

Action Plan – Mr Paul Jordan at HMP Altcourse –Self-Inflicted on 06/07/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Director should ensure that all prison staff are aware of the correct procedures at roll checks and that, when a cell door is unlocked, staff satisfy themselves of the wellbeing of the prisoner and that there are no issues that need immediate attention.	Accepted	<p>Procedures for roll check and unlock are included as part of the initial officer training. Regular reminders have been provided to staff via wing briefings and management meetings, and a notice to staff was issued in July 2018 reiterating the need for staff to satisfy themselves of a prisoner’s wellbeing so that opportunities to provide assistance to prisoners in distress are not missed.</p> <p>Staff have again been reminded of their responsibilities during roll checks and unlocks by a further notice to staff issued in March 2019. The Head of Residence also carries out ad-hoc checks to ensure staff are adhering to the this process, with one to one guidance provided as required.</p>	Head of Safer Custody Completed
2	The Director and the Head of Healthcare should ensure that information on the Person Escort Record is fully explored in the first night assessment and reception health assessment.	Accepted	<p>Both operational and healthcare staff have been reminded during team briefings of the importance of sharing information from PERs during the admissions process.</p> <p>In March 2019 Safer Custody and Healthcare implemented a jointly managed monthly quality assurance audit to check to ensure information from the PER is correctly incorporated into the first night and health assessments.</p>	Head of Safer Custody & Head of Healthcare Completed