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| Please be aware that SOP documents contain links to the HMPPS exceptional delivery platform, the link is not to be shared externally. Colleagues wishing to share content hosted on the platform externally are asked to download and redact the content appropriately, and to be aware of any security classifications before doing so. All content hosted on the platform is to be treated as OFFICIAL.  |
| **Revision from Previous Version:** General updates made within the hazard description box, change in CEV precautions, application of the SOP in relation to overarching documents and mechanisms. Changes made to reference links and reflected changes made throughout in relation to HMP overarching documents.  |
| **Brief Description of Task:** General COVID-19 arrangements for working in Kitchens and working in Serveries.  |
| **Application of this SOP :** The contents of this SOP will be applied by Stage 4/3 & 2 Prisons as part of general measures. Stage 1 Prisons may utilise any or all elements as part of escalating COVID-19 risk control measures as and if required. |
| **Particular Hazards:**  COVID-19 is a highly infectious viral disease. Methods of transmission are from close contact with infectious persons (aerosol droplets), contact with contaminated surfaces, and via aerosols (non-close contact). Groups of people have been identified as more vulnerable or at risk of illness severity, this includes patients with serious illness requiring invasive treatments including periods of hospitalisation and intensive care unit provision. Full vaccination significantly decreases the likelihood of severe illness from currently circulating variants. GOV.UK Coronavirus will continue to a provide any change in signs and symptoms and address the potential for action on variants to current vaccines. |
| **PPE – Quick View ( Kitchens and Serveries Only)**

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| **https://static.thenounproject.com/png/827456-200.png**Staff - voluntary | Prisoner voluntary |  **🡺** **OR****Where staff FRSM is mandated** | **https://static.thenounproject.com/png/827456-200.png**Staff  Required | **https://static.thenounproject.com/png/827456-200.png**PrisonerRequired |

 **FRSM Face Covering FRSM FRSM**FRSM Prisoner use is only within the workplace. |
| **Special Safety Precaution Measures:** Those who were previously considered CEV in the community are now being advised to take advice from their clinician about whether any additional precautions may be advisable for them based on their individual circumstances. Reasonable adjustments will be documented in a Personal Management Plan (PMP). |
| **Special Equipment, Procedures or PPE needed:** Kitchen and Servery environments may present particular difficulties at times, due to the unavoidable close contact with others from the layout and design in the environment and the inability to move fixed kitchen appliances. The following procedures provide the necessary measures to ensure a COVID-19 secure environment.A COVID-19 Workplace Risk assessment will be undertaken in all Kitchens. The risk assessment will carefully examine the spacial dimensions and constraints in the Kitchen/Servery and where relevant, record any potential social distancing issues.***Where Kitchen and Servery Staff are wearing FRSMs on a voluntary basis:***Prisoners will be provided with Face Coverings for use in the Kitchen and Servery.Staff will voluntarily wear surgical masks (FRSM).***Where staff are locally mandated FRSM via the face mask strategy and the same spacial and signifcant distancing issues exist to both staff and prisoners. FRSMs will be issued to prisoners also.*** Where prisoners are issued with FRSMs, this is for the work period only and masks must not be taken from the workplace. This must be supervised carefully.Surgical Masks must be changed every 4 hours, after breaks and if becoming damaged or wet. Please refer to the included guidance on the donning and doffing guidance.CleaningNormal Kitchen & Servery cleaning schedules, arrangments and products will continue to be operated ( HACCP and FSMS). In line with COVID-19 Cleaning, this will be further enhanced with secondary disinfection measures on all common hard surface areas especially that of common touch points. Please refer to the HMPPS COVID-19 Cleaning and Infection Control Measures contained on the exceptional delivery platform:Food Trolley hand contact areas ( push handles and door levers) require to be disinfected prior to leaving the kitchen and on arrival back from the residential units (this will need to be planned and revised within the existing cleaning schedules). Staff & Prisoners collecting food trolleys should where ever possible not enter directly within the kitchen area and arrangments should be made for collections and return to be carried out at the kitchen entrance. Prison Kitchens should ensure gatherings at trolley colelction and return times are kep to a minimum, differing collection time schedlues should be used to avoid too many people being in the area where needed. HygieneAs part of the standard Kitchen hygiene provision wash hand basins and soap will be widely available within the Kitchen & Servery environments. These must be used as the primary source of hand sanitisation.Although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice all people working in Kitchens and Food Environmants must  [wash their hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) frequently with soap and water for at least 20 seconds. This should be done routinely, including:* before and after handling food
* before handling clean cutlery, dishes, glasses, or other items to be used by the customer
* after handling dirty or used items, such as collecting used dishes from tables
* after handling money (in outside/inside staff Catering facilities)
* after touching high-contact surfaces, such as door handles
* when moving between different areas of the workplace
* after being in a public place
* after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow

Food packaging should be handled in line with usual food safety practices and staff should continue to follow existing risk assessments and safe systems of working.Alchohol containing gels must not be used within the Kitchen work area due to the fire risk from ignition, heat and flame sources. Alchohol hand gel must always be under the supervision of staff at all times ( if applied outside of the area) .LOPS & movement of food on trolleysEach Prison will provide local operating procedures (LOP) regarding the movement of trolleys to and from Kitchens and Serveries. The LOP will identify disinfection measures of handles and touch points during the movements. The LOP will also specify arrangments that residents working in Kitchens and Serveries are reqested to confirm they do not have any COVID-19 symptoms prior to commencing work in the area (each day or shift). The most important symptoms of COVID-19 are recent onset of any of the following:* a new continuous cough
* a high temperature
* a loss of, or change in, your normal sense of taste or smell (anosmia)

Prisoners from a PIU/SIU or RCU conditions must not work in the main Prison Kitchen. Prisoners from a PIU whom are positive or suspected COVID-19 must not attend serveries, meals must be delivered to the rooms in line with SOP 1 – Delivery to meals and items to rooms. Decontamination ProcedureIn the event a resident or staff member tests positive having worked in a Kitchen or Servery area, the area will be decontaminated using Titan Chlorine solution (at 1000 ppm). Please refer to the measures for decontamination as specified within the HMPPS COVID-19 Cleaning and Infection Control Measures Guidance. Use of TitanChlor does not require any fallow time before or after use (cleaning should take place immediately as required and the area can be used once the area has been dried and ventilated adequately) Please also adopt the hierachy of measures inlcuded below:1. The local BBV Prison Team/BBV Prison Contract to be utilised using Titan Chlor/Chlorine at 1000 ppm solution in line with their decontamination procedures, equipment and PPE specified for the task (this should always be the primary method for dealing with COVID-19 Decontamination where possible)2. The local BBV Team/BBV Prison Contract teams will supervise and cascade local training and guidance to staff & residents to extend further available people available during the COVID period. These using products and PPE in line with the relevant BBV decontamination procedures. 3. General Resident Cleaning Parties/BICS will clean areas under supervision of staff using the Titan Chlor/Chlorine at 1000 ppm solution and available PPE (all aspects as contained with the current COVID-19 Cleaning and Infection Control Guidance document). |
| **Emergency Procedures, and/or Contact Point:** As within normal specified operating arrangements. |
| **Detailed Steps to Follow**1. A COVID-19 Workplace Risk Assessment will be undertaken in all Kitchens and Servery areas. This assessment will be consulted with the relevant staff and trade union members.2. Local Operating Procedures will be available and specify all arrangements connected with cleaning and movements of people and trolleys between Kitchens and Serveries.3. Cleaning Schedules will be displayed in the areas and managers will check the schedules are being applied.4. Review COVID-19 arrangements within Kitchens and Serveries regularly (at least a managerial check monthly).  |
|  **Documents – Surgical Masks guidance for fit:** |
| **Annex: Hand washing guidance/general donning & doffing of PPE/HMPPS PPE selection diagram and Use of hand rub** |



**Wearing a face covering**

A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It ties behind the head. Resident Face Coverings will be provided by HMPPS and the specification is provided in the HMPPS face covering strategy.

Wash your hands or use hand sanitiser before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched.

You should wash a face covering regularly. It can go in with other laundry, using your normal detergent.

When wearing a face covering, take care to tuck away any loose ends.

