

Health & Safety Information for Visitors

Welcome to Sodexo Justice

Your safety is important to us, so please take the time to read this information regarding your visit. Please also take note of other information on health, safety and security during your visit.

Arrival procedures

All first-time visitors to our prisons must bring one form of ID from the following list:

- Passport
- Identity card from an EU or EEA (European Economic Area) country
- UK photocard driving licence
- EU or EEA driving licence
- NI electoral identity card
- US passport card
- Proof of age card recognised under PASS **with** a unique reference number
- Armed forces identity card
- UK biometric residence permit

When you arrive you will have your photograph taken, together with a biometric scan of your fingerprint. These identify you as an approved visitor to the site. No information will be shared with any third party organisation and your details will be deleted from the system following the conclusion of your visit. The only variation to this is for regular visitors, whose details will be retained for expediency.

Once you have booked in, you will need to store any prohibited items in a locker. You will then pass through airport-style security, including a walk-through metal detector. Please note that search dogs may be on duty in the area - simply follow the directions given by members of staff and please do not try to pet the dogs.

Prohibited items

- | | |
|---|---|
| • Aerosols | • Metal cutlery |
| • Cigarettes/
tobacco/cigarette
(Rizla) papers | • Glass containers |
| • Lighters/matches | • Blue tack |
| • Vapes/vaping
products | • Material which
can be offensive
to others
(including
pornography) |
| • Mobile phones,
chargers, SIM
cards | • Clothing with
offensive logos |
| • Fitbits/smart
watches/wearable
tech | • White board
cleaning fluid |
| • Computer
equipment
(unless
authorised) | • Lighter fuel |
| • Cameras/video
recorders/
recording
equipment | • Perishable
foodstuffs/drinks |
| • Audio recorders | • Thermos flasks |
| • Unauthorised
drugs | • Tweezers |
| • Alcohol | • Nail clippers |
| • Chewing gum | • Manicure sets |
| • Tools of any
description,
including magnets
(unless
authorised) | • Nail polish/
remover |
| • Scissors and pen
knives | • Any lotions,
cream, powders
with broken seals |
| • Weapons of any
description,
including razor
blades | • Wire brushes |
| • Explosives | • Chemicals/
cleaning
equipment |
| | • Video tapes |
| | • Bedding |
| | • Keys |
| | • Steel toe cap
boots |
| | • Gloves |
| | • Toy guns |
| | • CDs/DVDs |

Smoking policy

Smoking is not permitted in any area of the prison.

Parking

Designated visitor parking is available at the prison. Vehicles and contents are left at the owner's risk.

Health & safety

During your visit we request that you:

- Be aware of your own health & safety and that of others
- Assist staff with activities relating to health and safety
- Do not wilfully misuse, damage or interfere with any health and safety equipment
- Respond to any instructions given by members of staff
- Do not enter any unauthorised area unless directed or escorted by a member of staff
- Be aware that there may be vehicles moving around the site during your visit, so please be conscious of your surroundings

Fire safety

Please familiarise yourself with the area you are visiting, paying particular attention to the location of emergency exits.

If the fire alarm sounds, please calmly exit via the nearest building - you will be directed to safety.

Please do not:

- Stop to collect personal belongings
- Run
- Use any lifts
- Re-enter the building until told that it is safe to do so

Disabled visitors will be escorted to a refuge point and assistance arranged as quickly as possible.

Alarms

During your visit you may hear alarms being activated. A member of staff will advise you if you need to take any action.

Alarms are a regular part of prison life as they are used in response to incidents that occur. Please do not be unnerved if you hear an alarm sound; staff will guide you if you need to move to a different location.

Wellbeing

Should you feel unwell at any time during your visit, or if you are involved in an accident, please inform a member of staff immediately to ensure that first aid assistance can be administered. All accidents and incidents must be reported to staff to be recorded.

First aid stations are located throughout the prison.

Contact details

HMP Addiewell

9 Station Road
Addiewell
West Lothian
EH55 8QA
01506 874500

HMP Northumberland

Wansbeck Road
Morpeth
Northumberland
NE65 9XF
01670 762300

HMP/YOI Bronzefield

Woodthorpe Road
Ashford
Surrey
TW15 3JZ
01784 425690

HMP/YOI Peterborough

Saville Road
Westwood
Peterborough
PE3 7PD
01733 217500

HMP Forest Bank

Agecroft Road
Pendlebury
Salford
M27 8FB
0161 925 7000