



Home Office

Detention Services Order 06/2018

Accommodation: Lighting, Heating and Ventilation

December 2018



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Document Details

Process: To provide guidance on the minimum requirements for rooms used as sleeping accommodation, removal from association, temporary confinement and application of special control or restraint in Immigration Removal Centres, residential STHFs and the Pre Departure Accommodation (PDA) and their certification.

Implementation Date: December 2018

Review Date: December 2020

Version: 1.0

Contains Mandatory Instructions

For Action: Detention and Escorting (Compliance) and supplier staff in immigration removal centres (IRC), Gatwick pre-departure accommodation (PDA) and residential short-term holding facilities (STHF).

For Information: Detention Engagement Team

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Processes Affected: Accommodation standards

Assumptions: N/A

Notes: The minimum accommodation standards in this DSO were determined in consultation with expert independent contractors and industry guidelines.

Instruction

Introduction

1. This DSO sets out the measurable standards for the certification of rooms that can be applied consistently across immigration removal centres (IRC), pre-departure accommodation (PDA) and residential short term holding facilities (STHF).
2. References to “centre” in this document cover IRCs, residential STHFs and PDA. ‘IRC centre manager’ refers to the commercial supplier’s centre manager.
3. The minimum standards for accommodation assume the normal usage of non-smoking residential rooms below their maximum certified capacity.

Purpose

4. The purpose of this instruction is to ensure that all accommodation provided at IRCs and STHFs is compliant with Rule 15 of the Detention Centre Rules 2001, Rule 13 of the Short-term Holding Facility Rules 2018 and published Operating Standards.

Policy

5. Detention Centre Rule 15 provides that no room in an IRC shall be used as sleeping accommodation unless the Secretary of State (in practice the Home Office Contract Monitoring Officer) has certified that:
 - its size, lighting, heating, ventilation and fittings are adequate for health
 - it has adequate storage facilities (consistent with the interests of security and safety and
 - it allows a detainee to communicate with an officer at any time.
6. No room in an IRC may be used for removal from association (rule 40) or temporary confinement (rule 42) unless the Secretary of State has certified that its lighting, heating, ventilation and fittings are adequate for health and that it allows the detainee to communicate at any time with an officer.
7. Minimum auditable requirement no. 5 in the operating standard on accommodation states that lighting, heating and ventilation must be to the standards described in this order.
8. Rule 13 of the Short-term Holding Facility Rules 2018 provides that no room in a residential STHF must be used as sleeping accommodation unless the Secretary of State (in practice the Home Office Contract Monitor) has certified that:

- its size, lighting, heating, ventilation and fittings are adequate for health
 - it has adequate storage facilities (subject to the security of the STHF and the safety of detainees and other persons);
 - it allows detainees to communicate with staff at any time.
9. Any room in a residential STHF that is used for the purposes of removal from association (under rule 35) or temporary confinement (under rule 37) must be similarly certified that its size, lighting, heating, ventilation and fittings are adequate for health and safety and it allows detainees to communicate with staff at any time.
10. Certificates must specify the maximum number of detained persons who may be accommodated in any particular room.
11. Rule 13 of the STHF Rules 2018 does not apply to non-residential STHFs or holding rooms.

Operating Standards

12. When determining the minimum standards for lighting, heating and ventilation, the following professional guidelines were consulted:
- CIBSE Lighting Guide 9 for communal residential buildings
 - CIBSE Guide B for Heating, Ventilating, Air Conditioning and Refrigeration
 - CIBSE Guide G for Public Health
13. Further information may be obtained from the Detention Services Operating Standards on <https://www.gov.uk/government/publications/detention-services-operating-standards-manual>.

Audit Requirements

14. Supplier Centre Managers must ensure that each residential room used to accommodate detainees has appropriate heating, lighting and ventilation and is of adequate size for the number of detainees it is approved for.
15. Each new room built within a centre, as well as any work that structurally changes its function for the purposes of rules 15, 40, 42 and 43 of the DC Rules and rules 13, 35 and 37 of the STHF Rules, must be commissioned or audited by a specialist contractor to ensure compliance with Building Regulations and relevant CIBSE Guides.
16. Any alterations, modifications or replacements to any room that may impact the specifications of heating, lighting and ventilation, or that alter the operational or baseline capacity of the room must be certified by the Home Office Contract Monitor.

17. If there are no planned changes to any of the services, such as lighting, ventilation, heating, air conditioning, plumbing, or operational capacity, auditing and re-certification of all rooms in every centre is required every 5 years.
18. The Centre Manager must ensure that all certificates are kept up to date and that the condition of detainee accommodation is checked on a regular basis. Accommodation that is failing to meet the required standard must be taken out of use immediately. Copies of all the certification documents must be retained by the supplier and Contract Monitor and be provided on request.

Room Certification

19. The Home Office Contract Monitor will only certify a room for accommodation when he/she is satisfied that the minimum auditable requirements are met in accordance with the DC Rules.
20. It is the supplier Centre Manager's responsibility to provide evidence to the Contract Monitor that the minimum requirements are met. To assist the certification exercise suppliers should submit with their certification request:
 - The commissioning documents to any contractor undertaking building or renovation works.
 - Evidence the rooms submitted for certification have been audited in accordance with the standards contained in this order.

Operational Capacity

21. Accurate recording and reporting of the availability of accommodation is essential for population management purposes. All changes to accommodation must be agreed and approved by the Centre Manager and Contract Monitor.
22. Centre Managers are responsible for determining and approving operational capacity based on their knowledge of the centre regime and infrastructure. A record must be maintained of the number of rooms available at the Centre using the following forms:
 - Room Certificate (Annex A) - this is the room certificate required by DC Rule 15 and STHF Rule 13. It comprises an itemised list of all accommodation certified for use excluding any rooms used for Removal for Association, Temporary Confinement or application of Special Control and Restraint.
 - Summary of Accommodation (Annex B) - this accompanies the room certificate and provides totals of certified accommodation down to individual unit or residential areas level.
 - Maintenance of Security and Safety (Annex C) - this form lists all accommodation suitable for use under rule 40, 42 & 43 of the Detention Centre Rules 2001 and rules 35 and 37 of the Short-term Holding Facility Rules 2018.

The accommodation standards

Minimum room standards

23. When certifying the basic standard for the minimum amount of living space that a detainee should be afforded in a room, consideration should be made of the requirements for a single-occupancy room and that of a double (or multiple) occupancy room.
24. Each room used for the confinement of detainees must be of adequate size for the number of detainees it is approved for and must provide detainees with an effective means of communication with staff.
25. Each room must provide sufficient space for furniture and detainee activities for every occupant. This includes (but is not limited to):
 - At least one single bed (or bunk bed)
 - Storage for personal possessions
 - A chair and use of a table
 - Circulation and movement
26. It is the responsibility of the centre supplier to ensure that appropriate measures have been taken to provide a basic level of decency of accommodation and which might reasonably be thought to meet the needs of a detainee occupying a room.
27. The room certification inspection should aim to confirm that the services are in working condition. If necessary, supplementary measures should be in place and listed.

All accommodation must have heating, lighting and ventilation to the technical standards detailed below.

Lighting

28. According to CIBSE LG9 guidelines, for bedroom areas, artificial lighting must provide up to an average of 100 lux at bedhead. Should the room be provided with a desk, an additional 150 lux should be allowed, while all lamps need to have good colour rendering with a warm temperature of 2700 K or 3000 K; cool whites of 4000 K and above are not recommended in living areas. Curtain, blinds or other ways of providing for privacy at night can be installed so long as a security risk assessment considers whether they introduce ligature points to the room.

29. The principles for lighting bathrooms and toilets are the same whether they are individual or communal. Wiring regulations (BSI, 2008b) govern the type of lights used in wet areas while waterproof lights (IP44 or better) are required in areas near baths and showers. Any lighting directly above showers is recommended to be IP65 waterproof.
30. In line with CIBSE LG9, the suggested lux level for toilets and bathrooms is 100 lux and 150 lux accordingly.
31. The light levels may be verified by a handheld light meter. The meter must be set down; the measurer and their observer must stand aside while the temperature and the IP rating is normally specified by the lamp manufacturer and can be found on the according datasheets.

Lighting audit standard

32. As a minimum, when certifying or re-certifying a room, the Contract Monitor should be provided with evidence of the following checks to lighting were conducted by the centre supplier or expert contractor:
- There is an approved light fitting installed, providing the room with the required lux level.
 - The diffuser is not damaged or defaced such that it would significantly reduce light output. Scratching of the diffuser will have little effect on light output and can be ignored. Painting over or sticking items to the diffuser will have a significant effect and the diffuser should be replaced if not possible to clean. Any diffuser with holes burnt through should be replaced before the room is certified for use.
 - The light fitting operates. Check that all lamps including the night-light can be switched-on and off.
 - Windows can be blocked to provide for privacy at night

Heating

33. According to CIBSE Guide B, rooms must be maintained at a minimum temperature of $20^{\circ}\text{C} \pm 1^{\circ}\text{C}$. The maximum temperature must not exceed 28°C . A maximum temperature design risk (failure rate) of 30 days in a 10 year period is acceptable. Where comfort conditioning using mechanical cooling is necessary, the summertime design temperature of $23^{\circ}\text{C} \pm 2^{\circ}\text{C}$ must be used.

Heating audit standard

34. When certifying or re-certifying a room, the Contract Monitor should be provided, as a minimum, with evidence that the following checks to heating were conducted by the centre supplier or expert contractor:

- There is a heating system available in the room.
- The heat emitter (pipe coil [with or without shroud], radiator, radiant panel, mechanical heating through supply vents or under-floor heating) is clear from obstructions (but note that beds and lockers that have been fitted adjacent to radiator pipes can be disregarded) and;
- The heating system operates. Clearly this can only be physically checked during the 'heating season'. For inspections at other times of the year the Inspector should rely on records that the building's heating system operated during the previous heating season

Ventilation

35. In line with CIBSE Guide B, rooms with no natural ventilation requiring mechanical supply and extract ventilation, the minimum fresh air rate must be 10 litres/second/person. For certification purposes, a competent person who is appointed by centre supplier must confirm the fresh air rate in accordance with CIBSE Guides and the Building Regulations Part F1 recommendations.

36. Following a visual inspection, there must not be an accumulation of moisture that could lead to mould growth or pollutants that could cause a health hazard.

Ventilation audit standard

37. When certifying or re-certifying a room, the Contract Monitor should be provided, as a minimum, with evidence that the following checks to ventilation were conducted by the centre supplier or expert contractor:

- For a room with operable windows, that the windows open and close.
- For a room with fixed window ventilators check that the perforated grilles operate correctly between open and closed positions.
- For a room with a separate ventilator through the wall, check that the perforated grille is clear and that, where fitted with an integral fan, that the fan operates.
- For room with mechanical extract ventilation, the extract system is operating.
- For rooms containing a WC cubicle, the WC area should have a separate extract located in the WC.

38. A visual inspection of the room must also confirm no signs of mould growth and dampness on walls and other surfaces - having taken into consideration whether the previous occupant had blocked air vents, or whether the room has been recently subjected to inundation, flooding etc

Emergency Assistance

39. All detainees must have the means to summon assistance when necessary.
40. Where a call system is installed, the centre supplier or expert contractor must confirm that it is capable of attracting the attention of staff. Where an alternative means to summon assistance is relied upon, each room must provide detainees with an effective means of communication with staff.
41. The Contract Monitor must be satisfied that this alternative means of communication is adequate and effective.

Other services

42. Other services which may be found in some room, such as power supplies, TV or radio aerial outlets, showers, etc, do not form part of the room certification process.

Glossary

Lighting	A mechanism or device that emits light, to illuminate The unit for lighting is Lux
Heating	Equipment or device used to provide heat to a room or building
Ventilation	The provision of fresh air to a room or building
Air Conditioning	A system used for controlling humidity, ventilation, temperature to a building – typically to maintain a cool atmosphere in warm conditions
Operational Capacity	The maximum occupancy that a building can operate whilst delivering adequate and basic requirements
Baseline Capacity	This is the sum total of all certified accommodation in an establishment
CIBSE	Chartered Institute of Building Services Engineers

Revision History

Review date	Reviewed by	Review outcome	Next review
January 2017	J Domingos	Reformat	January 2019
December 2018	S Ali	An update to the minimum accommodation standards	December 2020