

**National Security Framework
CONTROL AND ORDER FUNCTION
Amendments to Use of Force Policy**

Ref: NSF 2.1

This instruction applies to :-		Reference :-
Prisons		PSI 30/2015
Issue date	Effective Date	Expiry Date
12 November 2015 (Revised)	04 November 2015	03 November 2019
Issued on the authority of	NOMS Agency Board	
	<p>All staff responsible for the development and publication of policy and instructions</p> <ul style="list-style-type: none"> <input type="checkbox"/> NOMS HQ <input checked="" type="checkbox"/> Public Sector Prisons <input checked="" type="checkbox"/> Contracted Prisons* <input type="checkbox"/> NOMS Rehabilitation Contract Services Team <input checked="" type="checkbox"/> Governors <input type="checkbox"/> Heads of Groups <input type="checkbox"/> Community Rehabilitation Companies (CRCs) <input type="checkbox"/> National Probation Service (NPS) <p><i>* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons</i></p>	
Instruction type	Service Specification Support/ Service Improvement/ Legal Compliance	
For information	All staff in prison establishments and HQ	
Provide a summary of the policy aim and the reason for its development/ revision	<p>This Instruction introduces amendments to use of force policy relating to personal safety techniques, use of batons, refresher training, debriefing and monitoring.</p> <p>Update November 2015 – Amendment to paragraph 2.15 to ensure consistency with the use of force training manual. To also correct the instruction reference at paragraph 1.1</p>	
Contact	<p>Please contact the following with any questions/queries concerning the policy on MMPR:</p> <p>Use of Force Policy in general: Kirsty Payne, Security Policy Unit Kirsty.payne@noms.gsi.gov.uk 0300 047 6211</p> <p>Young People's Estate:</p>	

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Associated documents	MMPR Training Manual PSO 1600 Use of Force
Replaces the following documents which are hereby cancelled: None	
Introduces amendments to the following documents: PSO 1600 – Use of Force. Section 2 and Annex A of this instruction replace the relevant paragraphs mentioned. Annex H in the PSO has also been removed.	
Audit/monitoring: Deputy Directors of Custody and Controllers will monitor compliance with the mandatory actions set out in this Instruction.	
Notes: <i>All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.</i>	

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1. EXECUTIVE SUMMARY

Background

- 1.1. PSI 30/2015 amends [PSO 1600 Use of Force](#) to introduce amendments to policy relating to personal safety, use of batons, refresher training, establishment monitoring and debriefing. PSO 1600 remains in force.
- 1.2. The Instruction is supported by two training manuals.
 - The Use of Force Training Manual is used by accredited instructors to deliver Use of Force training to the over 18 estate and is issued as a CD Rom to all Governors and local Control and Restraint instructors. This is a restricted document but is available in a redacted form in the National Security Framework and on the Ministry of Justice website.
 - The Minimising and Managing Physical Restraint (MMPR) Manual is used by accredited instructors to deliver training to staff in the Young People's estate. This is a restricted document but is available in a redacted form in the National Security Framework and on the Ministry of Justice website

Desired Outcomes

- 1.3. In order for use of force to be justified and therefore legal, it must be reasonable in the circumstances, necessary, no more force than is necessary and proportionate to the seriousness of the circumstances. The legal basis for any use of force is set out in full in PSO 1600, section 2, "Policy law and theory relating to the use of force".

Application

- 1.4. The personal safety elements of this Instruction apply to all establishments including contracted prisons; all other sections apply to the adult and young adult estate only.

Mandatory Actions

- 1.5. *Governors of establishments must ensure that all appropriate staff within their establishment are aware of the contents of this instruction and comply with mandatory elements highlighted in italics.*
- 1.6. *All staff must have regard to equality considerations and ensure that any and all use of force is fairly and appropriate. Regard must be given to the protected characteristics and specifically the risk of disproportionate use of force against some groups of prisoners exists and must be guarded against. The use of force committee will locally consider trends in use of force to ensure any disproportionality in use is identified, challenged and reduced.*

Resource Impact

- 1.7. This Instruction amends [PSO 1600](#) Use of Force. Any consequent resource implications are not expected to be significant.

(Signed)

Digby Griffith
Director of National Operational Services, NOMS

2. OPERATIONAL INSTRUCTIONS

The Instructions below are amendments to the relevant sections in [PSO 1600](#), Use of Force. Section numbers refer to the sections in the revised PSO. Only sections and sequences of paragraphs with significant amendments are included. The instruction should be read in conjunction with PSO 1600.

[Paras 2.1 to 2.7 replace paras 4.1 to 4.9 in PSO1600]

The paragraphs relating to personal safety techniques are applicable to all types of NOMS establishment.

Staff use personal safety techniques in the correct circumstances, when it is lawful and necessary, to prevent harm to themselves or a third party.

- 2.1. Personal safety techniques involve the application of a use of force outside of formal restraint techniques by an individual seeking to protect themselves or others (e.g. another member of staff or prisoner). They can be used by any member of staff who works in an establishment.
- 2.2. They are used in circumstances when C&R and formal restraint techniques are not possible and all other methods of trying to control or evade a violent situation (e.g. by verbal de-escalation, pressing an alarm bell and awaiting assistance, retreating, etc) have failed, are considered unsafe, or are considered unlikely to be successful.
- 2.3. Whilst there are some specific personal safety techniques taught during training, these are taught as examples and members of staff are not restricted to using these techniques in self defence. *Any application of force, however, must be lawful. In this context this means that the use of force must have been necessary in the circumstances and only the minimum amount of force necessary used.*
- 2.4. *The use of force, even for personal protection, must always be seen as a last resort and wherever possible the relevant medical considerations should be taken into account.* However, where an isolated member of staff is subjected to physical attack, it is recognised that it will be more difficult for him or her to respond in the same way as when involved in a more controlled form of use of force, such as found in the application of formal restraint techniques.
- 2.5. The law includes a number of provisions for self defence and it is that same law on which prison staff rely when using force to defend themselves in prison. *All staff in prisoner-facing roles must be familiar with the main points of this law and managers reviewing use of such techniques during investigations must be familiar with the actions that staff are, and are not, lawfully allowed to carry out when defending themselves.* Elements of the law on self defence are summarised below and are also taught on use of force and personal safety courses. An outline of the law on self defence and its interpretation is set out in the CPS guidance “Self defence and the prevention of crime,” which can be found at this link:

http://www.cps.gov.uk/legal/s_to_u/self_defence/index.html
- 2.6. Key legal issues involved in use of force for self defence (quotes are from CPS guidance):

- **Provision in Law:** A person can use force to defend himself or another provided that – (1) it is necessary to use force; and, (2) the force used is reasonable in the light of the threat perceived by the member of staff at the time.
- **Judging reasonable use of force:** The law recognises that in circumstances of self-defence it is difficult to judge the exact amount of force to use in any set of circumstances. CPS guidance states that “a person defending himself cannot weigh to a nicety the exact measure of his defensive action”. However, this does not mean that any amount of force can be used. *A member of staff who is attacked must not use clearly disproportionate amounts of force in self-defence given the circumstances of the attack and, of course, the use of that force must have been necessary* (i.e. there were no reasonable alternatives such as retreating and summoning assistance).
- **Reasonable belief at the time:** *Someone using force to defend themselves must be judged in the light of what they reasonably and honestly believed to be the situation at the time of the attack and not on a fresh interpretation with the benefit of hindsight or on new facts uncovered later.* For example, if a member of staff reasonably and honestly believed he was being attacked with an iron bar then his defensive action should be judged against that and not on the fact that the weapon subsequently turned out to be a less dangerous painted cardboard replica.
- **Pre-emptive Strikes:** *“There is no rule in law to say that a person must wait to be struck first before they can defend themselves”. There must however, be an honest belief by the member of staff that he or she was about to be attacked and, as with other uses of force, the pre-emptive force used in self defence must be reasonable and necessary in the circumstances.*
- **Retreating:** Staff should not normally use force in self-defence when there are clearly other options available, such as retreating and summoning help, which do not compromise the safety of themselves or others. However, “failure to retreat when attacked and when it is possible and safe to do so, is not conclusive evidence that a person was not acting in self defence. It is simply a factor to be taken into account”. The person reasonably may not have considered retreating to be an option at the time and/or may have felt that the only safe option was to stand and fight or the member of staff may be acting in defence of another. CPS guidance is clear that it is not necessary that a person demonstrates by walking away that he does not want to engage in physical violence”.
- **Inappropriate use of force:** This occurs in situations where it is clear to a reasonable person that the level of force used in response to an attack was disproportionate in the circumstances or where it was clearly unnecessary as there were other obvious options open to the member of staff in order to defend themselves and/or break away from the attack.
- **Overall - Judging reasonable action:** There is no simple or objective formula to decide whether a member of staff has acted reasonably in defending himself/herself. *This can sometimes be a difficult judgement and all the issues outlined above must be taken into account.* CPS guidance says “that evidence of a person’s having only done what the person honestly and instinctively thought was necessary for a legitimate purpose constitutes strong evidence that only reasonable action was taken by that person for that purpose.”

- 2.7. *The Use of Force Form must be completed whenever a personal safety technique has been employed. The member of staff must justify their actions, why force was used and why the level of force was used.*

[Paras 2.8 to 2.9 are new]

Safe cell relocation

- 2.8. *The relocation of a prisoner using full C&R must comply with existing approved techniques in line with current training:*
- *ratchet handcuffs, if used, must be removed once the prisoner has been located in the holding cell;*
 - *any prisoner relocated in the prone or side position must be observed directly (i.e. not via CCTV) and constantly while in this position;*
 - *after moving from the prone or side position, the prisoner must be observed at a frequency to be determined by dynamic risk assessment conducted by the C&R Supervisor until such time they have been seen and assessed by a healthcare professional. The risk assessment must be recorded in the observation book and take account of : (a) the circumstances that led to the relocation; (b) any signs of distress or injury; (c) the prisoner's mental or physical state prior to the relocation; (d) any known facts about any underlying medical condition the prisoner may have; and (e) the length of time that restraint was applied;*
 - *prisoners not relocated in the prone or side position must be observed at a frequency to be determined by a dynamic risk assessment conducted by the C&R Supervisor (taking account of all the issues listed above) until seen and assessed by a healthcare professional;*
 - *consideration must be given to continuing observation following medical examination if the prisoner's behaviour/ condition gives cause for concern.*
- 2.9. *All rooms used for the relocation of violent and recalcitrant prisoners must first have been risk assessed and certified by a local C&R Instructor as suitable for full C&R relocation and for safe exit in circumstances where approved C&R techniques are being used. Governors must assess all rooms with the potential to be used for relocation taking account of the view of the local C&R instructor or other relevant person, and retain central records including details of any which require safe cell exiting procedures.*

[Paras 2.10 to 2.33 replace paras 4.10 to 4.21 in PSO1600]

Batons

Batons are used by officers in extreme circumstances as a defensive implement only, with due regard to relevant medical implications.

Drawing / use of the baton

- 2.10. *The drawing and use of a baton must be regarded as an exceptional measure. Staff will be required to justify both the drawing of and use of a baton. The drawing and use of a baton is governed by the same rules and law relating to personal safety techniques (see Personal Safety Techniques, above).*
- 2.11. *A baton must never be regarded as anything other than a defensive implement. It may be drawn or used only when:*

- *It is necessary for an officer to defend themselves or a third party from an attack, or an impending attack, where they perceive a threat of serious injury; and*
- *There is no other reasonable option open to the member of staff to save themselves or another person but to employ this defensive technique; and*
- *Any use of the baton must be proportionate to the threat.*

2.12. *When used, the baton must be directed at the approved target areas, where serious injury is less likely to result. Officers are trained in the medical implications of striking a prisoner with a baton. In the event of a strike being delivered to any other area of the body, the member of staff must be able to demonstrate that their intention was to strike the approved target area.*

2.13. The drawing of a baton on a prisoner in inappropriate circumstances may be considered an assault even if the baton is not used (but see para 2.17 – 2.18 below - exceptions for loss of control).

2.14. *Any drawing or use of a baton must be recorded on the Use of Force Form.*

Individual Officers drawing the baton in order to de-escalate an incident

2.15. Where an individual member of staff judges that a potentially violent incident cannot be verbally de-escalated, and options such as calling for assistance or backing away are not considered possible, then the baton may be drawn as a “show of force” in order to avoid an attack either on the officer or on a third party. The following applies:

- *The drawing of the baton must still be considered as an exceptional measure in response to a belief of an impending violent action. It must be considered necessary in the circumstances and must be a proportionate response to the threat that the officer perceives at the time.*
- *The baton will only be drawn where it is believed that such action will de-escalate the incident and prevent violence or further violence.*
- *The baton when drawn will be placed in the “ready position” and a clear verbal command to desist will be given. Staff must continue to give clear verbal instructions throughout the incident to encourage de-escalation.*

Multiple Perpetrator Incidents

2.16. A baton should not normally be drawn when there is more than one member of staff present. However there may be occasions where staff arrive at an incident and there is a threat or perceived threat of violence by multiple perpetrators in which the ratio of prisoners to staff, or the extreme level of violence offered, necessitates multiple staff drawing batons to protect themselves or to prevent harm to others. In such exceptional circumstances the following applies:

- *The decision to draw the baton is a personal decision based on an assessment of the incident and the perceived level of threat.*
- *Staff arriving at an incident must not automatically draw their baton but must make an individual dynamic risk assessment, and consider the likely impact of drawing the baton; it must only be drawn if it is justified in the situation.*
- *Drawing a baton must be a safe response in the circumstances; staff must not put themselves at unnecessary risk. In drawing the baton, the overarching consideration remains personal protection or the prevention of harm to a third party.*

- *It must be considered necessary in the circumstances and must be a proportionate response to the threat.*

Giving an order for batons to be drawn in order to prevent imminent and serious loss of control

- 2.17. In exceptional circumstances, it may be necessary to draw a baton where a number of prisoners are acting in defiance of a lawful instruction, or against the requirements of the regime, and a serious loss of control and order can reasonably be considered imminent. **Such situations could result in violence or harm to prisoners or staff if the incident is not brought under control.** The aim of drawing batons in these circumstances is to: (a) prevent or reduce the likelihood of loss of control, **and any subsequent harm to prisoners or staff**; or, (b) facilitate the safe withdrawal of staff from an area where the loss of control is imminent and the risk to staff safety is assessed as being high and the safest option is to withdraw.
- 2.18. In these circumstances the most senior person present who is in a position to give such an order may give the order for batons to be drawn. *In such exceptional situations, the following applies:*
- *The drawing of batons must still be proportionate to the level of threat from disorder and is to be considered an exceptional measure to prevent harm from a serious and imminent loss of control and order.*
 - *Batons must never be drawn in these circumstances merely to obtain compliance with an order. The lack of compliance must be linked to an imminent and serious threat of harm from disorder; drawing batons would therefore not be appropriate in response to an incident of passive concerted indiscipline where the prisoners are not demonstrating aggressive or threatening behaviours.*
 - *There must be a genuine belief that drawing batons will either: (a) resolve the situation and prevent loss of control and serious disorder (which in turn could cause further potential harm/violence); or, (b) facilitate the safe withdrawal of staff from an area.*
 - *Before drawing batons staff should first consider, where possible, using other de-escalation techniques and/or withdrawing in order to prevent harm.*
 - *A dynamic risk assessment of the incident and staff/prisoner ratios should indicate that C&R is not likely to be possible and it is unlikely that sufficient re-enforcements will arrive to make it possible before control is lost.*
 - *Staff must continue to give clear verbal instructions throughout the incident to encourage de-escalation.*
 - *The instruction given to the group of staff is to draw batons, however staff must use personal judgement in deciding if there is justification to use the baton.*
 - *The instruction to draw batons must be recorded in the authorising officer's use of force form. Justification for the decision must be fully explained.*
 - *All staff drawing a baton must complete a use of force form.*

Authorisation for carrying a baton

- 2.19. A baton may only be carried by staff who have been trained in its use, and in those establishments in which the carrying and use of batons has been approved.
- 2.20. *Other than by staff responding to a Tornado incident (see paras 2.27 – 2.31, below) a baton must not be carried within:*
- *a dedicated young people's unit;*

- a women's establishment; or
- a category D /open establishment (but see paras 2.24 – 2.26 below);
- or by hospital or nursing staff.

- 2.21. *Operational staff who are issued with a baton MUST carry it at all times when on duty. However, it is not normal practice to wear a baton during a planned intervention.*
- 2.22. *Other than in the establishments listed at 2.20 above, it is mandatory for PEIs in Public Sector Prisons to carry a baton whilst on duty unless there is a risk, on the grounds of health and safety, to the individual or to others. This should be decided by a risk assessment and agreed with the Governor locally.*
- 2.23. *Operational staff must only carry a baton that has been approved for issue by Headquarters and after they have been trained in the drawing and use of a baton.*

Batons and the Open Estate

- 2.24. *Batons must not be carried routinely in the open estate.*
- 2.25. *Open prison staff must carry batons when escorting prisoners on a security escort. This includes escorting prisoners back to the closed estate and any other circumstances where a security escort is necessary.*
- 2.26. Open Prison Governors should ensure that there is a supply of batons held securely in the establishment and that staff receive training in the use of batons during annual use of force refresher training. This will ensure that open prison staff carrying out escort duties are able to carry batons and also to cover the circumstances where open prison staff are posted or otherwise deployed to a closed prison at short notice.

Tornado and other operational incidents

- 2.27. C&R advanced trained staff may be issued with a side-arm baton when asked to attend an incident as part of a Tornado team. This includes Tornado staff working in establishments in which the carrying and use of batons is not approved.
- 2.28. *The side-arm baton must be drawn and used in the same way as a standard baton, in accordance with training.* Tornado team members are authorised to carry a side-arm baton in any type of establishment as part of a Tornado response, including in open, Women's and Young Person's establishments.
- 2.29. *The side-arm baton must never be carried outside of a Tornado operation.*
- 2.30. When attending Tornado or other operational incidents, extendable batons are carried by NTRG staff in addition to a side-arm baton. NTRG are authorised to carry an extendable baton in any type of establishment as part of a response to an operational incident.
- 2.31. Tornado team members should bring an extendable baton to incidents for possible use post-incident (e.g. in patrolling wings prior to handing back control to establishment staff). When non-NTRG Tornado staff arrive at the establishment the extendable baton should be stored safely in transport vehicles or at the gate in case needed.

Carrying batons outside the establishment

2.32. A baton is categorised as an offensive weapon. Prison staff may lawfully carry a baton outside a prison only when carrying out their official duties. Staff should not take batons home with them (but see para 2.33, below). Examples of carrying of a baton outside the establishment in the course of duties include the following circumstances:

- travelling from one prison to another as part of Operation Tornado arrangements – officers may need to carry both their normal retractable baton as well as a side-arm baton.
- where access to the baton outside the prison directly relates to the effective operation of a prison (e.g. when patrolling the perimeter or when the locker area is outside the prison but on prison property);
- when an individual officer is travelling between prisons in the course of his/her duties and the baton is required for use at the second prison;
- when detailed to carry out a bed watch at a hospital or other escort; or,
- when escorting a prisoner to a contracted out prison; however a contracted out prison may require staff to securely store their baton upon arrival.

2.33. *A baton could be construed to be an offensive weapon if possessed by an officer whilst not on duty. This is the reason why batons should not normally be taken home. It is accepted, however, that there are some exceptional circumstances in which this may be necessary. In these circumstances all reasonable efforts must have been taken to avoid the need to take the baton outside the establishment. An operational manager (Band 7 or above) must provide the member of staff with a letter which provides justification for removal of the baton and which must be carried with the baton whilst out of the establishment. The only permitted circumstances when batons may be taken home are where the member of staff is on duty at a location that is not his home establishment and must travel directly from home to that location. Examples include:*

- *when attending work at another establishment on detached duty where the receiving establishment is unable to provide a baton; and*
- *when covering a bedwatch for another establishment who is unable to provide a baton.*

In these circumstances all reasonable efforts must be taken by the receiving establishment to provide a baton, or for the member of staff to travel direct between establishments. Where this is not possible, and the only option is for the member of staff to take the baton home, it must be kept as securely as possible and must not be left in a vehicle overnight. The time that the baton is outside of the establishment must be minimised.

[Paras 2.34 to 2.35 replace para 7.11 in PSO1600]

Refresher Training – Use of Force training for operational staff bands 3-5

2.34. *All operational staff in bands 3-5 must attend an 8 hours of C&R Basic refresher training every 12 months. Staff returning from an extended period of sick leave, maternity leave or a career break who return to duty and have not completed training in the previous 12 months must complete refresher training as soon and possible on return and in any event within 3 months of resuming duty.*

2.35. *In the exceptional circumstances that staff have not completed refresher training within 12 months, Governors must ensure that refresher training is provided as soon as possible. In the interim, these staff are not able to take part in any planned use of force but may take*

part in unplanned use of force where there is an immediate threat to life / limb or to the security of the establishment and staff need to intervene straight away. Where possible, they should be replaced with staff who have attended training within the previous 12 months.

[Paras 2.36 to 2.37 replace para 8.9 in PSO1600]

All Staff involved in use of force – completing the Use of Force Form and Statement

- 2.36. It is important that all staff who were involved in any use of force (i.e. any role in a C&R team, any use of a baton, protective strategy etc.) complete the staff statement found in the annex to the Use of Force Form as set out at Annex B of the full PSO. *Where the staff statement is completed any blank space must be lined off leaving a small gap at the bottom to enter the time and date of a debrief (see para 5.19, below).*
- 2.37. *The Use of Force Form and all statements must be completed as soon as possible and within 72 hours of any force being used except in exceptional circumstances such as injury to the staff member. Staff must complete any outstanding reports prior to commencing any period away from the establishment such as annual leave, detached duty or training. The purpose of completing this form is for each member of staff to justify and explain their actions and the circumstances in which they took them. They must make as clear a picture as possible as to the facts as they saw them.*
- *Where the member of staff was when they became aware of the incident.*
 - *Details of any briefing given to them by the supervisor.*
 - *What circumstances they are aware of that led up to the use of force.*
 - *Instructions given to the prisoner prior to force being used – this must include that the prisoner was made aware of the consequences of non-compliance.*
 - *Their perception as to the behaviour of the prisoner and what he/ she was saying and doing.*
 - *The names of others present (both staff and prisoners).*
 - *What their role was (e.g. position in C&R team).*
 - *A detailed description of how they applied force.*
 - *How the member of staff felt about the incident.*
 - *Their perception of the resistance offered by the prisoner.*
 - *Quote any instructions given to the prisoner and the response received.*
 - *De-escalation efforts made (try to quote words used).*
 - *Whether ratchet handcuffs were applied (and who authorised their use).*
 - *Where the prisoner was relocated to and how the relocation took place e.g. in locks, walking, in ratchet handcuffs.*
 - *Any injuries observed to staff and/or prisoner.*

[Paras 2.38 to 2.40 replace paras 8.14 to 8.15 in PSO1600]

Monitoring the use of force within a prison

- 2.38. *All establishments must have in place a “Use of Force Committee” in order to monitor and review the use of force within the establishment and identify any issues and problems that may be arising from any aspect of use of force. The Governor/Director must agree the structure and remit of the Committee (which could be an extension of the role of an existing committee) and must agree this with the Deputy Director of Custody. Meetings must be*

held at least quarterly. Further details of what the meeting should consider are described in Annex G.

- 2.39. *The Use of Force Committee must produce a quarterly report summarising the use of force information and any recommended actions (for example, increasing the number of planned refresher training days). This report must be copied to the Governor of the establishment and the Deputy Director of Custody.* Further details of what should be included in the report are described in Annex G.
- 2.40. *Any urgent emerging concerns arising from Use of Force Committee meetings, must be brought to the attention of the Governor or nominated representative immediately.*

[Para 2.41 replaces para 8.16 in PSO1600]

Monitoring the Use of Force by Prison Service Headquarters

- 2.41. *All establishments have in place a system to ensure that the Use of Force Monthly Monitoring Form is completed and uploaded to NOMS performance hub.*

[Paras 2.42 to 2.45 replace paras 8.17 to 8.20 in PSO1600]

Debrief -Officers involved in the incident

- 2.42. *Immediately following any and all use of force, a “hot debrief” must be completed to identify if there are any injuries or immediate security concerns including the risk of further violent behaviour. The hot debrief should be led by the supervisor or Orderly Officer (or other person in overall charge of the incident). Staff attending the debrief must note attendance in their staff statements (see para 2.36 above). The person leading the debrief must follow up any concerns he/she has about the incident, techniques and methods used by any staff involved.*
- 2.43. Once the Use of Force Form and all Annex As have been completed by all staff involved, it is good practice for them to receive a follow-up general debrief. Wherever possible, the Use of Force Co-ordinator or Use of Force trainers should be involved. The follow-up debrief should be led by the supervisor (planned use of force) or Orderly Officer or wing manager (spontaneous use of force) or Safer Custody lead. This debrief should cover (as a minimum):
- why force was used;
 - what attempts were made at de-escalation;
 - what alternative approaches might have been employed (if any).

The person leading the follow-up debrief should discuss any concerns about the incident, techniques or methods used by any staff involved. *Staff must note the date and time of the debrief at the bottom of the staff statements (see para 2.36, above).*

Debrief – Prisoner

- 2.44. After each incident a person unconnected with the use of force should meet with the prisoner(s) and briefly review the circumstances which led to force being used. The debrief should take place as soon as possible after the use of force and where it is assessed that there is no risk of harm to staff conducting the de-brief.
- 2.45. The debrief should cover:
- why force was used
 - events leading up to the use of force
 - alternative behaviours the prisoner could have employed
 - any outstanding issues to be resolved in order to prevent further incidents.

A note of this discussion must be made in the NOMIS case notes and, if appropriate, on the prisoner’s segregation history sheet. Any concerns about the use of force must be raised with the Use of Force Co-ordinator.

[This replaces Annex G in PSO1600]

ESTABLISHMENT MONITORING AND REVIEW

The Use of Force Committee

The aims of the meeting are to monitoring the adherence to the Instruction on Use of Force and to consider trends in the use of force identified in the quarterly Use of Force Report, taking action when appropriate. Attendees list is at local discretion however should include representatives from Residential Services, Security, Safer Custody / Violence Reduction, Healthcare, Health and Safety Advisor and Training in addition to use of Force Co-ordinator and trainers. As part of the meeting, consideration should be given to reviewing CCTV footage where available.

The agenda is for local decision however it should consider the following issues as a minimum:

- Themes from debriefs
- Complaints
- Investigations
- Health and Safety Reporting System (RIVO Safeguard)
- Feedback from healthcare
- Local assurance for the use of batons (where carried)
- Injuries (staff and prisoner)
- Timeliness and quality of use of force reporting
- The quarterly use of force report
- Training and equipment

Quarterly Use of Force Report

The aim of the report is to monitor overall trends in the use of force across the prison by analysing the Use of Force Report forms and Officer's Statements. The report should focus on incidents occurring in the previous quarter, however trend analysis should consider the previous 12 months. The report structure and format is for local agreement, however should include:

Statistical data including trend analysis on the use of force:

- Use of personal safety techniques
- Planned / spontaneous use of force
- Drawing and use of batons
- Use of ratchet handcuffs
- Injuries
- Ethnicity of prisoners involved in use of force incidents
- Location of incident
- Events preceding use of force / reason for force
- Trends in staff using force
- Trends in prisoners who have force used on them

The report should offer a commentary to accompany the statistics and seek to identify explanation for changes in use of force trends and patterns. Trend analysis should identify any changes in the occurrence of use of force for discussion at the meeting.