



Ministry of Justice

G Henry

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Directorate of Commissioning and
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16 March 2016

Freedom of Information Request

Dear Mr/Ms Henry

Thank you for your email of 19 February 2016, in which you asked for the following information from the Ministry of Justice (MoJ):

“Is it possible for me to have a facilities list for HMP Oakwood please?”

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

I can confirm that the department holds information that you have asked for, and I am pleased to provide this to you.

The facilities list for HMP Oakwood can be found at Annex A.

You can also find more information by reading the full text of the Act (available at <http://www.legislation.gov.uk/ukpga/2000/36/contents>).

You have the right to appeal our decision if you think it is incorrect. Details can be found in the ‘How to Appeal’ section attached at the end of this letter.

Disclosure Log

You can also view information that the Ministry of Justice has disclosed in response to previous Freedom of Information requests. Responses are anonymised and published on our on-line disclosure log which can be found on the MoJ website: <https://www.gov.uk/government/organisations/ministry-of-justice/series/freedom-of-information-disclosure-log>

Yours sincerely

SEAN BISWELL

How to Appeal

Internal Review

If you are not satisfied with this response, you have the right to an internal review. The handling of your request will be looked at by someone who was not responsible for the original case, and they will make a decision as to whether we answered your request correctly.

If you would like to request a review, please write or send an email **within two months of the date of this letter** to the Data Access and Compliance Unit at the following address:

Data Access and Compliance Unit (10.34),
Information & Communications Directorate,
Ministry of Justice,
102 Petty France,
London
SW1H 9AJ

E-mail: data.access@justice.gsi.gov.uk

Information Commissioner's Office

If you remain dissatisfied after an internal review decision, you have the right to apply to the Information Commissioner's Office. The Commissioner is an independent regulator who has the power to direct us to respond to your request differently, if he considers that we have handled it incorrectly.

You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF
Internet address: <http://www.ico.org.uk/>

ANNEX A

GENERIC FACILITIES

Volumetric control must be strictly adhered to.

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
Radio and/or sound system i.e. Compact disc player/cassette/ combined system (no MP3, MP4 or iPods, for example). Detachable speakers allowed. If the system has a built in MP3 / IPOD docking station it must be disabled /blocked with tamper proof seals. Items powered solely via a USB port will not be allowed.	Cat	All	All audio systems are for in cell use. <i>If equipment is used without earpiece/ headphones output level must not disturb others and fall in line with Health & Safety decibel levels.</i> No recording facility. <i>USB ports must be blocked using tamper-evident seals or permanently blocked or the setting reconfigured using USB control software to prevent its use.</i> <i>Directors must conduct a risk assessment when handling a request from a prisoner to be permitted to have a short-wave radio in-possession.</i>	S IEP H&S
Cassette tapes Compact Discs	Cat	All	Standard size. Transparent casing. Limited to 30 CDs/Cassettes	IEP
Earpiece/Headphones	Cat	All	No wireless headphone allowed.	IEP

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
CD Storage Case	Cat	All	<i>Must not be padded.</i>	IEP
<i>Games station. See end of Appendix A</i> HMP will not allow any Games Console, which has built in wireless access to the Internet. Internet connectors will be removed from the packaging and stored in Property. PS2 Slim Line version Approved type only on transfer or bought through supplier.	Cat	Enhanced	Subject to volumetric control.	IEP S Some security restrictions may apply
Consoles Game Disc <i>No 18 rating allowed.</i>	Cat	Enhanced	Subject to volumetric control.	IEP
<i>Gaming memory cards-2 Max – No 18 rating allowed. Two control pads max</i>	Cat	Enhanced		IEP
DVD Player + DVDs <i>No 18 rating and unrated allowed.</i>	Cat	Enhanced	Subject to volumetric control	IEP
Toaster – only where wing kitchens exist and/or electricity supply allows	Cat	Enhanced		IEP
Alarm Clock	Cat	All	Battery operated only. No wall mounted types. No digital	IEP
Calculator	Cat	All	Not programmable printout type. Battery operated only	IEP
Batteries	Cat PS	All	One set in use plus one spare set. <i>Batteries must fit equipment holder (No Rechargeable)</i>	IEP
1 – Way adapter	Cat	All	Only in establishments with the	IEP

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
			supporting electrical supply	
Word Finder / Spell Check	Cat	All	No Data Facility	IEP
Table Board Games e.g Chess / Draughts Battery not mains.	Cat	All	No Data Facility	IEP
Training Shoes/Shoes	Cat PI	All	3 pairs only (max 2 pairs trainers) No hook and eyes, no steel toe caps unless authorised by the prison for work in custody or outside, no stiletto heels	IEP S
Flip flops / Sandals	Cat PI	All	To be worn in cell or showers only.	IEP S
Slippers	Cat	All		IEP S
<u>Lower Garments</u> Trousers Skirts Jeans Tracksuit trousers	Cat	Enhanced Standard	Combination of 9 items Not black	IEP S
<u>Upper Garments</u> Sweatshirts Jumpers Cardigans Shirts/blouses T-shirts Vests	Cat	Enhanced Standard	Max 15 items No hoods No offensive slogans, football teams, countries	IEP S
Jacket / Coat	Cat	Enhanced Standard	Max 1 Not padded, quilted. No hoods No offensive slogans Not black	IEP S
Shorts	Cat	All	Max 3 pairs For gym or association use only. No football teams/ countries,	IEP S

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
			offensive slogans	
Socks/Tights	PI Cat	All	Max 10 pairs. Plain – no offensive slogans	IEP S
Underwear	PI Cat	All	No limit. Subject to volumetric control.	IEP S
Belt	Cat	All	Max 2, no large buckles.	IEP
Dressing Gown	Cat	All		IEP
Pyjamas/nightwear	Cat	All	Max 3 items/sets	IEP
Hat	Cat	All	Max 1 <i>Must not:</i> -cover the face -be of officer uniform type -peak cap -have side flaps that cover any part of the head -be lined, padded, quilted.	IEP S
Gloves and Scarf	Cat	All	Max 1 set of gloves and 1 scarf	IEP
Wedding ring	Initial reception Cat	All	No raised patterns/stones.	IEP H&S
Signet Ring	Initial reception only	All	No raised patterns/stones.	IEP H&S
Earring/Stud/small sleeper for ears and body piercing	Initial reception only	All	Max 1 per piercing as worn on initial reception	IEP H&S
Chain No medallions. Can have attached religious symbols.	Initial reception only	All	Max 1 Lightweight 24"	IEP
Rheumatism Band	Initial reception Cat	All	Max 1	IEP
Wristwatch/Pocket Watch	Initial reception Cat	All	Can include alarm. No data storage No taping facility.	IEP S

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			No digital, TV, mobile phone	
Painting Canvas	Cat	Enhanced Standard	By Directors application only.	IEP S
Painting Brushes	Cat	Enhanced Standard	Pencil type bristles only	IEP S
Modelling Matches	Cat	Enhanced Standard	Kits that include metal hinges now authorised.	IEP S
Match Cutter	Cat	Enhanced Standard		IEP S
Sandpaper	Cat	Enhanced Standard	Must be linked to a hoppy and be strictly controlled	IEP S
Knitting/sewing/embroidery kits	Cat	Enhanced Standard		IEP S
Guitar (Acoustic only) and Case	Cat	Enhanced Standard	By application. Acoustic Only	IEP S
Guitar Strings	Cat	Enhanced Standard	By application. Metal & Nylon (although bass notes are likely to be nylon with a coiled metal around the outside). Issued on a one-for-one basis subject to a local risk assessment	IEP S
Guitar Tuner- Battery operated, non rechargeable	Cat	Enhanced Standard	Self contained	IEP
Guitar Plectrum	Cat	Enhanced Standard		IEP
Flute	Cat	Enhanced Standard		IEP
Recorder	Cat	Enhanced Standard		IEP
Organ	Cat	Enhanced Standard	By application.	IEP
Harmonica	Cat	Enhanced Standard		IEP

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
Music Sheets	Cat	Enhanced Standard	Max 12	IEP
Towels	Cat	All	Max 3. No football teams/countries / offensive slogans	IEP S
Bedding (Duvet)	Cat	Enhanced Standard	Single size. <i>Must be fire retardant.</i> BS7175	IEP
Pillows	Cat	Enhanced Standard	Max 2. Standard size. <i>Must be fire retardant.</i> BS7175	IEP
Single sheet (Not a valance)	Cat	Enhanced Standard	Single size. <i>Must be fire retardant.</i> BS7175	IEP
Duvet cover & Pillow Cases	Cat	Enhanced Standard	Single size <i>Must be fire retardant.</i> BS7175	IEP S
Curtains (at local discretion if fittings allow)	Cat	Enhanced Standard	One pair only. <i>Must be fire retardant.</i> BS7175	IEP
Rug (where allowed, must, unless Director agrees exceptionally to exemption, be regarded as an 'outsized' item – see PSI 12/2011 for further information)	Cat	Enhanced Standard	Maximum size 6'x3' (1830mmx915 mm) <i>Must be fire retardant.</i> BS7175	IEP
Floor Mat/ Bathroom Set	Cat	Enhanced Standard	Maximum size 4'x4' (122cm x122cm)	IEP S
Table Cover	Cat	Enhanced Standard	Maximum size 4'x4' (122cm x122cm)	IEP
Storage Containers	Cat	All	Small Plastic (Tea Coffee Sugar)	IEP
Flask – Unless kettles are provided	Cat	All	Max 1litre	IEP
<u>Crockery /Cutlery</u> Plate, Bowl, Mug, Knife, fork,	Cat	Enhanced Standard	Metal, china, and glass ware	IEP S

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
spoon		Entry	only allowed in open/resettlement prisons (excluding locals) subject to risk assessment	H&S
Basic cooking utensils (including saucepans / baking trays - only if prisoners have access to wing kitchens)	Cat	Enhanced Standard.		IEP
Tin Opener – Butterfly type only	Cat PS	All		IEP S
Tea Towels	Cat	Enhanced Standard		IEP
Posters + Drawing Pins Use on Cell Poster Boards Only	Cat	All	No poster containing indecency, drugs or racially offensive material (max size 3' x 2')	IEP
Protein Powders / Vitamin supplements	Cat	Enhanced Standard	No yeast extract allowed.	IEP S
Badminton Racket, shuttlecock & cover	Cat	Enhanced Standard	Gym use only	IEP
Table tennis bat, ball & cover	Cat	Enhanced Standard		IEP
Rugby / Football boots – Rubber studs only	Cat	Enhanced Standard	Gym use and sports field only	IEP
Weight training Belt / Gloves	Cat	Enhanced Standard	Gym use only	IEP
Shin Guards – plastic type	Cat	Enhanced Standard	Gym use and sports field only	IEP
Short tennis racket	Cat	Enhanced Standard	Gym use only	IEP
Heart Rate Monitor No Data Storage facility Battery operated	Cat	All	Gym use only	IEP S
Bespoke Disability Equipment	Initial reception By application/ clinical assessment	By assessment	By clinical and security assessment	S
Prescription glasses (non tinted unless there is a medical need)	Initial reception By application/ clinical assessment	By assessment	As above	S
Hearing Aid	Initial reception By application/ clinical assessment	By assessment	As above	S
Walking Sticks / Crutches	Initial reception By application/	By assessment	As above	S

Item	Approved Source of Entry R = Reception PI = Prison Issue PS=Prison Shop Cat=Catalogue	Eligible Prisoners (IEP Level)	Remarks	Reason for restriction S:Security IEP:Incentive Level H&S: Health and Safety
	clinical assessment			
Contact Lenses (<i>must be clear and not coloured unless there is a medical need</i>) / Solution	Initial reception By application/ clinical assessment	By assessment	As above	S
Personal hygiene and grooming items				
Flannel / Sponge	PS	All	Max 2	IEP
Shower cap	PS	All	Max 2	IEP
Comb / Hair brush	PS PI	All	Plastic only (Includes afro type)	IEP
Hair accessories E.g.scrunchies/ties, clips, extensions	Cat	All	A reasonable amount at local discretion; design subject to local rules	IEP
Electric Hair Clippers Battery or mains	Cat	Enhanced Standard & Entry	Any scissors /sharps will be removed and disposed/stored	IEP S
Beard trimmer (Battery or Mains) Nasal Hair Trimmer (Battery or Mains) Electric Shaver/lady shave Hair dryer Hair straighteners (Battery or mains) Pin adapter	Cat	Enhanced Standard Entry	Any scissors / sharps will be removed and disposed/stored	IEP S
Rechargeable Toothbrush Battery / Mains	Cat	All		IEP S
Toothbrush	PI	All		IEP
Nail Clippers	Cat PS	All	Alligator type only No file	IEP
Tweezers	Cat	All		IEP
Toilet/make-up Bag	Cat	All	Max 2 Not padded	IEP
Shaving brush	Cat	All	No metal allowed	IEP
Nail brush	Cat	All		IEP
Miscellaneous				IEP

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Books	Cat Library	All	No limit to quantity but must be within volumetric control limits.	IEP
Calendar	Cat	All	No ringed types. Not offensive	IEP
Diary/Address Book	Cat	All	Not padded Not electronic	IEP
Small Fans	Cat	All	Subject to any security concerns	IEP S
Ring Folder	Cat	All	Not padded – as part of vocation/ educational training	IEP
Smoking Requisites Pipe, roller, lighter (disposable lighter only) Loose Tobacco Cigarettes / Cigars	PS	All	Weekly purchase allowance of 125g for loose tobacco or 180 cigarettes/ cigars. A maximum of double the weekly allowance can be retained in possession.	IEP
Typewriter	Cat	Standard Enhanced	<i>USB ports must be blocked using tamper-evident seals or permanently blocked or the setting reconfigured using USB control software to prevent its use.</i>	IEP S
Writing Pad/Envelopes/ Stamped Addressed Envelopes	PS	All	Subject to Security checks	IEP
Greeting Cards	PS	All	Not padded	IEP

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Felt tip / Highlighter pens	Cat	All		IEP
Biros	Cat	All		IEP
Pencils	Cat	All		IEP
Sketch pad	Cat	All		IEP
Scrapbook	Cat	All		IEP
Calligraphy pen	Cat	All		IEP
Dictionary	Cat	All		IEP
Thesaurus	Cat	All		IEP
Fountain pen: - Cartridge Only	Cat	All		IEP
Ink cartridge	Cat	All		IEP
Pencil sharpener	Cat	All		IEP
Photograph Album & Photos	Cat PS	All	Max 1 Not padded. 1 frame (must be plastic/Perspex-fronted). No indecent photographs.	IEP
Magazines, Periodicals, newspapers. <u>Must arrive sealed with agents stamp</u>	Newsagent	All	Contents may be subject to restriction and placed in Stored Property if considered inappropriate	IEP
Playing Cards	PS Cat	All		IEP
Jigsaws	Cat	All	Max 3	IEP
Coat Hangers	Cat	All	Max 8 Plastic or wood only (no metal)	IEP
One bird and birdcage	Cat PS	Enhanced (but once earned cannot be relinquished if performance drops or until the Bird dies)		IEP
Stamps	PS	All		
Religious Artefacts	Cat	All	See PSI 51/2011	

GAMES CONSOLE EXCEPTIONS

Any Games Console, which has built in wireless access to the Internet will not be permitted in possession. This includes:-

- Microsoft XBox 360
- Nintendo Wii

- Nintendo DS
- Nintendo DS Lite
- Nintendo DSi
- Sony PlayStation 3
- Sony PlayStation Portable (PSP)
- Sony PlayStation Portable Slim and Lite - 2000
- Sony PlayStation Portable - 3000
- Sony PlayStation Portable Go
- Sony PlayStation Vita.
- Any other device with Wi-fi capability such as the I-Pod touch

NB: ANY ITEMS LENT OR SOLD TO OTHER OFFENDERS WILL BE CONFISCATED.

PRISONER HOBBIES

1. No substance will be issued if it is known that there is a safer substitute or if it is not essential to the particular hobby for which it is intended to be used.
2. Inflammable substances and hazardous adhesives will not be permitted.
3. Prisoners will only be allowed to hand out or post out hobby items if they have purchased the materials required to make the particular item.
4. *Any items made in the cell must not be so large as to restrict normal movement in the cell.*

As a general rule any manufactured item should **NOT** exceed 22" x 10" x 5" wide. Prisoners are reminded that all manufactured items are subject to security searches and are manufactured and held in the cell entirely at the prisoner's risk.

Approved Brands of Glue/Adhesives

Pritt Stick		
Bostick	-	4600, PVA, No 8, Stick 'n' Fix
Copydex	-	Copydex, Childsplay, Woodfix
Dunlop	-	Wood Worker, Universal, A1585
Evostick	-	Nonflam, Safe 80, Resin W Wood,
Watertite		
Hermetite	-	Contact adhesive, wood glue, quick stick

Approved Hobby Paints

Kera Colour	-	29101 Paintbox (all colours)
Paint	-	Maximum 12 tubes up to 25ml size
Acrylic Varnish	-	Maximum 2 paints up to 25ml size

No oil based paints.
No thinners allowed.

NOTE: A local decision may be made not to issue any glue, paint or varnish considered to be unsuitable for Cell Hobby use.

SUMMARY OF RELIGIOUS ARTEFACTS ALLOWED IN POSSESSION

(These items are **EXEMPT** from Volumetric Control)

PSI 51/2011 - Faith and Pastoral Care for Prisoners, states that: *Prisoners must be allowed in possession or access to such artefacts and texts as are required by their religion.* Details of the specific items are set out in the individual Faith Annexes but if there is any doubt over whether to allow an item prisons should liaise with Faith Advisors.

Prisoners may have additional religious artefacts or texts not detailed in PSI Faith and Pastoral Care for Prisoners, if they are not deemed by the Director to be a threat to security or good order.

Directors have the discretion not to allow an artefact in possession if it constitutes a risk to health, safety, good order and discipline. If an artefact is withdrawn or withheld from a prisoner an explanation should be provided in writing to the prisoner concerned and the Co-ordinating Chaplain and appropriate Chaplain. This decision should be recorded on the prisoner's record.

Summary of Volumetric Control Exemptions

Refer to PSI 12/2011 for detail.

- **One birdcage** (in establishments where birds are permitted) is exempt from volumetric control. However, if allowed, prisoners should be made aware at the outset that birds are not allowed in every prison establishment and if transferred they may not be able to take their bird with them;
- **one musical instrument** (e.g. a guitar);
- **legal papers**;
- **bedding** up to the standard cell scale issue;
- **one set of clothing** (whether prisoner's own clothing or prison issue), including that worn when the volume of property is monitored;
- **posters** etc which are appropriate to be attached to cell walls; *posters must not be attached to external walls*;
- **items held in possession for the care of babies** in mother and baby units; *Directors must be satisfied that such items are held for this*

purpose, and that the quantity held does not impede effective searching;

- religious texts and artefacts, essential for the practice of the prisoner's religion;

Directors must consider applications by individual prisoners for additional items to be held in possession, exceptionally, outside volumetric control limits e.g. outsize medical equipment.