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| HMPPS Prison Regime Recovery Planning  Exceptional Delivery Model (EDM) 11  Sport and Physical Education  Agreed Published Version 1.0 |
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| **6 July 2020** |

**HMPPS Prison Regime Recovery Planning**

**Exceptional Delivery Model (EDM)**

**Sport and Physical Education**

**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) and is for the adult esate. A separate EDM has been produced for the YCS estate.

**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

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

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

* All fitness facilities closed across the estate with only risk assessed and limited PE activity delivered in external areas.

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

* The majority of staff and prisoner indoor fitness facilities and PE classroom based activity will reopen across the estate. Social distancing will impact on class size capacity.

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

* Regimes operating without the requirement for social distancing or PPE, full use of indoor and outdoor facilities and PE delivery.

**Exceptional Delivery Regime model: PE**

**Why Physical Education is Important**

Sport is delivered in prisons to help make prisoners healthier and to offer them the opportunity to change their lives through engagement in physical activity. PE is a critical part of a prison regime as it provides a major contribution to the physical, mental and well-being of prisoners.

**Phased Return of PE Activities**

Most prisoners and staff will be keen to recommence the engagement in physical activity, but it is critical to note that government health guidance including social distancing must be followed.

Consideration must be given to those in priority groups: those who are isolating (not COVID-19 related); those who need to access time out of cell; the more vulnerable; the disabled, the elderly and those with health problems or struggling with physical or mental well-being. Access to PE for those with care plans, as part of ACCT or CSIP processes, should be carefully considered. If access for all is restricted due to staffing levels or provision levels then options around delivery on suitably risk assessed outside areas may provide enhanced access for all.

To assist Governors and PE departments in deciding what activities are appropriate for each stage of the Covid-19: National Framework for Prison Regimes and Services response we have linked popular PE activities, relevant staffing arrangements and where they should take place for consideration in the table below. The advice in Wales is changing at a different pace to that of England and therefore the advice in this EDM must take into account relaxation of Welsh Government advice before implementing recovery.

The following sets out the expected regime restrictions and approach:

**Stage 3 – Restrict**

Indoor fitness facilities must remain closed. As per current government guidance the use of handheld and small portable equipment can be introduced here with stringent cleaning and hand hygiene protocols. **Olympic weight sets and CV equipment must not be moved outside.**

PE staff must give informative briefings at the beginning of each session to ensure that hand hygiene and social distancing is adhered to throughout and this must be monitored closely. Where necessary additional risk assessments and safe systems of work (SSOW) must be produced to include the additional use of personal equipment.

**Stage 2 – Reduce**

This stage will need to be guided by further government advice in relation to the opening of indoor facilities and no official date has yet been given. Current guidance on team sports states that while groups could practice ball skills, equipment sharing must be kept to a minimum and hand hygiene practices must be in place before and after. Due to the need for use of shin pads, specific footwear and current guidelines around physical contact with anyone outside of your household is not permitted, the playing of any team games, such as recreational football will not be permitted at this time.

All activities in this stage must continue to be non-contact and national projects such as Twinning and Sports Development Courses delivered by PE Staff could be re-introduced in accordance with FA guidelines to ensure compliance. Third party partners supporting the delivery of PE must adhere to local SOPs applicable to NDE staff/ professional visitors as directed by the Governor. They may be asked or checked for symptoms, subject to temperature testing and provided with PPE as directed by the relevant SOP.

Once restrictions have been lifted on the use of indoor gyms in the community, equipment that can be used individually such as small cardiovascular machines e.g. rowing machines or static cycles and handheld or portable equipment may be moved into sports halls or outside areas, to aid social distancing. When considering the delivery of classroom-based PE activity Governors must adhere to the education EDM model for classroom use.

**Stage 1 – Prepare**

In accordance with the national framework, and once restrictions on the use of indoor gyms have been lifted in the community, PE activities may be introduced at this stage without the need for COVID-19 specific PPE or social distancing, other PPE will still be required where appropriate. This stage is likely to see the return of group activities such as Parkrun, use of group weight rooms and other recreational full contact sports such as Rugby and Football which will all be subject to governing body guidance in relation to changes within the sports. Further guidance will be provided.

***The following are suggested activities at each stage and must be subject to risk assessment, safe systems of work and consultation with recognised trade unions.***

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| **Stage** | | **Staffing/Location** | **Activities** |
| **5** | **Complete Lockdown** | PE staff re-deployed to support operational staff. | * No delivery * Share in-cell activity information with prisoners to support health and wellbeing |
| **4** | **Lockdown** | Where ERMP allows PE staff to support residential staff during domestic periods and offering PE activity in suitably risk assessed outside areas. | * Staff and prisoners must adhere to all infection control measures and safe social distancing * Individual gym inductions must be completed including PAR-Q and compact for those participating in PE * PE activity such as safe supervision of guided individual exercise routines e.g. body weight exercise circuits * Weekly/monthly PE individual challenges could be set with leader boards published to create competition within establishment |
| **3** | **Restrict** | Where ERMP allows PE staff to support residential staff during domestic periods and offering PE activity in suitably risk assessed outside areas. | * Consider how vulnerable and shielding groups would safely engage with these activities in all of this section * Individual gym inductions must be completed including PAR-Q and compact for those participating in PE * Only handheld/portable equipment to be used in outside areas and must remain with the individual for the duration of the session and cleaning protocols followed prior to reuse, strong hand hygiene protocols must be in place. The equipment used here must be kept to a minimum and can include:   + Kettlebells   + Dumbbells   + Fixed weight barbells   + Mats   + Exercise step boxes * Where facilities permit field fence runs can be introduced as per risk assessment * Multi-stage fitness tests * Exercise to music e.g. Step, Zumba, Yoga, HIIT (adhering to individual equipment and no CV equipment to be used) |
| **2** | **Reduce** | PE staffing levels sufficient to deliver planned activities set out in this EDM. PE staff taking prisoners to proposed areas of the establishment and delivering PE activity:   * Fitness Suite/Rehabilitation Area * Sports Hall | * The reintroduction of classroom-based activity including PE induction and indoor PE where social distancing can be maintained. * Table tennis, badminton and tennis * Sports Development Course’s i.e. First Aid, Manual Handling * Healthy Living/Lifestyle/Wellbeing Courses * Use of all CV equipment including stationary machines i.e. treadmills, rowers, bikes, cross trainers * Use of fixed resistance machines available in fitness and rehabilitation suites. Consider signage to close certain pieces of equipment to aid social distancing. * The FA Level 1 and Twinning Delivery course may be introduced at governors discretion * Boats not Bars and other projects * Duke of Edinburgh Award * Sports development courses delivered by PE staff (subject to the national governing body’s guidelines) * Remedial and rehabilitation assessments and treatment where social distancing can be observed |
| **1** | **Prepare** | Return to RMP staffing arrangements | * Return of Parkrun (once agreed by PE HQ) * Weights rooms * Recreational team sports |

**Exceptional Delivery Regime model: Gymnasiums and Physical Education**

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

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| 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)**

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| 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 | |

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| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level**  **(total, partial, limited)** | **Comments/Sources of information** |
| **1 – Preparation: Staff and prisoner use of PE facilities** | * 1. **Conduct a local review of existing PE Risk Assessments including access and egress for staff and the prisoners in and around the gym complex and wing cardiovascular suites**   **Consider if one-way systems, single wing attendance or staggered start times to allow cleaning between sessions could assist or be appropriate. Complete risk assessment for any new activity.**  **All PE delivery, sessions including movement to and from PE activities should adhere to local cohorting and compartmentalisation arrangements.** | **3** | **Total** |  |
| **1.2 Conduct a local review of the gym complex layout to factor in the need for social distancing for staff and prisoners taking into consideration:**  **Particular attention must be given to the:**  **Numbers of prisoners, reduction of class sizes and length of sessions should be considered.**  **- In line with current HMPPS, PHE/W and government guidance and restrictions only equipment that is 2m apart will be used – as an example this can either be done via moving equipment into a larger area such as a Sports Hall or outside area or marking every other piece of equipment in the cardiovascular suite out of use**  **- The whole facility must have signage regarding social distancing in place**  **- Use of floor markings if appropriate**  **- Signage regarding health and safety**  **- Arrangements/ instructions for hand washing and/or application of hand gels**  **- Arrangements/instructions for access to toilets**  **- All facilities open or only a selection of facilities within an area**  **- Changing and showering facilities**  **- Locker provision and location for staff**  **- Removal of other equipment/ fixture and fittings that may assist in the spread of the disease and difficult to remove, such as shower curtains and rugs**  **- Towels must not be taken into the area where PE activity is being delivered i.e. Sports Hall, Fitness Suites and disposable paper alternatives should be considered** **Establishments must review cleaning materials, equipment, storage of it, including the disposal of waste**  **- PAR-Q completion and gym induction location**  **- Induction and compacts must be reviewed locally to include COVID-19 secure guidance** | **3** | **Partial** | * UKActive Framework [**HERE**](https://www.ukactive.com/covid-19/) * Social distancing in the sport and physical activity sector   Chartered Institute Management of Sport and Physical Activity (CIMSPA) guidance outlining recommendations operators should follow when facilitating the implementation of social distancing in sport, fitness and leisure facilities.     * CIMPSA has issued detailed guidance on outdoor training for England. They are in dialogue with the relevant authorities in Wales to provide an update as soon as possible. <https://www.cimspa.co.uk/cimspa-news/news-home/updated-guidance-on-outdoor-training-and-coaching-in-england> |
| **1.3** **Conduct a review of cleaning schedules to include methods, frequencies and cleaning checks and resources ensuring the following is considered and included in relation to Covid 19:**  **- Deep clean routine**  **- Monthly clean**  **- Daily cleans**  **- Touch points of equipment must be cleaned after use – this can be done either by prisoners or staff using spray and cloths provided.**  **- Equipment cleaning**  **- Review turnover of outside air within the facility/ activities and via air conditioning units and use of open windows** | **3** | **Total** | * UKActive Framework [**HERE**](https://www.ukactive.com/covid-19/) |
| **1.4 Conduct a local review of the arrangements for the safe issuing and cleaning of handheld and non -stationary equipment i.e. Kettlebells, dumbbells, fixed weight barbells, mats, and exercise steps** | **3** | **Total** | Government Advice on Phased Return of Sport and Recreation - England  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation> |
| **1.5 Conduct a local review of the processes for prisoners and staff to change into and out of sportswear before the start and the end of the activity session. Consider provision of additional sportswear and laundering for prisoners.** | **2** | **Total** |  |
| **1.6 Conduct a local review on the availability of PPE and ensure there are adequate provisions where required.** | **3** | **Total** |  |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level**  **(total, partial, limited)** | **Comments/Sources of information** |
| **2 – Preparation security processes** | **2.1 Conduct a local review of existing Gym Security Risk Assessments focusing on the arrangements for the searching of prisoners on entry and egress into the area.** | **3** | **Total** | Local Security Strategy |
| **2.4 Conduct a local review of the control of tools.**  **- Consider if the use of any handheld equipment can be reduced to avoid cross contamination.** | **2** | **Total** | Local Security Strategy |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level**  **(total, partial, limited)** | **Comments/Sources of information** |
| **3 Management Checks** | **3.1 An assurance check of completed cleaning schedules must be recorded in the PE Diary on a daily basis.** | **2** | **Total** |  |
| **3.2 Local arrangements for Healthcare assessment of suitability to attend PE activities to be strengthened and checks recorded in the PE Diary on a daily basis.** | **2** | **Total** |  |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level**  **(total, partial, limited)** | **Comments/Sources of information** |
| **4 Stakeholder management** | **4.1 Although all revisions to the arrangements for PE will be subject to consultation with recognised Trades Unions as part of the Establishment Regime Management Plan, a local internal stakeholder engagement plan must be developed. This should inform on facility offerings and any new controls or protocols to assist in communicating any revised working arrangements including for:**  **- Prisoners**  **- Staff**  **- Other staff/partners who deliver work with the PE department i.e. Substance Misuse, Education and Healthcare**  **- Activities Hub** | **3** | **Partial** |  |
| **4.2 Communication with national sporting bodies and national project stakeholders will take place via PE HQ but local communication should take place with individual points of contact.**  **Develop a local external stakeholder engagement plan to assist in communicating with any:**  **- Visiting teams and coaches (once allowed to visit)**  **- PE delivery partners i.e. yoga instructors, Duke of Edinburgh**  **- External verifiers i.e. AQA**  **- Maintenance and equipment providers (Sportsafe and Origin Fitness) to agree a protocol for repairs/renew/inspection visits in PE Departments.** | **2** | **Partial** |  |

**Annexes - Useful Templates**

* Staff/Prisoner Information Notice



* Risk Assessment – Circuit Training

