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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:** Particular working activities where surgical masks will be available to prisoners either as required or on a voluntary use basis. ***These are specified within the included table.***  **Please note** – this SOP is not an approval for specified tasks to be activated. Please only activate tasks where HMPPS notification confirms tasks and delivery stages are permitted. |
| **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 – Within the designated tasks only.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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**Prisoner  required |   **FRSM FRSM FRSM FRSM**    FRSM Prisoner use is only within the workplace/activity within included Table. |
| **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:** Some prisoner work 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 appliances to provide better space. 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 prisoners work and learning environments. The risk assessment will carefully examine the spacial dimensions and constraints in the areas and where relevant, record any potential social distancing issues.  Control measures identified within the COVID-19 risk assessment must be carefully managed and monitored. All workplaces must ensure:   * 2 metres distancing bewteen workstations * Managed movement within the areas to avoid conjestion and pedestrian contact * Access to hand washing and/or hand sanitisation * COVID-19 Cleaning in place * Providing the best fresh air or ventialtion achievable in the area   Considerations in work activites should also include:   * Back-to-Back seating arrangements * Side to Side seating arrangements * Keeping activity time in the area as low as possible * Reducing the amount of people in the area, reducing the amount of people visiting the area. * Developing different times of working or shifts of fixed teams * Staggering arrival and departure times * Avoiding non-essential travel to other areas within the building * Restricting access to areas in the building * Introducing one way flow movements through buildings (providing signage) * Limiting IT workstations to the fewest amount of people as possible, where it is unavoidable to not share a workstation to ensure disinfection measures are in place – Avoid Hot-desking where possible. * Avoid shared equipment where possible (tools, issue personal tools) * Staggering break times * Avoiding bringing personal belongings into the environment * Opening windows where possible to improve ventilation   Where possible, workshops and prisoner activities should contain prisoners from the same wing. Where this is not possible Prisons must ensure COVID-19 controls in the workshops/activity areas are being rigorously applied. Separate bubbles of prisoners from different wings should also be a consideration especially within an outbreak condition.  The below prisoner work activities are those where Prisons will apply FRSM face masks as specified:  Where Prisons have locally mandated the use of staff wearing FRSM in activities that match the below, the same match will be made for prisoners (for example – if FM cleaners are required to wear FRSM via the local face mask strategy – this will be applied to prisoners also)   |  |  |  | | --- | --- | --- | | Work Activities | Mandatory | Voluntary | | Prisoner Listeners | √ | X | | Waste Management/recycling | Where mandated for staff – apply for prisoners | √ where not mandated for staff | | DHL - Canteen | Where mandated for staff – apply for prisoners | √ where not mandated for staff | | Industrial Laundry | Where mandated for staff – apply for prisoners | √ where not mandated for staff | | Reception Orderlies | √ | X | | FM Maintenance Orderlies | Where mandated for staff – apply for prisoners | √ where not mandated for staff | | Cleaners | Where mandated for staff – apply for prisoners | √ where not mandated for staff |   Tasks not inlcuded within this list are not to be issued FRSMs for prisoners (other than where already prescribed within a SOP).  ***Where HMPPS Staff/3rd Party Contractors are wearing FRSMs on a voluntary basis:***  Prisoners will be provided with FRSMs on a voluntary basis.  ***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, or where damaged, wet or removed during eating or drinking. Please refer to the included guidance on the donning and doffing guidance.  FRSM Guidance for Prisoners  The Surgical mask (V4 sugical masks) within the guidance section will be displayed in a prominent area within the workplace.  Staff responsible for prisoners in the workplace will deliver a practical session to resdients on all aspects from the surgical mask guidance sheet. All prisoners will sign within ILPs/ or local training records to confirm this session has been undertaken. |
| **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 prisoner workplace 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 in the work areas.  3. Cleaning Schedules will be displayed in the areas and managers will check the schedules are being applied (at least weekly).  4. Review COVID-19 arrangements within the work areas regularly (at least a managerial check monthly). |
| **Documents – Surgical Masks guidance for fit:** |
| **Annex: Hand washing guidance and use of hand rub** |

