



# Health and safety guidance for full inspections during the COVID-19 pandemic

Updated 6 May 2021

## Introduction and context

1. HM Inspectorate of Prisons (HMI Prisons) introduced scrutiny visits as part of an adapted methodology to enable us to report on the treatment of and conditions for detainees during the COVID-19 pandemic. Scrutiny visits were designed to be a temporary measure while the risk from COVID-19 was at its height. Now that community and prison infections have fallen, a large proportion of the population has been vaccinated and the national lockdown is being eased, the Chief Inspector has decided that HMI Prisons will revert to its full scored inspection framework from the week beginning 10 May 2021.
2. HMI Prisons will adhere to national public health advice, including any local restrictions in place in specific areas where we carry out full inspections, and to the 'do no harm' principle at all times. HMI Prisons will continue to follow all national and local announcements relating to COVID-19 alert levels and restrictions and will amend this guidance as required.
3. This guidance sets out key processes that staff must follow and actions they must take when carrying out full inspections, to reduce risks to themselves, their household, prison staff and detainees.
4. The most recent World Health Organisation (WHO) guidance, published in March 2020, offers a comprehensive guide on the *Preparedness, prevention and control of COVID-19 in prisons and other places of detention*. The guidance is explicit about the importance of oversight and independent scrutiny during the pandemic:

'The COVID-19 outbreak must not be used as a justification for objecting to external inspection of prisons and other places of detention by independent international or national bodies whose mandate is to prevent torture and other cruel, inhuman or degrading treatment or punishment; such bodies include national preventive mechanisms under the Optional Protocol to the Convention against torture.'

*(Preparedness, prevention and control of COVID-19 in prisons and other places of detention, p.5)*

5. Staff are advised to familiarise themselves with this document for their own safety and the safety of others. Additional guidance below is based on specific HMI Prisons working practices.

## Who will be involved in full inspections?

6. Most HMI Prisons staff will be asked to support the inspection programme in some capacity, even if they are unable to undertake visits. We will keep under review the number of inspection staff deployed on these visits. Full inspections will normally be carried out over two weeks, with a two-day visit by four or five members of HMI Prisons' staff to carry out a detainee survey in week one. This will be followed by a five-day visit by approximately ten HMI Prisons and partner inspectorate staff the following week. This is an increase in the number of inspection staff previously deployed under the scrutiny visit model but consistent with our standard inspection methodology. Inspectors will also be in attendance for longer. HMI Prisons will try to ensure that staff undertaking inspections are working close to home areas, thereby minimising travel and the need to stay in hotels if possible.

### Key workers

7. The Ministry of Justice (MoJ) has agreed that HMI Prisons staff carrying out inspections are designated as key workers and staff will be issued with documentation to confirm this.
8. As key workers, HMI Prisons staff are able to travel across the UK to undertake inspection activity, including between areas which may be under differing local COVID-19 alert levels or during a national lockdown.

### Exclusions

9. NHS guidance identifies individuals who are at high risk (clinically extremely vulnerable) and individuals who are at moderate risk (clinically vulnerable) (see: [www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/](http://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/)). While there is now no need for those individuals to formally shield, any HMI Prisons staff who are classified as either high risk (clinically extremely vulnerable) or at moderate risk (clinically vulnerable) will be given the opportunity to complete a risk assessment with their line manager to identify if they are able to visit establishments and whether any specific mitigating measures are required to support them to do so.
10. In addition, recent research carried out by the Office for National Statistics and Public Health England (PHE) identifies a number of other disparities in the risks and outcomes of COVID-19, including for older people and people from black and minority ethnic communities (see: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/908434/Disparities\\_in\\_the\\_risk\\_and\\_outcomes\\_of\\_COVID\\_August\\_2020\\_update.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf)). While the NHS and PHE are not currently advising any specific actions to manage and mitigate risks for people in these groups, HMI Prisons will offer a risk assessment to any member of staff who feels particularly concerned as a result of their personal circumstances.
11. Staff who may also have additional risk due to their caring responsibilities or family situations should discuss with their line manager and complete an individual risk assessment to explore whether alternative working arrangements or mitigations can be put in place.
12. The risk assessment process will be kept under regular review. All existing individual staff risk assessments will be reviewed in light of any new national announcements and/or restrictions. In addition, all staff will be asked to reflect on whether they are potentially more at risk as a result of new national announcements and/or restrictions. If that is the case, they will be required to complete a risk assessment with their line manager.

## Staff deployment

13. The greatest risk posed by HMI Prisons staff to detainees and staff working in establishments is that a member of the HMI Prisons team unknowingly contracts the virus in the community and brings it into the establishment. Staff are expected to comply at all times with national social distancing and hygiene guidance, as well as with any local restrictions in the area in which they live, to reduce the risk of contracting the virus.
14. To mitigate this risk as far as possible, HMI Prisons has arranged weekly at-home PCR testing for all staff to be deployed on inspections. The testing should normally be carried out on **Wednesday** each week. This should mean that staff have the result shortly before attending an inspection the following week, although this cannot be guaranteed. Staff are not required to have received the result of their latest test before attending an inspection.
15. Routine testing is designed to reduce risk and enable track and trace processes. If a member of staff receives a positive result from a PCR test after they have already travelled away from home, they should wear a PPE level face mask (not a face covering) and seek advice from NHS 111 on how to safely return home. The Secretariat should be alerted and will assist with any travel or accommodation arrangements. If staff are staying in a hotel or using a hire car, they should make sure they inform hotel management on site and the Enterprise branch which supplied and which will be collecting the hire car (if different).
16. Staff who will be deployed in the field on a Wednesday should check the location of the nearest Royal Mail priority post box, and time of the last collection of the day from that location to return their completed PCR test. You can find your nearest priority post box on Services Near You or on the Royal Mail app. To find your nearest priority post box, click the 'Show my nearest priority post boxes' tick box, then enter your postcode and select your address.
17. In addition, all staff undertaking inspection activity will complete lateral flow tests (LFT) before they leave home. In line with government guidance, a positive result from an LFT requires an individual to arrange a PCR test.
18. Any staff member who tests positive for COVID-19 must inform their line manager and the Secretariat immediately and begin a period of self-isolation.
19. The measures outlined in detail below are also designed to reduce and mitigate this risk where possible while undertaking inspections.
20. In addition, HMI Prisons aims to reduce the likelihood of transferring the virus between establishments where there is a heightened risk that we might do so. All deployment decisions will take account of previous deployments as part of the dynamic risk assessment process. This will happen especially when sites previously visited (usually within 14 days) are designated outbreak sites by HM Prison and Probation Service (HMPPS) and/or PHE. HMI Prisons staff will continue to follow all the risk mitigation measures outlined within this guidance.

## Staff with symptoms

21. All staff must report any clinical signs of infection to their line manager and the Secretariat immediately, and must get tested (and receive the results) and begin an appropriate length of self-isolation before returning to work. Symptoms may include a **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); a **new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); and a **loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell and taste different to normal.
22. Staff who have been contacted by the NHS Track and Trace service and who have been instructed to self-isolate as a result must inform their line manager and the Secretariat immediately so that their deployments can be rearranged.

## Risk assessment

23. Before visiting an establishment, the coordinating inspector and team leader will consult with the Deputy Chief Inspector and Secretariat to undertake a dynamic risk assessment – based on information received from the establishment and additional intelligence gathered on the Friday of the week before the inspection begins – to determine if the site remains suitable to visit. This will be revisited on arrival at the establishment and at the end of week one in preparation for the start of week two.
24. HMI Prisons will also monitor any localised outbreaks or localised restrictions in the community where establishments are located to inform the dynamic risk assessment.
25. All decisions about deployment will be made on a case-by-case basis having assessed the risks; HMI Prisons will **not** adopt a blanket approach to deployment based on local COVID-19 alert levels.

## Travelling to and from establishments and the office

### Driving

26. A current Driving on Duty Risk Assessment should be in place. Newly completed forms should be sent to Lesley Young, Head of Finance, HR and Inspection Support, and Umar Farooq, HR Manager.
27. Staff should use Enterprise hire cars in keeping with HMI Prisons' usual policy. Requests for cars should be made as normal by contacting Caroline Fitzgerald, Inspection Support Officer. Enterprise car hire are cleaning their hire vehicles between customers, but when first using the car, members of staff should check that the car is safe to use, including by cleaning the seat, steering wheel and controls.
28. If a member of staff uses their own vehicle, mileage claims should be made via SOP as usual: at the Public Transport Rate for the longer journey from home to the establishment and back, and at the Standard Rate for shorter journeys between the hotel and establishment during the inspection.
29. If it is agreed that a member of staff may use their own vehicle instead of a hire car specifically as a reasonable adjustment and mitigating measure on the basis of a personal risk

assessment (see paragraphs 7-9 above), they may claim the Standard Rate mileage for all parts of the journey.

30. All staff using their own vehicle must have car insurance which includes business use. Members of staff who need to arrange an increase of the level of insurance will not be able to recover any charges levied by their insurers. A copy of the insurance policy showing the required level of cover should be lodged with Lesley Young, Head of Finance, HR and Inspection Support, and Umar Farooq, HR Manager.

### **Refuelling**

31. Where possible, staff should use garages that offer a 'pay at pump' option and should wipe the handle of the petrol pump before use. While balancing the need to refuel on multiple occasions, staff should aim to keep the refuelling costs below the limits permitted for contactless payment (most banks have raised the limit on debit and credit cards to £45 to reduce the need to use keypads to make payments). Staff should sanitise their hands when they have finished refuelling.

### **Public transport**

32. Staff who do not drive should take public transport, which will most likely be a train. When travelling on public transport, they should follow government advice on travelling safely (see: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>). This includes:
- wearing a face covering (this is mandatory in England, Scotland and Wales)
  - avoiding travel at peak hours
  - using an electronic ticket on their phone
  - practising social distancing
  - washing hands as soon as possible upon arrival.
33. HMI Prisons has made arrangements with the MoJ to secure a regular supply of reusable face coverings to provide to staff undertaking inspection activity. Staff may also use their own face covering, although this will be at personal expense.

### **Getting to and from the train station**

34. Staff travelling to an establishment by train may arrange to travel from their home to the train station by taxi, in recognition that they will be carrying luggage and to minimise the use of buses and tubes (which are likely to be more crowded) on their way to an establishment. Where possible, a taxi firm should be used which has a dividing screen between driver and passenger. Staff should wear a face covering for the duration of the journey. Staff may also travel from the train station to their home by taxi.
35. In London the following websites have pre-booking options which should be used:
- <https://www.londonblacktaxi.net/>  
<https://www.dialacab.co.uk>
36. Claims for fares should be made in the usual way via SOP and members of staff should ensure they include reference to the costs incurred in carrying out key work due to COVID-19 in a note against the claims.
37. Staff travelling between the train station, hotel and establishment may choose either to book a taxi or to share a vehicle with a colleague who drives. If several colleagues are booking a taxi, they should seek to book separate taxis where possible so that only one passenger

travels in each taxi. If sharing a vehicle with a colleague, this should be done with the consent of the driver and staff should follow government advice on vehicle sharing for essential journeys (see: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>). This includes:

- staff should “buddy up” for the duration of the inspection so that they travel only with the same person each time
- staff should open car windows for ventilation
- both passenger and driver should wear face coverings
- the passenger should sit in the rear seat, behind the front passenger seat – giving the greatest separation distance between the two people in the vehicle.

38. The coordinating inspector should liaise with research and inspector visit team members ahead of the inspection to identify transport requirements of each member of staff, explore taxi availability and agree a transport plan with all members of the team ahead of the inspection.

### **Travelling in the same town or city**

39. Staff travelling to an establishment in the same town or city as they live in should seek to minimise time on crowded public transport on their way to the establishment by walking, cycling or travelling at off-peak hours where possible. This is both for their protection and to minimise the risk of bringing the infection into an establishment.

40. Staff travelling to and from the office should use public transport but should travel at off-peak times where at all possible and should consider cycling or walking for all or part of their journey where possible. They should follow government guidance about using public transport, including:

- wearing a face covering (this is mandatory in England, Scotland and Wales)
- avoiding travel at peak hours
- using an electronic ticket
- practising social distancing
- washing hands as soon as possible on arrival.

41. Due to the current increased risk of transmission, if staff are concerned about the use of public transport, they can temporarily use a taxi for the commute to and from the office and claim the costs in line with the advice (paragraph 34) above.

### **Hotels and meals**

42. Where a hotel stay is required, hotels will be selected through usual MoJ booking systems. HMI Prisons staff will only stay in hotels which have COVID-19 systems in place, and the hotel’s guidance will be shared with HMI Prisons staff ahead of their stay.

43. When staying in hotels, staff should practise social distancing and wash their hands frequently, and particularly after touching common surfaces and high use areas.

44. All staff should familiarise themselves with the local COVID-19 alert level in the area in which they are staying and ensure they adhere at all times to local restrictions, including on mixing with people from another household (such as other HMI Prisons colleagues) in restaurants.

45. Staff should maintain social distancing while eating meals and make use of “grab-and-go” meal services, room services, hotel restaurants, nearby restaurants or supermarkets to buy food.

46. The Secretariat will provide advice on the hotel's meal arrangements and on nearby restaurants and supermarkets.

## **Reducing transmission of the COVID-19 virus during an inspection**

47. The WHO identifies two main ways to transmit the infection (see section 7.3):

- *infection can be spread to people who are nearby (within 1 metre) by breathing in droplets coughed out or exhaled by a person with the COVID-19 virus; or*
- *people may become infected by touching contaminated surfaces or objects (fomites) and then touching their eyes, nose or mouth (e.g. a person may touch a doorknob or shake hands and then touch their own face).*

### **Washing hands**

48. Staff should wash their hands frequently and for at least 20 seconds. They should do this on arrival at an establishment, immediately when arriving back at the hotel or at home, and frequently during the inspection. Staff should be aware that keys, locks, gates, railings and door handles are a high-risk contamination point. Staff should avoid touching their face after making contact with these surfaces. See below for a practical guide on hand washing.

### **Hand sanitiser**

49. All staff should carry hand sanitiser if possible. Hand sanitiser should be used frequently in between hand washing opportunities. It is more efficient for staff to purchase this themselves and claim back the costs from HMI Prisons. Staff should check that the sanitiser is effective against viruses.

### **Clothing**

50. HMI Prisons aims to prevent carrying the virus into an establishment by taking specific precautions. Staff should wear clean clothing in the establishment: this means clothing that has been freshly laundered and worn only on the day of the inspection. Staff who travel directly to an establishment using public transport should consider changing into clean clothes upon arrival particularly if they were unable to socially distance while travelling. Staff may wear the same clothing on subsequent days of the inspection but should change into alternative clothing when they are in the hotel and/or restaurants to minimise exposure of the clothing worn in the establishment itself.

51. When returning home, clothing worn during the inspection should be laundered at the maximum approved temperature and with a bleach-based laundry product to prevent germs from spreading.

### **Bringing items into an establishment**

52. Staff must limit the quantity of items they bring into an establishment as far as possible. Bags should not be carried around wings unless attached to the person. Notepads should not be placed on surfaces, and pens should remain in the inspector's possession and not placed in the mouth. Laptops and cameras may be brought into the establishment but should be wiped down upon arrival and at regular intervals.

## Keys

53. HMI Prisons staff should familiarise themselves with, and then comply with, the local guidance on hygiene requirements for key handling (for example, wiping down keys before and after use).

## Eating

54. Staff are encouraged to bring their own food and appropriate utensils, and to wash their hands thoroughly before eating all food, including fruit and sweets. All items taken home from the prison should be thoroughly washed and packed away after use.

## Social distancing

55. HMI Prisons staff are expected to maintain a two-metre distance from others during the inspection. Staff should be aware that some landings are less than two metres in width and should consider this when moving around the prison, making every effort to plan a route which enables them maintain distance from others.

## Face masks and coverings

56. A face covering is made from any cloth or textile and covers the nose and mouth of the wearer. It is designed primarily to give protection to other people from any infection the wearer may have. A fluid resistant surgical mask, referred to in this document as a face mask, is a medical grade mask often worn by those that work in a clinical or social care setting. It meets international approved safety standards and as such is considered Personal Protective Equipment (PPE). It provides protection for both the wearer and other people.
57. HMPPS' face mask strategy of October 2020 designates three tiers of task or area to determine face mask usage by HMPPS staff in prisons and young offender institutions (YOIs):
  - a. Tier One nationally determined use, where face masks are mandatory as part of national Safe Operating Procedures. This tier includes tasks such as searching, escorts, delivering meals and working in an office where social distancing is not possible.
  - b. Tier Two locally determined use, where risk assessment in individual establishments has identified areas or tasks of heightened risks and where face masks are mandatory as a result. These may include pressure points such as corridors or prisons gates, poorly ventilated areas or specific periods of heightened risk (such as an outbreak).
  - c. Tier Three individual preference, where there is no obligation for staff to wear a face mask but where they may elect to do so as a matter of personal choice.
58. HMPPS notes that organisations visiting HMPPS establishments should carry out their own risk assessments but encourages them to adhere to the HMPPS approach as much as possible. HMI Prisons will follow this advice and amend this guidance to reflect any changes made to the HMPPS approach in the future.
59. HMI Prisons will adopt the following approach to face coverings and masks:
  - a. HMI Prisons staff will adhere to the HMPPS tiering system as much as possible, wearing a face mask when visiting or observing Tier One and Tier Two locations or tasks. The coordinating inspector will seek guidance from the establishment about the tiers and brief other colleagues accordingly.

- b. If HMI Prisons staff wish, they may wear a face mask for the duration of the inspection, including in Tier Three areas. They may wish to do so for their own protection or to avoid having to put a mask on and take it off again when entering different tiers.
  - c. If HMI Prisons staff do not wish to wear a face mask in Tier Three areas, they will instead wear a face covering for others' protection. They should wear this as a matter of routine when walking around an establishment and remove it only if and when they are confident of being able to maintain social distancing (e.g. during a meeting in a suitably large room).
60. Face masks can be worn for four hours continually and will then need to be changed. Each face mask should only be used once, regardless of the length of use. Staff should therefore expect to use a number of face masks during an inspection. Staff should follow the guidance below on how to put on and take off a face mask safely and seek establishment advice on where to dispose of used masks.
61. HMI Prisons has made arrangements with the MoJ to procure regular supply of face masks and reusable face coverings to provide to staff undertaking inspection activity. Staff may also use their own face coverings if they prefer in Tier Three areas, although this will be at personal expense.
62. The Home Office has decided that all staff and visitors to Immigration Removal Centres (IRCs) and Short-Term Holding Facilities (STHFs) must wear a face mask (fluid resistant surgical mask) at all times, unless they are exempt from doing so under government guidelines. HMI Prisons staff will therefore wear a face mask at all times during visits or inspections of IRCs and STHFs, unless they are exempt from doing so. In this case, they must raise this with the establishment in advance of the visit or inspection.

### **Visiting a normal wing/location**

63. Staff should be careful when entering areas where air flow is limited, such as small offices and cells. Encourage people to talk in open spaces. Do not talk to prisoners through the gaps in cell doors as air flows can be directed to either person's face. If you wish to speak to a prisoner directly, the advice is to do this with the door open and standing at least two metres apart. Staff are reminded to undertake the usual security arrangements when opening a cell. When walking down narrow corridors and through gates, staff should be courteous, give way to others and avoid these areas during any specified movements such as meals and exercise.

### **Speaking to prisoners on the Reverse Cohorting Unit or Protective Isolation Unit**

64. Establishments are currently required to designate two separate units: a Reverse Cohorting Unit (RCU) for the temporary separation for newly received prisoners; and a Protective Isolation Unit (PIU) for the temporary isolation of symptomatic or COVID-19 positive prisoners. HMI Prisons staff should pay attention to any signage or briefing notes that identify areas where prisoners may be isolated due to COVID-19.
65. Please be aware that some prison staff may use the term cohort to describe any group of prisoners. For example, they may use it to mean cohorting well prisoners, or key workers, which are not outlined in the specific guidance about cohorted units.
66. Inspection staff (excluding survey team see paragraph 84 for further guidance) should **not** visit RCUs or PIUs or interview prisoners residing in these units in person unless in exceptional circumstances and with agreement of the team leader. Where possible, alternative methods to speak to these prisoners should be used, such as speaking on the

telephone. Where this is not possible, and where you need to interview a prisoner from the RCU or PIU in person, staff should follow the guidance below on using PPE.

### **Personal protective equipment (PPE)**

67. There may be exceptional circumstances in which we need to interview a prisoner in an RCU or a PIU in person. In this case, having exhausted all other methods of communication (such as over the phone), inspectors should agree this with the team leader and PPE should be used. HMI Prisons has secured a modest supply of PPE for this purpose. Should PPE not be available on a specific occasion, it will **not** be possible to interview the individual in person.
68. The minimum level of PPE that staff should wear when interviewing prisoners who are being reverse cohorted or isolated because they are symptomatic is:
- disposable gloves
  - disposable medical mask
  - disposable full gown or apron
  - disposable eye protection (e.g. face shield or goggles).
69. When engaging with these prisoners, HMI Prisons staff should maintain social distancing as well as using PPE. Staff should keep contact to a minimum to reduce exposure. When talking face-to-face with prisoners suspected or diagnosed with COVID-19, staff will need to ensure they follow local guidance: for example, you may usually ask the prisoner to step outside a cell to talk, which would not be acceptable. At the end of the exposure to the prisoner, it is imperative that staff immediately and safely remove PPE as outlined in the guidance below.
70. Putting on and taking off your PPE correctly is important (see guidance below). The establishment will facilitate the disposal of any PPE, but please ensure that you ask staff about any specific procedures for disposal and the location of the clinical waste bins. You must wash your hands immediately after removing PPE.
71. For all staff, PPE must be changed after each interaction with a suspected or confirmed case. In the unlikely event of PPE being required for a prolonged period, it must be renewed every four hours.

### **Interviewing prisoners who are being shielded**

72. In addition to RCU and PIU, an establishment may create a Shielding Unit for the temporary protection of those prisoners whom NHS England defines as clinically extremely vulnerable. Prisoners in these categories may also be isolated or shielding in their cells depending on the arrangements in each establishment.
73. If seeking to speak to a prisoner who is being shielded, or if seeking to visit a wing which has been entirely dedicated as a Shielding Unit, HMI Prisons staff should follow the guidance given by the establishment on protection processes in place. Staff should hold any conversations with shielding prisoners at 2m social distance and wear a face mask or covering when distancing is difficult or where local protection processes require it. Where at all possible, HMI Prisons staff should endeavour to visit shielding prisoners and Shielding Units first thing in the day, before visiting other locations in the establishment.

### **Visiting health care**

74. It is possible that health care may be used to isolate prisoners with suspected COVID-19 or who are being isolated for their own protection. Staff entering these wings should ensure

that they are conversant with the local protocol for entering and leaving the area, in line with infection prevention and control and as relates to both social distancing and PPE.

### **Emergency resuscitation**

75. Staff must not attend any emergency resuscitation incidents as this will require an additional level of PPE due to the aerosol effect of the procedure.

### **Feeling unwell**

76. If HMI Prisons staff begin to feel unwell while on site or feel that they have developed symptoms of COVID-19 they should be vigilant in maintaining social distance and arrange to leave the establishment as soon as possible. They must inform a team member prior to leaving, and the team leader must inform the establishment as soon as possible.

## **Preparing and distributing the survey**

77. HMI Prisons staff should minimise contact with paper questionnaires, and other associated documents which will be provided to prisoners, throughout the survey process.
78. Preparation of questionnaires (putting the paper questionnaire into an envelope) should take place at HMI Prisons' office. Questionnaires which are required in a different language should be photocopied at the establishment from master copy versions. Staff should adhere to all COVID-19 guidance for safe use of that building.
79. Staff should wash their hands for at least 20 seconds and use hand sanitiser between handwashing before touching any paper or envelopes which will be distributed to prisoners as part of the survey.
80. Questionnaires in envelopes should be stored and transported in clean bags – either HMI Prisons issue canvas bags or plastic bags. Questionnaires in envelopes should not be removed from these bags until they are at the establishment, where they will be distributed.
81. Contact with questionnaires in envelopes before they are handed out should be kept to a minimum, and hand sanitiser should be used on wings before handling these envelopes.
82. If staff open and close gates, sign visitors' books or touch railings between wings, they should re-sanitise their hands before touching any envelopes.
83. Wherever possible, questionnaires in envelopes should be posted to sampled prisoners under their cell door and collected in the same way. If this is not possible, staff should maintain social distancing while conducting the survey. If social distancing cannot be achieved on a particular wing or unit, staff should withdraw and attempt to complete the survey at another time.
84. Where prisoners being cohorted are included in the selected sample, arrangements should be made to minimise risk of infection for both prisoners and HMI Prisons staff. Arrangements may include distributing questionnaires to prisoners who are being shielded for their own protection before visiting other residential units and distributing and collecting questionnaires from prisoners who are being isolated for others' protection just before leaving the establishment, and not going onto other residential units after this.

85. When collecting questionnaires from prisoners' cells, staff should use hand sanitiser before and after donning gloves. The envelopes should be put straight into a bag and not removed from the bag until staff are back in the base room.
86. Once back in the base room, staff should wash their hands and use hand sanitiser in between handwashing. Staff should always wear gloves to take the questionnaires out of the envelopes and continue to wear them when handling the paper questionnaires. The used envelopes should be safely disposed of at the establishment. All completed questionnaires should then be placed in a clean envelope and bag and should not be removed from the envelope and bag until back at HMI Prisons' office.
87. At HMI Prisons' office all completed questionnaires should be numbered and scanned onto SNAP survey software. At all times when handling the paper questionnaires, staff should wear protective gloves. Scanned images of the questionnaires should be used to type up any handwritten comments and the paper questionnaires should be safely archived in line with HMI Prisons' data retention policy.

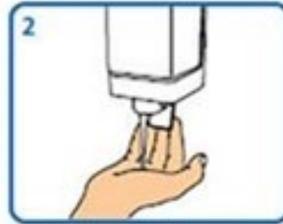
## **After an inspection**

88. Should a member of HMI Prisons staff develop symptoms shortly after visiting an establishment, they must let their team leader and Lesley Young, Head of HR, Finance and Inspection Support know immediately. Lesley will inform HMPPS. Similarly, should an outbreak be identified in an establishment shortly after inspectors have visited, HMPPS will alert HMI Prisons via the designated point of contact (Lesley Young).
89. All HMI Prisons staff who develop symptoms should arrange to be tested at their local testing centre.

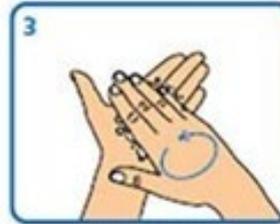
# Hand-washing technique with soap and water



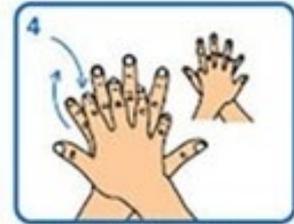
1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



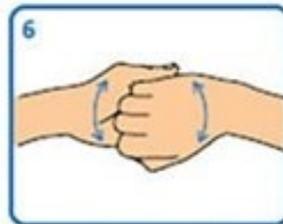
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



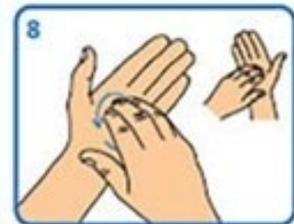
5 Rub palm to palm with fingers interlaced



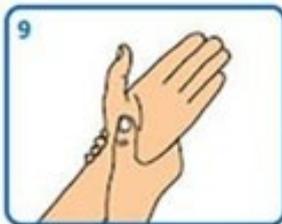
6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



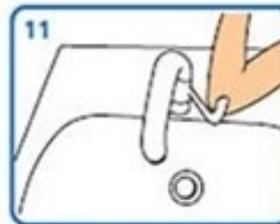
8 Rub tips of fingers in opposite palm in a circular motion



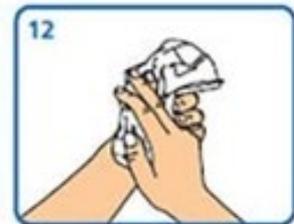
9 Rub each wrist with opposite hand



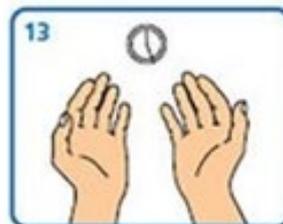
10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

## Putting on personal protective equipment (PPE)

The order of putting on PPE is: apron, facemask, visor and gloves.



### Apron

- Pull over head and fasten at back of waist



### Facemask

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to bridge of the nose
- Fit snug to face and below chin



### Visor

- Place over face and eyes and adjust to fit



### Gloves

- Extend to cover wrist

### Use safe work practices to protect yourself and limit the spread of infection.

- Keep hands away from face
- Change gloves between tasks and when torn or heavily contaminated
- Limit surfaces touched
- Regularly perform hand hygiene

## Removing personal protective equipment (PPE)

PPE should be removed in an order that minimises the potential for cross-contamination.

The order of removing PPE is: gloves, apron, visor and facemask.



### Gloves

- Grasp the outside of the glove with the opposite gloved hand; peel off
- Hold the removed glove in the gloved hand
- Slide the fingers of the ungloved hand under the remaining glove at the wrist
- Peel the second glove off over the first glove



### Apron

- Unfasten or break ties
- Pull apron away from neck and shoulders lifting over head, touching inside only
- Fold or roll into a bundle



### Visor

- Handle only by the headband or the sides



### Facemask

- Unfasten the ties – first the bottom, then the top
- Pull away from the face without touching front of facemask

### Perform hand hygiene immediately after removing all PPE.

All PPE should be removed before leaving the area and disposed of in a sealed plastic bag in a household wheellie bin.

## Useful websites

### World Health Organisation

*Preparedness, prevention and control of COVID-19 in prisons and other places of detention*

[http://www.euro.who.int/\\_\\_data/assets/pdf\\_file/0019/434026/Preparedness-prevention-and-control-of-COVID-19-in-prisons.pdf?dm\\_i=21A8,6SM73,FLWT3F,R7PLZ,I](http://www.euro.who.int/__data/assets/pdf_file/0019/434026/Preparedness-prevention-and-control-of-COVID-19-in-prisons.pdf?dm_i=21A8,6SM73,FLWT3F,R7PLZ,I)

### GOV.UK

*Coronavirus (COVID-19): what you need to do*

<https://www.gov.uk/coronavirus>

*Stay at home: guidance for households with possible coronavirus (COVID-19) infection*

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

*Safer travel guidance for passengers*

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

*Wearing a face covering: guidance on how to wear and make a cloth face covering*

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

### Taxis

London Black Taxis

<https://www.londonblacktaxi.net/>

Dialacab

<https://www.dialacab.co.uk>