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| HMPPS Prison Recovery Regime Management Planning –  Exceptional Delivery Model (EDM) 9  Early Days in Custody  Agreed Published Version 1.0 |
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| **3 July 2020** |

**HMPPS Prison Recovery Regime Management Planning**

**Exceptional Delivery Model (EDM)**

**Exceptional Delivery Regime model: Early Days in Custody**

**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).

**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.

**Application in the Children and Young People Secure Estate:**

The mandatory actions in this EDM will apply to:

* Youth Offender Institutions: specific points have been added to show where practice in these establishments may vary from the adult estate.
* Secure Training Centres: where application may require interpretation where the legislative framework or operating model is substantially different from a prison

The language in the EDM refers to prisons and prisoners: the YCS will ensure that all language is child focused when the principles are applied at a local level e.g. in Regime Recovery Plans.

Youth Secure Settings have a legal duty to safeguard vulnerable children and young people held in their care.

In the Children and Young People Secure Estate (CYPSE) healthcare is integrated within each secure setting. The delivery of EDMs will need to ensure they reflect and are governed by the YCS and NHSE&I core principles.

The ACCEPT, CONNECT, REFLECT framework assists in guiding the response to manage the uncertainty around COVID-19, while supporting colleagues and meeting the needs of children and young people through the vital role of social interaction, at a physical distance.

**Purpose**

There is a series of security and administrative procedures to be completed in the period following a person’s arrival in prison. It is important that throughout this period, newly-arrived prisoners are treated with decency, kept safe, and that their immediate needs are met. It is essential also that prisoners know and understand their entitlements and responsibilities, and how to access the support and facilities available to them.

Achieving this is far from straightforward in normal times, but the restrictions that are necessarily in place in response to the pandemic – including principally social distancing (physical distancing in the children and young people secure estate) and cohorting arrangements – make it even more difficult.

While it is assumed that most of the early days in custody procedures and processes will have continued, establishments will have put in place temporary reception and early days processes for the limited number of new arrivals during the earlier stages of the pandemic response. This document draws attention to the areas that must be delivered as establishments move towards recovery and regime stages 3 and 2. It is designed to help governors to think through how to build on these to provide reception, first night and induction services as numbers increase.

Notwithstanding the practical challenges of completing the various processes, the fact of the pandemic causes additional anxiety for newly-arrived prisoners, namely concerns about safety from infection and the usual concerns about moving into a new environment. It is, therefore, vital that staff provide reassurance about - and explanation of - the measures in place to prevent infection. Information about this should be shared early and repeated frequently.

Further, the staff in our prisons will be concerned about keeping themselves, their families, colleagues and prisoners safe from infection. It is, however, crucial that this does not lead to any diminution of focus on the identification of risk of harm to self and others presented by those entering custody. Establishments must balance the risk posed by COVID-19 with the risk prisoners may pose to themselves or others.

The cohorting arrangements are also likely to mean that new arrivals are located in various areas in the prison, and that staff whose main role is not to facilitate first night and induction processes are involved in their care and management.

For all of these reasons it is imperative that governors put in place local arrangements that allow the delivery of the various early days processes whilst ensuring safety in the senses both of infection control and of management of risk of harm to self and others.

**Aims**

Governors should use this document to design reception, first night and induction services that:

* continue to meet the outcomes set out in PSI 07/2015 Early Days in Custody; PSI08/2012 and in CHAT assessments (YCS only);
* balance the risk of infection with the known risks to safety by ensuring that infection control and cohorting measures are in place whilst maintaining a focus on the identification and management of risk of harm to self and others;
* meet the immediate needs of prisoners and support them through a difficult period; and
* provide prisoners with information about what to expect in prison, including the infection control measures that are in place and their responsibility to comply with them.
* continueto meet the requirements set out in PSI 07/2016 Searching of the Person and the COVID Searching Guidance to prevent the conveyance into prison as reception areas remain high risk, particularly in the absence of other conveyance routes.

**Exceptional Delivery Regime model: Early Days in Custody**

**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: Early Days in Custody**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level**  **(total, partial, limited)** | **Comments/Sources of information** |
| **Mandatory actions** | | | | |
| 1. **Reception** | **1.1** Review reception opening hours, where appropriate, and the capacity to operate an efficient and effective reception process in line with:   1. the PECS provider 2. the current cohorting arrangements 3. HMPPS social distancing measures 4. infection control arrangements 5. Covid workplace risk assessment 6. PPE guidelines | **3** | **Total** | PSI 07/2015  PSI 08/2012 (YCS only)  HMPPS Cohorting and Population Management  SOP operational tasks  Annex A – further guidance on PPE use (tbc) |
| **1.2** Ensure hand hygiene facilities are provided with clear signage for staff and newly-arrived prisoners to use as soon as they exit escort vehicles. Note: alcohol hand sanitiser stations must not be placed in reception where prisoners have access to them; any use of hand sanitisation must be supervised and a risk assessment undertaken. | **3** | **Total** | SOP guidance on hygiene |
| **1.3** Ensure that there is a procedure in place for sharing all relevant information for assessing risk of harm to self or others with all staff engaged in the reception, first night and induction processes for arrivals, irrespective of where they are located in line with cohorting arrangements. | **3** | **Total** | PSI 07/2015  HMPPS Cohorting and Population Management |
| **1.4** Ensure that all staff are reminded of their responsibilities to identify and respond to risk of self-harm or suicide and risk of infection. | **3** | **Total** | PSI 07/2015  PSI 64/2011  PSI 08/2012 (YCS only)  Annex A – further guidance |
| **1.5** Review procedures for searching, and scanning new arrivals/transferees/court arrivals and their property, anddevelop a safe process for searching of the person and handling possessions taking account of:   * time spent on vehicles * guidance for searching female prisoners; * guidance for searching disabled, injured, transgender/gender dysphoric prisoners, and * religious and cultural searching issues | **3** | **Total** | Annex A – further guidance  PSI 08/2012(YCS only) |
| **1.6** Ensure that symptomatic arrivals are identified from the relevant paperwork i.e. PER and searched in accordance with relevant SOP and SOCT guidance. | **3** | **Total** | Annex A – further guidance |
| **1.7** Review and revise arrangements for the initial health screenings to ensure they continue to be completed in private and that healthcare staff have the necessary PPE. | **3** | **Total** | PSI 07/2015 |
| **1**.**8** Develop a cleaning and hygiene schedule for reception, first night and induction areas, including healthcare treatment rooms. | **3** | **Total** | HMPPS COVID-19 Cleaning Guidance and Infection Control  SOP guidance on hygiene |
|  | **1.9** Ensure effective handover to first night staff | **3** | **Total** | Annex A – further guidance |
| **2 MOVING LOCATIONS** | **2.1** Develop a flexible plan to ensure that first night in custody procedures are carried out wherever arrivals are located (e.g.; RCU, PIU, shielding unit, HCC) and in accordance with social distancing guidelines.  This plan should:   * continue to prioritise the safety of new arrivals * build in additional safety checks and enhanced observations * offer arrivals the opportunity to speak with peer supporters and Listeners and advocacy services, or be told how they can request this support where the regime allows and it is safe to do so. * ensure that arrangements are in place for those whose first language is not English | **3** | **Total** | PSI 07/2015 - Annex D checklist  PSI 08/2012 (CYPSE only)  HMPPS Cohorting and Population Management  Annex A – further guidance on workplace risk assessment (including for movements) |
| **Desirable Actions** | | | |
| **2.2** Develop a flow chart for staff to illustrate the movement of different cohorts from escort vehicles to locations. | **2** | **Total** | See sample template at annex A |
| **3 FIRST NIGHT** | **Mandatory Actions** | | | |
| **3.1** Ensure that a CSRA is completed (and checked as up to date in non-local prisons) and newly-arrived prisoners are allocated a cell in line with cohorting arrangements. | **3** | **Total** | PSI 15/2015  Annex A – further guidance |
| **3.2** Review arrangements for prisoners’ hygiene needs and consider how toiletries, hand washing facilities and if able to do so, access to a shower can be provided within the first 24 hours. | **3** | **Total** | SOP guidance on hygiene, PHE guidance  Annex A – further guidance |
| **3.3** Ensure that a meal and hot drink is provided on the first night in a safe way, taking account of any religious, cultural and medical needs. | **3** | **Total** | PSI 07/2015  PSI 44/2010 |
| **3.4** Review the arrangements for canteen and ensure that any necessary changes to how this operates and what is available is communicated and understood**.** | **3** | **Total** | PSI 07/2015 |
| **3.5** Review arrangements to ensure that newly-arrived prisoners continue to have access to a phone call, including late arrivals if able to do so, in line with public protection guidelines. | **3** | **Total** | PSI 07/2015  PSI 08/2012 (CYPSE only) |
| **Desirable Actions** | | | |
| **3.6** Utilise PID workers, peer support, and Covid representatives, including specific resources for the CYPSE, to provide newly-arrived prisoners with relevant information about first night procedures, utilising in-cell tv channels where available, within the context of cohorting arrangements, social distancing and infection control. | **3** | **Total** | Annex A – further guidance |
| **4 INDUCTION** | **Mandatory Actions** | | | |
| **4.1** Develop a plan to ensure that induction is carried out face to face where possible and wherever newly-arrived prisoners are located (e.g.; RCU, PIU, shielding unit, HCC), in accordance with social distancing guidelines and a COVID –19 workplace risk assessment. | **3** | **Total** | PSI 07/2015  PSI 08/2012 (CYPSE only)  Annex A – template for workplace risk assessment |
| **4.2** Develop a process to provide all newly-received prisoners with a briefing about the current arrangements for cohorting and infection control. This could be shared via in-cell TV channel where available and should be accessible to those whose first language is not English and include:   * expectations on prisoners to comply with social distancing measures to help keep people safe * key features of the regime during recovery * an opportunity for prisoners to ask questions about the regime which builds in a process for checking on their understanding. * the availability of Covid reps to access information * what safety-related support is available and how to access it | **3** | **Total** | Induction leaflet for prisoners |
| **4.3** Review the requirements for visits to take place for newly-arrived prisoners | **3** | **Total** | EDM Social Visits (tbc) |
| **4.4** Review arrangements for signing the communications compact to provide newly arrived prisoners with access to a telephone. | **3** | **Total** | PSI 07/2015 |
|  | **Desirable Actions** |  |  |  |
|  | **4.5** Review the requirements for key worker allocation for newly-arrived prisoners in the adult male closed estate | **3** | **Total** | EDM Key Worker |

**Annex A:**

**Guidance: Early days in custody**

Early days and transitions in custody are a recognised time of increased risk of suicide and self-harm. Prisoners need to feel safe on their reception into prison and especially in their first few weeks in custody.

The outbreak of coronavirus means that we are operating under exceptional circumstances. We know that there will be a focus on determining whether new receptions are COVID-19 positive or whether they have symptoms of the virus. However, it is also important that other risk factors are not overlooked at this time, and that staff are looking out for prisoners.

Isolating people to contain the virus should not be seen as a punishment. It is important that people in prison should have:

* the basic things they need in clean and decent cells and consider issuing small in-cell cleaning packs.
* things to do and also to be able to contact family and friends,
* the right information about access to help and support, and,
* up to date information about the pandemic.

This [Early Days and Transitions Toolkit](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0003/941646/Early-Days-and-Transitions-Toolkit.pdf) will help you as a Governor or Head of Function to evaluate what your prison is currently doing in respect of early days and transitions and promote a whole prison approach. Resources for managers and staff involved in identifying actions to improve early days and transitions and possible solutions can be found [here](https://intranet.noms.gsi.gov.uk/support/safety/early-days-and-transitions).

**First night**

1. It is important only necessary and key information is shared with prisoners on their first night. This [First Night booklet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0003/940647/English_First_24hrs.pdf) is available in a variety of languages and can be issued to all prisoners on their first night.

**Information for prisoners about COVID-19 and the impact on prisons**

1. It is important that all prisoners receive the full first night and induction experi­ence regardless of their location.All establishments should also provide new receptions with the information below to keep them informed of how current prison regimes are affected by COVID-19.

<https://hmppsintranet.org.uk/except/wp-content/uploads/2020/05/Information-for-Prisoners-on-Induction-003.docx>

1. Free picture stories and illustrated guides to support people with learning disabilities and autism through the coronavirus pandemic are available [here](https://booksbeyondwords.co.uk/coping-with-coronavirus/#secure-settings).

**Information for staff about cohorting arrangements and population management**

1. [Cohorting guidance for prisons](https://hmppsintranet.org.uk/except/2020/04/15/cohorting-and-population-management/)
2. Cohorting process map (see page 16)

**Transitions**

1. Transitioning between wings/units and to other prisons can escalate risk to self and this is often a time which causes much anxiety for individuals. Guidance is available here:

[Resource 11 – Moving to normal location - Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0008/940805/R11-Moving-to-normal-location.pdf)

[Resource 12 – Moving to normal location - Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0010/940807/R12-Moving-to-normal-location.ppt)

[Resource 15 – Transfer – Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0004/940810/R15-Transfer.pdf)

[Resource 16 – Transfer – Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0005/940811/R16-Transfer-full-guidance.ppt)

**Wellbeing checks - connecting with prisoners**

1. Each prisoner should be seen at least once each day, and it is good practice to record that this has occurred (there may not be time for this to be done on an individual basis, but a landing or wing record may be possible).
2. While regimes are temporarily restricted due to the current situation there is a need for greater awareness by staff, to identify those who might not be coping so well or who may be at an increased risk of self-harm. It is also important to monitor those who are in isolation due to symptoms of Coronavirus or are being shielded. Guidance is available here:

[Safety Guidance Wellbeing Checks](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/06/Safety-Guidance-Wellbeing-checks-002.docx)

**Vulnerable groups**

1. Some groups of prisoners pose a greater risk of harm towards themselves or others. More information on helping to manage the current situation and support people in isolation to cope with the restrictions in place; can be found in the attached guidance.

<https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/Impact-of-isolation-factsheet-for-staff.pdf>

1. Some people will feel the effects of isolation more than others and will need extra support. A number of these groups are set out in the guidance below, together with some specific actions that can be taken to support those groups to help reduce their level of risk:

[Safety Guidance VR SASH Cohorts COVID-19 – April 2020](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/Safety-Guidance-VR-SASH-Cohorts-Covid-19-April-2020.pdf)

[Resource 7 – Foreign Nationals – Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0003/940800/R7-Foreign-nationals.pdf)

[Resource 8 – Foreign Nationals – Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0004/940801/R8-Foreign-nationals.ppt)

[Resource 9 – Transgender – Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0005/940802/R9-Transgender.pdf)

[Resource 10 – Transgender – Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0006/940803/R10-Transgender-full-guidance.ppt)

[Safer Custody Learning Bulletin - Vulnerable Prisoners (Rule 45) Early days and weeks in custody](hhttps://intranet.noms.gsi.gov.uk/groups/safety/safer-custody-learning-bulletin-vulnerable-prisoners-rule-45-early-days-and-weeks-in-custody)

**Isolating individuals**

1. Isolation can significantly increase a prisoners risk of self-harm and could lead to involvement in violence or disorder to influence them being held in segregation. This [guide](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0007/999691/Isolating-Individuals-staff-guide-March-20.pdf) is designed to help you improve your understanding of isolation, identify and record isolated individuals, and, support and manage isolated individuals.

**Recall, parole and release**

1. Prisoners who are recalled, enter parole or are approaching release are recognised as being at increased risk to self. The resources below provide guidance on supporting these individuals effectively:

[Resource 17 – Recall and Parole – Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0006/940812/R17-Recall-and-parole.pdf)

[Resource 18 – Recall and Parole – Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0007/940813/R18-Recall-and-parole.ppt)

[Resource 19 – Release – Summary Sheet](https://intranet.noms.gsi.gov.uk/__data/assets/pdf_file/0008/940814/R19-Release.pdf)

[Resource 20 – Release – Full Guidance](https://intranet.noms.gsi.gov.uk/__data/assets/powerpoint_doc/0009/940815/R20-Release-full-guidance.ppt)

**Use of peer support**

1. Continued deployment of Listeners and other peer workers is encouraged. Guidance on how the Listener scheme will operate during this time is available here as well as other information about peer support:

Operating the [Listener Scheme](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/06/Listeners-guidance-FINAL.docx) during COVID-19

[Support for the Listener scheme during COVID -19](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/Safety-Briefing-Supporting-the-Listener-scheme-v6.pdf)

[Peer support guidance](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/Peer-Support.pdf)

1. To help prisoners understand why new processes have been put in place to respond to COVID-19, some prisons have appointed dedicated prisoner communications representatives - the *PeerPower* materials are also available in the CYPSE. Further guidance is available here:

[Covid-19 Prisoner Reps](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/06/Covid-19-prisoner-reps-002.pdf)

**The Wellbeing Plan**

1. [The Wellbeing Plan](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/Wellbeing-Plan-Safety-and-Support-.pdf) is a self-help tool created with input from mental health charity Mind. It contains a variety of mindfulness and distraction exercises to support wellbeing. As this resource was designed before the pandemic, before handing this information out to prisoners, staff should explain that some of the support available may have temporarily changed due to COVID-19.

**Distraction activities**

1. [In cell materials](https://hmppsintranet.org.uk/resources/in-cell-materials/) and [activity packs](https://hmppsintranet.org.uk/resources/in-cell-materials/activities/) are available to support people in prison during this period of lockdown.

**Searching**

1. <https://hmppsintranet.org.uk/except/wp-content/uploads/2020/04/COVID-19-Updated-searching-security-guidance.docx>

**Information on cleaning, infection control and hygiene**

1. <https://hmppsintranet.org.uk/except/2020/04/15/safe-operating-procedures-sop-using-ppe/>
2. [HMPPS COVID-19 Cleaning Guidance and Infection Control](https://hmppsintranet.org.uk/except/wp-content/uploads/2020/05/Cleaning-Guidelines-v1.4-140520-COVID-19-Infection-Control.doc)
3. [placeholder – PPE guidelines tbc]

**Relevant PSIs**

1. [PSI 2015-07 - Early Days in Custody](https://intranet.noms.gsi.gov.uk/policies-and-subjects/prisons/early-days/psi-2015-07)
2. PSI 64/2011 – Safer Custody
3. PSI 08/2012 (YCS)
4. PSI 44/2010
5. [PSI 07/2016 – Searching of the Person](https://intranet.noms.gsi.gov.uk/policies-and-subjects/prisons/national-security-framework/searching/psi-2016-07)
6. PSI 15/2015 - CSRA

**Cohorting Process**

Cohorting guidance has been introduced to reduce the risk of transmission between prisoners in response to the COVID-19 pandemic.

* Prisons should adopt a cohorting model from the point at which prisoners first exit the escort vehicle (where possible).
* Prisoners arriving on the same vehicles will be part of the same regime group and will not mix beyond that group.
* Social distancing requirements remain but it is acknowledged that a degree of close contact may exceptionally be unavoidable within the group depending on the size of the Reception building.

Prisoners should be assigned into one of the following groups or ‘cohorts’, and move to a dedicated unit and regime depending on their cohort as follows:

|  |  |  |
| --- | --- | --- |
| Cohort Name | Cohort Description | Cohorting Unit |
| Shielding | For those prisoners identified as vulnerable and extremely vulnerable to infection. Can also be used for Vulnerable Prisoners | Shielding Unit (SU) |
| Symptomatic | Showing symptoms of COVID-19 | Protective Isolation Unit (PIU) |
| Reverse cohorting | For all newly-received prisoners | Reverse Cohorting Unit (RCU) |

Allocation of regime groups will generally take place on the first night centre.

* Regime groups will be allocated based on the day of arrival to prison.
* These clusters of prisoners will have their daily exercise and domestics periods together with no contact with others outside their regime group to minimise the risk of transmission.
* They will remain together with those who arrived on the same day for 14 days. If one of the prisoners from the group displays COVID-19 symptoms at a later date, the entire regime group will be isolated.

**Sample process map**

**COVID-19 WORKPLACE RISK ASSESSMENT TEMPLATE EXAMPLE**

**HMPPS**

|  |  |
| --- | --- |
| **Description of Area/Workplace** | |
|  | |
| **Date of Assessment** | **Assessor/Assessors/Union Representative** |
|  |  |
| **Description of Tasks within the Area/Workplace** | |
|  | |
| **Identify Groups of Persons within the Area/Workplace** | |
|  | |
| **Those within the Extremely Vulnerable Group** | **Those within the at Risk Group** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Checklist - Initial** | | | |
| **Check and Assess** | **Yes** | **No** | **Comments** |
| 1. Do individual workstations/areas have at least 2 metres distancing between each other |  |  |  |
| 2. Do gang ways and movement areas provide at least 2 metres distancing for people to move in the area (including shared areas such as rest rooms, one-way systems and access and egress to the area). |  |  |  |
| 3. Is there a hand washing facility in reasonably close proximity to the area and or at the entrance to the area? |  |  |  |
| 4. Is there a sufficiently robust cleaning regime in place in the area providing hard surface cleaning using disinfectants daily (at least before each area use). |  |  |  |
| 5. Are tools/shared equipment cleaned after individual use to prevent cross contamination |  |  |  |
| 6. Are shared areas cleaned regularly during the work period using disinfectants (Areas such as rest rooms, and toilets). Do individual work stations require specific cleaning measures where sharing is unavoidable. |  |  |  |
| 7. Does/Will a physical management check take place to assess the work area (at least daily) |  |  |  |
| 8. Have persons been briefed on the arrangements within the workplace above |  |  |  |
| 9. Are there any other matters to consider in this work area (E.g. Travel arrangements to and from work by staff?) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Checklist - Adjustments** | | | |
| **Further considerations** | **Yes** | **No** | **Comments** |
| 1. Is there a requirement to split workers into different working patterns to achieve a better distancing in the area |  |  |  |
| 2. Is there a requirement to reduce/limit normal workers/others in the area to provide safe distancing in the area |  |  |  |
| 3. Are changes to the normal working practices required to achieve distancing in the area |  |  |  |
| 4. Are physical methods available/required to achieve distancing (E.g. screens/barriers, floor spacing measures and signs to achieve 2 metres). This where the above measures have not been able to achieve acceptable distancing. |  |  |  |
| 5. Do opening and closing times need to change to provide safer distancing in the area? |  |  |  |
| 6. Is PPE required where no other alternative is available to prevent close and frequent contact with others on a sustained period within the area and throughout the day |  |  |  |
| 7. Is hand sanitisation gels required in the area (if so, this will need to be carefully controlled and must unavailable to prisoners without direct staff supervision) |  |  |  |
| 8. Are further considerations required for disabled persons in the area? |  |  |  |

**Evaluate the Current Risk of COVID – 19 in this Workplace/Area**

* Risk is evaluated taking into account both:

(a) The consequences, i.e. the degree of harm which would result;

1. The frequency/probability/likelihood that it will occur.

* The degree of harm and likelihood of occurrence are both given ratings as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 0 – No Exposure | Degree of Harm from Exposure in the area  ⬄ | ⬄  The Likelihood this will happen | 0 – Highly Unlikely |
| 1 | 1 |
| 2 | 2 |
| 3 – Moderate | 3 - Possible |
| 4 | 4 |
| 5 – High levels of Exposure/Illness | 5- Very Likely |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Risk Rating:** | | | |
| Degree of Harm |  | Likelihood | Risk Rating |
|  | **X** |  |  |

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| **DECIDE ON CONTROL MEASURES** | If the risks are assessed as very high, high or medium risk, further control measures must be considered. Time scales for implementing control measures are given below. | |
| **RISK RATING** | **DEFINITION** | **ACTION REQUIRED** |
| **20-25** | **Very High** | Stop activity – take immediate action. |
| **15-19** | **High** | Take action the same day. Implement short-term measures. Instigate long term solution. |
| **10-14** | **Medium** | Take action within one week. (This level of risk may be acceptable provided the risk is **as low as is reasonably practicable).** Where control measures are required implement short-term measures. Instigate long-term solutions. |
| **5-9** | **Low** | Monitor the situation. |
| **0-4** | **Insignificant** | No action required. |

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| **Actions and Implementation Plans Prior to commencement of Activity – Additional Control Measures.** |
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| **Final Risk Rating:** | | | |
| Degree of Harm |  | Likelihood | Risk Rating |
|  | **X** |  |  |

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| Assessment Completed by: |
| Assessment Date: |
| Manager Review and Date: |
| Date Assessment Findings communicated to employees/unions and relevant persons: |
| Manager Review during Opening of area and confirmation additional control measures have been applied where required: |