

Action Plan – Mr Zachary Mockford at HMP Channings Wood – Self Inflicted on 27/07/2019

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that staff record the details of any significant information passed to staff from other disciplines.	Accepted	A Notice to Staff will be issued instructing all staff of the requirement to record any significant information on NOMIS. The Head of Healthcare will ensure that anything significant reported to healthcare staff is reported on SystemOne. An assurance check for this will be incorporated into the monthly Safer Custody report and in instances when information sharing is required between healthcare and discipline staff, the Head of Healthcare will report this via the monthly audit of healthcare involvement in ACCTs.	March 2020 Head of Safety & Equality and Head of Healthcare
2	The Governor should ensure that all ACCT documentation is properly completed.	Accepted	A Notice to Staff will be issued in February 2020 along with an all staff email and a reminder in daily briefings that all ACCT documentation must be properly completed with a date and signature. The Safer Custody team will carry out assurance checks during the monthly audit of ACCT documents and this will be included on the Safer Custody report as well as on the monthly Safety Group assurance to the Governor.	March 2020 Head of Safety & Equality