

## STANDARD OPERATING PROCEDURE FORENSIC – GARDENING

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**VALIDITY – All local SOPS should be accessed via the Trust intranet**

### CHANGE RECORD

Version	Date	Change details
1.0	September 2019	New SOP. Approved at Clinical Network (13 Jan 2020).
1.1	March 2023	Revised SOP - poly tunnel text clarification and terms broadened to include ward-based activity staff. Approved at Forensic Clinical Network 13/03/23.

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## 1. INTRODUCTION

The purpose of this standard operating procedure is to identify the access, safe use and security issues relating to the Gardening/horticultural environments used by patients across the Humber Centre for Forensic Psychiatry service. It represents good practice guidelines and the minimum that is expected in regard to the safe access to gardening/horticultural environments accessed by the patients and staff across the service.

## 2. SCOPE

The document is aimed at all clinical staff and students who use the gardening/horticultural environments with patients.

The procedure relates to the gardening/horticultural environments at the Humber Centre, including ward courtyards and community venues and is relevant for all staff and patients accessing. Bank staff and students should be familiar with the procedures prior to accessing.

## 3. DUTIES AND RESPONSIBILITIES

Occupational Therapy (OT) staff and Ward Based Activity Staff will take responsibility for monitoring and ensuring all risk assessments related to the Poly Tunnel, Community Allotment and any other identified therapeutic gardening/horticultural areas are kept up to date and reviewed as required.

Ward staff are required to ensure ward based gardening equipment is maintained as part of the ward security. All staff are responsible for ensuring all patients are assessed to be safe using equipment.

All staff and OT staff accessing any gardening/horticultural environments should be aware of the specific environmental procedures stated in this standard operating procedure prior to accessing. All staff are responsible for providing patients an initial induction to the environments.

Individual staff are responsible for following the standard operating procedure when they access with patients. All equipment is to be used and managed as required dependent on the environments accessed to support the health and safety of staff and patients accessing.

All staff are responsible for providing feedback to ward managers, OT staff and senior managers if any issues related to the equipment or a patients accessing.

All staff are responsible to ensure the safe use of equipment and concerns' regarding a patients safety, the session can be terminated if any risks identified and feedback should be provided to ward staff, senior managers and the multidisciplinary team (MDT).

All staff are responsible in assessing the environment is appropriate prior to the session commencing.

All staff are responsible to ensure the environment is safe and cleared of all equipment after session

Datix entries are required to be completed by all staff if any injuries or incidents in the session.

## **Blanket Restriction**

The Mental Health Act Code of Practice defines blanket restrictions as “rules or policies that restrict a patient’s liberty and other rights, which are routinely applied to all patients, or to classes of patients, or within a service, without individual risk assessments to justify their application.” The Code’s default position is that “blanket restrictions should be avoided unless they can be justified as necessary and proportionate responses to risks identified for particular individuals”. The Code allows that secure services will impose some blanket restrictions on their patients. Where blanket restrictions are identified as necessary and proportionate there should be a system in place which ensures these are reviewed within a regular time frame, with an overall aim at the reduction of restrictive practices.

Further guidance is provided by the Trust’s Policy on the Use of Global Restrictive Practices (Blanket Restrictions) In Inpatient Units.

Service procedures that constitute a blanket restriction are devised in consultation with service users, including discussion at ward meetings, the Reducing Restriction Group and the Patients’ Council.

This procedure is necessary for the safe and secure access to and work within the garden areas by both staff and patients, which provides a rewarding occupation for those involved.

Since this procedure is not applied to a group of patients without individual risk assessment this procedure does not constitute a blanket restriction.

## **4. PROCEDURES**

### **4.1. Access**

#### **Ward Courtyards**

- All patients require MDT approval prior to participating in the gardening sessions
- All patients will be inducted and risk assessed prior to using the gardening tools and equipment
- If patients are assessed to be unable to participate in gardening sessions but require access to the courtyard should be escorted by ward staff at all times
- All patients to be escorted in the courtyard by ward staff whilst engaging in gardening session
- Patients entering other ward courtyard gardening sessions require a management plan, up to date risk assessment, MDT approval from their MDT and MDT approval from the relevant ward

#### **Poly Tunnel/Occupational Therapy-Specific Gardening Projects across the Unit**

- All patients require MDT approval prior to access
- The Poly Tunnel is considered outside of the secure perimeter fence. This is due to the height of the courtyard walls, allowing access to the Humber Centre’s roofing area. As a result, Section 17 leave is required to reflect this with leave approved to the grounds of the Humber Centre.
- Patients can access on a 1:1 basis. Escorting staff to be inducted to the Poly Tunnel prior to accessing
- Patients can access as part of a group, 3:1 escort level at a maximum
- Unit radio to be taken to enable contact be made with the unit if needed

## **Community Allotment/Community Gardening Projects**

- All patients must have MDT approval and approved Section 17 leave
- Unit vehicle must be used to access any community leave sessions if not in walking distance
- Patients can access on a 1:1 basis. Escorting staff to be inducted to the Poly Tunnel prior to accessing
- Patients can access as part of a group, 3:1 escort level at a maximum
- Unit mobile should be taken to make contact with the unit or emergency services if needed

### **4.2. Security**

#### **Ward Courtyard**

- Gardening equipment to be monitored as part of the ward security checks
- Only gardening equipment that is planned to be used in the session to be taken in to the courtyard
- Escorting ward staff to ensure all equipment is returned at the end of the session
- Any broken equipment to be removed and disposed of correctly. Ward manager/lead nurse to be informed
- Datix to be completed to report any injuries or incidents

#### **Poly Tunnel/Occupational Therapy Gardening Sessions across the Unit**

- OT and Ward activity staff to facilitate and coordinate sessions
- OT and ward activity staff to monitor equipment inventories
- Risk assessments required for any gardening sessions based in the Humber Centre
- Gardening sessions facilitated across the unit will be discussed in the Humber Centre senior meetings
- Access to the Poly Tunnel requires specific keys, keys are available on a sign and sign out basis via the Humber Centre reception
- All gardening equipment is inventoried in the workshop. Keys are available on a sign in and sign out basis
- OT staff to monitor equipment inventories
- Small gardening tools are kept in an inventoried locked cupboard in the poly tunnel. Keys are available on a sign in and sign out basis
- All equipment to be signed out at the beginning of the session and signed in when returned
- Any missing equipment to be reported to lead occupational therapist and senior managers
- Only equipment intended to be used in the session taken to the environment
- Facilitating staff to transport equipment from the workshop to the session
- Any missing items identified at the end of a session will require the area to be placed on lock down and a search. The patients should remain in the area whilst the search continues. The Humber Centre response team should be called to offer support if a risk situation occurs
- Datix to be completed to report any injuries or incidents

## **Community Allotment/Community Gardening Projects**

- OT staff and Ward Activity staff to facilitate and coordinate sessions
- OT staff and Ward Activity Staff to monitor equipment inventories
- Risk assessments required for any gardening sessions based in the Humber Centre

- Access to the allotment requires specific keys. Keys are available on a sign in and sign out basis via the Humber Centre reception
- Allotment has own equipment and tools available in a locked shed. Equipment to be checked pre and post session
- All patients must have approved Section 17 leave and approval from the MDT
- Community gardening sessions may require the use of equipment stored in the workshop/Poly Tunnel. Keys are available via reception. Equipment used should be checked and signed in and out pre and post session
- Datix to be completed to report any injuries or incidents

### **4.3. Risk**

#### **Ward Courtyard**

- All patients to be escorted in the courtyard when engaged in a gardening session
- All patients to be instructed on the safe use of tools
- All equipment to be managed via the ward security
- Only equipment intended to be used in the session to be in the environment
- Any missing equipment will require the environment to be on lock down to enable a search of the environment to be commenced. Senior staff at the Humber Centre to be made aware. Patients to stay in the environment whilst search is conducted. Patients present to be physical searched as part of the search policy
- Datix to be completed to report any injuries or incidents

#### **Poly Tunnel/Occupational Therapy Gardening Sessions across the Unit**

- All patients to be agreed by MDT to gain access.
- The Poly Tunnel is considered outside of the secure perimeter fence. This is due to the height of the courtyard walls, allowing access to the Humber Centre's roofing area. As a result, Section 17 leave is required to reflect this with leave approved to the grounds of the Humber Centre.
- All patients to be escorted, 1:1 or part of a group (3:1 maximum escort level)
- Unit radio to be carried by facilitator
- All patients to be inducted prior to commencing gardening sessions
- Equipment to be inventoried and signed in and out pre and post session
- All equipment to be checked and maintained by OT staff prior to session
- All tools to be used following manufactures guidelines
- Only equipment intended to be used in the session to be available
- Any missing equipment will require the environment to be on lock down to enable a search of the environment to be commenced. Senior staff at the Humber Centre to be made aware. Patients to stay in the environment whilst search is conducted. Patients present to be physical searched as part of the search policy
- Transportation of equipment from the workshop to be completed by facilitating staff prior to the session
- Any broken equipment to be removed and lead occupational therapist and senior staff to be made aware
- Datix to be completed to report any injuries or incidents

#### **Community Allotment/Community Gardening Projects**

- All patients to be agreed by MDT to gain access
- All patients to be escorted, 1:1 or part of a group (3:1 maximum escort level)

- Unit vehicle to be used to access sessions that are not within walking distances
- Unit mobile phone to be carried by facilitator
- All patients to be inducted prior to commencing gardening sessions
- Equipment to be inventoried and signed in and out pre and post session
- All equipment to be checked and maintained by OT staff and Ward Activity Staff prior to session
- All tools to be used following manufactures guidelines
- Only equipment intended to be used in the session to be available
- Any missing equipment will require the environment to be on lockdown to enable a search of the environment to be commenced. Senior staff at the Humber Centre to be made aware via telephone. Patients to stay in the environment whilst search is conducted. Patients to return to the Humber Centre to be physical searched as part of the search policy
- No equipment to be taken to the Allotment
- Any broken equipment to be removed and lead occupational therapist and senior staff to be made aware
- Datix to be completed to report any injuries or incidents

### **Produce (all Gardening/Horticultural Sessions)**

- All grown produce to be washed and offered to staff only
- Only flowers, vegetables and other consumable items to be grown following manufacturers' guidelines
- Produce to be used as part of composting
- No chemicals to be used in any gardening sessions

### **4.4. Safety (all Gardening/Horticultural Sessions)**

- All staff and patients to be appropriately dressed including footwear
- All staff and patents to be inducted to the environment
- All equipment to be stored as intended and inventoried in and out
- All relevant keys to be stored in the Humber Centre reception
- All equipment to be maintained following manufactures guidelines
- All broken equipment to be removed and reported to the lead occupational therapist, ward manages and senior staff
- All equipment to be used as intended
- First aid kit to be available at every gardening sessions
- Protective clothing such as gardening gloves be available in every session
- Datix to be completed to report all injuries and incidents

### **Cleaning (all Gardening/Horticultural Sessions)**

- Environment to be cleared of all items after sessions
- All tools cleaned post session

### **4.5. Environment (all Gardening/Horticultural Sessions)**

- To be assessed prior to patients accessing
- Free from hazards
- Only equipment intended to be used in the session to be available
- Any issues in the environment raised to the lead occupational therapist, ward staff or senior staff