

**Action Plan - Khalid Abiaz at HMP Swansea on 13/09/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that reception staff identify, consider and record all the relevant risk factors and documentation of a newly arrived prisoner when determining their risk of suicide or self-harm	Accepted	<p>The current process for movement of prisoner records from early days in custody was reviewed in April 2017 and will be updated in May, so that all documentation received when a prisoner enters custody will move with the prisoner as they go through the reception process. This will ensure all relevant information regarding risks and triggers is available to those assessing the individual. An induction member of staff will be based in reception, and will undertake the first night assessment alongside a member of healthcare, to improve the recording of risks and concerns.</p> <p>All relevant staff will be informed through a notice to staff in May 2017 of the new first night in custody procedures and the updated first night risk assessment form. Staff will also be reminded at this time of their responsibility to identify, consider and record all relevant risk factors and documentation relating to a newly arrived prisoner when determining their risk of suicide or self-harm. Guidance on how to complete the first night risk assessment form will be issued to all relevant staff.</p> <p>These processes will be monitored and reviewed by the Head of Operations and Head of Safer Custody through regular reviews of the reception, first night and induction procedures.</p>	Head of Operations Head of Residence and Safety May 2017
2	The Governor and Head of Healthcare should formalise and publish a policy for the night monitoring of newly-arrived prisoners at HMP Swansea	Accepted	A policy for the night monitoring of newly-arrived prisoners at HMP Swansea will be published in May 2017. All staff will be made aware of this through a staff notice and reminded of the importance of monitoring a prisoner's first night in custody, especially if they are considered to be at risk of suicide or self-harm. Staff members will be required to sign a form to state they have undertaken the relevant checks of all newly arrived prisoners. This will then be countersigned each morning by the night orderly officer, who will also be monitoring the staff at night to check they have carried out the checks as recorded.	Governor Head of Healthcare Head of Residence and Safety May 2017

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			<p>Alerts will now be placed on the cell doors of newly arrived prisoners, so that staff are more able to identify individuals on their first night in custody, especially those that require regular observation.</p> <p>The Head of Residence and Safety and the Custodial Manager for Safer Custody will carry out assurance checks on the completed forms, using CCTV to verify the checks have been made.</p>	
	<p>The Governor and Head of Healthcare should re-issue the guidance for staff of emergency medical codes and ensure that all staff are aware of the differences and expectations</p>	<p>Accepted</p>	<p>The Governor re-issued a Notice to Staff in April 2017 reminding them about emergency medical codes and the differences between code blue and code red, and expectations on staff about their use.</p> <p>Control room staff were also briefed at this time of the actions required when a code is called over the radio net. Notices have been placed in every wing office, detailing the appropriate codes.</p>	<p>Governor Head of Healthcare Head of Residence and Safety  Completed</p>