



HM Courts &  
Tribunals Service

# HMCTS COVID-19 Local Assessment Tool (Wales)

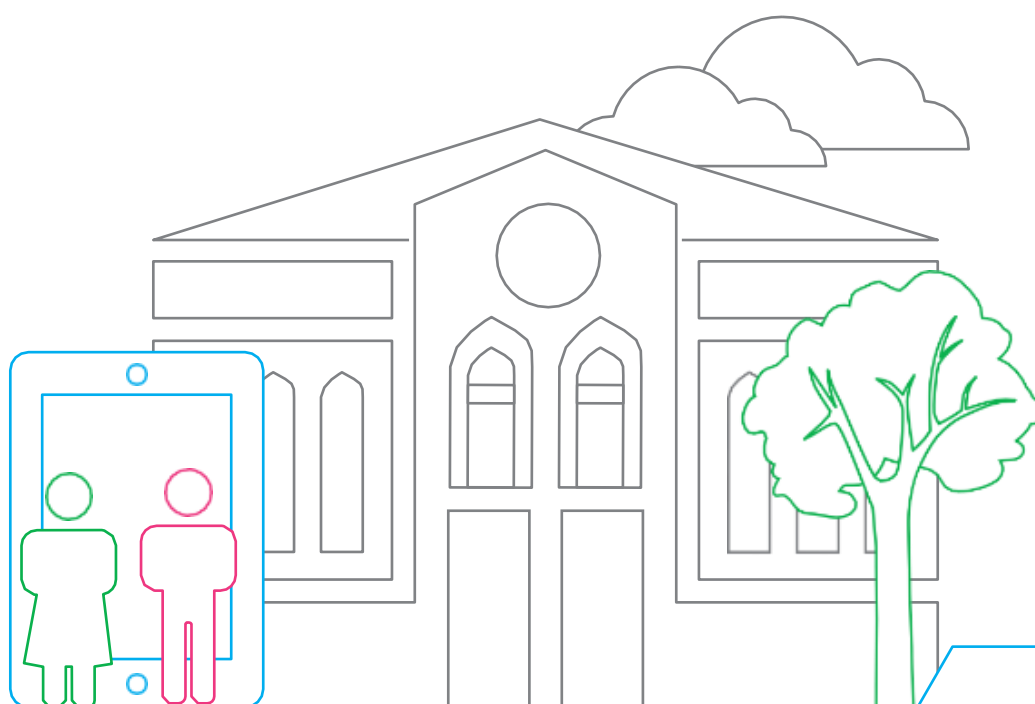
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undertaken:

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**To see details of the changes to this template see:** [version control](#)

Justice matters



# Background

Following the announcement by the First Minister for Wales on 16<sup>th</sup> December 2021, HMCTS has implemented measures to revert from 1 metre to 2 metres physical distancing in all of our buildings in Wales from 27 December 2021. This latest iteration of the Local Assessment Tool has been updated to reflect this change.

We will continue to monitor the advice and guidance issued by the [Welsh Government](#), public health authorities and Business Energy and Industrial Strategy (BEIS) . In doing so, we have reviewed our control framework and further clarified a number of measures to help our network of Senior Persons on Site (SPoS) to ensure safety is effectively and proportionately embedded.

The purpose of this document is to aid each SPoS to implement those measures, monitor compliance with them and escalate any issues, which fall outside of their control, to the appropriate level, so the required actions can be addressed, and interim controls put in place.

Where changes need to be made to HMCTS buildings and services that will impact users, we will consider the [Public Sector Equality Duty \(PSED\)](#). Court/tribunal users who have any concerns about local measures should notify the SPoS in the first instance, or alternatively contact the [COVID-19 Response and Recovery Team](#). Furthermore, Line Managers must continue to use the [COVID-19 Individual Risk Indicator \(CIRI\)](#) and [Returning and Continuing to Work Conversation Guidance](#) on a regular basis to hold conversations with all staff members. For more information can be found in the [HR Line Manager Guidance](#)

We remain committed to ensuring the health, safety and wellbeing of all our staff, judiciary and visitors to our sites and continue to welcome the opportunity for collaborative working with the Departmental Trade Union Side (DTUS) appointed health and safety representatives in this area and recognise their valuable input. Best practice guidance on completing this assessment tool is available [here](#).

A separate Local Assessment Tool is available for courts and tribunals in England and tribunals in Scotland.



## Section 1. Ventilation

Ventilation, whether mechanical or natural (such as opening windows), is one of the factors to be considered as part of an assessment of our buildings along with other mitigations such as hand washing and sanitising, face coverings and screens as highlighted in this document.

It is the responsibility of our suppliers to check mechanical ventilation systems in our buildings, including custody/holding area. There is an escalation process, whereby following the identification of an issue with mechanical ventilation systems by the FM supplier, they will notify the regional facilities manager who will notify the SPoS.

The regional facilities manager will engage with the SPoS regarding any ventilation issues which need to be considered as part of this assessment. Any issues should be recorded in the action plan.

**Given the transmission risks associated with them, desk fans/fan heaters remain, as a general rule, prohibited within our offices, and tribunal hearing rooms until further notice.**

This reflects continued Public Health and Health and Safety Executive (HSE) advice and guidance that desk fans and fan heaters increase the risk of the virus spreading through the air. Please refer to [COVID-19 summer ventilation plans](#) for further details.

Exceptions are limited to the use of fans in single occupancy rooms or by staff members requiring a fan as a workplace adjustment following strict criteria set out in HR [Returning and Continuing to Work Conversation Guidance](#).

This section applies to all of our buildings (owned and landlord tenanted)

Actions required	In place Yes/No (If <b>NO</b> complete Action Plan below)
<ul style="list-style-type: none"> <li>The regional facilities manager has provided me with assurance that the suppliers have managed ventilation within my building in accordance with government and public health standards and guidance. There are no known issues which would prevent ventilation systems from complying with this.</li> </ul>	
<ul style="list-style-type: none"> <li>Where there is an identified issue with ventilation in your building, an alternative provision has been agreed by the SPoS with advice from facilities managers, and if required, the RSSO. The SPoS must carry out local checks and respond to concerns raised locally by raising them with the facilities management helpdesk /facilities manager.</li> </ul> <p>Refer to the <a href="#">Working safely in courts, tribunals and administrative offices</a></p>	
<ul style="list-style-type: none"> <li>Where remedial action is required, an action plan is in place (see below).</li> </ul>	
<ul style="list-style-type: none"> <li>Where there is a reliance on natural ventilation, procedures are in place and maintained.</li> </ul>	
<ul style="list-style-type: none"> <li>Where CO2 monitors are installed, they are being used in accordance with the guidance documentation to provide assurance of air quality in those rooms.</li> <li>Where smaller rooms, occupied by a number of people, with adequate ventilation are being used, you should consider installing a CO2 monitor to provide assurance of air quality.</li> <li>Regardless of other mitigations unventilated rooms must not be used.</li> </ul>	
<ul style="list-style-type: none"> <li>Where portable cooling/heating units e.g. desk fans, personal heaters etc. are being used, appropriate workplace adjustments are in place to justify why they are required. Please refer to <a href="#">Returning and Continuing to Work Conversation Guidance</a> and <a href="#">COVID-19 summer ventilation plans</a> for further details.</li> </ul>	

Action Plan and Summary (Section 1) Ventilation	
Actions identified (insert lines as required)	Deadline for completion
<p><b>Outline details of spaces/rooms in the building with significant ventilation concerns and actions being taken to address concerns:</b></p>	

## Section 2. Reducing contact in our buildings (staff and judicial areas)

This section applies to moving around buildings whilst maintaining 2m social distancing and the use of all areas including office areas, deliberation rooms and tribunal hearing rooms.

**Screens can still be used but they do not replace the need to adhere to 2 metres social distancing.**

Please refer to [COVID-19 FAQs](#) for a definition of 'safe distance'.

Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> <li>• <b>Coming to work and leaving work:</b> maintain 2m social distancing on arrival and departure wherever possible and to ensure hand washing upon arrival.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Moving around buildings:</b> maintain social distancing wherever possible while people travel through the workplace, the following measures should be considered:                             <ul style="list-style-type: none"> <li>• Floor markings and directional arrows to indicate one-way flow around the office.</li> <li>• Reducing movement by discouraging non-essential trips within our buildings.</li> <li>• Making sure that people with disabilities are able to access lifts.</li> <li>• In line with Public Health guidance, unless exempt, we require face coverings to be worn by all court and tribunal users aged 11 and over and by HMCTS employees, when moving around all staff and public areas of court and tribunal buildings. This includes when staff are moving around the floor, using printers, or going to the toilet for example. HMCTS Staff can choose to remove their face covering when seated at their workstation</li> <li>• Clear signage should be displayed to help inform transient users in the public and communal areas of our buildings, advising them of their personal responsibility to avoid unduly close contact with others and to wear face coverings unless exempt</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Workplaces and workstations:</b> to maintain social distancing between individuals when they are at their workstations, the following measures should be considered:                             <ul style="list-style-type: none"> <li>• Review office layouts and processes to allow people to work further apart from each other. This can include seating areas or individual desks being taped off.</li> <li>• Review desks in high-use thoroughfares which may need to be put out of use e.g. next to printers, outside toilets and kitchen areas.</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>• Use of floor markings to help staff keep to a 2-metre distance.</li> <li>• Allocate desks to staff and avoid hot-desking / sharing workstations (including keyboards, mouse, headsets, telephones, mobile phones). If workstations need to be shared, share amongst a small number of people and clean desks / equipment after each use.</li> <li>• Provide supplies to allow for cleaning and sanitising of workstations and shared equipment between different occupants.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Meetings:</b> Virtual/remote meetings should be preferred over face to face ones. To reduce risk of transmission due to face-to-face meetings and to maintain social distancing in meetings, the following measures should be considered:             <ul style="list-style-type: none"> <li>• Reviewing the use of tea points and kitchen areas to avoid congestion.</li> <li>• Staggering break times to reduce pressure on break rooms or canteens.</li> <li>• Reconfiguring seating and tables to reduce face-to-face interactions.</li> <li>• As far as is practicable, a one-in one-out, system to be used for toilet entry and exit.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Jury deliberation rooms:</b> Smaller jury Deliberation rooms, where 2 metre social distancing cannot be adhered to, should not be used.             <ul style="list-style-type: none"> <li>• Furniture arrangement should be managed so as to reduce risk of contact or unduly close proximity – for example having chairs side to side, rather than face to face.</li> <li>• Use floor markings and signage to indicate safest ways to enter, exit, and move around the room.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Common areas:</b> to maintain social distancing while using common areas, the following measures should be considered:             <ul style="list-style-type: none"> <li>• Staggering break times to reduce pressure on break rooms or canteens.</li> <li>• Reconfiguring seating and tables to maintain distance and reduce face-to-face interactions.</li> <li>• Encouraging staff to remain on-site and, where not possible, maintaining social distancing while off-site.</li> </ul> </li> </ul>	

**Action Plan and Summary (Section 2) Reducing contact in our buildings**

Actions identified (insert lines as required)	Deadline for completion

**Outline details of significant local factors/risks which prevent the reduction of contact in our buildings. Record how these concerns are being addressed:**

<b>Section 3. Entry to the building/security searches</b>	
<b>Actions Required</b>	<b>In place Yes/No</b> <small>(If <b>NO</b> complete Action Plan below)</small>
Our public guidance informs users of the measures in place when entering our buildings.  <b>Refer to <a href="#">‘Working safely in courts, tribunals and administrative offices’</a> <a href="#">Entry to the Building and Searches</a>, for further guidance.</b>	
<ul style="list-style-type: none"> <li>• <b>Queuing:</b> to help keep people 2 metres apart when queuing and going through security, the following measures should be implemented:               <ul style="list-style-type: none"> <li>• The Court/Tribunal Security Office (C/TSO), or member of staff, asking each court or tribunal user to enter the building, to ensure people do not enter until they are called forward.</li> <li>• Space markings on the floor for social distancing.</li> <li>• Rope or Tensa barriers (if considered is appropriate for the building).</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• If operating at 2 metre social distancing is not viable (e.g. the queue results in people standing next to a busy junction), consider ways of reducing the risk, which may include use of additional entry points, a review of listing practices to stagger arrival and departure times and working with local authority partners/neighbouring properties to manage queuing issues on the public highway.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Entry to the building:</b> to ensure we follow the latest NHS guidelines on checking for symptoms for COVID-19 the following measures should be implemented:               <ul style="list-style-type: none"> <li>• All court and tribunal users including legal professionals, personnel from stakeholder agencies and those signed up to the Professional User Access Scheme, will be asked to confirm that they do not have any symptoms of coronavirus in line with Public Health guidelines.</li> <li>• If anyone discloses that they have symptoms consistent with COVID-19, they will be refused entry to the building by the C/TSOs.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• If necessary, provide ‘I attended Court with Symptoms’ leaflet.</li> </ul>	
<ul style="list-style-type: none"> <li>• C/TSOs will wear a fluid resistant surgical mask (FRSM) whilst conducting their duties in a public space.</li> </ul>	
<ul style="list-style-type: none"> <li>• C/TSOs should remind every person entering the building that wearing a face covering within the communal public areas of the building is now mandatory. and we will require all users aged 11 and over to wear a face covering whilst in the public areas of the building.</li> </ul>	
<ul style="list-style-type: none"> <li>• C/TSOs ask tribunal users entering the building to temporarily remove their face coverings:               <ul style="list-style-type: none"> <li>• For completing a sip test.</li> <li>• For identification purposes (to permit a CCTV image to be recorded).</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Bag searches:</b> <ul style="list-style-type: none"> <li>• Social distancing: to maintain where possible a 2 metre gap between the C/TSO and the user while the bag search is being conducted and when items are returned, the following measures should be implemented:</li> <li>• Space markings on the floor.</li> <li>• Rope or Tensa barriers (if considered if appropriate for the building).</li> </ul> </li> </ul> <p>If a 2 metre social distance is not practicable in this area consider a 1 metre+ with mitigation measures, such as a <b>suitable robust screen</b> (the delivery manager/SPOs should discuss the practicalities of using a screen with the security provider (e.g. OCS) and the Property Directorate. The RSSO will be able to give advice on how to maintain the minimum-security standards and the mandatory</p>	

<p>wearing of face coverings, except where exemption applies</p> <ul style="list-style-type: none"> <li>• <b>Reducing physical contact:</b> to minimise the risk of exposure (the potential risk of individuals sneezing or coughing directly at each other) the following measures should be implemented: <ul style="list-style-type: none"> <li>• Bag searches will be conducted without making any physical contact with the individual.</li> <li>• Users will be asked to open their bag and show the C/TSO its contents. If there are too many items within the bag to view the full contents, they will be asked to empty the items into a tray and then stepping back to a safe distance.</li> <li>• The C/TSO will conduct a visual check for restricted items, avoiding where possible, physically touching bags/items. If a bag/item needs to be touched, the C/TSO will have access to protective gloves and hand sanitiser to maintain hand hygiene. Confiscated items should be placed in sealed plastic bags and securely stored. The storage area must be regularly cleaned.</li> <li>• The trays used will be cleaned after each use and there should be sufficient stocks of cleaning material.</li> <li>• Confirm that C/TSOs have sufficient stock of PPE, and there is a process in place for OCS to inform the SPoS if stock levels are low, and to inform the SPoS if searching cannot be undertaken.</li> </ul> </li> </ul> <p>SPoS and security to have an agreed process to inform the list office/legal adviser team if someone is turned away on the day, including information of the reason.</p>	
<ul style="list-style-type: none"> <li>• <b>Moving to use of hand-held detector:</b> <ul style="list-style-type: none"> <li>• Give verbal instructions in order to identify the cause and following these requests the court/tribunal user will pass through the archway until the alert no longer sounds or the officer is satisfied as to the cause of the activation.</li> <li>• Should the detector sound for a third time, the C/TSO will use a hand-held detector to locate the item for which further statements appear in the next section.</li> <li>• Users will be asked to turn away from the C/TSO so that they are not face-to-face at any point during the search.</li> <li>• 'Wanding' will be conducted as promptly and effectively as possible by the C/TSO, starting at the back of the individual, working forward to cover their front. They will not touch the person's body.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• If a user relies on lip reading, facial expressions or clear sound to communicate then the C/TSO or staff may at a suitably safe distance, remove their face coverings to communicate effectively. (Note, this arrangement must be in place throughout the building).</li> </ul>	

### Action Plan and Summary (Section 3) Entry to the building/security searches

**Actions identified (insert lines as required)**

**Deadline for completion**


**Outline details of significant local factors/risks affecting entry to our buildings. Record how these concerns are being addressed:**



## Section 4. Social Distancing (public areas)

Our public guidance informs users of the social distancing arrangements in place to help maintain a 2 metre distance. These will vary between individual buildings depending on layout. The areas covered by this section include Jury Deliberation rooms and assembly areas.

Refer to 'Working safely in courts, tribunals and administrative offices' for further guidance.

Actions required	In place Yes/No <small>(If <b>NO</b> complete Action Plan below)</small>
<ul style="list-style-type: none"> <li>• <b>Signage:</b> HMCTS social distancing/face covering posters to be displayed in prominent locations throughout the building including the interior and exterior doors from the entrances and throughout the building.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Social distancing</b> will need to be regularly assessed in public areas. 2 metres social distancing is the default minimum standard. <ul style="list-style-type: none"> <li>• A selected number of seats in seating areas to be taped off or otherwise clearly marked as 'not for use' to maintain 2 metre (default)</li> <li>• Floor markings indicating where seats should be positioned and not moved. All seating should be at least 2 metres distanced: <ul style="list-style-type: none"> <li>○ all users must wear face coverings, unless exempt;</li> <li>○ all seating must be facing the same way, or back-to-back (<u>never</u> face-to-face within 2 metres);</li> </ul> </li> <li>• If social distancing is compromised by congestion, marshalling may be used to direct people appropriately. If necessary, a one in one out system may be required. Please refer to the guidance on reduced court/tribunal capacity and controlling capacity in courts/tribunals available on <a href="#">this</a> page.</li> <li>• Signage (social distancing/face coverings) must be displayed and readily viewable by court/tribunal users.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Lifts:</b> to maintain social distancing in lifts and in the waiting- areas around lifts the following measures should be considered: <ul style="list-style-type: none"> <li>• A one-in, one-out, system to be used for lift entry and exit. This could include use of posters and if required, marshalling during busy times.</li> <li>• Distancing markings to be used to maintain 2 metres.</li> <li>• If the lift is <u>large</u> enough for more than one person, distancing markings at 2 metres (default) in the lift itself.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Toilets:</b> to maintain social distancing in toilets and in the waiting areas around toilets the following measures should be considered: <ul style="list-style-type: none"> <li>• If the toilets are large enough, a one-in, one-out, system to be used for using toilets.</li> <li>• Distance markings to be used to maintain spacing for queueing if social distancing at 2 metres is not practicably possible. See '<a href="#">Working safely in courts, tribunals and administrative offices</a>' for further guidance.</li> <li>• Notices should be placed on entrance doors advising face coverings are mandatory and the maximum numbers of persons permitted access.</li> <li>• Cordon off unnecessary surfaces so that they cannot be used.</li> <li>• Only paper towels and hand dryers to be used in line with guidance. <b>Ensure non-disposal towels are removed/inaccessible.</b></li> </ul> <p>(Guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>).</p> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Counters and reception areas:</b> to maintain social distancing in counter and reception areas the following measures should be considered:</li> </ul>	

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<ul style="list-style-type: none"> <li>• Distancing markings to be used to maintain 2 metres when spacing for queueing.</li> <li>• For high use counters the deployment of existing counters with laminated glass barriers or plexiglass barriers, with requirements determined in line with Guidance on Plexiglass and Polycarbonate Screens.</li> <li>• Consider, where there is no room for a queue, the issuing of a ticket at the counter. The court/tribunal user would move away from the counter and return when their number is placed on a whiteboard.</li> <li>• To avoid persons walking around the entrance lobbies and waiting areas, asking/looking for hearing <b>listings</b> take steps to make them <b>highly visible</b>. For example, using bright card with large signage.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Corridors and waiting areas:</b> to maintain social distancing in corridors and waiting areas the following measures should be considered: <ul style="list-style-type: none"> <li>• Court/tribunal users to only enter or exit hearing rooms when instructed to do so to avoid cross-traffic in doorways and to ensure a safe number of people in court/hearing room and the public galleries. There should be clear signage indicating corridors/areas where court/tribunal users cannot queue, sit, wait or allowed to stop and talk.</li> <li>• For seating specifically, see section 16 above. Refer to 'Working safely in courts, tribunals and administrative offices' for further guidance.</li> <li>• If the design of the building allows it, one-way flow measures.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Consultation rooms:</b> to maintain social distancing in consultation rooms the following measures should be considered: <ul style="list-style-type: none"> <li>• Signage to indicate maximum occupancy in the room e.g. a small room may only be suitable for 1:1.</li> <li>• Signage should be affixed to entrance doors and other mitigations to be considered including ensuring there are limited surfaces to touch (which are regularly cleaned), seating must be side-on, or back-to-back, rather than face to face, with signage to explain benefit, consider opening the room only for short periods/consultations; Guidance on Plexiglass and Polycarbonate Screens option to be considered.</li> <li>• Floor markings indicating where seats should be positioned and not moved.</li> <li>• Removal of desks and chairs according to maximum occupancy numbers.</li> <li>• Consider options to reduce the number of consultation rooms in the building.</li> </ul> </li> </ul> <p>Refer to <a href="#">'Working safely in courts, tribunals and administrative offices'</a> for further guidance.</p>	
<ul style="list-style-type: none"> <li>• <b>Professional user rooms/interpreter rooms:</b> to maintain social distancing in these rooms the following measures should be considered: <ul style="list-style-type: none"> <li>• Signage to indicate maximum occupancy in the room e.g. only suitable for 2 people at any one time.</li> <li>• Social distancing: all users must wear a face covering whilst in the room (face covering notices to be affixed to entrance doors); ensure there are limited surfaces to touch (which are regularly cleaned), seating must be side on, rather than face to face, with signage to explain benefit,</li> <li>• Consider opening the room only for short periods/consultations; Guidance on Plexiglass and Polycarbonate Screens option to be considered.</li> <li>• Removal of desk and chairs according to maximum occupancy number.</li> <li>• Floor markings indicating where seats should be positioned and not moved.</li> <li>• Furniture layout may need to be reconfigured and screening considered where possible.</li> </ul> </li> </ul> <p>Refer to <a href="#">'Working safely in courts, tribunals and administrative offices'</a> for further guidance.</p>	
<ul style="list-style-type: none"> <li>• <b>C/TSOs to monitor public areas using CCTV or as part of their patrols.</b> Where social distancing requirements are breached, appropriate action to be taken to address it through security officer or staff marshalling.</li> </ul>	

**Action Plan and Summary (Section 4) Social Distancing (public areas)****Actions identified (insert lines as required)****Deadline for completion****Outline details of significant local factors/risks affecting ability to manage social distancing in the public areas of the building and actions being taken to address concerns:****Section 5. Social distancing – Court/ Tribunal hearing rooms (public areas)**

Social distancing must be in place in all areas of our buildings including court and tribunal hearing rooms. Our public guidance informs users of the social distancing arrangements in place to help maintain a 2 metre distance.

These will vary for the different buildings depending on layout and the type of work.

**Actions required**
**In place  
Yes/No**  
(If **NO** complete  
Action Plan  
below)

- **Signage:** HMCTS social distancing posters to be displayed in prominent locations throughout the building including the interior and exterior doors from the entrances and throughout the building.

- **Entry and exit to the hearing room:** to maintain social distancing when entering and leaving hearing rooms the following measures should be considered:
  - For areas where queuing will occur floor marking tape is used, for example corridors leading to entrances.
  - Floor markings and directional arrows to indicate one-way flow around the hearing room.
  - Where possible, marshalling by staff is deployed in the hearing room to ensure people are directed to take the correct seat.

- **Hearing room capacity:** to maintain social distancing in hearing rooms signage must be used on hearing room doors to help external users understand maximum occupancy limits for those parts of the hearing-room they will be using directly i.e. the well of the court and the public gallery. Hearing rooms should be monitored to ensure adherence to social distancing in each area of the room.

- **Spacing of seating:** to maintain an adequate number of empty seats between court/tribunal users. Measures could include:
  - A selected number of seats in seating areas to be taped off or otherwise clearly marked as 'not for use.' This includes rows in front and behind.
  - Numerical labelling of seats, or seats for specific users e.g. prosecution and defence.
  - The movement or removal of unfixed seats.
  - The movement or removal of fixed seating will require consultation with the Regional Facilities Manager before forming part of any action plan.
  - Where there is insufficient space for press or in public gallery for all those who wish to view the hearing consider streaming the proceedings and offering remote access via a secure link at another location in the court.

Refer to '[Working safely in courts, tribunals and administrative offices](#)' for further

guidance.	
<ul style="list-style-type: none"> <li>• <b>Wearing of face coverings in courtrooms:</b> Following guidance from the senior judiciary, judges and magistrates strongly encourage the wearing of face coverings by everyone aged 11 and over in the hearing room (unless exempt) except for the judge/ presiding magistrate, the advocate who is speaking and the witness giving evidence. HMCTS supports this position and guidance, and information should be given to staff locally to that effect.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Other measures in the court or tribunal hearing room/hearing room:</b> in addition to social distancing measures, the following <b>hygiene</b> measures should also be considered: <ul style="list-style-type: none"> <li>• Hand sanitiser to be available for users.</li> <li>• The use of documents, iPads and laptops in court is such that they are used by only one person and no double handling takes place. Trial bundles should be placed within plastic wallets, which are cleaned between usage. There should be regular washing breaks during hearings.</li> <li>• Holy books/scriptures, oath or affirmation cards/laminated sheets are not shared/touched by court users. The oath or affirmation is instead read out and then repeated.</li> </ul> </li> </ul>	

## Action Plan and Summary Section 5. Social distancing – Court/Tribunal hearing rooms (public areas)

Actions identified (insert lines as required)	Deadline for completion
<p><b>Outline details of significant local factors/risks affecting ability to manage social distancing in the court/hearing rooms and jury deliberation/retiring rooms and actions being taken to address concerns:</b></p>	

## Section 6. Cleaning and hygiene in our buildings

Please ensure you are familiar with [the 'Cleaning in our buildings' document](#) before completing this section. Our public guidance informs users of the cleaning and hygiene measures in place.

Actions required	In place Yes/No <small>(If <b>NO</b> complete Action Plan below)</small>
<ul style="list-style-type: none"> <li>• <b>Hygiene measures in the court or tribunal hearing room:</b> to help reduce the spread of the virus and follow Public Health advice the following measures should be considered: <ul style="list-style-type: none"> <li>• Hand sanitiser to be available for users.</li> <li>• Holy books/scriptures, oath or affirmation cards/laminated sheets are not shared/touched by users. The oath or affirmation is instead read out and then</li> </ul> </li> </ul>	

<p>repeated.</p> <ul style="list-style-type: none"> <li>• Hand washing facilities or sanitiser are available for users including in holding areas.</li> <li>• The location(s) of hand sanitiser for public use is clearly signed on entry to the building.</li> <li>• The locations must be set up so they do not compromise wider social distancing measures.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Signage:</b> Posters will be displayed in prominent locations, particularly in and near toilets and waiting areas. (The posters can be found within the posters section <a href="#">here</a>).</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Cleaning the building:</b> to help reduce the spread of the virus and maintain the cleanliness of court and tribunal buildings the following measures should be considered: <ul style="list-style-type: none"> <li>• Cleaned regularly throughout day, and overnight.</li> <li>• Cleaners returning at frequent intervals to common touch points such as lift buttons, public waiting areas, staff reception, custody suite including cells etc.</li> <li>• Shared items such as leaflets, magazines, children’s toys, books, TV remotes etc. are removed from waiting and general areas, as well as communal staff areas.</li> <li>• Rubbish is promptly disposed of. There are an adequate number of bins and they are emptied at regular intervals.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Responding to incidents:</b> to help reduce the spread of the virus and maintain the cleanliness of court/tribunal buildings the following measures should be considered: <ul style="list-style-type: none"> <li>• Responding swiftly to complaints received of any areas of poor hygiene.</li> <li>• Should there be any instance of a confirmed case of COVID-19 follow the guidance for suspected and confirmed cases, including consulting with your facilities manager to see whether a section 16 clean is required.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Only paper towels and hand dryers to be used in line with guidance. <b>Ensure non-disposal towels are removed/inaccessible.</b></li> <li>• Hand sanitiser is available where documents, trial bundles, post is being handled and staff are sanitising their hands between handling any paperwork or documents. Ensure that staff are aware of the Guidance on handling paperwork and documents (page 15 of the <a href="#">Working safely in courts, tribunals and administrative offices</a>)</li> </ul>	

## Action Plan and Summary (Section 6) Cleaning and hygiene in our buildings

Actions identified (insert lines as required)	Deadline for completion
<p><b>Outline details of significant local factors/risks affecting ability to manage cleaning and hygiene requirements and actions being taken to address concerns:</b></p>	

**Section 7. Access to drinking water and refreshment facilities (public areas)**

Our public guidance informs users of the measures in place relating to food and water in our buildings

<b>Actions required</b>	<b>In place Yes/No</b> <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> <li>• <b>Provision of food and water:</b> to comply with the Public Health advice and guidance the following measures should be considered:               <ul style="list-style-type: none"> <li>• Glass bottles are not permitted and should be confiscated or disposed of by security before entering the building.</li> <li>• Carafes and glasses are not in use in hearing rooms.</li> <li>• Bottled water is provided, by exception, in the hearing room.</li> <li>• Refreshment facilities and canteens may open. This is subject to change, should the situation demand it, and should not be taken as guaranteed. Please refer to <a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a> see latest guidance here.</li> <li>• Each request to open as a sit-down service will need to be reviewed by the senior person on site and the <a href="#">checklist</a> attached must be completed.</li> </ul> </li> </ul>	

**Action Plan and Summary (Section 7) Access to drinking water and refreshment facilities (public areas)**

<b>Actions identified (insert lines as required)</b>	<b>Deadline for completion</b>
<p><b>Outline details of significant local factors/risks affecting ability to manage access to drinking water and refreshment facilities (public side) and actions being taken to address concerns:</b></p>	

**Section 8. Custody suites/Holding rooms (including Dock areas)**

Our public guidance informs users of the measures in place relating to custody suites (including dock areas) in our buildings.

Prisoner Escort and Custody Services (PECS) have primary responsibility for conducting custody suite assessments. Hygiene and cleaning assessment also applies to custody suites.

Discussions must be held, and agreement sought from HMPPS PECS Contract Delivery Managers (CDMs) to confirm

(i) the current status of the custody suite, (ii) identify any mitigating actions needed, and (iii) ensure these are carried over into the Local Assessment Tool action plan.

<b>Actions required</b>	<b>In place Yes/No</b> <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> <li>• I have discussed the available PECS risk assessment with the relevant PECS CDM and understand the current status (including cell sharing position) of the custody suite.</li> </ul>	
<ul style="list-style-type: none"> <li>• I regularly meet and discuss the plan to progress any outstanding identified actions, with the relevant PECS CDM, to understand the current status of the custody suite.</li> </ul>	

<ul style="list-style-type: none"> <li>Where a PECS risk assessment is not rated low risk I am satisfied, by a viewing of the area, that the Custody Suite is being occupied and managed by the PECS provider in line with 'Working safely in courts, tribunals and administrative offices'</li> </ul>	
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Action Plan and Summary (Section 8) Custody suites/holding areas	
Actions identified (insert lines as required)	Deadline for completion
<p><b>Outline details of significant local factors/risks affecting ability to manage COVID-19 safety requirements in the custody suite identified by PECS and actions being taken to address concerns:</b></p>	

Section 9. Use of PPE (Fluid Resistant Surgical Masks) and/or gloves and face coverings	
<p><b>Actions Required</b> FRSMs will be provided to professional visitors on entry to the custody suite/holding area in recognition of the need to provide privileged legal counsel to defendants given the possibility there may be defendants with symptoms or who have tested positive for COVID-19, the small space within consultation rooms and potential for close contact with defendants. <b>Furthermore, all individuals in smaller jury deliberation rooms must wear FRSMs.</b> Rooms where FRSMs have been assessed to be required, will be identified to court or tribunal users and staff through the use of posters</p> <p><b>Face coverings continue to remain a legal requirement in indoor public spaces in Wales</b></p> <p>When reviewing the public areas and hearing rooms, consider how the following standards/measures are being applied</p>	<p><b>In place</b> <b>Yes/No</b> <small>(If <b>NO</b> complete Action Plan below)</small></p>
<p><b>Use of PPE</b></p> <ul style="list-style-type: none"> <li>PPE (masks and gloves) are available for C/TSOs and for first aiders as defined in the <a href="#">PPE matrix</a>. Gloves are available to staff to protect the skin on their hands from the effect of hand sanitiser, where their roles require this gel to be applied at intervals (e.g. when regularly handling papers).</li> </ul>	
<p><b>Disposal of PPE</b></p> <ul style="list-style-type: none"> <li>Masks and gloves are disposed of carefully in a 'no touch' bin, and people advised to immediately wash their hands with soap and water or use a hand sanitiser.</li> </ul>	
<ul style="list-style-type: none"> <li>FRSMs to be issued to professional visitors in custody suites as an additional mitigation measure against new variants, in limited space with a potential for close contact.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Wearing of Fluid Resistant Surgical Masks (FRSMs) in Juror deliberation rooms:</b> All individuals in smaller Jury deliberation rooms must wear Fluid Resistant Surgical Masks. FRSMs should last for approximately 4 hours - Jury Managers must provide 2 FRSMs to each juror per day and additional FRSMs upon request. Visitors do not mitigate the risk of transmission in these areas and so should not be worn.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Wearing of face coverings in hearing rooms:</b> Following guidance from the senior judiciary, judges and magistrates strongly encourage the wearing of face coverings by everyone in the hearing room except for the court or tribunal judge, the advocate who is speaking and the witness giving evidence. HMCTS supports this position and guidance, and information should be given to staff locally to that effect</li> </ul>	
<ul style="list-style-type: none"> <li>• Unless exempt, all court and tribunal users aged 11 and over are required by law to wear a face covering in all public areas of the court or tribunal building. This should include communal areas such narrow corridors that cannot be made one-way, busy entrance areas, narrow stairwells or robing rooms etc.</li> <li>• Sunflower lanyards and exemption card should be offered, by the C/TSOs, to those who are exempt.</li> </ul>	
<ul style="list-style-type: none"> <li>• HMCTS employees and visitors across the estate are required to wear a face covering in all non-public areas of our buildings, including back office/office buildings, unless seated at a workstation or exempt. Posters should be used to ensure this is clear throughout buildings.</li> </ul>	
<ul style="list-style-type: none"> <li>• Instructions on donning and doffing of face coverings should be made available to all staff locally. A clean plastic bag or pocket should be used by staff to put the face covering in, when they are sat at their workstation. Used face coverings should not be placed on desks.</li> </ul>	

### Action Plan and Summary (Section 9) Use of PPE (Fluid Resistant Surgical Masks and/or gloves) and face coverings

Actions identified (insert lines as required)	Deadline for completion

**Outline details of significant local factors/risks affecting ability to implement face covering requirements and actions being taken to address concerns:**

## Section 10. Further Guidance

[GOV.WALES – COVID-19 Guidance](#)

[COVID-19 H&S Hub](#)

[COVID-19 Line Manager’s HR Guidance](#)

[COVID-19 Security and Safety Guidance](#)

[Face covering exemptions | HM Courts & Tribunals Service \(justice.gov.uk\)](#)



## Section 11. Statement of completion / assurance

### Names to be removed prior to sharing externally

#### Statement of assurance

I confirm that the assessment has been completed and I am assured that appropriate measures are in place. Where an action plan is in place there is a target date for the resolution of all the issues and a date for review.

#### Send Signed (SPoS) (Name/Role)

#### Statement of completion

I confirm that the assessment has been completed and I can confirm measures are in place. I have reviewed the action plan to ensure it reflects the assessment.

#### Signed (SPoS) (Name/Role)

#### Signed (DTUS H&S Rep) (Name/Role)

*Only to be signed by the rep and not on their behalf. The TUS rep is signing to confirm they have been fully engaged in checking the effectiveness of COVID-19 safety measures.*






**Note:** *If the rep has not signed, the TUS rep should explain why, providing details in this signature box.*

**Note:** *If your site does not have a TU rep, please indicate this in the signature box.*

#### Signed (Security Supervisor) (Name/Role)

*If not signed the Security Supervisor should explain why, providing details in this signature box.*

# Version Control

Version	Publication Date	Author	Summary of Changes
V1		Safety and Security	First Release
V4	10 November 2020	 <p>For more information on the H&amp;S Hub click <a href="#">here</a></p>	<ul style="list-style-type: none"> <li>- Background updated</li> <li>- completed actions to remain listed and not removed.</li> <li>- requirement to wear a face covering in non-public communal areas and staff areas added</li> <li>- No names or details of any person except those completing the AT should be included.</li> <li>- All significant completed actions to be retained.</li> <li>- Managers/SPoS should regularly share the completed local assessment tool proactively with all staff and relevant stakeholders</li> <li>- FRSMs in jury deliberation rooms added.</li> <li>- Summary of rationale for RAG rating added at the beginning of the document</li> <li>- Yes/No Boxes added against each action.</li> <li>- Action plan added to each section with a summary of the mitigating activity (specific to site) introduced (added at request of PHE).</li> </ul>
V5	18 February 2021		
V5.1	24 February 2021	 <p>For more information on the H&amp;S Hub click <a href="#">here</a></p>	<ul style="list-style-type: none"> <li>- Ventilation section updated. Reference to CO2monitors included.</li> <li>- Addition of information relating to the COVID-19 Individual Risk Indicator tool and other HR guidance to be used to aid discussions with staff.</li> <li>- Names, including SPoS, TU Rep and Security Supervisor are to be redacted before external publication.</li> <li>- FRSM to be issued to all professional visitors to custody suites</li> <li>- Courtroom capacity updated – capacity should be displayed on hearing room doors and monitored.</li> <li>- Custody suite section updated – action required statements amended</li> <li>- Information relating to use of fans updated.</li> <li>- Updated information on catering provisions added.</li> <li>- Use of sunflower lanyards added.</li> </ul>
V5.2	9 April 2021		
V5.3	May 2021		
V6	July 2021		<ul style="list-style-type: none"> <li>- Changes made to reflect the government's roadmap out of COVID-19 restrictions in <b>England</b>.</li> <li>- All references to social distancing have been removed.</li> <li>- All references to limiting capacity in various areas of our building have been removed.</li> </ul>
V6.1	August 2021		<ul style="list-style-type: none"> <li>- Changes made to reflect Wales' move to alert level 0 with effect from 7<sup>th</sup> August 2021</li> </ul>
V7.2	December 2021		<ul style="list-style-type: none"> <li>- Background updated to reflect reintroduction to social distancing at 2m.</li> <li>- Reference to social distancing added to all parts to the AT</li> <li>- Added references to all court users aged 11 and over are required to wear a face covering (unless exempt)</li> <li>- Holding areas added to FM supplier's checks</li> <li>- Reference to fan heaters added</li> <li>- RAG rating for PECS risk assessment removed</li> </ul>