Operational dynamic risk assessment template

Public health advice from an outbreak/incident control team (OCT/ICT)

Guidance notes for completion

This form is to be completed jointly by the PHE lead and the establishment governor following an OCT meeting and updated by them at any subsequent OCT.

The CCDC/CHP leading the response should complete the form and send it to PHE's national health and justice team at Health&Justice@phe.gov.uk, with subject line “Risk assessment [insert specific infectious disease] outbreak HMP [insert prison or institution name]".

Please also copy PHE respiratory disease surveillance Respscidsc@phe.gov.uk

The governor should also send the completed assessment to HMPPS at the email addresses below, with the subject line "Outbreak at HMP [Name of establishment]" and email to:

HMPPS National Incident Management Unit: NIMU@hmps.gsi.gov.uk

HMPPS Population Management Unit: PMS@hmps.gsi.gov.uk

HMPPS Health and Care Partnerships health@justice.gov.uk

Please note that once this this document is completed, it is subject to the Data Protection Act 2018 and patient confidentiality protocols. Please do not refer to patients by name or provide any other patient identifiable information (PPI).

OFFICIAL SENSITIVE ONCE COMPLETE

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| This is required information for risk assessment. Please complete as much as possible but do not delay sending a report while awaiting further information, such as laboratory results. | Additional notes |
| Date form completed | PHE dd/mm/yyyy | Governor dd/mm/yyyyy |
| Date of meeting of OCT/ICT | dd/mm/yyyy: | Time of first meeting (00:00) |
| Name of establishment |  |
| Name of PHE lead and email address |  |
| Name of governor and email |  |
| Nature of incidentTo be completed by the PHE region consultant in communicable disease control or consultant in health protection | Gastrointestinal disease [ ] Respiratory disease [ ]Chemical incident [ ]Other  | Specify causative agent if known (for example norovirus, influenza A/B, tubercolosis etc.) |
| Date of onset of incident or date of first case | dd/mm/yyyy |
| People affectedTo be completed by the PHE consultant in communicable disease control or consultant in health protection | Prisoners Suspected [ ]Confirmed [ ] Staff Suspected [ ] Confirmed [ ]Are cases confined to 1 wing or area? Y/N | Has an active case-finding programme been recommended? Y/NDoes case finding include staff? Y/NAre any staff on sick leave currently? Y/NIf Yes, how many [ ]Have any (prisoner) cases been transferred to hospital for care? Y/NIf Yes, how many: [ ]Any other information: |
| Public health advice from OCTTo be completed by the PHE consultant in communicable disease control or consultant in health protection | Has OCT provided recommendation to:Isolate/ cohort cases Y/NProvide separate toilet/ washing facilities Y/NRestrictions on internal prisoner movements Y/NStop transfers out Y/NStop transfer in Y/N |
| Movement of prisonersTransfer information to be completed by the governor | Have prisoners at risk of infection been transferred to other prisons before  |
| quarantine? Y/N |  |
| If Yes, estimate of numbers transferred: [ ] |
| List of establishments receiving prisoners: |
| 1. |
| 2. |
| 3. |
| 4. |
| Any other information: |  |
| Staff health and safetyTo be completed by the PHE Centre consultant in communicable disease control or a consultant in health protection | Has OCT recommendedany specific actions toprotect staff:PPE Y/NVaccinations Y/NTesting Y/NProphylaxis Y/NTreatment Y/NRestrictions on activities for vulnerable staff Y/N | Specify nature of advice to protect staff: |
| Assessment of mortality riskTo be completed by the PHECentre consultant incommunicable diseasecontrol/consultant in healthprotection | Has OCT provided mortality risk assessment Y/NIs there a significant risk of multiple mortalities as result of outbreak at this time Y/N | Provide specific information on assessment provided by OCT (eg critically ill prisoner(s) in hospital): |
| Additional information from governor, director or IRC centre managerPlease report any additional relevant information which can assist Population Management in undertaking a dynamic risk assessment: |