



# CSS 5

## Gate Entry/Exit Procedures

Issued: October 2019

### STANDARD: GATE ENTRY / EXIT PROCEDURES

#### APPLICABILITY:

- **All Affected Properties and Staff**
- The Facilities Management Team (FMT) **MUST** ensure procedures are in place that provide assurances all FM Staff are fully aware of the procedures for entering and exiting the Prison Establishment.

#### ENTRY PROCEDURES

- All FM provider staff prior to entering the Prison Establishment will report to the Gate keeper.
- All persons entering the prison **must** be positively identified, HMPPS Security Identification cards must be shown to the Gatekeeper.
- HMPPS Identity Cards must be secured to the person and on display at all times upon entry to the establishment.
- Security Key chain must be attached securely to the person.
- Security Keys are issued by the Gate keeper or via the Traka cabinets, they **MUST** be attached to your security key chain immediately.  
(Local procedures may differ for individual establishments)
- FM Staff entering the establishment will be required to have a Prison radio, they **MUST** be attached to the person at all times. ( Local procedures for the issue of Prison Radios may differ at each establishment)

The Facilities Management Team (FMT) **MUST** ensure procedures are in place that provide assurances all FM Staff are fully aware of the procedures for entering and exiting the Prison Establishment.

#### EXIT PROCEDURES FM STAFF

- All FM Staff upon entering the gate lodge area will return their Security Keys to the Gate keeper/TRAKA cabinet

- Prison radios must be returned to the Gate keeper. ( Local procedures for the issue of Prison Radios may differ at each establishment)
- All FM Staff exiting the establishment **must** be positively identified. HMPSS Identify cards must be shown to the gatekeeper
- Security Key chains must be shown confirming Security keys have been returned.  
(Local procedures may differ at each establishment)