



# CSS 13iv

## Annex (iv) Damaged Tools & Disposal

Issued: October 2019

### STANDARD: ANNEX (iv) DAMAGED TOOLS AND DISPOSAL

#### APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) must ensure they have in place a robust operating procedure for the use of a **“Prisoner Work Force”** which involves the use of Tools.

- 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.
- The Facilities Management Team is responsible for the control of all tools.
- All tools must be engraved with the establishment enterprise code.
- All tools or equipment taken to individual jobs must be entered on the personal inventory card and held in a secure tool box by the FM Staff member.
- The personal inventory card must be retained by the FM member of staff at all times when working with Prisoner Work Parties inside of the establishment.
- A full check of the tools must be undertaken on the completion of each allocated task against the Personnel Inventory card prior to leaving the work area..
- 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)

### **TOOL LOSS Prisoner Work Force**

FM Staff supervising Prisoner work parties **MUST** in the event of discovering a tool loss report the incident immediately to the following areas providing a verbal account in regards to the circumstances around the tool loss.

- i) Orderly Officer (Oscar 1)
  - ii) Security Department
  - iii) FM Manager.
- FM member of staff to carry out a full tool check of his/her tools against their personnel inventory card.
- FM member of staff to carry out an immediate and thorough search of the work area
- **FM member of staff to remain at the scene with his/her work party, and await instructions from the Orderly Officer work parties**
  - Restrict all movement to and from the area
  - FM member of staff must complete and submit an Incident Report Form ( IR) to the Security Department as soon as possible.
  - 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.