



CSS 13

Tool Management

Issued: October 2019

STANDARD: TOOL MANAGEMENT

APPLICABILITY:

- **All Affected Properties and Staff**

The Facilities Management Team (FMT) must ensure all tools held by the Facilities Group have been risk assessed for access /use, taking into account the following:

- i) Security Category of the establishment
 - ii) Potential danger each tool, tool type, item of equipment would pose to the security of the prison.
 - iii) The likelihood of the item being taken for unauthorized use (if it is used in an area prisoners may have access)
- The Facilities Management Team (FMT) is responsible for the control of all works tools, all tools **MUST** be engraved with the establishment enterprise code, location code and individual tool number. The markings must be non-erasable and entered on a central inventory.
 - Tools identified as posing a high risk to security must be in a locked secure cupboard or secure shadow board when not in use.
 - Small tools can be kept together as a kit and marked accordingly, stored in a secure cupboard.
 - The FM Provider site manager will ensure that an auditable system for the accounting of tools is in place and is maintained at all times. This system is subject to audit during the establishment External Security Audit process undertaken by the Standards Audit Team.
 - All tools or equipment brought into the establishment by a member of FM Staff must be entered on a personal inventory card and held in a secure tool box.
 - All tools must be checked against the personnel inventory card by the FM member of staff responsible for the tools, prior to leaving the work area and exiting the establishment.

- FM staff can at any time be approached to ensure procedures are been adhered too.
- FM staff tools will be checked and signed for following the end of each working period (am/pm)
- Contractor's tools will be entered on an inventory sheet carried by the FM escorting member of staff.
- This must be checked by the FM escorting member of staff prior to the contractor leaving the establishment to ensure compliance.
- Under no circumstances should Estates/contractors tools be issued to or used by prisoners.
- FM Staff must not bring their own tools into the establishment.
- An **IR** must be submitted in all instances where a security breach is identified.

Incident Report

- FM Staff without access to the **Incident Reporting system (IR)** must report the incident to the Security/Orderly Officer verbally or in writing who will then ensure the information is recorded on to the **IR** system word-for-word.

Annex

- (i) High Risk Items
- (ii) Contractors Tools
- (iii) Tool Loss
- (iv) Damaged Tools and Disposal
- (v) Control of Materials
- (vi) Tool Management Prisoner Work Parties