</p>	<p>Complete</p> <p>Head of</p>

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	clinical instructions.		the clinical instructions and has a separate section for COVID-19. Additionally, there a daily team briefs and MDTs where a Manager oversees staff monitoring of prisoners in accordance with clinical instructions; COVID-19 is now a standing agenda item at these meetings. All assessments are also now documented within SystemOne.	Healthcare