



CSS 13ii

Annex (ii) Tool Management: Contractors Tools

Issued: October 2019

STANDARD: ANNEX (ii) TOOL MANAGEMENT: CONTRACTOR'S TOOLS

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) must ensure FM Staff are fully aware of the process to be followed in relation to Contractors Tools.

- The FM member of staff will be responsible for ensuring Contractor's tools are entered on an inventory sheet before proceeding into the establishment.
- Under no circumstances should works/contractors tools be issued to or used by prisoners.
- All tools or equipment, will be listed and controlled by the person escorting the visitor/contractor. Items must be checked against the Inventory List before that person leaves the establishment.
- The person escorting the visitor/contractor will collect the 'control of tools' form from the Estates Office / Gatekeeper.
 - I. Estates Escorts will return the 'control of tools' form to the Estates department.
 - II. Ops Escorts will return the 'control of tools' form to the Gate keeper

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.