

KEY DELIVERABLES: 01) provision of meals

Product	Description (responsible owner)
Local catering plan	<p>This outlines agreed local catering service during COVID-19 period:</p> <ul style="list-style-type: none"> - It is assumed that establishments will continue to operate a traditional catering operation based in their local kitchen until this is no longer viable although with a reduced work party and whilst maintaining social distancing measures. - In their plans establishments should develop contingencies for service at every level from full staffing levels through to minimal or zero specialist catering staff. - Plans should consider appropriate and safe staffing levels and prisoner levels for each level of service. It is the responsibility of the catering manager to ensure staffing levels to deliver the agreed service. - Plans must include a mechanism for ensuring stock is maintained - A process for ensuring deliveries are expected and can be planned for (this should be information fed into the morning operational meeting to ensure the gate is sufficiently staffed) - Consideration should be given to alternative catering provision such as microwaveable meals, increased cold options etc. - Consideration must be given to ensuring we still adhere to food safety requirements including the temperature of food at point of service and other mandated Health and Safety requirements. - Plans must incorporate training requirements for staff deployed to unfamiliar tasks in the kitchen such as heating up pre-prepared meals using industrial equipment.
	<p>Produced by: Catering Manager Signed off by: Governor/Director</p>

Further guidance

Subject area	Expectation/guidance
Staffing and prisoner labour	<p>Considerations should include:</p> <ul style="list-style-type: none"> - The minimum required resource for catering staff to provide meals - Existing safe operating procedures and how they can be adhered to using alternative arrangements - A minimum number of prisoners required to provide a kitchen-based catering operation - Early identification of a volunteer group of non-catering staff who could be trained to receive basic skills in the use of prime catering equipment in order to ensure sufficient cover.

Meal delivery options	<p>Considerations should include:</p> <ul style="list-style-type: none">- Safe operating procedures for controlled meal service and meals to cell doors including expected timings, staffing requirements and required prisoner support.- What is the difference between a controlled meal service and meals at cell doors at the local establishment and when it is appropriate to move from controlled meal service to meals at cell doors.- Emergency meal options including ready meals and dehydrated meals- Appropriate merging of meal service (e.g. provision of breakfast packs with evening meals)- Consideration needs to be given to how meals will be moved from the point at which they are heated to the point at which they are served. Consideration also needs to be given to identifying how they will be moved from the point of access onto a unit to each cell door safely and without compromising medical safeguards.- Provision of food containers for meals to reduce infection risks.- Consideration should also be given to increasing the provision of tea/breakfast/snack packs.- Provision of Ramadan packs for the period of 23 April to 23 May.- Colleagues in PSPI are exploring other ways to enhance food provision for prisoners to offset any potential reduction in the size or quality of prisoner food. These include possibly increasing canteen allowances or providing in-cell packs containing essentials for every prisoner. Further guidance on these initiatives will be issued in the near future.
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Colleagues in PSPI have drawn up further guidance on catering provision during the COVID-19 period which is contained in section 3 of this document.