



**INDEPENDENT MONITORING BOARD**

**HMP/YOI FOREST BANK ANNUAL REPORT**

**1<sup>st</sup> November 2012 – 31<sup>st</sup> October 2013**

**Chairman Mr B.M. Cave J.P**

**Vice Chairman Mr E Birch J.P**

# CONTENTS

---

1.	Statutory role of the IMB	Page 3
2.	Description of the Prison	Page 4 - 5
3.	Executive Summary	Page 6 - 11
4.	Issues for the Minister	Page 12 - 14
5.	Equality & Diversity	Page 15 - 16
6.	Education	Page 17 - 18
7.	Industries	Page 19
8.	Healthcare	Page 20 - 24
9.	Safer Custody	Page 25 - 26
10.	Care and Separation	Page 27 - 31
11.	Security & Operations	Page 32 - 39
12.	Kitchens	Page 40 - 41
13.	Chaplaincy	Page 42 - 43
14.	Health & Safety	Page 44 - 45
15.	Board Statistics	Page 46
	Glossary	Page 47 - 49

## **Section 1.**

---

### **STATUTORY ROLE OF THE I.M.B**

The Prisons Act 1952 and the Immigration and Asylum Act 1999 require every prison and IRC to be monitored by an Independent Board appointed by the Home Secretary from members of the community in which the prison or centre is situated. The objective is to safeguard the prisoner's interests by monitoring and reporting to Ministers and to the community that they are held in a safe, secure, decent and healthy environment and that they are being prepared for release back into the community.

The Board is charged to:

1. Satisfy itself as to the humane and just treatment of those held in custody within its prison and the range and adequacy of the programmes preparing them for release.
2. Inform, promptly, the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concerns it has.
3. Report annually to the Secretary of State on how well the prison has met the standards and requirements placed on it and what impact these have on those in its custody.

To enable the Board to carry out these duties effectively its members have right of access to every prisoner and every part of the prison and also to the prison's records.

## Section 2.

---

### **DESCRIPTION OF THE PRISON**

HMP/YOI Forest Bank is a purpose built category 'B' prison operated by Sodexo Justice Services and is in its 13th Year of operation. It is a local prison serving courts in Manchester, Bolton, Oldham, Bury, Tameside, Rochdale, Stockport, Burnley, Chorley and occasionally Liverpool Courts. The establishment holds adult men both on remand or sentenced and young prisoners between the ages of 18-21 years who have been remanded or for the first two weeks of their sentence.

Forest Bank is also used in overcrowding drafts for areas as far away as Birmingham but the majority of the population is from the Greater Manchester area.

The operational capacity is set at 1364 with a CNA of 1064. There are eight residential house-blocks with a total of sixteen wings.

Description of residential units:

<b><u>Wing</u></b>	<b><u>Function</u></b>
<b>A1</b>	<b>Young adults</b>
<b>A2</b>	<b>General Population</b>
<b>B1</b>	<b>General Population</b>
<b>B2</b>	<b>40 hour week workers</b>
<b>C1</b>	<b>General Population</b>
<b>C2</b>	<b>Kitchen Workers</b>
<b>D1</b>	<b>General Population</b>
<b>D2</b>	<b>Drug Free</b>
<b>E1</b>	<b>Induction</b>
<b>E2</b>	<b>General Population</b>
<b>F1</b>	<b>Challenging Behaviour Unit</b>
<b>F2</b>	<b>General Population</b>
<b>G1</b>	<b>Eden Unit – Drug Recovery</b>
<b>G2</b>	<b>Recovery</b>
<b>H1</b>	<b>First Night Induction</b>
<b>H2</b>	<b>Vulnerable prisoners</b>

There is also a Healthcare Centre which has a twenty bed in-patient facility and a Care and Separation Unit which can house up to twenty five prisoners if necessary. Other areas of the prison include an Education Centre with classrooms, a library and computer suite; a Chapel; a Gymnasium with a Sports Hall and an outside all weather Astro pitch; Industries comprising of separate workshops; a reception; a visits hall; an administration centre and kitchens which were awarded a Gold star rating from Salford Council Health and Hygiene for the sixth year running.

### Section 3.

---

#### EXECUTIVE SUMMARY

This report is a reflection of the workings of HMP/YOI Forest Bank, Salford Manchester.

It follows the careful monitoring of the establishment for the reporting period and acknowledges some of the excellent work carried out in the prison.

At the outset of this summary I wish to place on record my personal thanks to the Board members at Forest Bank for their support in my fourth year as Chairman. There is no doubt that their professionalism, diligence, care and patience along with their unstinting commitment in sometimes difficult circumstances has been instrumental in continuing to earn them the respect of the prisoners and staff at the establishment.

This Board of volunteers has been operating with under half of its complement and all members have gone the extra mile to deliver an effective monitoring programme, whilst in addition mentoring two new members and assisting with a recruitment campaign which has resulted in a potential of eight new applicants being appointed to the Board in 2014.

As in previous years the Board would like to place on record the excellent professional working relationship it enjoys with the Director, Senior Management Team and Staff who are dedicated, caring and diligent in carrying out their respective roles within the establishment.

A new Deputy Director has been appointed and he also works closely with the Board and has been of considerable assistance to members.

This period still finds us in a state of uncertainty with financial difficulties being high on the agenda for the Government.

This has of course had implications for the Ministry of Justice who have seen a major reduction in their annual budget but still have to maintain the prison estate. It continues to affect the budget to prisons and the Board.

We are very pleased to record that Sodexo, operating at Forest Bank has been able to maintain all services to a very acceptable standard with no impact in terms of re-offending programmes, core day, visits, food or maintenance.

Drug treatment and rehabilitation, workshops offering meaningful employment and extensive improvements in education and purposeful activity have all featured heavily in this year's programme and details appear later in the report. The Director and Senior Management Team are to be congratulated for the amount of thought and effort which has gone into the planning over the past 12 months to maintain the regimes.

It is with deep regret that the Board has to report the death of a prisoner. He died in hospital, due to natural causes. We are awaiting the completion of the inquest.

Each death is investigated by the Ombudsman and the findings are published. In each case the Board can report that all staff involved have acted in a caring and professional manner with every courtesy extended to the next of kin. The Board is informed of all deaths in custody and monitors the subsequent investigations.

The Board are very pleased to note that during a security audit on 4<sup>th</sup> to 8<sup>th</sup> November, conducted in the three areas of Accounting and Supervision; Keys, Locks and Gates; and Tools indications from feedback received are that the award was a strong green and the audit team were very impressed with systems and procedures in place on the elements under scrutiny.

The Board repeats their concerns regarding detainees in custody raised since last year's report. Forest Bank currently has nineteen IS91 prisoners who are being held solely on immigration

matters. This has deteriorated since last year's report where 2 were awaiting Border Agency intervention.

We are pleased to note that the ongoing maintenance programme is having a considerable effect within the establishment. Most notable are new floors and refurbished showers on the wings. In total, the Maintenance Team deal with an average of nine hundred repairs each month as well as a further two hundred planned work projects.

We are very pleased to report that the updated property storage facility at Forest Bank is working very well and the number of complaints relating to property has decreased considerably.

This is not unfortunately reflected on transfers of some prisoner's property as on occasions the vehicles do not have enough space for multiple bags of property.

We would like to take this opportunity to complement the Operations Manager and the Reception staff for their work.

The board would like to raise awareness of the new risks that we have seen emerging within the establishment and across the population. These include a growing number of Organised Crime Group members that have to be managed accordingly and located safely within the prison. The ever increasing development of mobile phone technology continues to be an emerging risk and finally, the main increasing concern is around the prisoners use of synthetic cannabinoids (often quoted as called 'Legal Highs') which are often difficult to detect along with managing the effective treatment of side effects which have, on occasion, resulted in the necessity for outside hospital treatment.

The new Incentives and Earned Privileges Scheme will be introduced nationally from the 1<sup>st</sup> November 2013 The board are satisfied that the staff have been well prepared for this event. It is anticipated that there will be minimal disruption to the regime.

The prison prides itself on the number of events for prisoner family involvement throughout the year. Members of the Board have attended a selection of these functions and fully endorse the good work which comes from them.

During the period of this year's report the prison has hosted visits from:-

Tony Lloyd - Police Crime Commissioner

Hazel Blears - MP

Mr Soh Wai Wah - Head of Singapore Prison Service

Mr David Lancaster – Leader Salford City Council

The Board has been invited to attend on each of these occasions.

The full IDTS service was commissioned and established in 2009 / 10 by the PCT using Sodexo staff. In 2011 it was re-developed to work as a fully integrated drugs service with CBDT, CARATS and programmes supporting clinical delivery. In 2013, additional nursing staff have been recruited and the excellent work of the service was recognised by H.M Inspectorate. The integrated service is called the Eden Recovery Unit and it is working very well and currently has 59 prisoners taking part in the service. The unit aims to promote, guide and facilitate recovery for prisoners, with the ultimate aim of allowing them to live a life free of substance misuse dependency in line with the governments green paper.

The Prison has also made some headway with restorative justice. Restorative Justice is a Government Sponsored Scheme aimed at reducing the risk of further offending and a way of offering “victims of crime” a chance to achieve closure. The process is designed to give both the victim and the offender a chance to communicate about the offence which has taken place

in a controlled environment, with a view to going some way to repairing harm caused and moving forward.

A Lead Coordinator is in place to lead the arrangement and hosting of the conferences and to provide a point of contact. At this time, HMP Forest Bank has four trained level three facilitators in this practise. They assess predominantly Prolific and Priority Offenders (PPO's) from each Manchester IOM district, and now Lancashire, and assess them for suitability for the Process. To date, they have managed to get five conferences successfully completed.

Board members have regularly attended the following meetings / reviews:

- Security
- Health and Safety
- Diversity and Inclusion
- SMARG
- Prisoner Consultative Committee
- Quality and Improvement Group (Education / Employment)
- Safer Custody and Violence Reduction
- Healthcare
- Communications
- Chaplaincy and New Reception/Inductions
- Care and Separation Reviews.

In addition a Board member has attended two Initial Training Courses for new officers where they gave a talk on the work of the I.M.B.

The Board would also like to bring to the attention of the Minister, the excellent working relationship we enjoy with the Controller and his team. Our tasks do overlap and all Board members appreciate the willingness with which we are assisted by the Controller's office. We receive assistance from the Controller's Office in answering IMB applications and the Board

appreciate this advice and guidance. They are always available to answer questions and they give us a valuable insight into the contractual side of the prison.

The practice of communication between the Board, Director and Senior Management Team using an “open door policy” has continued and the Board are extremely pleased with the results of this policy which benefit all within the establishment.

## **Section 4.**

---

### **ISSUES FOR THE MINISTER**

**4:1** The Board must again raise concerns regarding the number of old age pensioners being sent into custody for historic offences. Many are in poor health and require a considerable amount of time and resources from those employed in Healthcare. In addition, we note a general decline in the health of people being sent into custody and again this is a considerable drain on resources and we would identify the increased number of bed watches as an example.

**4:2** Issues remain over the transfer of property on Inter Prison Transfers. On several occasions escort staff have declined prisoners on transfer lists claiming there is 'no space' in the vehicle due to the property items. It is not acceptable to send vehicles that are not fit for the purpose and cannot accommodate what is typically an average amount of property per prisoner and we ask that this be looked into as well as emerging complaints referencing missing property following a transfer to another establishment or Court.

**4:3** There is still pressure in the Vulnerable Prisoner population. This is now a recurring theme and has a potential impact upon individuals and their ability to complete the Sentence Plan Targets. Added to this is the pressure on the establishment to house these prisoners safely and run an alternative regime to ensure they are included as equals in their ability to access services. It would be beneficial if some work could be done around moving the right prisoners to the right establishments in a timely fashion to alleviate these pressures.

**4:4** Over the past twelve months we have seen a steady increase in population figures with the average population for a month now approximating 1353 (Nov 2013). This has meant an increased churn rate which is being managed well locally but undoubtedly adds pressure on Reception processes and First Night arrangements.

There have been a number of lock outs in the months approaching Christmas and the holiday period did not give the prolonged reduction in population.

This will continue to be monitored by us over the coming months.

**4:5** The Board asks that the Minister endorses its comments in relation to the following success stories:-

**Drugs Recovery Programme:**

The Clinical recovery service is commissioned by NHS England. It was established in 2009 in HMP Forest Bank and resides on G and H wing. The team consists of one Clinical lead, seven RGNS, three RMNS, two Administrators, one recovery support worker and four HCA'S.

The team practice holistically and cover all aspects of substance misusers' health requirements. Clinical recovery work closely alongside the Recovery Team to ensure the client also has the psychosocial element that is needed for their care. The excellent work of the service was recognised by H.M Inspectorate.

There are dedicated wings within the prison for the various stages of Recovery which is required. They consist of a stabilisation unit, Motivational Wing, and a recovery unit (Eden Unit). The Eden unit opened in August 2011 The unit aims to promote, guide and facilitate recovery for prisoners, with the ultimate aim of allowing them to live a life free of substance misuse dependency in line with the Government Green Paper.

**Forty Hour Working Week:**

Another new innovation this year is the cataloguing and redistribution of books for a major company. The workshop processes thousands of books per day.

Prisoners are employed there on a forty hour week. Also a forty hour working week is being operated in the Timpson's shoe repair workshop which trains prisoners and offers some opportunity for employment upon leaving custody.

Finally, there is a workshop for Tier One which is computer recycling. In total these workshops offer approximately eighty five prisoners the opportunity to work a forty hour week to prepare them for employment upon release.

**Community Partners through Integrated Offender Management:**

Community engagement has continued to go from strength to strength at the establishment. The prison has strong connections with the community from which its population is derived. Work has been done over the previous year to identify a lead for Children and Families Pathway and this is to be developed over the coming twelve months. This initiative ensures the inclusion of the prisoners' family in many aspects of prison life and helps them to gain the support they need to overcome barriers and cease to reoffend upon release.

## Section 5.

---

### **EQUALITY & DIVERSITY**

The Board are pleased to report that the Diversity team have made enormous headway in putting in place a full diversity and inclusion programme throughout the prison to offer support to every prisoner and member of staff.

Through weekly inclusion surgeries, monthly forums and one-to-one meetings, The Diversity & Inclusion Lead aims to break down barriers and create an inclusive, supportive and understanding environment.

Everyone is free to post concerns or request meetings with The Diversity & Inclusion lead via the locked boxes that are placed in convenient locations throughout the prison, and to attend the weekly inclusion surgeries with the support of Diversity prisoner representatives from each wing.

One of the biggest successes they have had is the Big Word initiative; an assessment carried out with every non-English speaking prisoner within a week of them arriving at HMP Forest Bank to understand their needs and ensure that these are reflected in their care plans, particularly when it comes to healthcare, education and housing.

The aim of the team is to handle issues before they turn into complaints, while avoiding bullying and incidents of self harm.

In addition to the weekly surgeries and one-to-one meetings, the team also hosts a schedule of awareness months: June was focusing on Gypsy, Roma and Traveller, and the issues faced by them, while July and August was Younger Persons and Older Persons month respectively. In October they celebrated 'Black History Month' all have been a successful.

The team regularly review the SMART data to check the prison's performance on the equality between ethnic groups on a wide range of activities and functions to ensure that the prison is not acting in a discriminatory way.

The Diversity & Inclusion team have received over 100 letters of thanks from prisoners.

**Foreign National Prisoners :**

Currently the total FNP is forty two, of which twenty two are held on IS91 orders but during the year there has been nineteen held solely on IS91 orders. An officer from the Customs and Immigration Service attends regularly to hold surgeries at which FNPs can receive help and guidance. The Forest Bank foreign National Information booklet carries the contact details of the immigration advisory services.

The top 5 nationalities identified are:

Pakistan	18
Lithuanian	8
Polish	5
Romanian	6
Czech	5

**Disability:**

The revised forms introduced in reception have enabled one hundred and eighty four prisoners to declare a disability and one thousand and eighty nine to state that they do not have a disability. Of the fifty seven prisoners aged fifty plus, thirteen have a disability and seven have restricted movement. The Cardiac Rehabilitation Team is providing preventative activities to this older group.

## **Section 6.**

---

### **EDUCATION**

The Education Department has seen some vast improvements in the twelve months since the last HM Inspectorate visit which was very critical.

A Clear, overarching Learning and Skills Strategy has been developed following analysis of learners needs. A dossier of skills shortages for Greater Manchester has been compiled which has meant that provision has been aligned to the needs of the community.

The Education Manager has undergone training in observational skills which has meant that the quality of the teaching has been appropriately monitored and improved throughout. The Quality Improvement Group has been re established and members of the IMB have been invited and attended these progressive meetings.

One of the main changes we have seen over the previous twelve months is the introduction of a new Induction policy for Education and Employment. All new prisoners are now assessed on their Basic Skills upon induction. All those falling beneath the target of Level 3 are automatically enrolled into education and cannot apply for other work until their skills have been improved and a Level 3 award has been attained. This has helped many offenders improve their literacy and numeracy skills which automatically help them to become more employable upon release by developing their ability and their confidence. This has helped to show a steady increase in the percentage of attendees for education.

At Forest Bank there are a wide range of appropriate courses provided by the Education Section of the prison. These include Functional Skills in Maths, English and Information Technology. Individual Learning Plans are now in place for all learners to help them achieve qualifications and complete initial targets. The aim of all courses is for self-improvement with a clear emphasis to encourage prisoners to stay out of prison when they are released and to become more readily employable; in many cases with an emphasis on self-employment.

The Education Department also offers a Self Employment and Business course that helps prisoners start up their own business. This course gives lots of ideas to help prisoners get started successfully with this upon release. Skills taught include the ability to manage accounts, understand taxation matters and to learn how to advertise your business. Finally this course results in a qualification in Business Studies/Self Employment.

Work with Street Soccer continues to be popular with a number of prisoners engaging in voluntary work within their community upon their release.

The Board, whilst accepting that there is still work to do in some of the areas highlighted in the HMIP report are grateful for the co-operation they have received from the Education Department throughout the year and in compiling information for this report. They are particularly grateful to the Manager, her Deputy and senior staff for their support and openness.

## **Section 7.**

---

### **INDUSTRIES**

Over the last 12 months we have seen Industries successfully fill all workshops with constructive work. This allows more prisoners the opportunity to develop their work skills and make them 'work ready' upon release.

Work currently in place includes John Laing Training, Marshall Tufflex, RMS, LTV, Timpson's and Painting and Decorating City and Guilds Level 1.

LTV have recently taken over another workshop and continue the book recycling and granulating. On average the work shop repackages over 60,000 books per week between these two shops. This workshop provides thirty five prisoners with full time, forty hours a week work.

Timpson's have extended to a full shop and they now carry out re heeling and patching and stitching. This workshop provides twenty five prisoners with full time, forty hours a week work.

Tier 1 is a company which carries out computer recycling. A portion of the company's profits are donated to a charity called 'Antz Junction' who provide a work ready programme and place ex offenders into employment. This workshop also provides twenty five prisoners with full time, forty hours a week work.

The latest project is a print shop which is a CIC initiative.

## Section 8.

---

### HEALTHCARE

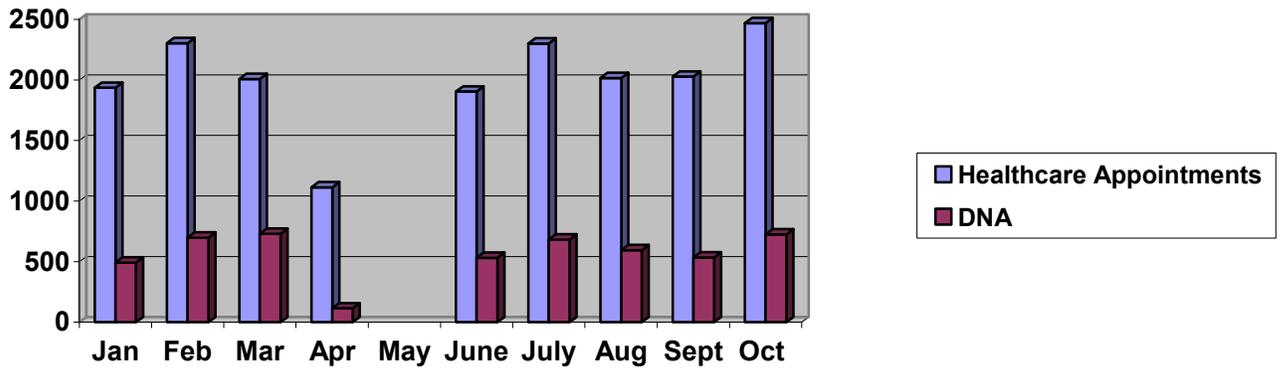
The Healthcare Team comprises of a Healthcare Manager supported by three clinical leads: Primary Physical Health, Primary Mental Health and Integrated Drug Treatment Services. The Primary Physical Health team consists of eleven Registered General Nurse's and the primary mental health team comprises six Registered Mental Health Nurse's. Both of these teams are further supported by six Health Care Assistants. The IDTS team comprises of a team of eleven nurses, seven of whom are RGN qualified and four RMN's. The IDTS team also have six HCA's to give support to the nursing staff.

The Health service is further complemented by a regular team of five General Practitioner's and a General Practitioner with Special Interest who supports the IDTS clinical interventions. A full Pharmacy service is also currently delivered by Boots Alliance who employ a full time pharmacist and two pharmacy technicians.

Secondary mental health provision is provided by GMW Foundation Trust. The prison has now addressed the staffing issues as reported last year and now has a full complement of staff with little attrition.

The Table below shows the number of prisoners treated on a monthly basis and those who did not attend and demonstrates the good use of the facilities by prisoners.

The number of DNA's is of concern to the board.



**Primary Care:**

Primary care services are available with a variety of clinics to meet the needs of the population. In addition to clinical interventions for prisoners the GPs and Clinical Leads conduct weekly meetings to discuss patients of concern who may require multidisciplinary management. The meeting is recorded and has a standard agenda.

Services include -: G.P. Respiratory, Bloods Sexual Health Anti-Coagulant, Dermatology Clinic, IHD under 50s, Ear Clinic, Older Patients, Minor Operations, Dressings, Immunisations, Triage, Hepatitis Clinic, Pain Management, Diabetes, Injection Clinic, BBV Clinic and Palliative Care .

End of Life Provision is organised with close contact with St. Ann’s Hospice and one of the side wards has now been refurbished with the most up to date beds and furniture including a Wet Room, this will accommodate the most sick patients, and was funded jointly with Sodexo and the Kings Fund. Four Nurses have been speciality trained in this area of nursing

Clinics are Nurse led and conducted throughout the week Mon-Friday on a scheduled time table.

Triage is Nurse led and is conducted daily in accordance with Manchester Triage system.

Prisoners are triaged on the unit and referred to appropriate need clinic.

**Dental Services:**

This service is available to sentenced prisoners with only emergency treatment to those on remand.

**Podiatry:**

This service is available for sentenced prisoners.

**Optometry:**

This service is provided on a fortnightly basis and is available via self referral or Nurse led clinics.

**Discharge Planning and Continuity of Care:**

This service is available weekly, it is HCA led and a screening tool is used to gain information on Medication, Address in the community, Doctor (if they have one), and Dentist (if they have one).

The HCA's links in with the prison Pharmacy to ensure they are in receipt of their home medication.

**Mental Health:**

The Prison has a Primary Care Mental Health Team who are employed directly by SJS and work within the Healthcare Department.

**Primary Care Mental Health Team:**

The Primary Care and Mental Health Team operates as part of, and under the management of the Inpatient Manager. The team provides mental health triage, and assessment and management of all prisoners admitted to the inpatient unit. In addition to this work staff are also involved in providing mental health advice and support to staff and prisoners who come through the Health Care teams. The teams have developed strong working relationships which enable prisoners to be in receipt of the appropriate care for the level and type of their mental

health problems. Services include: Doctors, Secondary Screening, Inpatient, Depot Clinic, Mental Health Referral's and follow ups Discharge Clinic, ACCT Review, Safety Algorithms and Disability Liaison.

### **Mental Health In Reach Team:**

The In Reach team is employed through the NHS Greater Manchester West, including Consultant Psychiatry with one day a week Psychologist attending the establishment.

Greater Manchester West is the Service Provider delivering Mental Health In Reach services into HMP Forest Bank. There is a Care Pathway between the Primary Care Mental Health Team and the IN Reach Team.

### **Medication Management:**

The Pharmacy Service is provided by Boots Ltd. There is a Pharmacist who works four days per week with the assistance of 2 Pharmacy technicians. Medication is dispensed three times per day during the week and twice at weekends.

### **Vulnerable Prisoner Health Care Provision:**

The Health Care Department provides specific clinic time for the vulnerable prisoners giving access to healthcare facilities. The Older Prisoner forum meeting is held on the vulnerable prisoners house block with healthcare as a standing agenda item and every effort is made to ensure that this group is not excluded..

### **Joint Working Partnerships:**

The NHS commissions secondary health service for offenders at Forest Bank. Current service support to offenders provided by Salford PCT are Sexual Health, Hep C and Dental Services. SJS works in cooperation with the Department of Health, Offender Health to ensure that the delivery of primary health services is in line with current practice, and to ensure continuity of care for prisoners transferring to and from SJS prisons and into the wider prison estate.

### **Specialist Care Unit:**

Forest Bank Healthcare department has a twenty bed in-patient facility, incorporating two four bed wards a two bed observation suite as well as ten single room cells. This is complemented by twenty four hour nursing care.

The four bedded ward area has been enhanced to provide an area whereby older prisoners or those perhaps with the need for end of life care, can be looked after in an environment that seeks to enhance their daily life and provide decency whilst receiving appropriate nursing care.

The refurbishment includes wet room facilities for independent bathing that meets with Infection control standards and DDA requirements. Electronically controlled beds allow patients to control their own comfort levels; electronically controlled chairs assist prisoners with mobility needs. The ward has a colour coordinated scheme, individual colour lighting scheme above beds, to provide a more comforting mood and enable individual care to the patient during night time.

## **Section 9.**

---

### **SAFER CUSTODY**

#### **Suicide and Self Harm:**

Forest Bank undertakes a whole prison approach to the prevention of suicide and self harm. The Safer Custody Team is chaired by a member of the Senior Management Team and its role is to ensure compliance with the Prison Service baseline policy. The Safer Custody Team utilise the ACCT (Assessment Care and Custody Teamwork) to assess those prisoners that may be at risk of suicide or self harm. To ensure close working relationships with Health Care the Safer Custody Senior Officer is responsible for the Line Management of Health Care Prison Custody Officers.

Prisoners entering the establishment are housed in a specific wing and are given an induction programme which outlines the prison regimes and procedures. It importantly provides details of the support services available. The Safer custody Team leads the procedure for monitoring the risk and needs of prisoners.

The ACCT (Assessment of Care in Custody Team) books are essential for the regular monitoring of prisoners who are regarded as being at risk in terms of their personal safety, suicide and self-harm. Their use has proved to be very effective in enhancing the safety of prisoners and all staff at Forest Bank demonstrate a good understanding of the process and why it is important. Samaritans visit the prison weekly and liaise with prison Listeners to offer support and advice.

Self inflicted deaths are rare, which reflects the high quality of the care, compassion and attention given by all staff to prisoners at risk.

#### **Violence Reduction:**

The Establishment has a robust Violence Reduction Policy that is enforced fairly and consistently throughout. Any prisoners involved in Violent Incidents are immediately placed onto the Basic

Regime and monitored by staff. The Board are pleased to report that Forest Bank operates a zero tolerance to violence within the establishment, incidents towards Staff or Prisoners are dealt with in the appropriate manner.

Any prisoner involved in violent incidents is immediately placed on basic regime.

One of the house blocks is the Challenging Behaviour Unit (F1) and this is where prisoners on Basic Regime, including those involved in violent incidents are relocated.

The unit offers them an opportunity to address their behaviour by setting achieving targets and holding group and / or individual discussions to offer learning and improvement in behaviours.

## **Section 10.**

---

### **CARE AND SEPERATION**

Care and Separation comprises of twenty four cells including two Special Cells, two Holding Cells, and a meeting room used for Adjudications, reviews and general meetings.

The number of prisoners held in CSU varies but averages between nine and fifteen. It is the number of prisoners being placed on Good Order that have increased rather than the number of adjudications resulting in cellular confinement.

The Board have also noted that there has been an increase in prisoners asking for protection in CSU. Members of the IMB are contacted promptly when prisoners are relocated to the CSU and records are kept. During rota visits, members are able to speak freely to prisoners and record and sign the prisoner record sheet in CSU. Staff are always willing to listen to concerns raised by members of the board and are generally very helpful and accommodating when visited.

The Board are pleased to report that the Special Cell has only been used once this year.

On average 3% of ACCT documents have been opened each month in C.S.U. This is not desirable but considered inevitable as there was no alternative punishment but cellular confinement for the prisoners involved and the offences that were committed. The Board continues to monitor this.

The majority of prisoners held in CSU are there for disobeying a lawful order and as the trend continues to rise this is a cause for concern, particularly in light of the increased numbers of prisoners who are unwilling and /or refusing to leave the induction wing in the new build going to the main stream prison. This has led to more severe awards being given for non - compliance. Thus, providing the evidence for the increased number in CSU, this in turn led to prisoner's refusing to move out of CSU once their cellular confinement had expired, and consequently more charges. Some prisoners feel it is an easy option to get a transfer out and for others a safe option due to issues such as mounting debt.

During the reporting period, five prisoners were removed from CSU because the risk of self-harm was too great to continue segregation.

The CSU is managed to a high standard adhering to appropriate rules and procedures.

The Segregation Monitoring and Review Group (SMARG) previously known as Review of Care & Separation Group changed its name, because it did not meet the requirements of PSO 1700 when addressing issues concerning segregation units. The (SMARG) review group meet quarterly.

C.S.U Reviews are held three days a week Monday, Wednesday and Friday, the numbers vary dependent on how many prisoners are in segregation under Good Order and how often they need to be reviewed. Members of the Board attend reviews and confirm that they are properly constituted, conducted in accordance with procedures and proceedings documented. There is always representation from the mental Health team present and the prisoner is given the opportunity to make their representations and discuss any issues.

SMARG DATA

<u>Initial Segregation Health Screen</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Total Number</b>	65	45	46	44	51	56	54	59	57
<b>Outside 2 hr. Limit</b>	0	0	0	0	0	0	0	0	0
<b><u>REVIEW BOARDS</u></b>									
<b>Number held outside specific Time Limit</b>	0	0	0	0	0	0	0	0	0
<b><u>CSU</u></b>									
<b>Number of prisoners in CSU on Average per week</b>	14	12	12	9	13	14	13	14	15
<b>GOOD</b>	7	8	7	6	7	8	6	6	4
<b>Cellular Confinement</b>	5	2	2	1	6	5	5	6	3
<b>Rule 45 O.R.</b>	2	2	3	3	0	1	2	2	8
<b>% Age BME in Segregation</b>	22%	26%	13%	11%	6%	6%	14%	16%	6%
<b>% Age BME in Forest Bank</b>	16	16	16				18%	18%	18%
<b>Use of Force Occasions</b>	2	0	0	0	2	0	3	4	2
<b>PPE Used</b>	0	0	2	9	0	0	0	0	0
<b>Number of Prisoners with Registered Disabilities</b>	0	0	0	0	0	0	0	0	0
<b>Religion of Prisoner</b>									
<b>RC</b>	9	7	10	14	9	11	17	12	12
<b>CE</b>	10	5	11	7	9	8	8	5	9

<b>Muslim</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>
<b>Other</b>	<b>17n/r</b>	<b>16n/r</b>	<b>23n/r 1o</b>	<b>22/nr</b>	<b>29n/r</b>	<b>1bud 31n</b>	<b>23n/r 1mor m</b>	<b>37n/r</b>	<b>32nil</b>
<b>Prisoners held in Segregation over 3 months</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2 tx</b>
<b>Prisoners transferred in from another Segregation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Prisoners held in Special Accommodation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Prisoners held in Mechanical Restraints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Prisoners held in Segregation on Open ACCT</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>3</b>
<b>Prisoners removed from Segregation because the Risk of Suicide is to great</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Prisoners Failing Initial Segregation Health Screen</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>STAFF</b>									
<b>Trained in :-</b>									
<b>E &amp; I</b> Includes Diversity	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>C &amp; R</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Mental Health</b>	<b>6</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Suicide Awareness</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>

### Adjudications:

There remains concern, which was highlighted in last year's report, about the subject of police referrals for adjudication charges and long delays experienced while awaiting the outcome of possible disciplinary offences that have been referred to the police. A case could end up being inappropriately dismissed because for example, the delay compromised natural justice making it unfair to continue. There was an agreement when a full time Police Liaison Office from GMP was based at Swinton Police Station that issues would be processed and progressed through the office. A change of personnel and procedure has meant that the structure has now changed. Any reportable offence is now telephoned to Swinton Police Station and the Duty Officer who takes the call deals with the matter. It is then up to the Crown Prosecution Service to take it forward.

A time limit of 6 weeks previously observed is not now the norm. In fact more often than not it is prison staff that has to chase the issues. This results in those offences which by definition are the most serious because they have been referred to the police for pursuance are not dealt with. Which in turn means either the charge being so old it is not in the interest of Justice to proceed or a delay so long that the charge becomes redundant. This needs to be addressed and the matter taken

forward in order to provide staff with the support they need in dealing with offences referred to the police and to maintain public confidence in the justice system.

The table below demonstrates the Total number of Adjudications processed per month:

Total Adjudications

	<b>Nov 2012</b>	<b>Dec 2012</b>	<b>Jan 2013</b>	<b>Feb 2013</b>	<b>March 2013</b>	<b>April 2013</b>	<b>May 2013</b>	<b>June 2013</b>	<b>July 2013</b>	<b>Aug 2013</b>	<b>Sep 2013</b>	<b>Oct 2013</b>
	171	174	151	167	177	177	200	190	214	215	205	241

The rise in total figures fits in with the average population figures which can be seen below:

	<b>Ave Pop</b>	<b>Detainees</b>	<b>RX</b>	<b>JR</b>	<b>Sent</b>	<b>LR</b>	<b>0- 12m</b>	<b>1- 4yr</b>	<b>4- 10yr</b>	<b>10+ yr</b>	<b>IPP</b>	<b>Life</b>
<b>Oct 2012</b>	1319	1	253	157	738	123	185	430	198	26	24	10
<b>Nov 2012</b>	1320	3	258	n/a	739	106	187	437	201	25	27	11
<b>Dec 2012</b>	1266	3	392	n/a	751	115	166	431	213	30	25	10
<b>Jan 2013</b>	1150	4	157	137	755	126	169	439	219	27	25	6
<b>Feb 2013</b>	1292	6	240	144	806	129	201	456	218	32	22	9
<b>March 2013</b>	1329	7	261	147	791	123	191	454	208	36	23	11
<b>April 2013</b>	1324	10	225	161	788	139	201	453	200	33	24	15
<b>May 2013</b>	1319	6	269	126	764	142	186	423	219	39	25	15
<b>June 2013</b>	1287	5	276	107	767	159	180	429	227	41	29	15
<b>July 2013</b>	1324	11	252	125	764	168	187	441	222	39	30	14
<b>Aug 2013</b>	1323	10	263	115	751	156	184	418	210	36	30	19
<b>Sep 2013</b>	1345	10	299	116	774	161	185	433	229	41	37	10
<b>Oct 2013</b>	1354	10	295	119	768	153	159	453	228	42	24	17

Members of the Board wish to express and convey their appreciation and acknowledgement of thanks to the various Adjudicators for their Professionalism, expertise and skill in conducting adjudications.

Adjudications are conducted fairly and each prisoner is given the opportunity to contribute and challenge the evidence, which is noted and taken in to consideration when reaching a decision.

Before announcing the award/punishment if any, the adjudicator explains the fundamental factors that influenced the decision.

## **Section 11.**

---

### **SECURITY & OPERATIONS**

#### **Security:**

The aim of the Department is to provide Security, Safety and Control within the prison for staff and prisoners but also to take account of visitors and the general public.

At Forest Bank the Head of Security & Operations achieves this by the development of a physical, procedural and dynamic system. All members of staff in the prison are encouraged to contribute to the safe and effective running of the establishment by assisting with the gathering of operational and strategic information in order that detailed and accurate intelligence assessments can be made.

Security meetings are held on the 2<sup>nd</sup> Wednesday of each month and on additional occasions when required.

Each meeting is chaired by the Director, the Deputy Director or the Head of Security & Operations and the meeting is further made up of representatives from Catering, Wing Managers, Controllers Team, Police, Health and Safety, Safer Custody, Healthcare, G.S.L, Maintenance and the I.M.B.

The security department set core objectives.

This year it is to:-

- Prevent Escapes
- Maintain good order
- To provide a safe environment with a zero tolerance approach to violence
- To prevent drugs and other illicit items from entering the establishment
- To identify and challenge corruption amongst employees
- To protect the public by identifying and managing those prisoners who because of their offence are deemed a danger to the public

- To identify, challenge and manage extremist and radical views and actions shown by prisoners

### **Drugs:**

It is a constant learning curve for both prison staff in general and the security staff in particular to combat the problem of drugs and other illicit items being smuggled into the prison.

As one door closes another opens and it is apparent that a tremendous amount of time and energy is expended dealing with this area of security.

The board are very impressed with the dedication shown by the Security department in combating this problem and wish to identify the dedication of the Security Manager and his staff in combating the ever changing scenarios on which the security of the prison depends.

A new and emerging risk seen over the previous twelve months has been the prisoners use of 'Legal Highs' or synthetic cannabinoids. These have proved difficult to find and identify both physically in area searches and when ingested by the prisoner. On some occasions the unknown substances have caused unexpected side effects which have resulted in hospital treatment.

Due to the location of the prison, (being set in a country park), approaches to the outside wall are common. External patrols continue to be deployed on a regular basis in an attempt to thwart this practice. In addition, prisoners using exercise yards adjacent to F and D are now rotated to confuse their accomplices.

### **Mobile Phones:**

As with drugs, mobile phones are a valuable commodity in prison with a cheap £7.50 model fetching between £500 and £600. The establishment continues to target mobile phones, chargers and Sim cards. The introduction of the BOSS chair in Reception continues to prove effective.

### **Staff Searches:**

During the reporting period 108 staff searches have been conducted resulting in excess of 21,000 individual officers being searched on entry to the prison.

**Visits:**

During the reporting period 89,131 visitors entered the prison visits hall. The Ion Scanner was used on approximately 3600 of these visitors who were selected at random or specifically targeted of which 540 tested positive. This is an increase on the previous two years.

Visits are overseen by the Operations Manager who constantly monitors all aspects of security within the visits area and keeps comprehensive up to date records. The Board are pleased to report that they continue to be included on all aspects of visits and are updated monthly for which we are grateful.

**Visitors centre:**

Visiting times are unchanged:

<b>Monday</b>	<b>Closed</b>
<b>Tuesday – Friday</b>	<b>13.00-19.30</b>
<b>Saturday – Sunday</b>	<b>12.00-16.30</b>
<b>Legal visits</b>	<b>Remain unchanged</b>

The maximum length of time for a visit is still two hours and this seems to be quite acceptable.

The total number of visits from 1<sup>st</sup> November 2012 to 31<sup>st</sup> October 2013 was **89,131**. This is a significant drop on last year.

Visits Total Returns for 12 Months

<b>Remand YOI</b>		<b>Remand Adults</b>	
Basic	126	Basic	106
Standard	2400	Standard	11893
Enhanced	261	Enhanced	4144
<b>Convicted YOI</b>		<b>Convicted Adults</b>	
Basic	43	Basic	92
Standard	1791	Standard	11476
Enhanced	155	Enhanced	6062
<b>Regime Hours YOI</b>		<b>Regime Hours Adults</b>	
Domestic Visits	3302	Domestic Visits	36784
Legal Visits	1233.25	Legal Visits	5253
<b>Legal Visits YOI</b>		<b>Legal Visits Adults</b>	
Remand	909	Remand	3313
Convicted	730	Convicted	3753
<b>KPI Failures</b>		<b>KPI Failures</b>	
Remand	0	Remand	0
Convicted	0	Convicted	0
<b>Articles passed in Hall</b>			
Swallow	Remand	2	
	Convicted	2	
Conceal	Remand	12	
	Convicted	15	
<b>Closed Visits</b>			
<b>Suspected Drugs</b>	Remand	91	
	Convicted	76	
<b>MDT</b>	Remand	136	
	Convicted	128	
<b>Behaviour</b>	Remand	316	
	Convicted	65	
<b>Total Extra Hours Given</b>	451.75		

Family days and the dates for this year are shown below:

<b>25<sup>th</sup> March am/pm</b>	<b>Spring</b>	<b>Enhanced Prisoners</b>	<b>36 Prisoners 75 Family</b>
<b>27<sup>th</sup> May am/pm</b>	<b>Healthy Lifestyles</b>	<b>Enhanced Prisoners</b>	<b>34 Prisoners 105 Family</b>
<b>10<sup>th</sup> August</b>	<b>Child Centred Visits</b>	<b>D2 Prisoners</b>	<b>7 Prisoners 2 Children</b>
<b>16<sup>th</sup> August</b>	<b>Supporting Recovery</b>	<b>G1 Prisoners (No Children)</b>	<b>9 Prisoners 10 Family</b>
<b>2<sup>nd</sup> September am/pm</b>	<b>Family Learning</b>	<b>ETE Prisoners (Standard/Enhanced)</b>	<b>30 Prisoners 61 Family</b>
<b>28<sup>th</sup> October am/pm</b>	<b>Adult Only/Enhanced</b>	<b>AM – H2 Adults Only</b>	<b>9 Prisoners 16 Family</b>
		<b>PM – Enhanced Prisoners</b>	<b>19 Prisoners 65 Family</b>

The family days have been extremely successful in preparing prisoners for release and rebuilding family relationships and the IMB have been included to attend and support the function as required.

Visit bookings:

The majority of visits are still booked by telephone even though they can be booked by text or e-mail. Visits booked by prisoners on the wing using the electronic system have been few in number as it is difficult for prisoners to match dates with the visitor and it is deemed easier for the visitor to book direct with the visits booking office. It has been reported that some families are booking multiple visits and then failing to attend. This of course has an adverse effect on availability for other visitors. The prison is attempting to stop this practice.

Ion scanner:

The Ion scanner and metal detector have proved more successful than the use of drugs dogs. The reason for this is the scanner and detector can pinpoint with more accuracy where objects

are hidden on or in the body. This has provided a considerable amount of intelligence and whilst a positive indication does not necessarily result in the visitor being banned from the prison any that are allowed in are placed on closed visits.

The Board are pleased to report that the visits area is extremely well run, the staff are professional. After interacting with visitors, Board members are satisfied they have a very positive experience and that the staff have positive relations with prisoners' families and friends, enforcing rules whilst being supportive and fair.

### **Organised Crime Groups:**

By virtue of its location in the Manchester area, a number of inmates are associated with gang membership. The security staff monitor very closely and robustly the allocation of suspected members to ensure that their welfare and also the welfare of the general population are protected. The Board is delighted to report that no gang related incidents have taken place in the prison during the current year.

We do have some concern regarding the National Crime Agency sharing information.

We feel that it is essential that when a prisoner arrives at the Forest Bank, details of any OCG activity contained in intelligence reports accompany the prisoner in order that the prison is immediately aware on induction.

### **Security Information Reports:**

There have been a total of 6756 reports submitted (as at end of Nov) which is an increase on last year due to the longer reporting period. Each report has to be graded and an appropriate response decided upon.

The Board again commends the Collator and staff who work under considerable pressure to ensure that each report is correctly graded and responded to.

This year has seen the introduction of Mercury on site and now SIR;s are commonly known as Information Reports (IR's). The transition has been smooth and staff are to be commended for their engagement with this change and making it happen.

As reported last year, the Board continues to be extended the utmost courtesy and consideration when conducting enquiries with Security. Any information requested has been provided promptly and fully. We have been kept informed of current trends and where possible details of staff and wing searches along with an invitation to attend and observe at any time.

The head of security has given presentations to the board on a number of occasions and this has proved valuable in understanding the work of the security department and keeping ourselves up to date on current trends.

The Board can confirm that members have attended both staff and wing searches throughout the year.

Worthy of mention is the Security Managers intelligence led work which has resulted in significant finds and raised the awareness of prisoners to the ability of Security to track trends and routes of contraband coming into the prison.

The excellent professional working relationship the Board enjoyed during the previous year has continued along with mutual respect and co-operation and we are very pleased to note that a recent security audit conducted in three areas between 4<sup>th</sup> and 8<sup>th</sup> November 2013 concluded with a strong Green rating.

**Reception:**

Reception continues to be busy, although not as busy in the last reporting period. In 2012 the total average monthly movements through reception was 2232, caused mainly by a temporary increase in the prison's operating capacity from 1364 to 1440. In this reporting period the figure to date is 1826. The prison has been operating at its 'normal' operating capacity throughout the reporting period.

Reception's staffing level is currently four officers, including one Senior Officer, for mornings; six officers, including one Senior Officer for afternoons; and two officers on Saturday mornings.

It is pleasing to report that no major issues have arisen in reception since the last annual Report. The operational issues caused by changes to the escort contract as previously reported, have been largely resolved and it would appear the escort service is operating satisfactorily. Likewise, the staffing re-profiling exercise and shift pattern changes of October last year has 'settled down' with no significant issues recently.

In summary, there are no significant issues to report for the Reception in 2012-13.

## **Section 12.**

---

### **Kitchens**

The kitchens at HMP Forest Bank are headed by a Catering Manager and ten highly qualified Prison Custody Officers, they include two Senior Officers and six PCO's and two civilian staff.

The prison kitchen employs sixty five prisoners on a daily basis to cook hot meals and also prepare sandwiches in the cold area. The catering staff prepares on average 3,000 meals per day and 4,500 meals at weekend as they provide a cooked breakfast.

Prisoners have five choices at lunch and six choices at dinner all selected by the prisoner on a computerised system on every wing which reduces the interference of a third party and any complaints by prisoners that they aren't getting what they order.

The menu caters for all prisoners with a diverse religious background, Muslim, Church of England, Roman Catholic, Buddhist, Hindu etc.

The meals are taken from the kitchen to the prison wings by a prison custody officer and an enhanced prisoner, placed in the heated oven on all wings. Sandwiches are placed in the cool part of the servery. Every wing servery has a digital thermal probe to ensure the food is at the correct temperature before being served.

The Board are pleased to report that five prisoners for HMP Forest Bank have, on release been employed by JW Lees Brewery in their kitchens. This was as a direct result of the training received whilst in custody.

HMP Forest Bank kitchens have again been awarded a gold star for the 6<sup>th</sup> year running.

The NVQ training kitchen has closed but the work has been transferred to the main kitchen and focuses on employment, skills and qualifications for all prisoners.

Earlier in the year the Board identified a problem on some wings where enhanced servery workers were not always wearing white protective overalls whilst serving meals. This has now been resolved.

## **Section 13.**

---

### **Chaplaincy**

This year has seen a continued heavy involvement in prison life by the staff in Chaplaincy.

The Board consider that they play a major role within the establishment and are always available to assist prisoners and staff.

Sunday Services continue to attract about 80 / 90 prisoners to the three main Services. The first Sunday of the month is more informal and this is conducted by members of Reflex who work with Young Offenders. Also the first Sunday of the month tends to be more evangelical. Every six weeks there is an Encounter session where someone who has turned his life round will come in to speak to prisoners on a Sunday afternoon. This attracts about 25/30 men. A 'Lifeline' Course with some of the prisoners who attended the Encounter meeting is held as a follow up.

Chapel groups continue to flourish. Every evening during the week except Monday there is a group run by one of the Chaplaincy team.

In terms of courses, the Sycamore Tree Victim Awareness Course is running regularly. Five courses have run this year with about ninety five prisoners benefitting from it.

Reflex continues to work with the Young Offenders offering Drama, courses on a regular basis to all prisoners. Reflex also run various chapel groups for A1 both in Chaplaincy and on the wing and will continue to run 'Peacemakers' in November which will address anger management, consequences of crime, restorative justice and managing emotions.

Friday prayers for the Muslim community continue to attract large numbers with an average of 100+ prisoners attending the single prayer session.

As well as the Quran class the prison also run a six week Arabic class, to help Muslim prisoners to better read the Koran, with the help of a visiting Imam. Certificates are given at the end of the course.

We have had regular visits from the Jehovah's Witness minister, Mormon and a new Hindu Chaplain. Ministers of other Faiths are also on call if and when needed.

CSU and Healthcare are visited daily and the Chaplaincy team respond to an average 25 calls a day. They also attend ACCT reviews. The Chaplaincy also continues to work with Samaritans in training listeners

The Chaplaincy regularly works with outside agencies. They are Greater Manchester Community Chaplaincy and Out There. A voluntary group that work with the families of prisoners offering support, home visits etc. They report back to Chaplaincy and attend Chaplaincy team meetings. They are also working with PACT to introduce the Basic Caring Communities scheme to the North of England providing support for prisoners upon release.

The Chaplaincy also work with the Prison Fellowship Angel Tree scheme to provide Christmas presents for prisoners' children and also to enable Prison Fellowship to attend the Christmas Family Day with gifts for the children attending. The money is provided by local churches and faith communities.

The chaplains attend regularly at Comms Meeting, Health and Safety, Violence Reduction, Safer Custody, Security Meeting, Prisoner Consultative Equality and Inclusion and they also co-ordinate Faith Reps Meetings and BME Reps Meetings.

The Board place on record its thanks for the assistance Chaplaincy has given during the past year in assisting to resolve applications made by prisoners.

## **Section 14.**

---

### **Health and Safety**

The Health and Safety committee meetings at H.M.P Forest Bank are considered important aspects of the overall management of the establishment. Meetings are held monthly and are chaired by the Director or the Deputy Director and representatives from all departments attend.

The purpose of the meetings are to find out whether the arrangements within the Establishment and safety policy required to be in place are actually functioning and whether staff and prisoners are adhering to the policy requirements. Each meeting is productive, structured and has a positive outcome.

The Board are encouraged that Sodexo provides adequate resources to maintain health and safety to the standard required and are committed to staff training. They can confirm that they receive the minutes from every meeting and ensure that these are kept as a permanent record. A member of the Board has attended these meetings since June 2013 in the capacity of observer. The meetings are well organised and run in an organised manner.

The Board are pleased to report that there have been no serious accidents reported during the reporting period. With a fluctuating population, the staff at HMP Forest Bank have strived to ensure that a constant review of the health and safety policy is undertaken.

It is noted that outstanding actions on the Health and Safety minutes have reduced by approximately 50%. Strict targets are set and deadlines given to maintain agreed high standards. Employers and staff ensure that prisoners are encouraged to take some reasonable care of their own health and safety as others may be affected by their acts or omissions.

The maintenance team ensure that all the machinery and equipment is maintained to a safe standard within the prison and that all notice signs are unobstructed, first aid kits are maintained to national standards and the Board congratulates them on their dedication.

In conclusion, the general Health and safety attitude, cleanliness, the officers and prisoners participation in all matters relating to Health and Safety are to be commended.

The prison has won this year a Sword of Honour which is a highly acclaimed Health and Safety honour and evidences the dedication and drive demonstrated by all in this area.

The Board has noted that on a number of occasions, Health & Safety meetings have been cancelled at short notice.

This needs to be rectified to avoid wasted visits to the prison.

**Board Statistics 2012-13:**

Recommended Complement of Board Members	<b><u>20</u></b>
Number of Board Members at the start of the reporting period	<b><u>9</u></b>
Number of Board Members at the end of the reporting period	<b><u>9</u></b>
Number of new members joining within the reporting period	<b><u>2</u></b>
Number of new members leaving within the reporting period	<b><u>2</u></b>
Total number of Board meetings during reporting period	<b><u>12</u></b>
Average number of attendances at meeting other than Board meetings	<b><u>78</u></b>
Number of attendance at meetings other than Board meetings	<b><u>35</u></b>
Total number of visits to the prison/IRC (including all meetings)	<b><u>560</u></b>
Total number of applications received	<b><u>582</u></b>
Total number of CSU reviews held	<b><u>270</u></b>
Total number of CSU reviews attended	<b><u>25</u></b>

Barry Cave  
Chairman IMB HMP Forest Bank  
30.11.13

**AA** - Administrative Assistant  
**ABS** - Anti-Bullying System  
**ACCT** - Assessment, Care in Custody & Teamwork – replacement for F2052SH  
**ACR** - Automatic Conditional Release  
**AO** - Administrative Officer  
**AQA** - Ambulatory Care Quality  
**ARV** - Armed Response Vehicle  
**ARD** - Automatic Release Date  
**ATOS** - Company responsible for assessing long-term sick  
**BCU** - Briefing and Casework Unit – PS unit handling adjudication appeals  
**BME** - Black & Minority Ethnic  
**BOV** - Board of Visitors – now IMB  
**C & R** - Control & Restraint  
**C2W, CTW** - Custody to Work – pre-release focus on housing, employment and lifestyle issues  
**CARATS** - Counselling, Assessment, Referral, Advice & Through care Scheme – drug & alcohol team  
**CAT D** – Prisoners risk assessment  
**CBDT** - Compact Base Drug Testing  
**CC** - Cellular Confinement – a punishment  
**CCD** - Criminal Casework Department (Croydon)  
**CD** - Compact Disc  
**CDRP** Crime and disorder Restorative Practice  
**CE** - Church of England  
**CLAIT** - Computer Literacy and Information Technology  
**CCT** - Criminal Casework Team (part of Home Office Immigration & Nationalities Dept)  
**CD** - Conditional Discharge  
**CMU** - Case Management Unit – work on sentence planning & progress  
**CNA** - Certified Normal Accommodation  
**C & R** - Control and Restraint.  
**CRD** - Conditional Release Date  
**CSH** - Contracted Service Hours (pre-agreed paid overtime)  
**CSU** Care and Separation  
**CSU** - Commissioning Support Unit  
**CYQ** - Qualification for Fitness Professionals  
**DJ** - District Judge  
**DIAT**  
**DASU** - Drug And Alcohol Support Unit  
**DETOX** - Detoxification  
**DH** - Dog Handler  
**EDR** - Earliest Date of Release  
**E&I** - Equality and Inclusion  
**EIAT** - Equality & Inclusion Action Team  
**FLED** - Facility Licence Eligibility Date (when prisoner may be considered for ROTL)  
**FNP** - Foreign National Prisoner  
**FOCUS** - Financial Outstations and Central Unified Systems – the PS accounting system  
**GMW** - Greater Manchester West Primary Care Trust  
**GOOD** - Good Order or Discipline – Segregation under Rule 45/49 (historically GOAD)  
**GRASP** - Gay rights and Support for Prisoners  
**GSL** - Global Solutions Limited  
**GP** - General Practitioner  
**HCA** - Health care Assistant  
**HCC** - Health Care Centre  
**HDC** - Home Detention Curfew – the Tag  
**HDCED** - Earliest Date of Release on HDC  
**HEO** - Higher Executive Officer  
**HMIP** - Her Majesty’s Inspector of Prisons  
**HMCIP** - Her Majesty’s Chief Inspector of Prisons  
**HMP** - Her Majesty’s Prison  
**IA**  
**ICA1/2** - Initial Categorisation & Classification Forms for Adults/YOs  
**IDU** - Inmate Development Unit  
**IDTS** Integrated Drug Treatment Services  
**IEP** - Incentives and Earned Privileges – Prisoners can be on Basic, Standard or Enhanced  
**IRC** - Immigration removal centres  
**IG** - Instruction to Governors  
**IMB** - Independent Monitoring Board  
**IPP** - Indeterminate Public Protection.  
**IND** - Immigration & Nationality Department  
**IPP** - Imprisonment for Public Protection  
**IRC** - Immigration Removal/Reception Centre  
**ITC** Initial Training Course for prison Custody Officers  
**JR** - Judicial review  
**JSA** - Job-Seekers Allowance  
**JSAC** - Job Simulation & Assessment Centre (for officers seeking promotion to SO)  
**KPI/KPT** - Key Performance Indicator/Target  
**LDR** - Latest Date of Release  
**LED** - Licence Expiry Date  
**LIDS** - Local Inmate Database System – IMB - can use this to check location, dates, etc.  
**LR** - Licence Recall.  
**LSC** - Learning & Skills Council  
**MAPPA** - Multi-Agency Public Protection Arrangements  
**MDT** - Mandatory Drugs Testing  
**MSL** - Minimum Staffing Level

**EMU** - Estates Management Unit  
**EO** - Executive Officer  
**EPDG** - Estates Planning & Development Group  
**EGP** - Ex Gratia Payment  
**ETA** - Employment & Training Allocation  
**ETE** - Employment/Training/Education  
**ETS** - Enhanced Thinking Skills – an OBP  
**F2050** - Prisoner’s basic record  
**F2052A** - Prisoner’s wing record  
**F2052SH** - Record for prisoner currently at risk of self-harm  
**FNP**  
**MQPL** - Measuring the Quality of Prison Life  
**NACRO** - National Association for Care & Resettlement of Offenders  
**NC** - The National Council for IMBs  
**NEC** - National Exchange Centre- building between VTC & Boiler Ho. used for ETE  
**NOMS** - National Offender Manager Service – amalgamation of the Prison & Probation Services  
**NPW**- Not proceeded with.  
**NVQ** – National Vocational Qualification  
**OASYS** - Offender Assessment System – computerised risk & needs assessment  
**OBP** - Offending Behaviour Programme  
**OCA** - Observation, Classification & Allocations – a Reception task  
**OLASS** - Offender Learning and Skills Service (part of LSC)  
**OSG** - Operational Support Grade  
**OI/OR/OP** Own Interests/Request/Protection – Segregation under Rule 45/49  
**PASRO** - Prisons Addressing Substance-Related Offending – an OBP  
**PCO** - Prison Custody Officer  
**PCP2**- Person Centred Planning  
**PCT** - Primary Care Trust – National Health component responsible for healthcare  
**PEI/O** - Physical Education Instructor/Officer  
**PER** - Prisoner Escort Record  
**PESO/PEPO** - Physical Education Senior/Principal Officer  
**PIN** - Prisoner Information Notice  
**PMU** - Population Management Unit (central)  
**PNC**- Police National Computer  
**P-NOMIS**- Offender management Information System.  
**PO** - Principal Officer  
**NHS**- National Health Service  
**OMU**- Offender Management Unit  
**PCC**- Parochial Church Council  
**PCT**- Primary Care Trust  
**PNC**- Police National Computer  
**PPE**- Personal Protection Equipment  
**QCF**- Qualification and Credit Framework  
**ROTL** - Release on Temporary Licence – e.g. to work in mess; town visits; home leave  
**RMN**- Registered Mental Nurse  
**ROAD** - Remission of Added Days (up to 50%)  
**ROM** - Regional Offender Manager  
**ROR** - Restoration of Remission – now ROAD;  
**RC**- Roman Catholic  
**REAT** Race Equality Action Team  
**ROCSUM**- Report of care and separation unit meeting.  
**ROWD** - Review of Works Departments (may involve privatisation/civilianisation)  
**RRA** - Assistant to the RRLO  
**RRLO** - Race Relations Liaison Officer  
**RRM**- Race relations monitoring.  
**RX**- Remand Prisoner.  
**SAU** - Standards Audit Unit  
**SCG** - Safer Custody Group  
**SED** - Sentence Expiry Date  
**SEO** - Senior Executive Officer  
**SIN** - Staff Information Notice  
**SIM**- Subscriber Identity Module  
**SIR** - Security Information Report  
**SLA** - Service Level Agreement  
**SMARG** - Segregation and Monitoring Review Group  
**SMT** - Senior Management Team  
**SO** - Senior Officer  
**SPDR** - Staff Performance & Development Record  
**TFF**  
**TOIL** - Time Off in Lieu (of payment)  
**TRI**- Awaiting Trial  
**TSU** - Technical Support Unit – part of PS responsible for repairs/installations (“Works”)  
**TUPE** - Transfer of Undertakings (Protection of Employment) – staff transfer  
**VDT** - Voluntary Drugs Testing  
**VO** - Visiting Order – sent out by prisoners, allows named people to visit  
**VTC** - Vocational Training Centre

**POA** - Prison Officers' Association – the main trade union

**POELT** - Prison Officer Entry Level Trainee

**POPO** - Prolific and Other Priority Offender

**PPE**- Personal Protection Equipment.

**PPO** - Prisons and Probation Ombudsman

**PPP** - Public Protection Panel

**PS** - Prison Service

**PSI** - Prison Service Instruction

**PSO** - Prison Service Order – see

[www.hmprisonservice.gov.uk/  
resourcecentre/psispsos/listpsos](http://www.hmprisonservice.gov.uk/resourcecentre/psispsos/listpsos)

**RC**- Roman Catholic

**RFW** - Removal from Wing – a punishment

**RIF**- Racial Incident Form

**RGN**- Registered General Nurse

YO Young Offenders Institution

YTD- Year to Date

Gold Commander Headquarters controller for serious incidents

Silver Commander Person in establishment in charge of serious incidents

Bronze Commander Local Sub Commander for serious incidents

Operation Tornado System to provide extra staff and resources for serious incidents