

Action Plan – Mr Frank Austin at HMP Wayland – AFI on 12/09/2019

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	<p>The Governor should ensure that staff follow the correct medical emergency procedures, as set out in PSI 03/2013 and in Wayland’s local protocol, including that they:</p> <ul style="list-style-type: none"> • use the appropriate medical emergency code when they find a prisoner unresponsive; and • enter a cell immediately when necessary to preserve life, where it is safe to do so. 	Accepted	<p>The Governor re-issued a notice to staff in January and July 2020 reiterating the importance of using the correct emergency codes in line with PSI 03/2013. This notice to staff will be circulated every 6 months.</p> <p>A further notice to staff was issued in July 2020 detailing the correct protocol for entering a cell in an emergency. This will also be circulated every 6 months and will include key information on the importance of following the correct procedures during all emergency situations. Posters have been placed in staff areas and will be replenished every 6 months in line with the published notices.</p> <p>From August 2020 night staff will be questioned on the emergency night procedures during the monthly Governor night visits. Questions will relate to the steps that should be taken in different emergency situations in order to ensure all staff are confident in their responsibilities and to offer support where needed. This was added to the Governor visit checklist in August 2020 to ensure compliance.</p> <p>The safety interventions meeting (SIM), attended by multi-disciplinary staff and key partners, provides a platform for the safety team to discuss all relevant safety issues. From August 2020, the meeting will include a review of staff awareness and training requirements relating to cell entry procedures and correct emergency codes. The ongoing training requirements will be reviewed at the SIM in line with the re-issuing of the guidance at six month intervals to ensure that up to date information is distributed. The minutes of each meeting will be recorded and shared with the relevant staff.</p>	<p>Completed Governor Safety Team</p> <p>Completed Governor Safety Team</p>