



HM Courts &
Tribunals Service

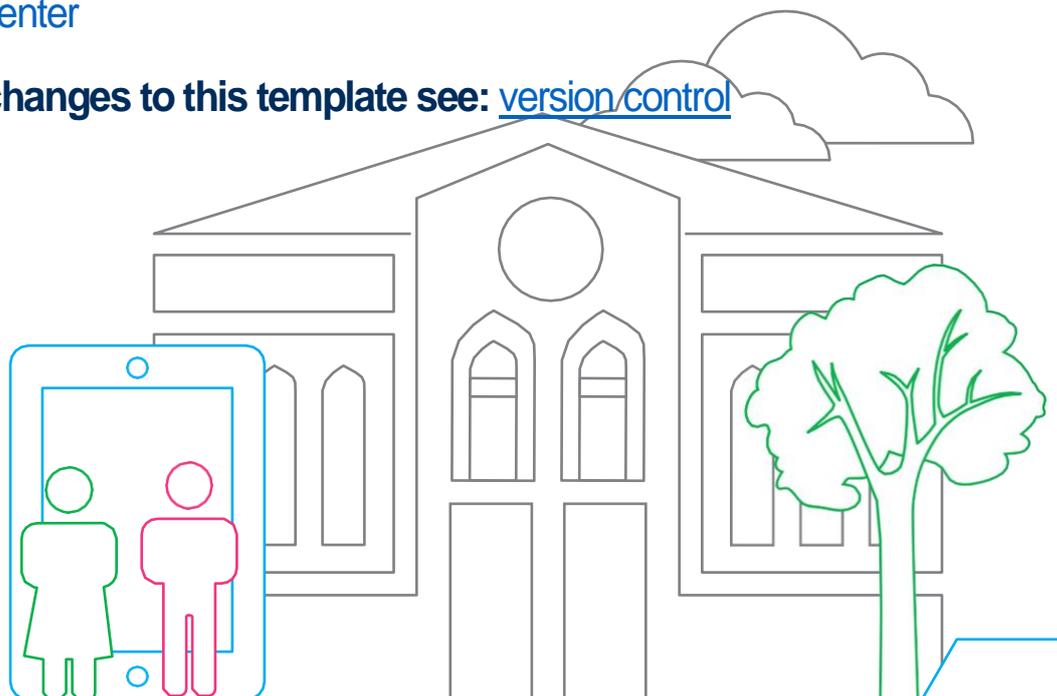
HMCTS COVID-19 Local Assessment Tool

Location:	
Date assessment undertaken:	
Name of the person/s completing the assessment:	
Other accompanying person(s), including name of Trade Union Side (TUS) rep:	

Local version: [please enter](#)

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

Justice matters



Background

HMCTS is committed to ensuring the health, safety and welfare of all staff, judiciary and visitors to its sites by protecting them from harm, so far as it is reasonably practicable, while they are on the premises. It welcomes the opportunity for collaborative working with DTUS appointed trade union health and safety representatives in this process and recognises their valuable input.

HM Government has outlined the risks posed by the COVID-19 virus and the control measures necessary to protect people from infection. This guidance is continually updated, and now reflects the challenges presented by new and more transmissible variants. The first control is and remains to avoid exposure to the virus by working from home or taking part in court and tribunal hearings virtually. It is recognised that this is not always possible, however, so other measures are necessary to reduce and control the risk of exposure.

The purpose of this document is to aid each Senior Person on Site 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.

This updated document incorporates guidance already communicated/applied across the estate from Public Health organisations

If any changes need to be made to HMCTS buildings and services that'll impact users, we need to consider the Public Sector Equality Duty (PSED). PSED is about considering how changes we're planning to make impact people who have protected characteristics and making sure they're not discriminated against. If you are making changes to the way staff work, you'll also need to consider the PSED.

Court/Tribunal users who have any concerns about local measures should notify the Senior Person on Site (SPoS) in the first instance, or alternatively contact the [Covid-19 Response and Recovery Team](#)

Who conducts the assessment?

The assessment should be conducted by the SPoS who must have previously completed the 'Risk Management for Senior Persons on Site' training course; or by a nominated competent person who must have completed the 'General Risk Assessment training course'. The SPoS will always retain the responsibility for the assessment completion and should

therefore read and ensure they are satisfied with the completed assessment, if the task has been delegated to a nominated competent person.

This review and any subsequent action plan should be completed in conjunction and consultation with the following people:

- The Departmental Trade Union Side (DTUS) appointed health and safety representative.
- The site Supervisor or Court/Tribunal Security Officer (C/TSO).

In line with the guidance, other staff members can be involved in contributing to the assessment by raising questions or concerns with the Senior Person on Site and / or the appointed health and safety representative, if they wish.

To ensure legislation is not breached HMCTS guidelines must be adhered to if photographs or filming are being used, to assist with the completion of the Covid-19 Local Assessment Tool. A link to the guidance is [here](#).

Completing this document

- **The document allows the SPoS to record what Covid safety measures are in place at the site and why they are in place. The SPoS must specifically record details of significant local factors identified as significant Covid Safety hazards and record how these are being risk managed.**
- **This document should be reviewed weekly.**
- The document should set out the actions which must be in place.
- The individual completing the document should ensure all Covid safety risks have been recorded and the controls in place are operating effectively in their building.
- Where there are HMCTS general/common Covid safety controls, a "Yes" or "No" should be provided to indicate that the relevant action is or is not in place. Additional space is provided at each section to ensure that local Covid Safety risks are recorded and required controls recorded. To ensure the assessment is suitably sufficient, it is essential that your assessment captures these local factors, in addition to validating application of the listed HMCTS general/common Covid safety controls
- Where a control is not in place, the action plan for

the relevant section should be completed to reflect the work required to put this in place or mitigate the relevant risk including the deadline for completion.

- Once the relevant action has been completed, it should remain on the assessment
- Names of any suppliers/contractors should be anonymised in site assessments for example “FM supplier” or “PECS provider”. The SPoS must ensure that there is no breach of this requirement.
- No names or details should be included in site assessments, of any person, whether staff, judiciary, contractor or otherwise (with the exception of those completing the assessment).
- All areas of the site must be included in the review. For example, if there are other teams based at the site e.g. Enforcement or external agencies using our building such as Probation, their area must be covered too. Each section is marked to show whether the assessment applies to public or staffed areas.
- The SPoS will always retain the responsibility for the assessment completion and, where necessary, resulting action plan. Regional Support Units are required to have oversight of all action plans in place.

Sharing of information

Managers/SPoS should regularly share the completed local assessment tool proactively with all staff and relevant stakeholders.

Managers/SPoS should make all staff and relevant stakeholders aware of anything they need to do differently.

The Assessment must be reviewed weekly in consultation with the DTUS appointed health and safety rep, site Supervisor or C/TSO, and when:

- There have been any significant changes since completing the latest assessment;
- Concerns are raised by staff or other users, or as a result of an incident;
- The assessment is no longer considered valid.

Reporting issues

This COVID-19 Local Assessment Tool must be completed in full including the action plan for each section where necessary. Issues identified must be risk-managed to ensure ongoing safety and reported upwards to the relevant Regional Support Unit and Cluster Manager as soon as possible for immediate resolution, detailing the required action and resolution time/date.

It is expected that most issues can be resolved quickly, such as the replacement of hand soap from local stocks or immediate adjustments to local procedures.

Any actions that require significant additional works to the building must be referred up to the Regional Facilities Manager in the first instance.

If the SPoS needs further advice or guidance the relevant Regional Security and Safety Officer (RSSO) contact details are available on the HMCTS intranet.

In determining the overall RAG status, the SPoS must, in consultation with the DTUS appointed health and safety representatives, site Supervisor or Court/Tribunal Security Officer (C/TSO), consider actions across all the sections. Descriptions of the RAG status are explained below.

RAG Definitions

The following RAG definitions should be used to undertake this assessment.

- **Green:** Covid safety measures are in place and effective

- **Amber:** the issue(s) identified have an action plan and prompt timescales for resolution in place. Any interim workarounds in use e.g. closing specific rooms or sections of the building, can be sustained without needing to close the whole building must be subject to regular review and must only be implemented and remain in place until the requirements of the action plan are resolved.

- **Red:** major issue(s) affecting safety, requires closure of the building.

Any **major issues (Red)** will require temporary closure of the site or the relevant part thereof where the red RAG status would allow a particular part of the building to be taken out of action the SPoS must immediately:

- Report upwards to the relevant regional Delivery Director (Senior Civil Servant, and Statutory Duty Holder);
- Copy to the relevant Regional Support Unit (RSU), Cluster Manager, HMCTS Gold Command, Regional Facilities Manager;
- Put an action plan for reopening in place in consultation with the DTUS appointed health and safety representative.

The SPoS or otherwise, completing this document should provide a short summary of the assessment, on page 3, setting out their rationale for the RAG Status.

Action Plan

Date:	Previous RAGrating	Current RAGrating
Owner (of Action Plan):		
Date for next review:		
Summary of rationale for current RAG assessment:		

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.

There is an escalation process following any identified issue in relation to the ventilation systems in our buildings.

The Regional Facilities Manager will engage with the Senior Person on Site regarding any ventilation issues which need to be considered as part of this assessment. Any issues should be recorded in the action plan.

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

Actions required	In place Yes/No (If NO complete Action Plan below)
<ul style="list-style-type: none"> The Regional Facilities Manager has provided assurance that there are no known issues which would prevent them from complying with Gov/PHE and industry good practice and guidance. 	
<ul style="list-style-type: none"> The FM Suppliers have managed the ventilation in the following areas to their contracted responsibility to confirm that it is working effectively. <ul style="list-style-type: none"> Staff back office areas Hearing rooms Meeting rooms Consultation rooms Interpreter rooms Judge's chambers Retiring rooms Jury Deliberation rooms Custody suites 	
<ul style="list-style-type: none"> Where there is an identified issue with ventilation in any of the areas outlined above, an alternative provision has been agreed by the SPoS with the Regional Safety and Security Officer and Facilities Manager support. The SPoS must carry out local checks and respond to concerns raised locally by raising them with the Facilities Manager. 	
<ul style="list-style-type: none"> Where actions and adjustments are required, confirm a local arrangement is in place to ensure they are being delivered. If an action is a frequent requirement, for example daily or weekly, a local operations instruction will need to be implemented and a record kept for health and safety purpose and inspection. 	

Action Plan and Summary (Section 1) Ventilation

Actions identified (insert lines as required)	Deadline for completion

Outline details of spaces/rooms in the building with significant ventilation concerns and actions being taken to address concerns:	

Section 2. Queuing and entry to the building (public areas) Our public guidance informs users of the measures in place when queuing and entering the building. Refer to 'Working Standards' Area 2 - Entry to the Building and Searches, for further guidance.	
Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> • Queuing: 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"> • The C/TSO, or member of staff, asking each court user to enter the building, to ensure people do not enter until they are called forward. • Space markings on the floor for social distancing. • Rope or Tensa barriers (if considered is appropriate for the building). 	
<ul style="list-style-type: none"> • 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/neighboring properties to manage queuing issues on the public highway). 	
<ul style="list-style-type: none"> • Entry to the building: 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"> • All court 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 PH guidelines i.e. persistent cough and/or a fever. • If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will be refused entry to the building by the C/TSOs. • Consider utilising alternative entry/exit points for the public in to the building if available/feasible. 	
<ul style="list-style-type: none"> • If necessary, provide 'I attended Court with Symptoms' leaflet. 	
<ul style="list-style-type: none"> • C/TSOs will wear a face mask whilst conducting their duties in a public space. 	
<ul style="list-style-type: none"> • C/TSOs should remind every person entering the court or tribunal building that wearing a face covering within the communal public areas of the building is now mandatory. 	
<ul style="list-style-type: none"> • C/TSOs ask court/tribunal users entering the court to temporarily remove their face coverings: <ul style="list-style-type: none"> • For completing a sip test. • For identification purposes (to permit a CCTV image to be recorded). 	

<ul style="list-style-type: none"> There are agreed arrangements in place, as per HMCTS Security and Safety Operating Procedures to exclude or remove court/tribunal users from the court if they are not wearing a face covering within common public areas of the court building and do not have a valid exemption. <p>See SSOP 41 Enforcing Court Tribunal Users Wearing Face Coverings Whilst in Common Public Areas here.</p>	

Action Plan and Summary (Section 2) Queuing and entry to the building (public areas)	
Actions identified (insert lines as required)	Deadline for completion
<p>Outline details of significant local factors/risks affecting Covid safe queuing/entry into the building and affecting ability to enforce wearing of face coverings. Record how these concerns are being addressed:</p>	

Section 3. Bag searches (public areas)	
<p>Our public guidance informs users of the measures in place when conducting bag checks. Refer to 'Working Standards' Area 2 Entry to the Building and Searches, for further guidance.</p>	
Actions required	In place Yes/No (If NO complete Action Plan below)
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Space markings on the floor. Rope or Tensa barriers (if considered if appropriate for the building). If a 2 metre social distance is not practicable in this area consider a 1 metre+ with mitigation measures, such as a suitable robust screen (the Delivery Manager/SPoS should discuss the practicalities of using a screen with the security provider (e.g. OCS) and the Property Directorate. The Regional Security and Safety Officer will be able to give advice on how to maintain the minimum-security standards) and the mandatory wearing of face coverings, except where exemption applies. 	
<ul style="list-style-type: none"> Reducing physical contact: 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"> Bag searches will be conducted as a "hands off" check. No physical contact is made with the individual. 	

<ul style="list-style-type: none"> • Court/tribunal users will be asked to open their bag and show the Security Officer 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. • 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. • The C/TSO will then step back to a safe distance and advise the court/tribunal user to collect their belongings. • The trays used will be cleaned after each use and there should be sufficient stocks of cleaning material. • Confirm that Security Officers 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. • 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. 	
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Action Plan and Summary (Section 3) Bag searches (public areas)	
Actions identified (insert lines as required)	Deadline for completion
<p>Outline details of significant local factors/risks for Covid safe bag searches and actions being taken to address concerns:</p>	

Section 4. Archway detectors (public areas) Our public guidance informs users of the measures in place when conducting Archway Detector checks.	
Actions required	In place Yes/No (If NO complete Action Plan below)
<ul style="list-style-type: none"> • Moving to use of hand-held detector: <ul style="list-style-type: none"> • Give verbal instructions in order to identify the cause and following these requests the court user will pass through the archway until the alert no longer sounds or the officer is satisfied as to the cause of the activation. • 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. 	

Action Plan and Summary (Section 4) Archway detectors (public areas)

Actions identified (insert lines as required)		Deadline for completion
<p>Outline details of significant local factors/risks affecting Covid safe use of Archway detectors and actions being taken to address concerns:</p>		

Section 5. Use of hand-held detectors -wands (public areas)	
Our public guidance informs users of the measures in place when conducting hand-held detector checks.	
Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> • Reducing physical contact: 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"> • Court/tribunal users will be asked to confirm they agree to the search procedure before it begins, with those who decline being advised the 'wanding' is necessary to comply with security requirements. • If a court user declines, they will be asked to leave the building and make contact by phone or email. • The C/TSO will announce they will have to reduce the 2 metre distance and communicate their actions out loud before carrying them out. • Court/tribunal users will be asked to turn away from the C/TSO so that they are not be face-to-face at any point during the search. • As the 2 metre distance has been reduced the '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. 	
<ul style="list-style-type: none"> • If a court/tribunal user relies on lip reading, facial expressions or clear sound to communicate then the C/TSO and court staff may at suitably safe distance of 2 metres, remove their face coverings to communicate effectively. (Note, this arrangement must be in place throughout the court building). 	

Action Plan and Summary (Section 5) Use of hand-held detectors - wands (public areas)

Actions identified (insert lines as required)	Deadline for completion
<p>Outline details of significant local factors/risks affecting ability of safe use of hand held detectors and actions being taken to address concerns:</p>	

<h2>Section 6. Social Distancing (public areas)</h2>	
<p>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.</p> <p>Refer to 'Working Standards' Area 3 Public Areas, for further guidance.</p>	
Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> • Signage: HM Government and 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. 	
<ul style="list-style-type: none"> • Social distancing will need to be regularly assessed in public areas. 2 metres social distancing is the default minimum standard. 1 metre+ with mitigation social distancing within common public areas of the building, including public waiting areas is permitted, but only in line with guidance, with enforcement of mandatory wearing of face coverings, aside from valid exemptions. <ul style="list-style-type: none"> • 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) or 1 metre+ with mitigation (if strictly necessary) separation. The advice we have received from PHE is that distance should be measured from edge-of-seat to edge-of-seat. Where measuring has already taken place using face-to-face, a risk based assessment should be made taking into account factors such as high ceilings, ventilation and windows, • Floor markings indicating where seats should be positioned and not moved. All seating should be at least 2 metres distanced unless 1 metre+ mitigations can be implemented: <ul style="list-style-type: none"> ○ all users must wear face coverings, unless exempt ○ all seating must be facing the same way, or back to back (<u>never</u> face-to-face within 2 metres) ○ unless screens can be fitted, no 1 metre+ seating should be used by individuals for any more than one hour. If this cannot be enforced, and screens are no possible to use, 1 metre+ should not be considered here. • If social distancing is compromised by congestion, marshalling will be used to direct people appropriately. If necessary, a one in one out system may be required. • Signage (social distancing/face coverings) must be displayed and readily 	

viewable by court/tribunal users.	
<ul style="list-style-type: none"> • Lifts: 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"> • 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. • Distancing markings to be used to maintain 2 metre (default) or 1 metre+ with mitigation (if strictly necessary) spacing for queueing. • If the lift is <u>large</u> enough for more than one person, distancing markings at 2 metres (default) or 1 metre+ with mitigation (if strictly necessary and feasible) in the lift itself. 	
<ul style="list-style-type: none"> • Toilets: 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"> • If the toilets are large enough, a one-in, one-out, system to be used for using toilets. • Distance markings to be used to maintain 1 metre+ with mitigation spacing for queueing if social distancing at 2 metres is not practicably possible. See ‘Working Standards’ Area 1 Queuing. • Notices should be placed on entrance doors advising face coverings are mandatory and the maximum numbers of persons permitted access. • Cordon off unnecessary surfaces so that they cannot be used. • Only paper towels and hand dryers to be used in line with guidance. Ensure non-disposal towels are removed/inaccessible. <p>(Guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).</p> 	
<ul style="list-style-type: none"> • Counters and reception areas: to maintain social distancing in counter and reception areas the following measures should be considered: <ul style="list-style-type: none"> • Distancing markings to be used to maintain 2 metre (default) or 1 metre+ with mitigation (if strictly necessary) spacing for queueing. • 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 • Consider, where there is no room for a queue, the issuing of a ticket at the counter. The court user would move away from the counter and return when their number is placed on a whiteboard. • To avoid persons walking around the entrance lobbies and waiting areas, asking/looking for hearing listings take steps to make them highly visible. For example, using bright card with large signage. 	
<ul style="list-style-type: none"> • Corridors and waiting areas: to maintain social distancing in corridors and waiting areas the following measures should be considered: <ul style="list-style-type: none"> • Court/tribunal users to only enter or exit courtrooms when instructed to do so to avoid cross-traffic in doorways and to ensure a safe number of people in court and the public galleries. There should be clear signage indicating corridors/areas where court users cannot queue, sit, wait or allowed to stop and talk. • For seating specifically, see section 16 above. Refer to ‘Working safely’ Area 3 Public Areas, for further guidance. • If the design of the building allows it, one-way flow measures. 	
<ul style="list-style-type: none"> • Consultation rooms: to maintain social distancing in consultation rooms the following 	

<p>measures should be considered:</p> <ul style="list-style-type: none"> • Signage to indicate maximum occupancy in the room e.g. a small room may only be suitable for 1:1. • If maintaining 2 metre social distancing is not viable, relative to the number of people in a room (i.e. the room cannot be used) consider reducing to 1 metre+ social distancing with mitigation. Measuring 2 metres should be done from edge-of-seat to edge-of-seat. 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. • Floor markings indicating where seats should be positioned and not moved. • Removal of desks and chairs according to maximum occupancy numbers. • Consider options to reduce the number of consultation rooms in the building. <p>Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.</p>	
<ul style="list-style-type: none"> • Professional user rooms/ interpreter rooms: to maintain social distancing in these rooms the following measures should be considered: <ul style="list-style-type: none"> • Signage to indicate maximum occupancy in the room e.g. only suitable for 2 people at any one time. • If maintaining 2 metre social distancing is not viable (i.e. the room cannot be used) reduce to 1 metre plus mitigation, such as screens. • Social distancing with mitigation: 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, • Consider opening the room only for short periods/consultations; Guidance on Plexiglass and Polycarbonate Screens option to be considered. • Removal of desk and chairs according to maximum occupancy number. • Floor markings indicating where seats should be positioned and not moved. • Furniture layout may need to be reconfigured and screening considered where possible. <p>Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.</p>	
<ul style="list-style-type: none"> • C/TSOs to monitor public areas using CCTV or as part of their patrols. Where social distancing requirements are breached, appropriate action to be taken to address it through security officer or staff marshalling. 	

Action Plan and Summary (Section 6) 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 7. Social distancing - Courtrooms and hearing rooms (public areas) and Jury Deliberation/Retiring rooms

Our public guidance informs users of the social distancing arrangements in place to help maintain a 2 metre distance. These are also applicable in the courtroom/hearing room.

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)
<ul style="list-style-type: none"> • Signage: HM Government and 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 	
<ul style="list-style-type: none"> • Entry and exit to the courtroom/hearing room: to maintain social distancing when entering and leaving courtrooms/hearing rooms the following measures should be considered: <ul style="list-style-type: none"> • 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 courtroom. • Marshalling by staff is deployed in the court room to ensure people are directed to take the correct seat. 	
<ul style="list-style-type: none"> • Spacing of seating: to maintain an adequate number of empty seats between court/tribunal users. Measures could include: <ul style="list-style-type: none"> • The advice we have received from PHE is that distance should be measured from edge-of-seat to edge-of-seat. Where measuring has already taken place using face to face measuring, a risk-based approach should be taken when re-visiting taking into account, factors such as high ceilings, ventilation and windows. • 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. • Review courtrooms previously considered unviable at 2 metre social distancing, and whether the reduction of social distancing to 1 metre+ mitigation (for individuals not speaking in court) could make the court room viable for use. For example, please refer: Guidance on Plexiglass and Polycarbonate Screens <p>Refer to 'Working Safely' Area 9 Court/Hearing rooms, for further guidance.</p>	
<ul style="list-style-type: none"> • Wearing of face coverings in courtrooms: Following guidance from the senior judiciary, judges and magistrates strongly encourage the wearing of face coverings by everyone in the courtroom 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.	
<ul style="list-style-type: none"> Jury Deliberating rooms where 2 metres cannot be met: If a Jury Deliberation room can only operate at 1 metre+, all individuals in that room 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. Visors do not mitigate the risk of transmission in these areas and so should not be worn. 	
<ul style="list-style-type: none"> Other measures in the courtroom/hearing room: in addition to social distancing measures, the following hygiene measures should also be considered: <ul style="list-style-type: none"> Hand sanitiser to be available for users. 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. 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. 	

Action Plan and Summary (Section 7) Social distancing - Courtrooms and hearing rooms (public areas) and Jury Deliberation/Retiring rooms	
Actions identified (insert lines as required)	Deadline for completion
<p style="color: #e91e63;">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:</p>	

Section 8. Social distancing (staff and judicial areas)	
<p>When reviewing the social distancing in staff and judicial areas, consider how the following standards/measures are being applied.</p> <p>See 'Working Standards' Example Practices: Social Distancing and Minimising Transmission within HMCTS staff areas/offices.</p>	
Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> Coming to work and leaving work: to maintain social distancing on arrival and departure wherever possible and to ensure hand washing upon arrival. 	
<ul style="list-style-type: none"> Moving around buildings: to maintain social distancing wherever possible while people travel through the workplace, the following measures should be considered: <ul style="list-style-type: none"> Floor markings and directional arrows to indicate one-way flow around the office. 	

<ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within our buildings. Making sure that people with disabilities are able to access lifts. 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. Following changes to face covering policy on 21st January, face coverings should be worn at all times in staff areas, with the exception of when seated at a workstation. This includes when staff are moving around the floor, using printers or going to the toilet for example. 	
<ul style="list-style-type: none"> Workplaces and workstations: to maintain social distancing between individuals when they are at their workstations, the following measures should be considered: <ul style="list-style-type: none"> 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. Use of floor markings to help staff keep to a 2 metre distance. 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. 2 metre spacing should be measured from edge of chair to edge of chair. Where spacing has already been measured at 2 metres from face to face a risk based approach should be taken when revisiting to take into account factors such as high ceilings, ventilation and windows. Provide supplies to allow for cleaning and sanitising of workstations and shared equipment between different occupants. 	
<ul style="list-style-type: none"> Meetings: to reduce 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"> Reviewing the use of tea points and kitchen areas to avoid congestion. Staggering break times to reduce pressure on break rooms or canteens. Reconfiguring seating and tables to maintain distance and reduce face-to-face interactions. Encouraging staff to remain on-site and where not possible, maintaining social distancing while off-site. As far as is practicable, a one-in one-out, system to be used for toilet entry and exit. 	
<ul style="list-style-type: none"> Common areas: to maintain social distancing while using common areas, the following measures should be considered. <ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or canteens. Reconfiguring seating and tables to maintain distance and reduce face-to-face interactions. Encouraging staff to remain on-site and, where not possible, maintaining social distancing while off-site. 	

Action Plan and Summary (Section 8) Social distancing (staff and judicial

areas)	
Actions identified (insert lines as required)	Deadline for completion
Outline details of significant local factors/risks affecting ability to manage social distancing in staff and judicial areas and actions being taken to address concerns:	

Section 9. Hygiene and cleaning (public and staffed areas)	
Please ensure you are familiar with page 2 of the Building Champions 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 NO complete Action Plan below)</small>
<ul style="list-style-type: none"> Signage: HM Government hand washing posters will be displayed in prominent locations, particularly in and near toilets and waiting areas. (The posters can be found within the posters section in this link) 	
<ul style="list-style-type: none"> Cleaning the building: 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"> Cleaned throughout daily, and at night. Cleaners returning at frequent intervals to common touch points such as lift buttons, public waiting areas, staff reception, custody suite including cells etc 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. Rubbish is promptly disposed of. There are an adequate number of bins and they are emptied at regular intervals. 	
<ul style="list-style-type: none"> Hygiene measures: 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"> Staff to clean their hands at regular intervals when handling paperwork and afterwards, by either washing their hands with soap and water for at least 20 seconds, or by using hand sanitising gel. Hand washing facilities or sanitiser are available for court/tribunal users including in custody suites. The location(s) of hand sanitiser for public use is clearly signed on entry to the building. The locations must be set up so they do not compromise wider social distancing measures. 	
<ul style="list-style-type: none"> Responding to incidents: to help reduce the spread of the virus and maintain the 	

<p>cleanliness of court and tribunal buildings the following measures should be considered:</p> <ul style="list-style-type: none"> • Responding swiftly to complaints received of any areas of poor hygiene. • Should there be any instance of a confirmed case of COVID-19 follow the cleaning guidance and consult with your facilities manager to see whether a section 16 clean is required. 	
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Action Plan and Summary (Section 9) Hygiene and cleaning (public and staffed areas)	
Actions identified (insert lines as required)	Deadline for completion
Outline details of significant local factors/risks affecting ability to manage Covid safety hygiene and cleaning requirements and actions being taken to address concerns:	

Section 10. 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	
Actions required	In place Yes/No <small>(If NO complete Action Plan below)</small>
<ul style="list-style-type: none"> • Provision of food and water: to comply with the Public Health advice and guidance the following measures should be considered: <ul style="list-style-type: none"> • Glass bottles are not permitted and should be confiscated or disposed of by security before entering the building. • Carafes and glasses are not in use in courtrooms/hearing rooms. • Bottled water is provided, by exception, in the courtroom/hearing room. • Refreshment facilities and canteens may open. This may be a takeaway service or a café with seating. Please refer to the latest Catering Guidance. 	

Action Plan and Summary (Section 10) Access to drinking water and refreshment facilities (public areas)	
Actions identified (insert lines as required)	Deadline for completion

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:

Section 11. Custody suites

Our public guidance informs users of the measures in place relating to custody suites in our buildings. Prisoner Escort and Custody Services (PECS) have primary responsibility for conducting custody suite assessments. Hygiene and cleaning assessment (section 8) 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.

Actions required	In place Yes/No (If NO complete Action Plan below)
I have reviewed the PECS risk assessment and understand the current status of the custody suite	
I understand the activity, set out in the PECS risk assessment which required to improve the RAG rating to green and I am taking the necessary steps to address these	

Action Plan and Summary (Section 11) Custody suites

Actions identified (insert lines as required)	Deadline for completion
<p>Outline details of significant local factors/risks affecting ability to manage Covid safety requirements in the Custody suite identified by PECS and actions being taken to address concerns:</p>	

Section 12. Use of PPE (Fluid Resistant Surgical masks and/or gloves)

The use of Fluid Resistant Surgical Masks has been broadened in response to new variant. It applies solely in respect of 1 metre+ mitigations in jury deliberation rooms as set out in Section 7.

Actions required	In place Yes/No

	(If NO complete Action Plan below)
Use of PPE <ul style="list-style-type: none"> PPE (masks and gloves) are available for Court/Tribunal Security Officers and for First Aiders as defined in the PPE matrix. 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). 	
Disposal of PPE <ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Fluid Resistant Surgical Masks to be worn in all Jury Deliberation Rooms operating to 1 metre plus mitigations (as per Section 7 above). Instructions on donning and doffing of FRSMs should be made available to all those required to wear them. 	

Action Plan and Summary (Section 12) Use of PPE (masks and/or gloves)	
Actions identified (insert lines as required)	Deadline for completion
Outline details of significant local factors/risks affecting ability for provision and use of PPE and actions being taken to address concerns:	

Section 13 – Face Coverings (Use of Face Covering in the Staff/Judicial secure side of buildings)	
When reviewing the staff and judicial areas , consider how the following standards/measures are being applied	
Actions required	In place Yes/No (If NO complete Action Plan below)
<ul style="list-style-type: none"> Unless exempt, all court users are required to wear a face covering in all public areas of court and tribunal buildings This should include communal areas such narrow corridors that cannot be made one-way, busy entrance areas, narrow stairwells or robing rooms etc. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> With effect from 21st January 2021 HMCTS employees across the estate are be required to wear a face covering in all non-public areas of our buildings, including back office/office buildings, unless seated at a workstation. Posters 	

<p>should be used to ensure this is clear throughout buildings.</p> <ul style="list-style-type: none"> Policy in respect of courtrooms now also covers the use of Face coverings, see Section 7 above. 	
<p>Action Plan and Summary (Section 13) Face Coverings (Use of Face Covering in the Staff/Judicial secure side of buildings)</p>	
Actions identified (insert lines as required)	Deadline for completion
<p>Outline details of significant local factors/risks affecting ability to implement face covering requirements and actions being taken to address concerns:</p>	

<p>Section 14. Further Guidance</p>
<p><u>GOV.UK – COVID-19 Guidance</u></p> <p><u>COVID-19 H&S Hub</u></p> <p><u>COVID-19 Line Manager’s HR Guidance</u></p> <p><u>COVID-19 Security and Safety Guidance</u></p>

Section 15. Statement of completion / Assurance

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.

Signed (SPoS)

Statement of completion

I confirm that the assessment has been completed and I can confirm measures are in place and the action plan reflects the review.

Signed (SPoS)

Signed (DTUS H&S Rep)

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)

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&S Hub click here</p>	<ul style="list-style-type: none"> - Background updated to make it clear who should complete this assessment and the relevant training required. - Review section updated to ensure completed actions remain listed and are not removed. - Section 7 updated on the requirement to wear a face covering in non-public communal areas where 2m cannot be adhered to (Para 33-34) - Section 11 updated on the requirement to wear face coverings in staff areas where 2m cannot be adhered to (Para 43).
V5	18 February 2021	 <p>For more information on the H&S Hub click here</p>	<ul style="list-style-type: none"> - Information on completing this document added. This includes: <ul style="list-style-type: none"> - No names or details should be included in site assessments, of any person, whether staff, judiciary, contractor or otherwise (with the exception of those completing the assessment). - Names of any suppliers/contractors should be anonymised in site assessments for example “FM supplier” or PECS provider. SPoS must ensure that there is no breach of this requirement. - Each section should include all significant completed actions relating to risks associated with that particular area. - Sharing of information defined: <ul style="list-style-type: none"> - Managers/SPoS should regularly share the completed local assessment tool proactively with all staff and relevant stakeholders. - Frequency of review confirmed – required weekly - Green* removed from RAG status. - New PHE guidance incorporated. - The current PHE guidance states that distances should be measured from the edge-of-seat to edge-of-seat rather than centre-to-centre or mouth-to-mouth. - New guidance on Face coverings in court buildings and on FRSMs in jury deliberation rooms added. - Summary of rationale for RAG rating added at the beginning of the document. - Important documents table replaced with section 13 – Further Guidance. - Yes/No Boxes added against each action. - Action plan added to each section with a summary of the mitigating activity (specific to site) introduced (added at request of PHE).

			<ul style="list-style-type: none"> - Statement of completion/assurance moved to the bottom of the document. <p>All changes made to the narrative in V5 are in blue font.</p>
V5.1	24 February 2021	 <p>For more information on the H&S Hub click here</p>	<p>Changes made to Section1- Ventilation</p> <ul style="list-style-type: none"> - There is an escalation process following any identified issue in relation to the ventilation systems in our buildings. - This section applies to all of our buildings (owned and landlord tenanted). - The FM Suppliers have managed the ventilation in the following areas to their contracted responsibility to confirm that it is working effectively.