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**Prisoner Supervision and Unlocking Operating Procedures**

RMP Section B

**(Example Template)**

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**Introduction**

This operating procedure is for use by all staff working in prisoner facing rolls. Controls and procedures are designed to support local risk assessments and provide guidance for safe working practices.

To note this guidance does not cover every aspect of Health and Safety in the work place and will not be exhaustive. If staff have concerns over any aspect of health and safety not covered within this guidance they should ask their manager for advice and support.

It is important that staff make themselves aware of the sections of the operating procedure that relate specifically to their place of work and that all staff are aware of the universal controls for safe working, in areas where prisoners are unlocked.

**Universal Controls**

Care must be taken during daily duties to reduce the risk of injury from slips and trips, manual handling and fire.

Staff should be make themselves aware of secure areas used to reduce direct contact of prisoners with staff or prevent prisoner from accessing vulnerable areas.

Building faults are to be reported using the relevant process.

**Residential and Activity areas**

Unlock in residential areas should only commence when agreed staffing numbers are in place and communications have announced that unlock can commence.

Staff should always inform another member of staff working within the residential or activity area when entering or leaving the location, in addition where required sign themselves in and out of the area.

They should appraise themselves during briefings or via available communications such as wing observation books and roll boards of any significant risks within the location. Staff should also ensure that any risk observed whilst undertaking duties within the location are appropriately reported and recorded.

Local safe working (lines of sight etc…).

**Workshops**

Workshop pre-checks will be undertaken prior to the arrival of prisoners. This will include the check of tools, equipment and guards, fabric and temperatures where relevant. Tools will be specifically checked as fit for purpose.

Staff will wear all relevant PPE including the wearing of radios where required for the role.

Briefings must take place as agreed with local management.

Management checks will happen on an agreed schedule to provide assurance of arrangements in the workshop and visitor’s books will be available to record visitors and local management checks.

Various locking of areas within the workshop will happen during particular times of the day to prevent prisoner accessing vulnerable areas, offices, exit routes and tool locations.

Instructors are required to be competent in their field via suitable industry qualification.

Only risk assessed prisoners will be allowed to work in the workshop as per the local security strategy.

**General Alarms**

**XXXXXX**

**Interviewing Prisoners**

When interviewing prisoner’s staff should speak to the staff on duty in the area and check the relevant case history to make themselves aware of any current concerns over the prisoner being interviewed.

If conducting an interview on a one to one basis ensure that an appropriate member of staff is aware of where the interview is taking place and when the interview is completed.

Identify an appropriate area for the interview to take place and position yourself nearest to the exit and if available by the general alarm bell.

Prisoner’s cells should not be used as interview rooms unless suitable precautions have been taken and there is adequate supervision of the immediate area, if talking to a prisoner in or around a cell ensure that the bolt on the cell door has been shot.

**Escorting Prisoners**

Staff escorting offenders will draw a radio and sign on the net. Before leaving the wing / activity area the member of staff escorting prisoners should inform the member of staff responsible for the roll of the area which offenders are being moved and where they are being moved too.

Prisoners should not be moved unless communications have given permission for the move and on completion of the move communications should be informed that the move is complete.

If there are concerns over safety or security the number of staff escorting offenders should be increased regardless of the number of prisoners being escorted, for example one offender may require a three officer team even when not under-restraint.

**Personal Protective Equipment**

The appending table outlines Personal protective equipment in place to support staff

|  |  |  |
| --- | --- | --- |
| **Type** | **Staff** | **When used** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Tools and Equipment**

All staff should make themselves aware of the location of all provided safety equipment. This is to facilitate the rapid deployment of necessary equipment directly to incidents for access by arriving trained staff (if not already trained). In addition, all staff will be aware of the relevant systems in place for the accounting of tools and equipment in their areas of work

Relevant local information

**Training**

The appending table outlines local training in place to support staff

|  |  |  |
| --- | --- | --- |
| **Training** | | |
| Type | Staff | Frequency |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Staff Support**

The appending table outlines available staff support

|  |  |
| --- | --- |
| Type | How to access |
|  |  |
|  |  |
|  |  |
|  |  |

**Prisoner Movements**

|  |
| --- |
| **Name Free-flow** |
| **Description of movement** |
| . |
| **Green** |
|  |
| **Green/Amber** |
|  |
| **Amber/Red** |
|  |
| **Red** |
|  |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit Name (s) | | | | | Overview | |
| **Function** | |  | | |  | |
| **Capacity** | |  | | |
| **Category** | |  | | |
| Layout | | | | | | |
|  | | | | | | |
| **Operating State** | **Staffing** | | **Max Prisoner No’s** | **Work that can be delivered**  **(to note this work list will not be exhaustive)** | | **Specific Controls** |
| **Green** |  | |  |  | |  |
| **Green Amber** |  | |  |  | |  |
| **Amber Red** |  | |  |  | |  |
| **Red** |  | |  |  | |  |
| **Patrol** |  | |  |  | |  |
| Additional Notes | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity Space Name | | | | | Overview | |
| **Activity** |  | | | |  | |
| **Capacity** |  | | | |
| Layout | | | | | | |
|  | | | | | | |
| **Operating State** | | **Staffing** | **Max Prisoner No’s** | **Work that can be delivered**  **(to note this work list will not be exhaustive)** | | **Specific Controls** |
| **Green** | |  |  |  | |  |
| **Green Amber** | |
| **Amber Red** | |
| **Red** | |
| Additional Notes | | | | | | |
|  | | | | | | |