



CSS 13.i

Tool Management: HIGH RISK ITEMS

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STANDARD: ANNEX (i) TOOL MANGEMENT: HIGH RISK ITEMS

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) must ensure that all FM Staff are aware of the potential threat to the security of the establishment and perimeter posed by the following items.

- **LADDERS**

- All ladders must be locked in the FM Providers secure compound outside of the establishment when not in use.
- FM staff must closely supervise ladders whilst in use in any areas to which prisoners have access.
- If a ladder is in intermittent use during the course of a job, it must be laid horizontal and locked securely by means of a chain and padlock to a fixed point
- FM Staff will ensure ladders belonging to contractors are left outside the establishment and secured within or to their vehicle.
- FM Staff bringing ladders into the establishment must add these items to their tool inventory. The person(s) in possession of such equipment will be accountable for it throughout the period of its use.

- **SCAFFOLDING**

The Facilities Management Team (FMT) will risk assess all planned work which requires the use of scaffolding both internal and external of the establishment. A full and comprehensive risk assessment must be undertaken before approval is given for the use and erection of scaffolding by the Head of Security before any scaffolding is allowed into the establishment authorization must be obtained from the Head of Security

- All scaffolding must be secure and access restricted in accordance with FM Providers Management Guidelines.
- No scaffolding will be erected without a secure area being created round it.
- All scaffolding must be securely clad/sheeted to deter potential incidents at height or attempted escapes. The FMT should also advise on additional security measures such as alarms and temporary CCTV cover.
- Scaffolding poles and planks must be securely stored when not in use, either by being locked in the FM Provider Secure Compound outside of the establishment, or closely supervised by a member of staff. If in intermittent use during the course of a job, it must be laid horizontal

and locked securely to a fixed point or observed by staff while in use in any areas to which prisoners has access.

VEHICLES, FORKLIFT TRUCKS, CHERRY PICKERS AND MECHANICAL DIGGERS

- The Facilities Management Team will risk assess all internal and external vehicles and plant machinery to establish the level of risk they pose to security.
- A risk assessment must be undertaken before approval is given for its entry into the establishment by the Head of Security.
- Before any commencement of movement with a high risk vehicle/plant the FM escorting staff must contact the Communications Room and inform them of the planned location and route to be taken.
- Drivers of unsupervised parked vehicles must leave the keys of their vehicle with the FM escorting staff, who must ensure the vehicle is immobilized and secure.
- Unsupervised Vehicles must be secured in a designated sterile area where Prisoners do not have access.
- A FM escort member of staff will remain with vehicle /Plant machinery at all times unless it is secured in a sterile area away from prisoners
- Fork lift trucks, cherry pickers, heavy plant machinery are not to be left unattended and must be supervised at all times.
- The FM provider will have an auditable system in place to show all plant/tools are securely stored / immobilized at the end of the working day, a signed record retained to confirm this fact.

SKIPS

- All skips within the establishment must be covered and lockable they must remain locked when not in use, by means of a padlock.
- The FM Escorting member of staff must remain with the skip vehicle once the vehicle has been searched by the gate staff/OSG, s.
- **Open top skips are not authorized.**
- Prisoners are not allowed access to the area whilst Skips are being loaded/unloaded by the skip lorry.
- Skips will always be opened and secured by the FM member of staff.
- On return to the gate, ensure HMP gate staff search the outgoing vehicle, driver(s) and passenger(s) in accordance with the establishment local searching strategy

OTHER EQUIPMENT DEEMED AS HIGH RISK

The following equipment will need to be managed accordingly and must be risk assessed, local arrangements may differ dependent on category of establishment:

- *Storage of cabling*
- *Dustbins*
- *Storage of bed frames*
- *Storage of wooden pallets*
- *Storage of metal cages*
- *Use of sports equipment*

****THE ABOVE LISTS ARE NOT EXHAUSTIVE. ALL FM STAFF SHOULD BE AWARE OF THE POTENTIAL THREATS TO SECURITY THAT CAN BE CAUSED BY LARGE AND MOVEABLE ITEMS THAT COULD BE PLACED BY THE PERIMETER FENCE OR WALL.***