Policy name: Prevention of Escapes: Management of Internal Security Procedures (open estate)

Reference: N/A

Re-Issue Date: **15 January 2024** for NSF pilot sites ONLY as below.

Implementation Date: **TBC**

HMP Ford

No PSI's or service specifications will be cancelled until national rollout of the National Security Framework. Once complete the following PSI's will be cancelled:

Management and security of gate services	2011-14
Management and security of communication/control rooms and internal movement	2011-13
Management and security of keys and locks	2011-55
Management and security of nights	2011-24
Management and security of tools and equipment	2011-54
Security of prisoners at court	2015-26
Management and Security of Visits	PF
NOMS service specification for the provision of secure operating environment: communication and control rooms	
NOMS service specification for nights	
NOMS service specification for the provision of a secure operating environment: gate services	
NOMS service specification for the provision of a secure operating environment: internal prisoner movement	

Introduces amendments to the following documents: N/A

LONG TERM HIGH SECURITY ESTATE AND RESTRICTED STATUS PRISONERS

POLICY REQUIREMENTS

Directions about the security and management of these prisoners must be in line with the following.

- The Identification, Initial Categorisation and Management of Potential and Provisional Category A/Restricted Status Prisoners
- The Review of Security Category - Category A/Restricted Status Prisoners
- Management and Security of Category A Prisoners - Internal
- Management and Security of Category A Prisoners - External Movements
- Management of Restricted Status Prisoners (awaiting publication)

Action required by:

x	HMPPS HQ	x	Governors
x	Public Sector Prisons		Heads of Group
x	Contracted Prisons		The Probation Service
x	Under 18 Young Offender Institutions		Other providers of Probation and Community Services
	HMPPS Rehabilitation Contract Services Team		

Mandatory Actions: All groups referenced above must adhere to the Requirements section of this Policy Framework, which contains all mandatory actions.

For Information: By the implementation date Governors[1] of Public Sector Prisons and Contracted Prisons must ensure that their local procedures do not contain references to the following PSI's/PF's or service specifications:

Management and security of gate services	2011-14
Management and security of communication/control rooms and internal movement	2011-13
Management and security of keys and locks	2011-55
Management and security of nights	2011-24
Management and security of tools and equipment	2011-54
Security of prisoners at court	2015-26
Management and Security of Visits	PF
NOMS service specification for the provision of secure operating environment: communication and control rooms	
NOMS service specification for nights	
NOMS service specification for the provision of a secure operating environment: gate services	
NOMS service specification for the provision of a secure operating environment: internal prisoner movement	

Governors must ensure that any new local policies that they develop because of this Policy Framework are compliant with relevant legislation, including the Public-Sector Equality Duty (Equality Act, 2010).

Section 6 of the Policy Framework contains guidance to implement the mandatory requirements set out in section 4 of this Policy Framework. Whilst it will not be mandatory to follow what is set out in this guidance, clear reasons to depart from the guidance should be documented locally. Any questions concerning departure from the guidance can be sent to the contact details below.

In this document the term Governor also applies to Directors of Contracted Prisons

How this policy framework will be audited/monitored: In public sector prisons, Prison Group Directors (PGDs) will monitor compliance with requirements set out within the policy framework in their prisons using the auditing and monitoring tools described in this framework.

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[1] In this document the term Governor also applies to Directors of Contracted Prisons.

In contracted prisons monitoring of compliance will be through the standard contract management processes.

Health and Safety (H&S) assurance and monitoring for public sector prisons is undertaken through H&S monitoring and assurance within the H&S function, using the H&S audit and reporting tool compliance checklist. The H&S processes may be different for contracted prisons and therefore, contracted prisons must have their own H&S arrangements which ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Quality assurance for public sector prisons and contracted prisons is provided by HMPPS Operational and Systems Assurance Group (OSAG) through the security audit.

Mandatory elements of instructions should be subject to management checks (and may be subject to self or peer audit by operational line management), as judged to be appropriate by the managers with responsibility for delivery.

Resource Impact: The identified resource impact for this policy framework document is staffing within the security department. The initial creation, pilot and roll out will impact in terms of the time taken to create the NSF and associated LSS' within establishments.

At this time, it is expected that the new NSF will be placed on the HMPPS intranet so there will be no financial cost associated with a digital platform.

Once the initial phase has been completed, resource implication is not expected to be any different to current requirements around the management of the NSF and establishment LSS.

It is expected that this new framework will assist establishments in reducing the risk of escape. This in turn will be expected to reduce the HMPPS and other agencies financial cost and reputational damage that results from any escape.

Contact : NationalSecurityFrameworkHQ@justice.gov.uk/security.procedures@justice.gov.uk

Deputy/Group Director sign-off: Richard Vince, Deputy Director Security

Approved by OPS for publication: Sarah Coccia, Executive director Prisons

HMPPS Operational and Systems Assurance Group (OSAG) through the Security Audit.

Revisions

Date	Changes
15 January 2024	A number of Annexes have been reclassified and removed from gov.uK

CONTENTS

1. Purpose

1.1 HM Prison and Probation Service (HMPPS) is committed to preventing victims by changing lives, working together to protect the public and help people lead law abiding lives.

1.2 Public protection is core to the successful and effective delivery of offender management. In managing prisoners in custody and upon release in the community, HMPPS has the protection of the public, including victims, children and vulnerable adults, as an overriding aim in all its activity.

1.3 This Policy Framework provides necessary information in a clearer more concise manner improving the way in which we manage security, specifically around escape and abscond from establishments. The document provides establishments, with the information and guidance needed to maintain high levels of security, prevent escape, or abscond and maintain a secure and stable environment for all. It applies to all public and contracted establishments.

2. Evidence

2.1 HMPPS Annual Digest available via www.gov.uk on the internet provides year on year stats regarding absconds

2.2 Consistent and confident application of policies and procedures is fundamental to mitigating these risks and vulnerabilities.

3. Outcomes

3.1 Effective use of this Policy Framework and supporting documents will ensure successful maintenance of security and order during all aspects of prison life. Whilst ensuring protection of the public and implementation of the sentences and orders imposed by the courts.

3.2 All procedures are conducted in a manner which ensures:

- Public Protection
- Maintenance of security
- Health and Safety
- Equality for all - decisions in relation to prevention of escape must not be influenced by any matters irrelevant to the process. Processes must not discriminate against people with the personal protected characteristics protected under the 2010 Equality Act: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

3.3 Process and procedures are in place to ensure that staff are fully aware that assessed risks may change and are able to respond accordingly.

3.4 The Policy Framework, guidance and supporting tools sets lawful and professional expectations for maintaining internal security procedures. This will be measured against the following standards.

- Incidents which challenge the security, safety, order and control of a prison are resolved through approved practice.

- Security decision making is defensible and takes account of the risk assessment process to identify and manage local risks.
- Security management systems and practice are characterised by strong leadership, robust governance (reporting and scrutiny), and a learning culture.
- Security management systems, practice and governance meets equalities responsibilities, duty of care and human rights obligations and priorities.

3.5   The following Policy Frameworks and PSI's will remain overarching throughout this document.

- Security Categorisation Policy Framework
- Categorisation and Recategorisation of Women Prisoners
- Women's Policy Framework
- Searching Policy Framework

4.   Requirements (see guidance for further information)

NSF Risk Assessments

4.1   To inform the Local Security Strategy (LSS), establishments will need to include an evidence-based assessment process which identifies and highlights the risks to their establishment. The assessment must be a whole prison approach which includes input from a variety of stakeholders of varying grades of all staff.

4.2   Risks must be assessed annually as a minimum and in addition, whenever risks are perceived to have changed significantly.

4.3   Governors must ensure they have prepared their LSS for each of the five key threat areas outlined in the National Prison Control Strategy. These must adhere to all the required actions and utilise a methodology that identifies further actions to manage the risk. Governors and Directors may choose to develop additional risk assessments to guide a local response to a potential risk that is unique to their establishment, for example, internal movement.

4.4   Governors must take into consideration emerging risks influenced by changes in population, new build work, changes to regime and any other identified risk factors.

Throughout this document reference is made to 'local risk assessment' there are no set templates for these local risk assessments, although they must take into consideration:

- Prison type
- Prison Age (build/ structure)
- Prisoner demographics including category, age etc
- Relevant intelligence
- Emerging risks
- Current mitigation
- Local risk factors
- Outcome/s
- Access to potential escape equipment.

General

4.5   Governors must check that all staff are aware of their role in managing security and that they are familiar with and where to find the establishments LSS including the guidance and associated supporting tools.

4.6   Governors must provide annual assurance to their Prison Group Director (PGD) that the LSS is fit for purpose. Evidence of this annual assurance statement (Annex A) must be available and signed by both the PGD and Governor.

4.7   In signing this statement, it is for the PGD to satisfy themselves on the level of assurance they wish to apply to the LSS for prisons in their area. This level of assurance may vary between prisons in any area. The level of assurance should also be stated on the form (Annex A).

4.8   The minimum level of assurance is that PGDs must satisfy themselves that the key security outputs are set out adequately within the LSS, that they adhere to national policy and reflect local risks of establishments.

4.9   PGD's may also specify additional levels of assurance checks including examining some or all locally agreed LSS amendments; drawing on results from national security audits which may identify strengths and weaknesses in security procedures; results from local audits/assurance processes involving security systems; other records such as searching records; more detailed inspection of some or all of the LSS.

4.10   Establishments must ensure that a nominated person and deputy are responsible for updating the LSS, this will normally be the Head of Security and Security Custodial Manager.

4.11   Whilst it is important to ensure that all security procedures are conducted appropriately and take into consideration the safety of all in our establishments and of the public, we must do this alongside a rehabilitative culture and with procedural justice considered throughout.

        A Rehabilitative Culture is… …all aspects of our culture being safe, decent, hopeful and optimistic about stopping offending.

4.12   **Procedural Justice** There is good evidence that when people feel processes are applied and decisions are made fairly, they are more likely to trust authority figures, respect rules and follow them. This is called '**Procedural Justice'** (PJ), and it makes a difference even when outcomes are not in the person's favour or decisions do not go their way

4.13   PJ is one of the foundational features of a rehabilitative prison; that is, it is a necessary part of an environment where all people feel safe and treated decently, and where they have the headspace and opportunity to change. Robust scientific evidence shows that when people feel treated in procedurally just ways, it contributes to a host of better outcomes, including well-being, rehabilitation/reduced recidivism, safety and stability. Communicating in a PJ way should be the foundation of any establishment's security culture helping to improve safety for staff and prisoners, by significantly reducing violence and misconduct. What's more, because PJ is not a specific intervention or service, all our staff, in all grades and roles, can use procedural justice principles every day to improve outcomes.

- Procedural Justice - HMPPS Intranet (gsi.gov.uk)
- Security & Rehabilitative Culture - YouTube
- Security & Rehabilitative Culture - HMPPS Intranet (gsi.gov.uk) *(security information hub access required)*

- Debias Decision Making

State of Security

4.14 'State of Security' stems from the principle that Governors and Senior Managers know when they have a good day in their prison but may not always be able to break down the essential elements.

4.15 Assessing and understanding what makes our sites safe and secure provides us with the opportunity to enhance the 'now' and build resilience for the 'future' – nothing has demonstrated this better than the global pandemic of COVID-19. The tool allows you to reflect and take stock of your current state, and plan for a new response by understanding the story behind your data. It enables prison staff, as experts, to have a meaningful self-reflection on their individual prison culture with the emphasis on bringing existing information together to use it and think about it in a different way.

4.16 All establishments are advised to use the 'state of security' template and principles alongside the risk assessment guidance/process.

- Security & Rehabilitative Culture - HMPPS Intranet (gsi.gov.uk) *(security information hub access required (Annex B))*

Prevention of Abscond - General

4.17 The LSS must outline procedures for the following:

- Internal security procedures.
- External movements including escorts and ROTL procedures to prevent escape / TRF; and
- Prevention of abscond

4.18 Governors must ensure they have local contingency plans as per PSI 2014-09 Incident Management Manual detailing the actions to take in the event of any (attempted or actual) abscond or breach of security procedures.

4.19 Governors must ensure that all security documentation including assurance records are retained in line with Records, Information Management and Retention Policy

4.20 Staff must raise an alarm if an immediate response is needed. There are several ways to raise the alarm, these include:

- General Alarm (where available)
- Whistle
- 'Urgent Message' on the radio net
- Dial 222 from a landline
- Personal alarm on the radio
- Dial 999 if external to the establishment
- Shouting for assistance.

Internal Security Procedures

4.21 This policy framework must be read alongside Prevention of Abscond Policy Framework.

4.22 There must be at least 4 routine roll checks per day, one of these being at the beginning and one at the end of the day, open establishments must risk assess the best time to do

this, taking into consideration prisoners attending/returning from ROTL, the LSS must describe the times of these roll checks and the actions to take in the event of an incorrect roll.

4.23   Further roll checks must take place at the following times.

- Routine practice full prison standfast roll checks must take place at least once every month.
- Standfast roll check in line with local contingency plans (see guidance for procedure).

4.24   The gate and reception (where operating) should always maintain a 'running roll'

Roll Check Template Form – Annex C

Gate

4.25   Governors must ensure that the LSS includes instructions for security within the gate area to be maintained. Many prison rules and YOI rules have a bearing on gate functions. Prison Rules (The Prison Rules 1999) specific to the gate in relation to abscond are:

- Prison Rule 41/YOI Rule 46 - Search (of prisoners)
- Prison Rule 71/YOI Rule 75 - Control of persons and vehicles; (1) power to stop, examine or search people or vehicles; (2) power of removal from a prison
- Prison Act 1952 Section 39 (Prison Act 1952).

4.26   The duties of Gate staff must include several key duties:

- Identifying, controlling and recording the authorised entry and exit of prisoners, people, vehicles and materials
- Ensuring that searching procedures are carried out for individuals, vehicles and materials in line with the Searching Policy Framework
- Preventing key loss by controlling the storage, issue and receipt of security keys particularly for those establishments without TRAKA electronic key storage systems
- Ensuring 'front of house' customer service is professional, consistent and contributes to a secure environment.

4.27   LSS instructions must reflect the individual circumstances of the establishment. Where an establishment has more than one gate, these instructions apply to all gates.

Entry & Exit

4.28   All establishments must conduct a local risk assessment which will be uploaded to the LSS and identify the necessary outcomes for the entry and exit of all (including staff, prisoners, visitors, contractors and vehicles) in to and out of the establishment. All staff working in the gate area must have access to and understand these requirements.

4.29   Governors must ensure that before being allowed access to the establishment staff (directly and non-directly employed), contractors and visitors who are not social or official visitors as described in the Conveyance Policy Framework have acquired the security clearances appropriate to the environment in which they will have access. The level of security clearance varies according to the security category of the establishment and the rank or status of the person. (The policy covering the security clearance necessary for individuals to access and move within an establishment is set out on the My Services website).

Staff (directly and non-directly employed)

4.30   All staff should carry a valid form of identification (ID) which will be specific to their role and employer. Some staff members may have locally made temporary ID whilst they are waiting for their ID to arrive.

4.31   On both arrival and exit of the establishment, staff should show this ID to gate staff upon request, if they do not have ID on request and the gate staff do not recognise them as an employee, then they should not be allowed either entry or exit of the establishment until their identification can be verified. This verification process should be conducted by a member of staff who is not with them at the time as this could be an escape attempt with staff members under duress.

4.32   All staff directly and non-directly employed who are given access to the establishment must receive a comprehensive security induction (Annex D) including:

- Security key talk
- Ways to raise the alarm
- Actions to take in the event of an emergency/incident
- Submission of intelligence reports
- Corruption Prevention
- Radio etiquette/procedures.

Visitors for staff/contractors

4.1   Visitors for staff/contractors to the establishment should provide in date photographic ID. A number of these visitors/contractors will visit regularly or be from trusted organisations such as Ministry of Justice, Government Facility Services Limited (GFSL – works department), Police etc, Open establishments must therefore decide on a case-by-case basis if they need an escort when entering the prison.

4.33   The gate should have been informed of these arrangements in advance by the staff member they are visiting (Annex E). It is further recommended that they are provided with a 'visitors ID card and lanyard' to always display.

4.34   Upon exit of the establishment their identification must be verified prior to exiting the final door/gate/barrier of the establishment.

Vehicles (see also Conveyance Policy Framework)

Movement/Escorting

4.35   The LSS must advise on vehicles permitted access to the establishment without internal escort following a local risk assessment completed alongside Annex A of the Workplace Transport Policy Framework. This decision is to be made dependant on identified areas being out of bounds to prisoners either on a temporary or permanent basis or at certain times of day/night.

4.36   For those vehicles identified as needing an escort, they should not be allowed entry until escorting staff (or accredited, trained prisoners at sites where they are approved to undertake this task) are in position and ready to complete the escort.

4.37   Establishments must have a training plan/programme in place to ensure escorting staff, at the earliest opportunity, complete - Vehicle Escort End User training (included as part of the National Operational Support Grade (OSG) course) prior to carrying out vehicle escort duties.

4.38   Escorting vehicles is a high-risk activity and the cause of life changing injury not least crush injury due to standing in the wrong position or failing to pin gates back, therefore establishments must ensure they have sufficient trained staff (or accredited, trained prisoners at sites where they are approved to undertake this) on duty to carry out this task.

4.39   If in exceptional circumstances no trained staff are available, they should: -

- Gain permission from the communications room prior to moving from the gate or returning to the gate with the vehicle. For those establishments in the open estate that do not operate a communications/control room this will be authorised by the gate staff where appropriate. Vehicles requiring authorisation in the open estate will be identified in advance by local risk assessment and authorisation for entry gained from the Orderly Officer if needed.
- Control and monitor those whom they are escorting from the point of entry to the point of exit.
- Know the identities of those they are escorting.
- Possess a thorough knowledge of the geography of the establishment and the areas in the establishment to which those they are escorting are permitted access. (Careful consideration to the use of maps should be taken as these could be used as an escape aid).
- Be aware of the actions to take in the event of an emergency/incident.
- Be proficient in the use of the establishment's radio net and any technical aids or equipment associated with the escorting role (mirrors, torches etc).
- Be aware of the security and safety requirements of the establishment and of the vehicle to be escorted.
- Have an understanding of the Workplace Transport Policy Framework in regard to Health & Safety requirements, including the wearing of a high vis jacket/vest.
- Ensure all onboard cameras are switched off/covered to prevent recording within the establishment as per Conveyance Policy Framework.

Exit

4.40   When the vehicle is ready to leave, the vehicle should be searched once more as per the Searching Policy Framework if intelligence indicates necessary.

4.41   Before drivers, passengers and the vehicle can exit the gate, their identification should be checked against the records for when the vehicle arrived at the gate. If for any reason this cannot be verified, they must be held at the gate until it can be.

Prisoners through the gate

4.42   All prisoner movement through the gate area must be recorded and a running roll maintained, ensuring only authorised exit and entry.

4.43   The entry and exit of prisoners by vehicle must be in line with individual risk assessment for those prisoners who are undergoing local escort (by designated prisoners or staff) or in line with other service provider agreements for the police, escort contractor services, immigration removal services.

4.44   Gate passes (gate pass books available via Branston National Distribution Centre (NDC)) must accompany all prisoners exiting the gate under escort.

4.45   All prisoners exiting the gate not under escort must have their identity confirmed, this may be via biometrics, a discharge checklist or photographic ID, this will be dependent on the establishment and available technology at point of exit.

4.46   In an emergency such as a life-threatening situation, it may be necessary for an emergency vehicle to pass straight through the vehicle lock without stopping, this may be on both entry and exit. An ambulance exiting with a prisoner onboard will have staff members in attendance and a gate pass to aid with roll reconciliation will be brought to the gate shortly after.

4.47   This decision will be directed by the manager on the scene of the incident (Duty Governor/Orderly Officer) and will be communicated to the gate via the radio net.

4.48   Relevant staff must be aware of the process to follow in these emergency circumstances ensuring that no delays are caused. This must include the procedures for:

- Authority needed and process to open vehicle gates
- Escort / Accompanied SPL departure with no escort / ROTL risk assessment or PER
- Escort / Accompanied SPL departure with no gate pass
- Returning of keys, radio and PPE for escorting staff.

4.49   All staff working in the gate must know that unlawfully at large (UAL) prisoners who are surrendering into custody must not be processed in to the establishment until identification is confirmed, and it is confirmed that they were UAL either by the police or the establishment that they escaped or absconded from. Until this is confirmed, the prisoner must be held securely in reception. Once this is confirmed normal reception procedures for the receiving establishment must take place.

Discharge of Prisoners

4.50   Several checks must be made prior to the discharge of a prisoner at the necessary stages and the staff conducting these checks must have received the appropriate training relevant to their role in the discharge process.

- **Final discharge:** Sentence calculations (14 and 2-day checks)
- Identification confirmed
- No outstanding cases
- Licences/restrictions issued confirmed and explained to prisoner.

 ROTL:

- Licence in place and conditions understood by prisoner
- Identification confirmed.

4.51   Governors must ensure that that for 'out of hours' discharges, if the necessary checks cannot be completely and confidently carried out by a competent/trained member of staff, the decision must be made as to whether the risk of release in error outweighs the risk and litigation of holding a prisoner overnight until the checks can be made. These checks should be carried out on the next working day as a maximum.

4.52   Prisoners attending the gate for discharge must confirm their identity and provide a copy of their licence/discharge papers as evidence of discharge for the gate staff, gate staff must confirm the movement via NOMIS diary entries and release the prisoner for the duration of their licence or final discharge.

Visits

4.53   The LSS must set out the security procedures to ensure prisoners are prevented from absconding during or after a visit.

4.54   There must be systems in place to ensure identification is verified of those leaving following a visit not a prisoner walking out.

4.55   Governors have the discretion to require prisoners to wear distinctive clothing to aid staff. This may include bibs, sashes, or armbands. However, it should be recognised that this may have a detrimental impact upon the quality and atmosphere of visits, and such should only be used where necessary to maintain effective security. If prisoners are required to wear distinctive clothing, this must be explained in the LSS.

For more information please see the Management and Security of Visits (open estate) Policy Framework.

Communications Room

4.56   The terminology of emergency control room may also be used; however, this is usually reserved for the high security estate.

4.57   For those establishments with a communications room. The LSS must clearly identify the roles and responsibilities of the communications room and those staff grades working within.

4.58   The communications room must have responsibility for the following as a minimum:

- Control of the radio net, maintaining secure practices and operating procedures.
- Management of initial responses to incidents and emergencies.
- Understanding and control of contingency plans.
- Maintain records of all occurrences.

4.59   Establishments must have a training plan/programme in place to ensure communications room staff, at the earliest opportunity, complete:

- Prison Radio Control Room Procedures (2.5 days – offered as a national course by Learning and Development).

4.60   All staff identified to attend the Prison Radio Control Room Procedures course must have completed mandatory eLearning (available within Mylearning, "Control Room for Future Operatives eLearning") before attending the face-to-face course. The eLearning does not qualify a staff member to work in a Prison Radio Communications Room/Emergency Control Room function – it is a pre-requisite for the face-to-face course.

4.61   The facilities management team must maintain all security related equipment in line with contractual agreements.

4.62   The LSS must include details of maintenance contracts company details and emergency contact numbers for all technologies used for security purposes and for all essential security equipment.

Radios

4.63 The 'digital Tetra radio communications system' should be used in establishments in line with Prison Radio Communications.

4.64 All staff must be made aware of the risks of transmissions being illegally scanned from outside the prison and the procedures taken to maintain radio discipline, which include:

- All staff are trained in the use of radios if in charge of individual or parties of prisoners (directly and non-directly employed).
- Only nationally approved call signs are used. (Annex F).
- At least two net test calls are conducted per day (one day/one night) and faults investigated/reported.
- A record of the identities of all outstations is maintained.
- All night staff must draw a radio and log onto the net.
- Radio etiquette and professionalism are always used by staff.

4.65 Radio handsets must always be retained securely in the possession of staff or returned to the dedicated secure storage point (this also includes all other PPE issued to staff including PAVA/BWVC/Batons/Rigid Cuffs/Fish Knives where issued or available).

4.66 Governors must determine where radios must be drawn and utilised and by whom. This must be detailed in the LSS. All operational staff supervising prisoners outside of residential units who draw a radio must join the network using dedicated call signs.

4.67 All staff supervising prisoners (for example, education and substance misuse workers) without a radio or in an area out of range of the radio network must have means of raising the alarm in an emergency and know what actions to take.

4.68 It is important that staff are aware of 'blind spots' of the radio network which provide limited/nil reception, it is recommended that these areas when identified are listed within the LSS and staff are given guidance on other steps to take including the use of whistles, emergency landline etc. (Annex D). This is also applicable for those staff who are non-operational and do not carry a radio such as education, substance misuse workers etc.

4.69 All radios must be accounted for as soon as is practicable after final lock up.

4.70 Radios must be securely stored and issued; the system used for this will be individual to each establishment but must include a method of identifying the member of staff who drew the radio (outside of signing on the net).

4.71 Radios should never be left unattended and should always be retained securely in the possession of staff or returned to the dedicated storage point. If a radio is unaccounted for then the radio must be 'stunned' immediately by the communications room and 'tool loss' procedures followed.

Internal movement of prisoners

4.72 Prisoners will not be escorted around the establishment unless in specific circumstances (returning to closed conditions or similar) and they will have the freedom to come and go as they please whilst adopting pro-social behaviours and moving around the specific site responsibly.

4.73 The LSS must specify at what times prisoners must cease moving around the establishment and by what times they need to be in their own rooms, for example:

- Be on their own residential units between 2030hrs and 0730hrs.
- Be in their own rooms between 2330hrs and 0600hrs.
- Exceptions to this would be when individuals are attending/returning from workplaces.

Internal movement of social and official visitors

4.74   Following a local risk assessment, the LSS must describe the control and supervision measures for internal movement of social and official visitors, these measures must be establishment specific taking into consideration:

- Numbers of visitors moved at a time
- Time of visits.
- Other internal movement in the area.
- Positioning of visits hall..
- Safety of visitors
- Route to be taken.
- Person escorting (as this may be a suitable prisoner for official visitors).

Perimeter

4.75   Types of perimeter in the open estate vary from boundary fencing to nothing at all, therefore any threats come from the type of activity at or around the perimeter rather than to the perimeter itself, any perceived threat must be reported to the Orderly Officer/Duty Governor immediately and a dynamic assessment of the risk carried out with actions taken appropriate and proportionate to the risk/threat.

4.76   It is an offence under Section 40cb of the prison act 1952 for a person who, without authorisation, throws **any** article or substance into a prison is guilty of an offence. "Any article" does not include a reference to a List A article, a List B article, or a List C article and therefore relates to all articles. "Throwing" an article or substance into a prison includes a reference to doing anything from outside the prison that results in the article or substance being projected or conveyed over or through a boundary of the prison so as to land inside the prison.

4.77   Under Section 39 of the Prison Act 1952 a person is guilty of an offence who,

a)   assists a prisoner in escaping or attempting to escape from a prison; or
b)   intending to facilitate the escape of a prisoner;
    i.   brings, throws or otherwise conveys anything into a prison,
    ii.   causes another person to bring, throw or otherwise convey anything into a prison, or
    iii.   gives anything to a prisoner or leaves anything in any place (whether inside or outside a prison),

4.78   Internal and external perimeter checks/patrols must take place daily, however the times and quantities of these will differ between establishments, utilising the state of security and local risk assessment process will aid establishments with identifying their specific need (see also Conveyance Policy Framework – Open Estate).

4.79   If an officer, in the course of their duties, finds someone who they have reasonable belief has, or is about to throw an article into a prison (physically or via other means) or assist with an abscond from a prison, then they may use the powers of a constable granted under the prison act 1952 and effect an arrest on prison grounds or around the perimeter of the prison.

4.80   Prior to the use of Police and Criminal Evidence Act 1984 (PACE) powers an officer should consider personal and public safety as a priority and where they deem it unsafe to utilise PACE powers to stop the "throw over" attempt then priority should be given to the following:

- Raising the alarm within the establishment.
- Recording information to assist police such as descriptions or perpetrators, types of vehicles or registrations.
- Contacting police.
- Following any local contingencies available.

4.81   If an OSG, in the course of their duties, finds someone who they have reasonable belief has, or is about to throw an article into a prison (physically or via other means) or assist with an abscond from a prison then they must maintain their own safety and:

- Raise the alarm within the establishment.
- Record information to assist police such as descriptions or perpetrators, types of vehicles or registrations.
- Contact police.
- Follow any local contingencies available.

Members of the public filming

4.82   Is it an offence under 40D of the prison act 1952 for a person who, without authorisation takes a photograph, or makes a sound-recording, inside a prison.

4.83   Where an officer in the course of their duties has reason to believe that a person is making an unauthorised recording, or video of the inside of a prison then they must carry out the following actions:

- Ask the person if they have authorisation to take photographs/videos.
- Where insufficient proof of authorised filming is given inform the person that they are in breach of section 40D of the prison act and that this is a criminal offence.
- Direct the person to stop their recording/capturing of images.
- If the person is on prison property, they should be directed to leave.
- Raise the alarm and request assistance.
- The establishment should request police attendance at the earliest opportunities.
- If CCTV is in action, staff may inform them that they are being filmed and this may be sent on to the police.
- Do not engage; reply "No Comment".
- Do not react. Whilst this can be difficult, remember that footage of staff reacting is more likely to get likes, shares and views. By not reacting, you take away their power.
- The 1st on scene should remain in the vicinity of the person until relived. The staff member should not engage with the person other than replying "no comment" to questions, or to remind them they are breaching section 40d of the prisons act, or to request they leave HMPPS property.

4.84   There is no definition of a prison boundary in the Prison Act or the Prison Rules 1999. As such, the most likely interpretation is that a prison boundary is the physical boundary which marks and/or effects the segregation of the prisoners from those outside the prison. This is most likely to be considered a wall or fence for closed establishments, or beyond obvious barriers such as a vehicle barrier for open sites.

4.85   It is not an offence for individuals to film outside a prison, as long as any images captured are not images from inside a prison. Areas accessible by the public, such as pedestrian footpaths and prison car parks would be considered outside the prison boundary and therefore are not private property. Furthermore, examples such as filming of officers queuing to enter a prison building would not be deemed to be an offence.

Nights Procedures

4.86   Nights can be a difficult, lonely time for staff members and therefore staying alert and aware of surroundings is vitally important.

4.87   Prisoners may use the night state as a period to attempt abscond, due to reduced staffing levels.

4.88   Staff are often alone on nights and can often be the subject of attempted conditioning and manipulation.

4.89   All Operational Support Grades (OSG's) should have a period of 'shadowing' and complete the two-week OSG training course, which covers all things related to 'Nights' as well as typical duties and Suicide and Self-harm procedures, prior to being alone on night duty.

4.90   Officers should have completed the Prison Officer training course prior to any night duty and Night Orderly Officers must be given the opportunity to shadow a set of nights prior to carrying out Night Orderly Officer duties.

4.91   All staff on nights must complete In Cell Fire (RPE) Training, prior to conducting night duty. (Staff can book through POELT-osgcourse@gov.sscl.com) or alternatively complete their local training return for OSG training need).

4.92   Every establishment operates differently and therefore needs an individual set of night operating procedures, it is recommended that these procedures are not written in silo and take into consideration all factors.

4.93   Night Operating Procedures should include the following details:

- All Night Staff are aware of information necessary to maintain the safety and security of the establishment.
- Times that prisoners should be in their own residential units/rooms.
- Access to communal areas (toilets/showers).
- Movement at night escorted.
- Movement at night unescorted (outworkers leaving/returning from employment)

4.94   Night staffing and procedures must be agreed locally, subject to the requirements of the establishment. These must be set out in the establishments Local Security Strategy (LSS) and approved by the PGD.

4.95   Night Staff must be aware of the local requirements to maintain the safety and security of the establishment. This will include locking procedures, patrols, ACCT observations and the secure movement of prisoners during night state.

4.96   A Duty Governor must always be on call throughout the night. They must be informed immediately of serious events to include;

- Death in Custody
- Serious Fire
- Abscond /attempted abscond

- Emergency discharge to hospital

Day to Night Handover

4.97   A full roll check must take place every 24 hours. The establishment must decide locally when to reconcile their roll at the time that is best placed to manage the risk. This must be documented and justified in the LSS. The night lock up roll must be collated by the orderly office once all prisoners are secured in their relevant cells or rooms. This must be recorded on the 'night lock up sheet' and handed to the NOO.

4.98   Staff must be allocated specific sets of keys for nights and/or pouches which must be attached to key chains. All staff must be in possession of a radio and a cut down tool (fish knife) where available and in line with the establishment's local policy.

4.99   The NOO must conduct a full key and radio check and sign for it once complete on the night lock up sheet. Any missing keys or radios must be reported as per key / radio compromise procedures.

4.100   Night Orderly officer (NOO) must receive a full briefing from the day Orderly Officer. The NOO must then brief all night staff.

4.101   There must be a night procedures sheet to document key information as part of the handover. Handovers should include the following key elements:

- Prisoners on ACCT documents
- Newly arrived prisoners subject to first night observations
- Key incidents that have occurred during the day that staff will need to be aware of (missed medications, individuals that have received bad news, prisoners who have been involved in serious incidents).
- Any prisoners on escort or bedwatch.

Night Staff Requirements

4.102   All night staff must be briefed at the start of the week by the NOO and made aware of the actions to take in an incident situation. This will include how to summon assistance and containment of the incident (where possible). The following incidents must be covered;

- Abscond
- Death in custody
- Fire
- Serious self-harm

4.103   Other situations may arise during night state such as a loss of electricity or water and staff must be able to locate the local contingency plans that set out how to manage various types of incidents. The NOO must be competent in carrying out the actions within the contingency plans.

4.104   The Duty Governor must be informed immediately if an incident occurs

Prisoners Conduct and Behaviour During the Night

4.105 Night staff must be fully aware of the procedures for managing inappropriate prisoner behaviour during the night state including the procedures for challenging these and appropriate recording on NOMIS.

4.106 If a prisoners behaviour needs addressing further the NOO should be contacted to make any assessment and further decision. This may include moving a highly disruptive prisoner for the safety of themselves/ others or other appropriate action. All actions must be recorded and justified on NOMIS and in the unit observation book.

Night Patrols

4.107 Regular patrols and visits of all residential accommodation should take place between 2200hrs and 0600hrs and may include undertaking any ACCT observations. A record of all visits must be maintained.

4.108 Patrols should be irregular, for example not taking place at the same time every hour.

4.109 Patrols should also include the completion of fire safety checks during night state.

Entering Accomodation at Night in an Emergency

4.110 The LSS must clearly state how many staff must normally be present before prisoner accommodation can be entered as well as the local procedures that staff should follow if faced with a potentially life-threatening situation when there are no other staff in the immediate vicinity.

4.111 Staff must have access to the LSS and be made aware of the implications of this for their role in maintaining security during the night.

4.112 There are many incidents that may occur at night and it is difficult to be prescriptive about what actions to take in each particular case. The following is a guide to the minimum mandatory actions that are required before opening accommodation doors at night.

4.113 Under normal circumstances, authority to enter a cell at night must be given by the Night Orderly Officer (NOO) and no accommodation door will be opened unless a minimum of two/three (subject to local risk assessment procedures) members of staff are present one of whom should be the NOO.

4.114 However, staff have a duty of care to prisoners, to themselves and to other staff. The preservation of life must take precedence over the directions above. Where there is, or appears to be, immediate danger to life, then doors may opened and/or entered without the authority of the NOO (but subject to the conditions set out below) and an individual member of staff may enter the cell on their own. However, night staff should not take action that they feel would put themselves or others in unnecessary danger.

4.115 Before entering accommodation:
- every effort should be made to gain a verbal response from the prisoner;
- this, together with what the member of staff can observe through the door if open or through the panel if closed and any knowledge of the occupant(s), should inform a rapid dynamic risk assessment of the situation and a decision on whether to enter immediately or wait for assistance; and
- the Communications Room/Control Room must be informed before entering the accommodation stating the location of the room and describing the circumstances that require intervention.

4.116 Although it is not possible to include a check list of every potential risk in a live situation, some things that may be considered as part of a rapid dynamic risk assessment could also include:

- the presentation of the prisoner who appears to be in danger
- whether or not it is a single or shared room
- the occupant's security category
- the occupant's history of self-harm and/or violence if known? Are they likely to act erratically?
- how vulnerable does entering the accommodation l make the member of staff?
- the level of visibility into the room, can a clear assessment be made of what the prisoner may have in their hands?
- is there anything that could be used as a weapon?
- is there anyone else who is at risk?
- how can staff exit the situation if needed?
- how confident does the member of staff feel? How close are other colleagues to assist?

4.117 If a decision is taken to enter the accomodation, staff must tell their colleagues what they are doing.

4.118 Contact the Control Room or Orderly Officer before entering the accomodationl and provide the location l and describe the circumstances that require intervention.

4.119 If it is not possible to inform a colleague, staff should summon assistance using a personal or general alarm.

4.120 If applicable use the emergency response codes 'red' or 'blue' over the radio which will call for an immediate local healthcare response where this service is available, as well as emergency services.

4.121 The Communication/Control Room must then contact the NOO and inform them of the situation. Staff will be deployed immediately..

4.122 Where doors are closed and observation panels are covered, the NOO should be informed immediately and staff deployed to the accommodation. In these circumstances a decision by a member of staff to enter immediately on their own will be more difficult as there is less evidence to inform an immediate risk assessment.

Prisoner Movement During Night State

4.123
4.124 Prisoners may self-release and move through the establishment at night if they have a ROTL license that necessitates them doing so.
4.125 If staff do not recognise a prisoner, or are unsure of their reasoning for moving through the establishment at night, they must check the prisoner to ascertain that they have a legitimate reason for moving in the grounds at night.

Breaking Night State to Permit Visitors

4.126 The LSS will set out the circumstances under which the night state may be justifiably broken and the secure perimeter of the establishment breached. Establishments must take into account the potential risk that arises when the gate is unlocked and whether any person wishing to enter may be under coercion.

Duty Governor Night Visits

4.127 At least one night visit must take place per month by a Duty Governor. To ensure the security of this visit and that the Duty Governor is not under coercion, establishments must have specific local procedures set out to manage this visit. This may include the Duty Governor contacting the prison prior to arrival and supplying a password to the NOO. The password must be confirmed by the NOO before entry to the establishment is permitted. The password should be changed regularly.

4.128 If the password is incorrect the police must be informed and entry to the establishment must be refused.

Statutory Right of Entry

4.129 The NOO must be aware of who has a statutory right of entry, Prior to the entry of the individual, ID must be confirmed, and the NOO must be content that the visitor is not under coercion. Any concerns must be reported to the Duty Governor and the Police immediately.

4.130 In accordance with the provisions of the S19(1) of the Prison Act 1952, Prison Rule 79(2), YOI rule 77(2), S20 and S48 of the Health & Safety at Work Act 1974 and S54 of the Food Act 1990, the following people have a statutory right to enter a prison at any time:
- Justices of the Peace for the County or Borough of the prison or the prisoner in question.
- Members of the prison's IMB.
- Health & Safety Inspectors of the Health & Safety Executive (HSE) enforcing Health & Safety legislation.
- Local Authority Environmental Health Officers enforcing the 1990 Food Act or Food Safety (General Food Hygiene) Regulations 1995; and
- Members of the European Committee for the Prevention of Torture.

4.131 If the NOO does not feel comfortable in allowing access, (for example reduced staffing levels as a result of an emergency escort would mean the visit can be conducted securely) then access must be denied, and immediate contact made with the Duty Governor. The situation must be clearly explained to the visitor(s).

4.132 All night visits must be recorded.

Emergency Services and Emergency Escorts

4.133 Night state will need to be broken in the event of a medical emergency. There must be clear instructions about the unhindered admission of any emergency services vehicles and personnel during night state.

4.134 Immediate and safe access must be provided to the emergency services when entering the establishment. NOO will need to ensure that escorting staff are available to permit entry via the gate and that they are aware of the quickest route to different parts of the prison.

4.135 If an emergency escort is dispatched without a full risk assessment due to a life-threatening situation, then an Emergency ROTL Risk Assessment must be completed and the PER must be annotated with 'no restraints to be used' if that is the decision made at time of dispatch by the Duty Governor/Orderly Officer (night state). The full risk assessment must be taken to the escorting staff at the earliest opportunity (no longer than 18 hours)." For more information please see the External Escorts Policy Framework.

4.136　On most occasions an emergency escort will consist of two escorting officers but in some circumstances, three officers may be required. The minimum requirement is 2 officers.

4.137　The NOO will remain in charge of the prison and will need to assess what work can continue to be safely carried out, or whether there is a need to attempt to call more staff in (this would be done in consultation with the Duty Governor). Any reduction in work duties during night state will need to be recorded outlining the circumstances.

Exiting Night State

4.138　A full handover must be given to the daytime Orderly Officer to include:

- The night's events
- Any security concerns
- Prisoners subject to open ACCT documents
- Any hospital escorts/bedwatches

Keys and Locks

4.139　All staff must ensure gates and doors are secured where appropriate.

4.140　All staff must be aware of the actions to take in relation to the actual or possible compromise of any a key or lock, this process must be reflected in local contingency plans and must include:

- **Broken key/broken lock –** individual to always stay with the lock/broken key, asking for assistance over the radio net or waiting until another staff member passes by;
- **Loss or suspected loss of key/keys –** report to the orderly office/duty manager immediately, orderly officer /duty manager to consider freezing the gate, using chains to secure areas, stand fast roll check, area search, CCTV; and
- **Keys exiting the establishment –** last key holder to be contacted immediately, either by telephone or in person, if necessary, keys to be returned to the establishment once located and sealed in an evidence bag whist a decision is made on the need for forensic testing and further investigations.

For more information see Annex G

4.141　Any key/lock incident either actual or suspected must be reported via local reporting procedures and to:

- On the single incident line: 0207 147 4021.
- FM Operations locking store.
- The Prison Group Director.

4.142　Incidents turning out to be false alarms must be re-submitted as a minor incident on the reporting system.

4.143　The decision to re-lock an establishment in the event of a key or lock incident may only be made by the relevant PGD.

4.144　Any Class II and III security keys (and bunches of such, except handcuff keys) for use by staff must be given a number and stored in a key safe/electronic key management cabinet

in a secure location. Each establishment will have specific processes, these must be described in the LSS and include:

- the procedures for the secure storage, allocation, issue, return and safe keeping of keys.
- Arrangements for the storage of spare security keys including access rights.
- The storage and issue procedures for all keys including works, handcuff, and body belt keys.
- Procedures for the secure use of key safes including access for auditors and senior managers.

4.145 If any member of staff arrives for duty with no key chain they must not be issued or draw keys, instead they must follow the specific instructions detailed in the LSS for reporting for duty with no key chain and replacement/loan of a key chain (if the key chain has been lost or stolen, this must also be reported via an intelligence report).

4.146 If operating a manual key safe, the safe must be locked overnight/when not in use.

4.147 If operating a manual key safe the numbered positions in the key safe must never be empty (a one for one tally system must be used).

4.148 Arrangements must be in place to prevent key holders leaving the establishment with their keys. This will vary in each establishment due to installed technology; it is advised that ALL staff show their empty key chain to the gate staff on exit.

4.149 The LSS must set out:

- The agreed frequency and type of daily key check to be made and by whom, (a minimum of 1 key check for the main key safe/electronic management key safe must take place after lock up per day must take place).
- Procedures for the use of keys in night state.

4.150 A full key audit must take place at least once every six months and:

- Within one month of a new Head of Security taking up post.
- Within one month of a new Security Key Manager (usually a Band 5) taking up post.

4.151 Spare security keys must be kept and stored securely; these arrangements must be set out in the LSS. As a minimum these must be stored in a secure locked safe and recorded on the key ledger, with access only being given to the Security Key Manager, Head of Security and Deputy Governor.

4.152 A record of daily key check must be made in the Gate Occurrence Book or equivalent.

4.153 No security keys must be taken out of the prison, unless agreed by the governor and the circumstances set out within the LSS. (Generally only court keys and a small selection of class III keys used for visitor's centres etc).

4.154 The LSS must set out the operational procedures for fully automated electronic key safes where they are installed.

4.155 Prisoners must not be allowed to handle or examine any key or lock.

4.156 Once drawn, keys must always be attached to the person by a chain. Establishments must also have systems in place for secure key storage when staff are using the gym/showers. Keys must not be taken into shower areas due to damage to the keys caused by rusting, options may include for establishments to have secure lockers, with individual keys issued to staff whilst showering (like that of public swimming pools) or a smaller electronic key management system located in the gymnasium.

4.157 Establishments must have systems in place for the storage of keys during times such as control and restraint (C&R) incidents in full PPE ensuring staff have somewhere safe and secure to store their keys, this could be a secure safe in the C&R kit room or similar, at no time should one member of staff take control of numerous key bunches on their key chain.

4.158 Keys must be kept in pockets or key pouches when not in use. Ensuring the key flag/bit is not visible.

4.159 Only issued Prison Service key chains should be used by staff and only one key chain used at a time to prevent entanglement, at times it may be necessary to have two clips on the key chain to assist with maintaining security of Orderly Officer key bunches or similar.

4.160 Keys must not be able to touch the floor when the key chain is fully extended (vertically down from belt), this prevents damage to the keys if dropped.

4.161 Key rings must be sealed with tamper evident seals to prevent unauthorised removal or adding of keys to a bunch.

4.162 Excessive force must not be used to open any lock. Any difficulty in opening any lock must be reported immediately to the Facilities Management (FM) Services Site Manager and the Security Department/Orderly Officer.

4.163 The LSS must set out clear guidelines as to whom keys can be issued to, types of keys and management of gates, doors and electronic key management systems. This must include:

- Access to keys and training for the Fire Service in case of emergency.
- Identify who can draw keys and the type of keys they can hold.
- Sets out the procedures and training that anyone issued with keys must complete to ensure that they are competent in the secure use of keys and locks.
- Be clear that Class II locks must be locked back securely if left open.
- Be clear staff must not leave Class II locks (including wooden outer doors) unlocked or unattended. This is to prevent prisoners from tampering with the lock.
- Governors must have assurance (to prevent any data breach) that any person's details (biometrics, PIN number, name etc) that are stored on the electronic key management system are deleted from the system at the earliest opportunity, when they are no longer an authorised visitor, or a directly/non-directly employed member of staff.

4.164 Each prison must keep a ledger/record of all keys, including all types of handcuff/restraint keys (Annex H).

4.165 The ledger/record of keys will include the following information:

- The running total for each type of key in stock including those not in use and stored securely in a safe.

- The numbers of each type received from FM Operations Secure Lock Store and the date received.
- The number of each type of key in use.
- Information about individual keys not on main locking suites.
- Information about when keys are returned to Security Locking Section for destruction.
- Gross total for each type of keys held.

4.166   There must be a complete and up to date set of locking schedules and floor plans for the establishment held by the facilities manager.

4.167   No locks or alternative suiting may be installed, including padlocks and rim mounted locks, except those specified on the schedule.

4.168   Requests for changes to locking schedules must be made to the CAD (Computer Assisted Design) Manager in FM Operations. Requests must be accompanied by a draft revised plan and schedule showing details of the changes requested.

4.169   Spare or replacement keys and locks must be ordered from FM Operations Secure Lock Store. Security keys must not be obtained from local sources or cut on key cutting machines.

4.170   Obsolete or damaged keys and levers must be returned to FM Operations Secure Lock Store for safe disposal. They must be returned with the appropriate documentation that gives the quantity, type, code and suiting information and a Condemnation form A40 completed (Annex I)

4.171   Local arrangements must be in place for the acceptance of new keys from FM Operations Secure Lock Store. Keys must be counted immediately, and the total recorded in both the key ledger and the delivery documentation (which must be returned to FM Operations Secure Lock Store).

4.172   Deliveries and collections to/from FM Operations Secure Lock Store must be made by two security cleared members of staff when collecting suited products.

Padlocks

4.173   Only padlocks supplied by FM Operations Secure Lock Store must be used, and identified where in use on the locking schedule. Where padlocks are in use, key staff including the head of security and orderly officer are to be made aware of where the keys are held.

Disclosure

4.174   Disclosure of a lock or key occurs when it is considered beyond reasonable doubt that an individual (or individuals) has had enough opportunity to copy, manufacture or otherwise effect the means for operation of a lock or key.

4.175   Not all compromises result in disclosure, minor incidents will be dealt with locally and may result in the replacement of a lock or the condemnation of a key.

4.176 More serious security, complex breaches or intelligence threats/risks which would have an immediate effect on the physical security of the establishment must be referred immediately by the establishment to the FM Operations Locking Store.

4.177 Disclosure procedures and guidelines for the above circumstances are set out in Annex J.

Tools and Equipment

4.178 Tools and equipment must be managed and stored appropriately to prevent the use of these items being used inappropriately. This includes items in healthcare emergency response kits/grab bags or similar.

4.179 All staff must be aware of the actions to take in relation to identifying a missing tool/s or equipment and this process must be reflected in the LSS and local contingency plans in line with PSI 2014-09 Incident Management.

Initial actions to take are:

- Remaining prisoners are requested not to leave the area of the missing tool and support staff in finding the tool.
- Prisoners are asked if they know the whereabouts of the missing tool.
- Missing tool to be reported to Orderly Officer/Duty Manager immediately with full details of when the tool was last seen, and who it was last issued to.
- Await further instruction from the Orderly Officer/Duty Manager.
- The Orderly Officer/Duty manager will utilise contingency plans and instruct all areas of necessary actions to take.

4.180 If the tool cannot be located on initial investigation, then the prisoners can return to their regime activities and local investigations will take place dependant on the tool missing, intelligence received and perceived threat/risk.

Tools Risk Assessment

4.181 Tools in the open estate will generally be assessed as low risk and due to prisoners being held in the open estate also being assessed as low risk there are no restrictions to issue of tools and allocated workplaces.

4.182 The security department will conduct a risk assessment (Annex K) of all tools including those held by outside facilities management departments and plant machinery taking into consideration tool type, location, and who will have access/use of it to determine which items must be marked. The completed risk assessments must be uploaded to the LSS and must consider:

- The security category of the prison, age and profile of the population.
- The potential danger each tool, tool type/item of equipment would pose to the security of the prison if it were lost.
- The likelihood of the item being taken for unauthorised use (i.e., if it is a tool not issued or accessible to prisoners, or if it is used in an area to which prisoners may have access).
- Equipment (including cutlery or servery tools) located in staff rest areas/kitchens which are adjacent to either prisoner accommodation or prisoner recreational areas.
- Tools and equipment used by healthcare staff/dentists/doctors and other visiting healthcare professionals must never be issued/used by prisoners.

4.183 There are no set timescales for tools to be re-risk assessed, however this must be done if a change of prison category, profile of the population takes place or if intelligence is received regarding certain tools being used as weapons/abscond aids.

4.184 A central inventory and local inventories of all tools within the establishment must be maintained and kept up to date. Local inventories should not obscure the view of the shadow boards when in place. The inventory must identify both the name of the tool and the unique code for that tool.

4.185 Tools must not be added or removed (physically or on the inventory), by anybody but the security department.

Prisoner and Workplace Risk Assessments

4.186 Workplaces in the open estate will generally be assessed as low risk and due to prisoners being held in the open estate also being assessed as low risk there are no restrictions to issue of tools and allocated workplaces, therefore prisoner and workplace risk assessments are not required, and prisoners will be allocated work via local 'labour boards'.

Unique Marking

4.187 Each establishment will have a unique coding system for tools which will identify:

- the establishment.
- the area the tool is from.
- the tool number.

For example: FDI-WKSHP6-1 relates to Ford (FDI) Workshop 6 (wkshp6) tool number 1 (1)

This allows for each tool to be accounted for in the correct place and helps easily identify a tool of which their maybe multiple of in different locations within a prison.

4.188 The LSS will identify which tools and equipment will be identified in this way and they must be marked in a non-erasable way such as etching. Small tools such as dentistry tools may be photographed and displayed alongside the relevant storage area. Other tools that cannot be etched should be colour coded.

For examples:

- Workshop 1 could be orange and workshop 2 could be blue, so tools could easily be identified as to where they originated from.
- All 6" screwdriver handles could be blue and all 4" screwdriver handles could be green.

Storage

4.189 Any tools that have been identified as posing a high risk to security and are used regularly must be stored in either a secure shadow board or secure cupboard, dependant on the size of the item, items such as domestic irons do not always fit into a shadow board, these would then be in a secure cupboard but accounted for in the same way as if in a shadow board.

4.190 Mops and brooms are vital for prisoners and staff to maintain standards of cleanliness and decency and therefore there will be times when prisoners have these in their cells. All staff and prisoners must be aware and remain vigilant to the risk these could cause if fashioned

into/used as a weapon or abscond aid. Staff must remove and dispose of safely any adapted or broken mops and brooms or handles with no head attached.

4.191 Small tools, such as dentistry tools can be stored together as a kit, the kit should have a clear inventory attached to it to identify the tools in the kit. Items such as these should be secured when not in use (photographs of such tools rather than etching may be appropriate for accounting purposes).

4.192 Stock control systems along with disposal records must also be in place for disposable of medical equipment such as needles, syringes, suture kits etc.

4.193 Stores, gate and security departments should have a system in place to identify the delivery of any new tools, this will enable the security department to take control of these prior to issue to any area, ensuring they have been risk assessed and etched/marked in the correct manner.

4.194 In all areas of the establishment dependant on where prisoners work, they will routinely have access to several materials, including, cleaning materials, solvents, adhesives, chemicals, petrol or other products used in workplaces. The LSS must specify the procedure for securely storing these items in line with Control of Substances Hazardous to Health (COSHH) Guidelines and regular checks to ensure they have not been misused or taken.

4.195 Due to the variety of different materials across the estate there is no set procedure for secure storage of these materials, consideration should be made to:

- Chaining of containers
- Locking in appropriate storage cupboards
- Materials only issued to prisoners by staff.

Issue/Receipt

4.196 Tools which are assessed as suitable for prisoner use, must be secured appropriately and the LSS must include a system for the secure issue/receipt of all tools and equipment given to prisoners, this system must include locations of tool within the prison, when and to which prisoner they were issued (ST2).

4.197 Prisoners should never be given direct access to shadow boards/tool cupboards, and they should never be left unlocked.

4.198 A replica system for issue of tools to staff must also be in place.

4.199 All tools/equipment must be accounted for at the end of each work/association/or activity session. If a tool is identified as missing this must be reported immediately, staff should not waste time looking for the tool prior to reporting as missing. (Fully plastic servery tools do not need to be etched or accounted for in the same way as other tools at the end of a session, however it is advised that an accountability system is put in place to ensure the smooth running of the servery each session).

4.200 Tools and equipment used by healthcare staff/doctors/dentists or other visiting healthcare professionals must always be stored securely.

4.201 Staff must not bring their own tools or equipment into the prison without first gaining authority from prison management as per Conveyance Policy Framework.

4.202 Any tool or item of equipment that is brought into the prison must be listed and controlled so that it cannot be taken or misused by prisoners.

4.203 Staff must always be aware of the potential security threats from any large and/or moveable item(s) in use around the prison which can be placed near or against a perimeter wall or fence.

Disposal

4.204 Any broken tools including items such as hacksaw blades, must be disposed of promptly and securely, with records to show disposal point and date of disposal. Systems should be in place to identify missing tools (due to breakage) from shadow boards and tool inventories (ST3).

High Risk Items

4.205 These items do not pose the same risks in the open estate due to the structure and regime of the prison, any items identified by the security department as high risk in the open estate must be risk assessed locally and follow the control steps below if deemed necessary.

4.206 It is recognised that in the open estate a number of these items may be used by prisoners without supervision were deemed appropriate, this may include the use of ladders, driving/control of plant machinery.

Skips (if identified as high risk)

4.207 All skips and their locations must be thoroughly risk assessed and the risk assessments reviewed regularly as set out within the LSS. Skips should only be placed in locations approved by the Security Manager and adequate security measures put in place to manage any risks identified.

4.208 All skips must be in a good sound condition. Access points to the interior of the skip must be lockable using a padlock and chain, or any other approved method. The keys used to secure the skip must always be in control of the member of staff, who oversees the skip. The member of staff must always open and secure the skip, controlling prisoner access.

4.209 Prisoners must not have access to the security keys for skips under any circumstances.

4.210 Procedures for delivery/removal of any skips must be documented within the LSS taking into consideration restrictions for prisoner movement whilst skips are being collected/removed.

4.211 See ST4 for more information.

Climbing Aids (if identified as high-risk)
Climbing aids are items of equipment that are commonly found, and often operated by or in the vicinity of prisoners in the open estate. Examples of possible climbing aids are:
- Step ladders
- Extendable ladders
- Scaffold towers/ platforms

Although these items present a lower risk in open prisons, the level of risk for climbing aids must still be assessed locally.

The management, supervision and storage of these items must then be documented and justified in the LSS

Climbing aids used for prisoner tuition (if identified as high-risk)

4.212   Several prisons operate educational/vocational courses for prisoners which may include the use of ladders, scaffolding and other such items.

4.213   These items must only be used under the supervision of instructors, always secured when not in use and only ever used in a controlled manner.

Plant machinery (if identified as high-risk)

4.214   Security Departments must risk assess all internal and external vehicles and plant to establish the level of risk they pose to security. If the plant machinery is part of the establishment's assets, then this must be risk assessed under the tools and equipment risk assessment process, ensuring procedures are in place for immobilisation and secure storage. This risk assessment must be undertaken before approval is given for its entry into the establishment.

4.215   Before any commencement of movement with a high-risk vehicle/plant the Communications room must be informed to which location it will be going to and its route.

4.216   Relevant staff must know the actions to take on completion of any work which required the use of a high-risk vehicle or plant, the vehicle must be immobilised and made secure as a minimum.

Other available climbing aids (if identified as high risk)

4.217   Use of the following equipment (this list is not exhaustive, and all equipment must be risk assessed locally) will need to be managed in line with the LSS i

- storage of cabling
- wheelie bins
- storage of bed frames
- storage of wooden pallets
- storage of metal cages
- use of sports equipment.

Sports Equipment/Gyms (if identified as high risk)

4.218   Prison Management must ensure that their LSS specifies that all gym equipment must be accounted for at the end of every session. This must include items such as ropes, wall bars, badminton nets, agility ladders and similar.

Facilities Management

4.219   A full and auditable inventory of all works tools must always be maintained by the facilities management team manager, they must have in place systems for disposal and

replenishment of tools in the same way as all other tools in the establishment. All tools should be stored in shadow boards/cupboards when not in use and the tally system used when taken out (ST2)

4.220 Facilities Management Tools may be used by prisoners were deemed and assessed as appropriate.

4.221 A full and auditable inventory of all work's tools always must be maintained by a responsible manager.

4.222 It will be necessary for facilities management teams to use their tools around the establishment, they should always have an up-to-date inventory of tools they are carrying with them on their person, this inventory must include all items including items such as drill bits, saw blades, screwdriver heads and so on. Tools must be checked against this inventory when moving between workplaces (upon leaving and arriving at new destinations) (Annex O).

Contractor's tools

4.223 Procedures must be in place procedures for controlling tools that contractors use, taking into consideration the joint use of these on occasion by prisoners, as per facilities management tools this must be decided via a risk assessment process.

4.224 On occasion it may be necessary dependant on the job for stricter procedures to be in place for the control of contractor's tools, this must be decided by the Security Department.

4.225 Prior to visiting a list of tools required must be provided to the security department, this may be via a 420 meeting for bigger/longer term projects (see ST5 for meeting template).

4.226 Upon arrival the escorting member of staff must make an inventory of all tools/equipment entering the establishment. The use of an authorised polaroid camera or similar may be useful for this, the use of a camera will provide a means of checking tools without items being wrongly named/identified.

4.227 All tools equipment must be checked against the inventory by the escorting member of staff when moving between workplaces (upon leaving and arriving at new destinations) and on exit of the establishment.

Stores

4.228 All staff working within the stores must be sufficiently trained to search the accommodation, items within the stores, and the prisoners with legitimate access to the stores area. Staff must also be able to demonstrate that they are competent in the use of handheld metal detectors.

4.229 Searching of prisoners with access to stores must only take place if there is intelligence or a reasonable suspicion that the prisoner is removing items from stores.

4.230 The Stores and its contents must be searched at unpredictable times. Searching of stores in the open estate will be on an intelligence led basis.

4.231 To assist with maintaining the security of stores, staff working in stores must:

- Make thorough daily checks on all tools, items of equipment, or stored materials.
- Maintain a stores log/register.
- Be fully aware of everything held in stores and its exact location.
- Take appropriate measures to prevent the compromise of security or good order of the prison and theft by prisoners.
- The store's manager must undertake a physical security check of all doors, windows and, where appropriate, machinery. This must be carried out simultaneously with the fire check daily and signed for in the stores/log register.

4.232 A nominated manager is required to check and sign the stores log/register daily. Staff working within stores areas within prisons are contractor employed, alongside a daily check and signature of the store's log/register by the nominated stores manager the contractors site manager must also check and sign the stores log/register at least once every three months, identifying and reporting appropriately any discrepancies.

Staff Personal Protective Equipment

Not all the below items will be personally issued to staff in the open estate.

4.233 Personal issue cut-down tools (big fish) and other PPE which may be issued to named individuals on a permanent basis must be marked/etched.

4.234 Batons:
- Batons must be stored in secure storage inside the establishment (not outside locker rooms), they can be taken out of the establishment for escorts/bedwatches and detached duty.
- If they are to be carried in a personal vehicle (on-route to detached duty), then the governor must provide a covering letter to the member of staff to produce to the police if stopped (Annex N).
- If the staff member is carrying out bedwatch duties for another establishment, then that establishment should provide a baton for the staff member when reporting for duty.

4.235 Rigid bar handcuffs:

- Rigid bar handcuffs will be issued to identified key staff only, usually Orderly Officer/Assist Orderly Officer and C&R instructors.
- Rigid bar handcuffs must be stored in secure storage inside the establishment (not outside locker rooms), they can be taken out of the establishment for escorts/bedwatches (they should not be used as the primary restraints) and detached duty.
- If they are to be carried in a personal vehicle (on-route to detached duty), then the governor must provide a covering letter to the member of staff to produce to the police if stopped (Annex N).
- If the staff member is carrying out bedwatch duties for another establishment, then that establishment should provide a rigid bar cuff for the staff member when reporting for duty if deemed as necessary to take on the bedwatch.

4.236 Cut down tools (big fish):

- Cut down tools must be individually marked/etched with a unique identification number and these should either be issued individually to members of staff and a

central log maintained or stored in a central secure area for staff to access in case of emergency (for example: 1 per residential unit)

- Personal issue cut down tools must be stored in secure storage inside the establishment (not outside locker rooms), they can be taken out of the establishment for escorts/bedwatches and detached duty.
- If they are to be carried in a personal vehicle (on-route to detached duty), then the governor must provide a covering letter to the member of staff to produce to the police if stopped (Annex N)
- If the staff member is carrying out bedwatch duties for another establishment, then that establishment should provide a cut down tool for the staff member when reporting for duty if deemed as necessary to take on the bedwatch.

4.237 PAVA:

- PAVA each have a unique identification number, and these must be held in a central location and issued to staff using a sign in/sign out system when they arrive/leave for night duty.
- PAVA must be stored in secure storage inside the establishment (not outside locker rooms)
- PAVA must never exit the gate of the establishment except when on external patrol as part of official duty. Cat D's in night state are within the establishment only.
- If attending an establishment on detached duty, PAVA must be provided by that establishment.

Covert testing

4.238 It is important that covert testing is conducted to test internal security procedures, using the proper procedures and in line with the Covert Testing Policy Framework (awaiting publication).

4.1 Category D establishments must select four tests from the following list to be completed annually:
- Visits procedures
- Unidentified person on site
- Vehicle controls
- Cell/area searching
- AFCs
- ROTL/Day release procedures (unidentified person presenting to the Gate for release)
- Staff entry searching (where full staff search operations are completed).
  c

5. <u>Constraints</u>

5.1 There are dependencies between this Policy Framework and the following policy documents:
- ➢ Searching Policy Framework - this Policy Framework sets out the measures to prevent and deter escape.
- ➢ Evidence Policy Framework – this Policy Framework sets out the requirements for all evidence.

Data Protection

5.2 Any information relating to an identified or identifiable living individual recorded as a consequence of this framework will be processed in accordance with the Data Protection Act 2018, UK General Data Protection Regulation and PSI 04/2018 Records Information Management Policy. A full Data Protection Impact Assessment has been completed in support of this policy framework.

Freedom of Information Act

5.3 This document has been assessed as OFFICIAL and therefore suitable for public release. A small percentage of supporting tools have been marked as OFFICIAL SENSITIVE and will not be available for public release.

Diversity & Inclusion

5.4 When communicating to staff, prisoners or visitors, establishments are expected to ensure that briefing documents and information is available in a variety of formats including easy read, braille, voice, and other languages.

5.6 A full Equality Impact Assessment has been completed in support of this Policy Framework.

6. <u>Guidance</u>

NSF Risk Assessments

6.1 An evidence-based approach should be used determine the levels and frequency of processes and procedures dependent on the threat to individual establishment.

6.2 Establishments must take into account known deficiencies in security, good order or discipline and the security aims of the prison. The risk assessment must also include the quality of intelligence received within the establishment and factors which may indicate or pose a potential risk or threat to the security and/or safety of the establishment.

6.3 To support the evidence-based approach, establishments are encouraged to complete their own 'State of Security' assessments which has been identified as best practice in this area.
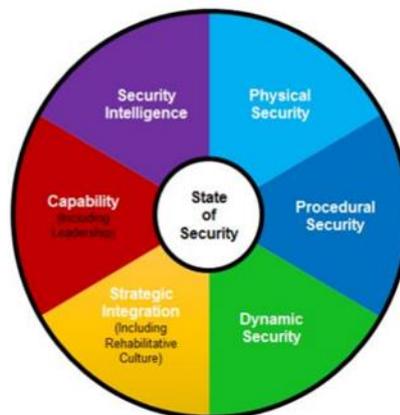
6.4 The concept of State of Security stems from the principle that Governors and Senior Managers know when they have a 'good day' in their prison but may not always be able to break down the essential elements.

6.5 State of Security aims to look beyond performance measures to establish how we achieve our security objectives against the baseline of a 'good' prison state. To help understand the state of a prison's security, consideration must be given to the components that make it up. This includes allowing prison staff, as experts, to meaningfully self-reflect on their prison's culture, rather than being over reliant on or governed by audit processes.

6.6 At all times, including during a crisis or extreme pressure, the stability of sites is paramount. When rapid changes are occurring, it has been essential for effective plans to be

established to minimise the potential risk to the health of both staff and prisoners whilst ensuring that prisons remain safe, decent and secure.

6.7   Security & Rehabilitative Culture - HMPPS Intranet (gsi.gov.uk) *(security information hub access required (Annex B))*

General

6.8   All staff working in the establishment both directly and indirectly employed are to be aware of how and where to find the LSS, guidance and supporting tools, this can be facilitated via initial security inductions (Annex D), staff briefings and similar, although it will be the decision of each establishment the approach they wish to take.

6.9   PGD's together with Governors are required to sign an annual assurance statement that states that the LSS of that prison is fit for purpose and the level of assurance to be carried out. Annex A sets out a simple model assurance statement which, once complete, should be uploaded to the LSS for audit purposes.

6.10   The minimum level of assurance is that PGDs must satisfy themselves that the key security outputs are set out adequately within the LSS, that they adhere to national policy and reflect local risks of establishments.

6.11   The Head of Security and Security Custodial Manager will normally be responsible for making updates to the LSS; however, they are expected to provide the expectation and direction and any member of staff may be used to make the physical updates once approved, this could be used as a development opportunity or to support somebody on a phased return or restricted duties.

Internal Security Procedures – General

6.12   All staff must know what action to take in case of a breach of internal security procedures. These actions are the same for a variety of incidents across the establishment and it would be recommended that they are taught as part of the initial security induction of staff (Annex D).
- General Alarm where available
- Whistle
- 'Urgent Message' on the radio net
- Dial 222 from a landline
- Personal alarm on the radio
- Dial 999 if external to the establishment
- Shouting for assistance

6.13   It is recognised that several establishments may not use whistles as a standard method to raise the alarm, however staff should still be provided with a whistle and informed on how to use them correctly, this would also provide assurance for periods of detached duty or similar.

Roll Checks (ST6)

6.14   The 'roll' is the number of prisoners held in an establishment, at any one time, this is any prisoner who is on the inside of the prison perimeter, including those lodging on a van whilst other prisoners are dropped off.

6.15   Accounting for all prisoners, always, is important to identify any missing prisoners.

6.16 To aid with maintaining a prison roll, the gate and reception (where operating) should always maintain a prison roll, recording the:

- Unlock roll
- Discharge
- Receptions
- Current roll.

6.17 It is recommended that this be clearly displayed in the gate lodge area and must also be recorded in the gate book.

Stand fast roll check

6.18 A stand fast roll check is an ad hoc (when necessary or needed) roll check.

6.19 A stand fast roll check may be called if it is suspected a prisoner is missing/absconded.

6.20 The procedures to follow will be the same in each circumstance and may operate alongside abscond contingency plans.

6.21 Any member of staff being alerted to a missing prisoner must immediately raise the alarm in the appropriate manner at which point a stand fast roll check may be called.

Stand Fast Roll Check Procedure

6.22 A stand fast roll check will be managed by the communications room/orderly officer, but the procedure may vary between establishments due to layout etc.

6.23 The following is an example standfast roll check procedure for the open estate:

➢ The orderly officer will instruct the communications room to announce 'standfast roll check' by the radio, it is advised to use the alarm warble at this stage to gain staff attention.
➢ Acknowledgements should be obtained via the radio to all relevant areas/call signs.
➢ At the announcement, the following will take place:

Residential accommodation
- Complete roll check of all prisoners confirming ID.
- Report the roll to the communications room when completed.
- Report any missing prisoners to the orderly officer.

Healthcare
- Healthcare to freeze movement of all prisoners in healthcare and report their roll to the communications room.

Other Areas
- All other areas to freeze movement and report their roll to the communications room.
- Prisoners working in remote areas of the prison to be roll checked by the supervising member of staff and their roll reported to the communications room.

Prisoners on ROTL
- The gate lodge are to confirm prisoners working/visiting outside the prison with the communications room.

> ➢ The communications will then collate the roll.
> ➢ If the roll is correct the communications will announce by the radio and the establishment can return to its normal regime.
> ➢ If the roll is found to be incorrect then a second count will take place.
> ➢ If following the second roll check the roll remains incorrect, the orderly officer and duty governor will be contacted by landline and a decision made whether to return all prisoners to their residential accommodation for a full roll check.
> ➢ If the roll cannot be reconciled the abscond procedure will be implemented.

6.24   Consideration to freezing the gate must be made at each stage, freezing the gate will result in no persons or vehicles exiting the gate without permission from the Duty Governor, consideration should be given to whom can enter the establishment, this may include staff but not contractors, but may include Prisoner Escort Contractor Services (PECS) with prisoners onboard to ensure decency.

6.25   Emergency Service vehicles must be allowed to both access and leave the establishment.

Gate (see also Conveyance Policy Framework)

6.26   The Gate area is that part of the prison through which people, vehicles and materials are allowed into and out of the establishment. The gate may be a risk area in terms of abscond if not managed correctly and confidently.

6.27   Staff working in the gate carry out a vital role in maintaining security.

6.28   Maintaining a professional 'front of house' customer service approach is one of the first steps contributing to maintaining a secure environment, supported further by following procedures set out in the Searching Policy Framework and Conveyance Policy Framework.

6.29   Gate staff play a key part in the smooth operation of the prison and maintaining the regime, it is important that gate staff have a copy of the published/current prison regime, allowing them to liaise with delivery drivers etc and be able to provide understanding and explanation as to why a vehicle may not be allowed access immediately.

Entry and Exit

6.30   The conveyance and searching policy frameworks should be referred to for searching and ID requirements.

Staff

6.31   Prisoners may blatantly exit the establishment via the gate in a bid to abscond, to identify these prisoners at the earliest opportunity staff should show their ID before exiting the establishment.

Vehicles

6.32   The efficient movement of vehicles is necessary to maintain both security and an efficient prison regime, gate staff need to be aware of any specific requirements for entry and exit of vehicles.

6.33   If a vehicle is only to enter the establishment under escort, then it should wait in a position that will not impede entry or exit of emergency vehicles. As good practice 'no parking/no waiting' signage in these areas is recommended (both internal and external of the establishment).

Signage is available from: - HMP Coldingley (coldingleysigns@justice.gov.uk)

Prisoners through the gate

6.34   Prisoners will move through the gate either on entry or exit on most days for different reasons:
- As part of outside work parties
- Final Discharge
- Release on Temporary license (ROTL)
- Escorts HMPPS and Contactor.

6.35   It is therefore vital that gate staff understand their role in preventing the unauthorised exit and entry of prisoners and are confident in doing so. Utilising the State of Security process and including all grades of staff will aid with this.

6.36   All prisoners attending the gate for any form of discharge should have a copy of their discharge papers with them, whether this be for final discharge or ROTL which will inform the gate staff the reason for discharge and the prisoner's identity.

6.37   Several checks should have been conducted prior to the prisoner arriving at the gate in the case of final discharge, it is advised for sentence calculations to be carried out by trained staff and in line with the Sentence Calculations Policy Framework.

6.38   As part of the final discharge process carried out by the discharging officer in Reception (Band 4 or above) the prisoner's identity should be confirmed using a selection of different questions (Annex R).

Communications Room

6.39   The communications room will be the 'hub' of the prison in most establishments, controlling emergency situations, staff and prisoner safety (general/fire alarms) and so on.

6.40   Incident managers should ensure communications room staff are kept informed of relevant information about incidents throughout.

6.41   Security and/or orderly officers should ensure that the communications room are kept informed about specific prisoners as issues arise.

Perimeter Security

6.42   Establishments have varying types of perimeter security, ranging from hedges, fences, barriers and perimeter patrols, conveyance is the biggest risk to the perimeter and the Conveyance Policy Framework – Open Estate should be referred to for guidance in managing this area.

6.43   Where perimeter security includes a physical patrol, this should be co-ordinated by the communication room and a record of the check should be made with the security department.

6.44   Consideration should always be given to staff safety; staff should also be aware of their limitations in relation to apprehension/challenge of persons outside of the establishment.

6.45   It must be remembered that officers and above can use PACE powers of arrest but if doing so should consider other factors especially around their own safety, if they are to use their powers of arrest then the following caution must be issued to the person being arrested:

I am ……………… (state name)

I must inform you that you are under arrest on suspicion of ………………..
You do not have to say anything, but it may harm your defence if you do not mention when questioned something which you later rely on in court. Anything you do say may be given in evidence.

6.46   The arresting officer should detain the person under arrest and call the police, do not question the individual but document anything stated by the person under arrest to use as evidence.

Members of the public filming

6.47   See (ST7) for more guidance in relation to members of the public filming.

Gates and Doors

6.48   It is recognised that not locking gates and doors in the closed estate provides a different risk to that in the open estate, however there will still be various areas that must remain locked.

6.49   Prove you have locked a gate or door before moving away (prove before you move) (ST8).

6.50   Securing and locking of necessary doors and gates is a critical security task. Gates and doors are fundamental parts of our physical security. Safety and security are compromised when gates and doors are left unattended or unlocked.

6.51   It is the member of staff's responsibility to ensure that is the gate or door is closed correctly and secured in the frame. Unsecured gates and doors may increase the risk of violence and disorder, including hostage incidents and concerted indiscipline. Leaving a gate unlocked for someone else to follow provides opportunity for prisoners to access unauthorised areas. A member of staff could be distracted or be required to change direction resulting in the gate or door being left unsecured.

6.52   Open Class II gates and doors can allow prisoners into unauthorised areas leading to several possible security breaches.

6.53   Incidents and compromises may require additional roll checks. This impedes regime delivery and impacts the prison's state of security and stability.

        The following should be highlighted to all staff:

- Be responsible and follow correct locking procedures and processes for all class types.
- Be mindful of who is around you when moving across the site. It may be appropriate to check ID, if you are asked to leave a gate open or allow someone through.
- Be aware of your surroundings, other members of staff and their movements. They may not be passing through the same gates and doors as you.
- Be vigilant, help spot potential incidents before they occur and report faulty or difficult locks so that they can be fixed.

- Report key and lock incidents and compromises correctly.
- If you come across a gate which has been left unsecured incorrectly, secure it and report it.

Keys and Locks

6.54 Security keys are a fundamental part of day-to-day life in a prison and carry one of the biggest risks regarding escape, disorder etc. It is important that all key holders understand fully their responsibilities regarding key control/discipline.

In open establishments, there are no Class I locks. However, some open prisons may have a small number of Class II locks if they have standard build areas such as kitchens that routinely came with Class II locking. Only those establishments that have a small number of secure cells will have Class III cell locks.

6.55 All security keys are made of three parts: Bow, Shaft, Bit/Flag
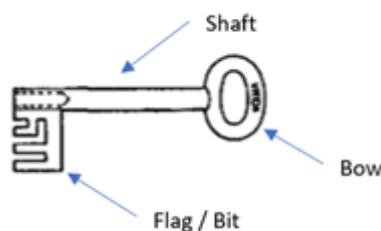
6.56 Class II locks can be mechanical or magnetic. They are used in locations where a lower level of security and control is required, and they may be fitted to:
- Internal control doors and gates within the secured perimeter of a building.
- Doors and gates of other buildings within the secure perimeter of the prison, such as workshops, education facilities, and gymnasia.

6.57 Other than where authorised during the night state, no Class II locks (including wooden outer doors) are to be left unlocked or unattended. This is to prevent prisoners from tampering with the lock. Lock backs may be used.

6.58 Class III locks (Identification lettering and numbering on 'bow' of key - EX, AX, EN etc). Examples of where these will normally be used are:

- Internal doors such as offices, locker rooms, and staff toilets.
- Buildings outside of the secure perimeter of the prison such as the visitor centre, staff locker rooms and the officer's mess.
- The LSS should set a target for the total number of different suited locks, and this should not exceed 25 different suited locks on class 3 keys per establishment

6.59 Each establishment will have different procedures for the storage of keys, dependant on factors individual to that prison, the establishment LSS should describe the procedures specific to that establishment to enable all staff to understand their roles and responsibilities.

Electronic Key Management Systems (TRAKA)

6.60 Electronic key management systems are operated by individual users, utilising biometric fingerprint readers or individually assigned PIN numbers.

6.61 When enrolling new users (ST9) the security department will ensure only the necessary keys are allocated to the new user, for examples:

- Only Band 3 and above operational staff (or equivalent in contracted prisons) are given access to cell keys.
- Specialist keys are only allocated to those staff working in those areas.

6.62 On accessing the cabinet 'green' lights will identify the keys that have been allocated to an individual with 'red' lights identifying those keys not allocated, to aid those staff with colour vision deficiency, security departments should turn off the red lights on the main server for the individual user. This will enable those users to be able to identify keys allocated to them (ST10).

6.63 Electronic management systems are at risk of failure due to power cuts, generator failures etc, all cabinets are backed up with internal power supplies and manual override functions embedded, allowing manual key issue, and reset options (ST11).

Daily key checks

6.64 Carrying out key checks provide assurance that all security keys have been accounted for and not taken out of the establishment/lost, whilst also ensuring that all staff are safe and not missing, both scenarios should be taken into consideration when completing a key check.

Scenario:

- 1900hrs key check.
- Keys 'blue 35' not in key safe/electronic key management system.
- Keys were issued to Mr R Sterling of the education department at 1330hrs.

To consider:

- Has Mr R sterling left the establishment with the keys?
- Is Mr R Sterling working late and not informed anybody?
- Has Mr R Sterling been taken hostage?

It is therefore important to carry out all appropriate actions to locate the missing keys as quickly as possible in line with local contingency plans.

Full key checks (audit)

6.65 It is good practice to use the six-monthly full key check as a time to check for not only any missing keys but also damage to keys and an opportunity to remove any keys out of circulation which are no longer in use (this includes those keys in works departments).

6.66 For efficiency it is advised that key audits take place overnight when most keys have been returned to storage.

6.67 Any discrepancies are a potential key compromise, in which case the discrepancy needs reporting to the National Incident Management Unit (NIMU), on IRS, security intelligence report submission, Prison Group Director informed, and local investigations commenced.

Keys allowed outside the establishment

6.68 There are a small number of Class III keys which may need to exit the establishment for areas such as visitors' centres, works access, staff locker rooms and alike. These keys are not to be stored on a bunch and instead on an individual ring to prevent other security keys being taken out of the establishment.

6.69   These keys could be stored in electronic key management systems were possible, ensuring only appropriate enrolled users have access, or alternatively stored securely in the main gate area and signed in/out when issued. The procedures for these keys and location of storage should be described in the LSS.

6.70   Cuff keys may also be taken outside of the establishment for the purposes of an external escort and should remain attached to the escorting officers (not the officer cuffed to the prisoner) key chain.

Reading/photography

6.71   It is important for all staff members to keep keys concealed when about the person, to prevent 'reading' of keys or unlawful photography of keys by prisoners (mobile phones). Key pouches are available for issue to staff via NDC Branston.

6.72   On occasion in establishments filming and photography does take place for many varied reasons, including TV documentaries, training videos, journalist articles and so on, any filming/photography if not controlled appropriately could result in security keys being recorded, allowing copies to be made by anybody viewing the filming/photography, in order to stop this all camera operatives are to be briefed fully by the security department in advance, of the restrictions in regard to recording keys and locks and all key holders informed in advance of the filming/photography taking place.

Keys testing

6.73   On occasion following a key compromise, it may be necessary to have the keys forensically tested, this is a local decision to be made dependant on the circumstances of the compromise. HMPPS hold a contract with Royal Armouries to enable this. Details and procedures can be obtained from security.procedures@justice.gov.uk.

Key Maintenance

6.74   Key rings will be sealed with tamper evident seals (ST12) to prevent unauthorised removal or adding of keys to a bunch and to prevent keys 'falling off' a bunch. No other keys should be added to a security bunch, such as locker keys, filing cabinet keys etc.

6.75   Keys can become worn and damaged over time affecting their functionality, if this is the case then the security manager should be informed of the key type and bunch number to arrange replacement, this is the responsibility of all staff to prevent key/lock incidents of broken keys, keys stuck in locks etc.

6.76   In the same way as keys are and need to be accounted for to maintain security, locks also need to be, however locks and locking schedules will be managed by the facilities management team.

6.77   Spare or replacement locks are to be ordered from FM Operations Secure Lock Store (FMOperationsTeam@justice.gov.uk).

Order (Lead) Times (keys and locks)

Keys - 8 Calendar weeks from supplier receipt of a valid purchase order.
Locks-12 Calendar weeks from supplier receipt of a valid purchase order.
Padlocks 8-10 Calendar weeks from supplier receipt of a valid purchase order.

Padlocks

6.78 There are times in establishments when the use of padlocks will be necessary, this may be on a permanent basis for securing items which will not fit in shadow boards, cupboards etc or on a temporary basis for short term security solution:

6.79 Examples of padlock use may include securing of:

- Climbing aids/ladders;
- Wheelie bins;
- Skips;
- Vehicles; and
- Gates with chains (during activation of contingency plans).

6.80 The only padlocks to be used are (ST13):

- 1K42 Ava;
- 1K11Battleship; and
- 1K21 Cruiser.

Tools and Equipment

6.81 Tools and equipment if not controlled properly can assist prisoners with escape, acts of violence within prison and a range of other criminal activities.

6.82 Within a prison environment tools and equipment incorporate a wide variety of items, ranging from as simple as an iron on a wing, computers in education, to heavy plant machinery such as a cherry picker in the facilities management department.

6.83 Remaining vigilant to risk always is key, staff must always be aware of the potential security threats from item(s) in use around the prison.

Tool control

6.84 Due to the potential risks of identified tools, it is important that we always know the whereabouts of such items and that all staff receive an induction in tool control relevant to the area they work.

Staff Personal Protective Equipment

6.85 Prison Officers will be personally issued items of personal protective equipment either on temporary or permanent basis, these items remain the responsibility of the member of staff, however there are several restrictions in place to prevent loss of items and to remain in line with the law. These restrictions are detailed in the paragraphs 4.191 – 4.195.

The PPE items referred to here are:

- Batons
- Rigid bar cuffs
- PAVA.
- Cut down tools (big fish knives).

7. Annexes

Annex A	LSS Annual assurance statement
Annex B (Official Sensitive)	Security information hub application
Annex C (Official Sensitive)	Roll check template form
Annex D (Official Sensitive)	Security induction/key talk template
Annex E (Official Sensitive)	Official visitors form
Annex F (Official Sensitive)	Radio call signs
Annex G (Official Sensitive)	Actions to take (key compromise)
Annex H	Key Ledger
Annex I	Key and locking condemnation form A40
Annex J	Keys disclosure guidelines
Annex K	Tools risk assessment template
Annex N	Authorisation letter for staff template (travelling with PPE)
Annex O	Tool inventory (facilities management teams) template
Annex P (Official Sensitive)	Night operating procedures
Annex Q (Official Sensitive)	Prisoner workplace risk assessment template
Annex R (Official Sensitive)	Prisoner final discharge checklist
ST1 (Official Sensitive)	Night procedures e-learning Night procedures infographic
ST2 (Official Sensitive)	Issue/receipt of tools process
ST3 (Official Sensitive)	Tool disposal process
ST4 (Official Sensitive)	Management of skips
ST5 (Official Sensitive)	4:20 meeting example templates
ST6	• Roll check procedure poster • Roll check procedure instructional video • Roll check procedure guide
ST7 (Official Sensitive)	Members of public filming and trespass guidance
ST8 (Official Sensitive)	Prove before you move guidance
ST9 (Official Sensitive)	Enrol new users (TRAKA)
ST10 (Official Sensitive)	Colour deficiency process (TRAKA)
ST11 (Official Sensitive)	Override procedure (TRAKA)
ST12 (Official Sensitive)	Keys tamper evident seals
ST13 (Official Sensitive)	Approved padlocks