

Action Plan – Mr Craig Thompson at HMP Warren Hill – Self Inflicted on 11/05/2019

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should issue comprehensive guidance to staff on unlocking procedures so that staff are clear about what is expected of them, particularly if they cannot enter the cell and cannot get a response from the prisoner.	Accepted	<p>Guidance for staff has been delivered at full staff meetings and centred on recognising an emergency situation during unlock, calling an emergency code immediately and the procedures for entering a cell quickly. This was delivered in November and December and will remain on the agenda for the January 2020 full staff briefing.</p> <p>This information has also been reiterated in the daily briefings to make sure that all staff are fully aware of the unlock procedures. The key information relating to this remained on the daily briefing sheets for one month from November 2019 for staff reference.</p> <p>Safety training on the unlock procedures was also delivered to all staff on the December 2019 staff training day. This training ensures that all staff are aware of the circumstances surrounding entering a cell and making sure that a response is received from the prisoner and what to do in the instance that it is not. This will also be delivered at the next speed training event in March 2020.</p> <p>A Notice to Staff has been issued in November 2019 which reiterates the unlock procedures and entering a cell in an emergency. The Governor has also publicised recent PPO recommendations on posters which have been displayed in staff only areas.</p>	<p>January 2020 Head of Safer Custody</p> <p>Completed. Head of Safer Custody</p> <p>March 2020 Head of Safer Custody</p> <p>Completed. Head of Safer Custody</p>

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2	The Governor should ensure that following a death in custody staff open and complete a log book to properly record all contacts with the next of kin in line with national policy.	Accepted	<p>Emergency Grab Bags will be put in place containing all of the relevant guidance and documentation for staff to complete in the immediate aftermath of an incident prior to the Family Liaison Officer (FLO) taking over. FLO logs are already available and the establishment will replicate good practice routines developed by HMP Wayland.</p> <p>The death in custody Contingency Plans will be reviewed by the Security Team to ensure that they highlight the need to open a FLO log and record all contact with the next of kin.</p> <p>A further two FLOs have been identified and FLO courses are being sourced through national Learning & Development team.</p>	<p>February 2020 Head of Safer Custody.</p> <p>January 2020 Security Team.</p> <p>May 2020 Head of Business Assurance.</p>
3	The Governor should ensure that a copy of this report is shared with staff named in this report.	Accepted	All staff named will be given a copy of report and will have an opportunity to read and discuss it with the Governor and Deputy Governor. A support meeting for those involved will also be arranged so that staff have the opportunity to discuss its contents.	December 2019 Head of Safer Custody