

## Serious Incident Review Action Plan Miss G

Ref	Recommendation	Action required	Target Date	Lead officer	Update on Progress	Outcome	RAG rating
		<i>Indicate the actions or series of actions to be taken to achieve the desired outcomes. These must be: Specific, Measurable Achievable Realistic and Timed</i>			<i>Please provide evidence of progress</i>	<i>What improvements do you expect to achieve from the actions you have identified?</i>	<i>Blue, Red, Amber, Green (see below)</i>
1	Service commissioning contracts across all partner agencies including the private sector, must be compliant with the West Midlands Fire Service (WMFS) specification standards	<p>WMFS will work with all the commissioning agencies, including the private sector commissioners, to ensure that they are sufficiently briefed in terms of the practice standards required within contract to enable agency compliance across Coventry.</p> <p>Commissioning contracts across all partner agencies including private sector partners, are developed to be compliant with WMFS standard practice requirements</p>	<p>Sept 2015 - March 31<sup>st</sup> 2016</p> <p>March 31<sup>st</sup> 2016</p>	Head of Community Safety/Area Commander Ops Intelligence & training NB - all individual agencies are accountable for the delivery of their local plan		All the partner agency commissioning contracts meet the WMFS Standards.	
2.	Basic Fire Safety Risk assessments must be included in all Health (acute and community providers) and social care risk assessment tools	<p>WMFS will work with Coventry Health and Social care teams to develop basic fire safety risk assessment tools</p> <p>All health and social care assessment tools will be amended/updated to include basic fire safety risk assessments, alongside the health risks associated with smoking.</p>	<p>Sept 2015 – Nov 2015</p> <p>January 2016</p>	Jill Ayres – Chair of Policy & Procedures		All Health and Social Care agencies assessment tools include a basic fire safety risk assessment, alongside the standard health awareness risks associated with smoking	

*Blue – completed, Red – not achieved and seriously behind schedule; Amber – not achieved and slightly behind schedule; Green – on track to be achieved within the timescale*

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3	Fire Health and Safety Interventions are included as standard within all care support packages for vulnerable people who are living independently	<p>WMFS will ensure that all agencies have the relevant Fire Health and Safety training materials to support the delivery of local training to the standard required.</p> <p>All agencies training must include the fire health and safety interventions that staff must consider as part of the support package for a vulnerable adult in order to keep them safe when living independently.</p>	<p>Sept 2015 – Nov 2015</p> <p>January 2016 On going</p>	<p>Head of Community Safety/Area Commander Ops Intelligence &amp; training</p> <p>Workforce development leads from all partner agencies</p>		All agency staff will have access to training which includes the fire health interventions to support them with the development of care packages which will keep vulnerable adults safe when they wish to live independently.	
4	Safeguarding policies across all agencies need to include triggers for notifying partners where there is a pattern of behaviour or clinical deterioration , which may indicate an increased risk in the individual's vulnerability	<p>Safeguarding policies are updated to include the triggers which will generate a notification of the change in circumstances to the partner agencies</p> <p>All agencies will include this in their safeguarding mandatory training programmes</p>	<p>Dec 2015</p> <p>Dec 2015 ongoing</p>	<p>Business Manager to Safeguarding Board</p> <p>Service leads in Health and Social Care</p>		Safety risks relating to vulnerable adults are responded to, in a timely way, by all partner agencies	

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5	Person Centred outcomes are embedded in practice, and in practice guidance, ensuring that practitioners can engage effectively with service users and carers	<p>Multi Agency training includes the principles underpinning the delivery of person centred care as a core component</p> <p>All agencies will update their local practice guidance to include the principles of person centred outcomes in care</p> <p>The multi agency audit programme will include the evaluation of service user and carer satisfaction in relation to the person centred outcomes agreed in their care plans.</p>	<p>On going</p> <p>Nov 2015</p> <p>Dec 2015</p>	<p>Workforce development leads from all partner agencies</p> <p>Service leads in Health and Social Care</p> <p>Isabel Merrifield Chair of Quality &amp; Performance sub group</p>		All agencies can demonstrate that service users and carers are receiving person centred care as mutually agreed within their care plans	
6	Safeguarding Adult procedures are consistently compliant with the national practice standards (Care Act 2015)	The multi agency audit programme will include the compliance monitoring of local safeguarding adult procedure in practice against the National standards (Care Act 2105)	Dec 2015	Isabel Merrifield chair of Quality and Performance sub group		Safeguarding adult procedures will be consistently compliant with national practice standards.	

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