|  |
| --- |
|  |
| HMPPS Prison Regime Recovery Planning – Exceptional Delivery Model (EDM) 10Regimes - Structured on-wing activities including time in the open air  |
| **Agreed Published Version 1.0** |
| **3 July 2020** |

**Exceptional Delivery Model (EDM): Structured On-Wing Activities**

**Introduction**

**Exceptional Delivery Models (EDMs)**

A suite of EDMs are being published as part of the guidance for prisons to guide them through construction of local RRMPs. This EDM is a brief guide on the high-level principles that must be incorporated into a local plan for each element of regime delivery. It is essential that the plan for reinstating an element of the regime does more than simply reintroduce the local procedures that pre-dated COVID measures. Each local plan must incorporate social distancing and cohorting measures, medical considerations, PPE and hygiene requirements (including regular hand-washing), as well as security and safety considerations. Each EDM will also guide establishments on the most procedurally just way to stand up each regime element under continuing COVID restrictions.

Each establishment must create a plan for every element of regime that is relevant to their category and function based on the guidance in its respective EDM. Mirroring the approach taken during the development of ERMPs, establishments have local autonomy to determine the formal and contents of each plan or procedure they produce from the EDMs but the RRP they complete summarising their local recovery proposal will be based on a template provided.

This EDM has been developed jointly by policy and operational colleagues in conjunction with specific stakeholders relevant to each area. Each EDM breaks each regime element into a series of processes or areas. Under each one there are a set of baseline requirements which must be met by each establishment. Every baseline requirement has an importance weighting from one (lowest) to three (highest) attributed to it, to assist prisons in planning and sequencing activity required. Baselines are split into those that are mandatory and those that are desirable. Each baseline also has a “level of autonomy” attached. This describes the level of freedom an establishment has over the design of the product/output required to satisfy each baseline.

This EDM outlines what activity will be permitted at level 3 (restrict) moving towards level 2

(reduce).

Note: For equivalent YCS areas please see the YCS Education EDM.

**Regime Recovery Management Plans- RRMP**

Prisons are required to develop local Regime Recovery Management Plans (RRMP) based on a suite of national guidance documents called Exceptional Delivery Models (EDM). Establishments are being provided with high level guidance outlining the parameters they must work within but have autonomy to build their own bespoke plans based on what works locally. Establishments will submit their RRMP together with a readiness assessment to their respective Prison Group Director (PGD). Further details are contained within the published National Framework on Regimes & Services.

The purpose of this EDM is to provide establishments with guidance on introducing structured on-wing activity incorporating risk assessed outdoor exercise sessions safely. The fundamental principle of ‘structured activity’ is that establishments will introduce activity that is more purposeful than activities in traditional association periods. These activities will be designed locally so are not prescribed in this document but must incorporate those that can be safely delivered with social distancing controls in place. Prisoners cannot share equipment and cannot be within 2 metres for social distancing and establishments must factor this into planning the activities they offer. Due to social distancing requirements and the aim to make activities more purposeful, establishments should not seek to provide full unlock or traditional style association. A range of factors should be taken into consideration when determining levels of unlock including staffing, the activities being provided and levels of violence and self-harm.

**What will be delivered in prisons at different levels of regime in this EDM?**

**Level 4 (Lockdown)- High Level Descriptor**

* ERMP required all establishments to design a regime that granted all prisoners access to at least the minimum regime entitlements mandated by PSI 75/2011 Residential Services. PSI 75/2011 requires that all prisoners are provided with:
* 30 minutes in the open air daily.
* Access to a telephone to maintain contact with family/friends/legal advisor
* Access to a shower at least weekly
* It is recognised that regime requirements are significantly different in open prisons and that prisoners are routinely provided with greater freedom and access to facilities. Open prisons must therefore ensure that there are sufficient COVID-19 controls including robust cleaning measures and social distancing incorporated into each element of regime to which prisoners have access.
* Establishments are also required to maintain access to meals, medication and healthcare services as a minimum expectation of ERMP.
* These regime entitlements have been generally achieved by splitting prisoners into regime groups and unlocking them together at consistent times to access the range of services and regime elements together, adhering to social distancing at all times. These groups have consistent access to regime elements but do not mix with those beyond their group or move off their unit, unless accessing an exercise yard.

**In the event of an outbreak being declared by Public Health England (PHE) this EDM will be overridden by outbreak control guidance**

**Level 3 (Restrict) - High Level Descriptor**

* In addition to level 4 provision, prisoners will have access to some on wing activities centred around their existing regime groups and where safe working permits enhanced access to domestics and exercise. The size of regime groups will be reviewed to take account of social distancing, infrastructure and current public health advice.
* Structured on wing activity may include:
* physical education on exercise yard/sports field or other outside space (any existing activity must be incorporated into the planning for the new local operating procedure).
* hobbies or leisure activity on-wing
* pastoral services on-wing
* education provision on-wing (largely centred around increased work packs)

**Level 2 (Reduce) – High Level Descriptor**

* Activity spaces will be used to further supplement structured and purposeful on wing activity and allow additional time unlocked.
* The majority of prisoner areas of work and industrial workshops will reopen across the estate. Social distancing will impact on workshop size capacity.

**Level 1 (Prepare) – High Level Descriptor**

* At this stage compartmentalisation is no longer required but ongoing screening, testing and monitoring continues to rapidly detect new infections.
* Regimes operating without the requirement for social distancing or PPE use.
* Staffing levels near target and sufficient for normal regime delivery and full workshop opening with normal capacity of work party.

**Why Structured Wing Activities are Important**

Some of these activities relate to the basic entitlements outlined in prison rules with which you are familiar.  Additional Structured Activities aim to alleviate boredom and reflect some of the lifting of lockdown restrictions we see in the community.  They are important to maintain order and control and to promote the mental health and wellbeing of the men and women in our care.

The activities should be purposeful whilst simultaneously maintaining infection control by enforcing social distancing and facilitating strict hygiene routines.  Hand washing before leaving the cell and on return to the cell is recommended and particular attention should be paid to door handles and frequent contact points as part of regular cleaning routines. Risk assessments should be updated to reflect additional COVID risks and appropriate controls.

Group numbers should be judged against the ability to maintain social distancing during the static and movement elements of the activity and prisoner access to activities should be based on existing regime groups.

**Exceptional Delivery Regime model: Structured Wing Activities**

**Guide to weightings/prioritisation (mandatory tasks only)**

|  |  |  |
| --- | --- | --- |
| Value | Description |  |
| 3 | Highest– action required as a precursor to other tasks |
| 2 | Medium – action required as part of wider work |
| 1 | Lowest – action required once others have been completed |

**Guide to autonomy levels (mandatory tasks only)**

|  |  |  |
| --- | --- | --- |
| Value | Description |  |
| Total | Establishment has total autonomy to determine the design of the product that satisfies the baseline |
| Partial | Establishment has partial autonomy – the ability to choose from pre-determined delivery options (which are specified) |
| Limited | Establishment has limited autonomy and must deliver the product as stipulated |

**Exceptional Delivery Regime model: Structured Wing Activities**

This EDM outlines the baselines that establishments will be required to achieve in the planning and delivery of structured wing activities as we enter prison recovery from COVID-19. When prisons are approved to commence recovery, and enter stage 3, a ‘wing outwards’ approach will be implemented whereby prisoners will gradually be granted more time out of cell within the confines of their residential wing or unit. This EDM will outline how prisons will be able to begin the process of restarting activities (time in the open air, exercise, education and pastoral support) on the wing. As we move into stage 2, each individual area will produce an EDM to guide prisons in the reopening of different areas. This EDM will therefore provide the start point for this recovery process and outline the provisions that can be provided ‘on wing’.

**Stage 3 – On wing Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level****(total, partial, limited)** | **Comments/Sources of information** |
| **GENERAL** | **Mandatory Action**  |
| **THESE STEPS MUST BE FOLLOWED FOR ALL ACTVITIES COVERED WITHIN THE EDM** |
| **1.1** Set up a working group, including representation from stakeholders including, health, education providers, activities leads, relevant trade unions and service users to identify opportunities for additional on wing activity.  | **3** | **Total** |  |
| **1.2** Develop/update the required Risk Assessments for proposed on wing structured activity. This must be undertaken with support from H&S colleagues, relevant trade unions and in line with current Public Health advice on social distancing and cohorting Risk assessments should consider:- Numbers of prisoners- Required PPE - Cleaning schedules- Staffing levels- Use of floor markings if appropriate- Signage regarding health and safety- Arrangements/ instructions for handwashing and/or application of hand gels- Arrangements/instructions for access to toilets / cells | **3** | **Limited**  | Where public health advice permits consideration should be given to increasing numbers of prisoners by combining regime groups. However this cannot involve combining prisoners from different cohorts such as the reverse cohorting prisoners with the mainstream population. Any increase in unlock numbers should be manageable and matched to staffing levels, risk assessments and safe systems of work. Establishments must ensure that recognised Trades Unions are fully engaged in the process to develop plans for structured activities and that the engagement is appropriately recorded.  |
| **1.3** Once the options for structured and purposeful on wing activity have been agreed a rota should be developed in line with the core day that allows equitable access. Establishments should restrict the numbers of prisoners unlocked to safe levels agreed locally and separate prisoners cleaning from those unlocked for regime as much as possible to prevent cross-contamination.  | **2** | **Limited** |  |
| **1.4** Local operating procedures will be developed from Risk Assessments and SSOW for all on wing activities including:* Education/Activities
* Time in the Open Air
* Pastoral Services (as covered in a separate EDM)

Operating procedures will include the need to follow outbreak control guidance. | **3** | **Total** |  |
| **1.5** Develop a proactive communication strategy to inform staff and prisoners of regime changes including:- regime description and timings - hand washing requirements- social distancing requirements- additional expectations to enable infection controlCommunication strategies should be clear that regime changes may need to be reversed in the event of a locally declared outbreak.  | **3** | **Total** |  |
|  | **1.6** Prior to implementing new activities and regimes resource requirements and availability should be tested. Establishment security departments should consider the local intelligence picture before regime is reintroduced onto specific units.  | **3** | **Total** |  |
| **TIME IN THE OPEN AIR**  | **Mandatory Action**  |
| **2.1** When developing the time in open air operating procedure additional consideration should be given to:- the route to and from the exercise area- options for structured physical activity - this EDM is intended to provide guidance on the activities that can be introduced on exercise yards and outside space during the period where prison gyms must remain closed. The PE EDM covers the period at which prison gyms can re-open.  | **3** | **Total** | For infection control purposes, structured physical activity must not include use of weights or equipment and marked social distancing must be enforced. Activities must be regulated to ensure that numbers are limited enough to people to maintain social distancing.All physical activity must be supervised by a PEI |
| **2.2** Consider the involvement of orderlies in organising structured physical activity. | **1** | **Partial**  | A PEI should be present to manage all structured physical activity, but they could be supported by orderlies where deemed appropriate.  |
| **2.3** Develop health and safety protocols surrounding structured physical activity. Consideration must be made of any relevant health and safety legislation and relevant risk assessments should be made.  | **2** | **Partial**  | Prisoners must be encouraged to maintain good levels of hygiene following structured physical activity. Establishments should consider requiring all prisoners to use hand sanitiser before and after taking part in structured physical activities. If exercising outside, prisoners should be reminded to remain hydrated.  |
| **2.4** Review whether any equipment such as matts will be needed to allow prisoners to safely engage in structured physical activity. | **2** | **Total**  | Where it is deemed necessary to purchase or utilise equipment such as matts, regimented cleaning regimes should be implemented. All such equipment must be thoroughly cleaned before and after use, in line with relevant SOPs.  |
| **2.5** Specific provision for prisoners with individual needs should be taken into account. The overarching equalities impact assessment should be produced as part of the RRMP and include this EDM, covering all protected characteristics.  | **3** | **Partial** |  |
| **EDUCATION AND ACTIVITIES**  | An Education and libraries EDM will guide establishments in delivery of all education activities. |
| **PASTORAL SUPPORT** | A pastoral support EDM will guide establishments in delivery of all pastoral services.  |