



HM Courts &
Tribunals Service

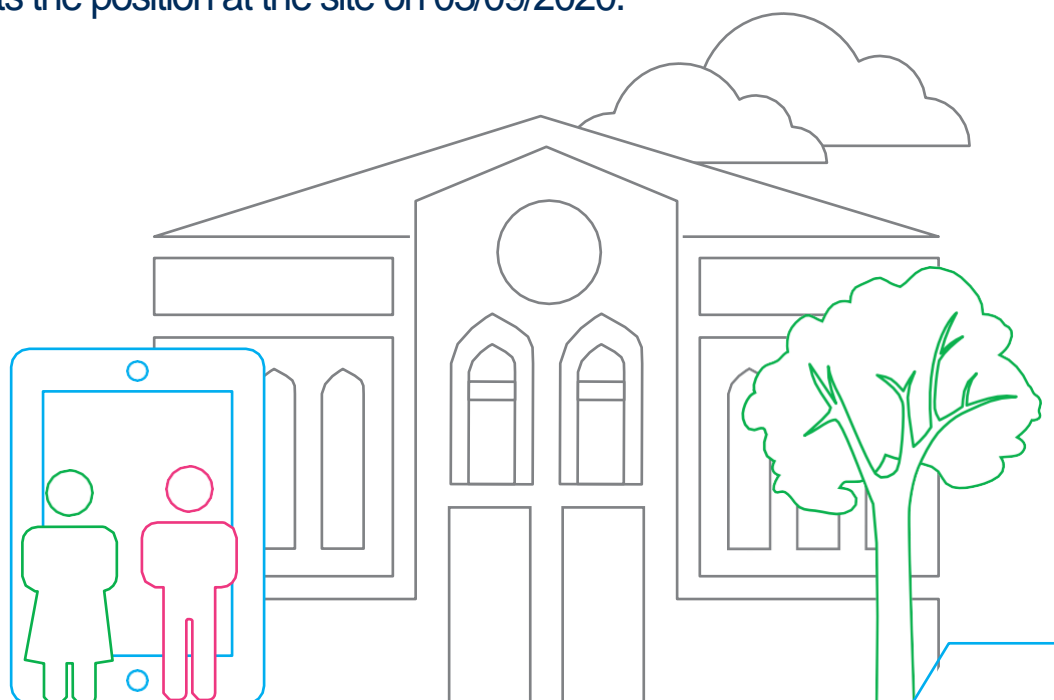
HMCTS COVID-19 Assessment Tool

August 2020

Location:	Royal Courts of Justice
Date assessment undertaken:	3 rd September 2020
Name:	Laura Barnard
Other accompanying person(s), including name of TUS rep:	

This assessment reflects the position at the site on 03/09/2020.

Version: V1.5



Background

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. The first control is 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, therefore 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.
- 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.

Who conducts the assessment?

- It should be conducted by the **Senior Person on Site (SPoS)**, or nominated competent person. This review and any subsequent action plan should, wherever possible, be completed in conjunction and consultation with the following people:
 - The 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 Assessment Tool. A link to the guidance is [here](#).
- 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 all action plans in place.
- Managers should share the completed assessment tool and communicate weekly with all staff deployed to the site to ensure they are kept up-to-date with how safety measures are being implemented or updated. The tool should set out all the control measures that have been put in place to keep individuals safe. This should include simple, clear messaging to explain the action plan, guidelines, using images and clear language and making staff aware of anything they need to do differently.
- Court users who have any concerns about local measures should notify the SPOS in the first instance, or alternatively contact the [Covid-19 Response Team](#).

Reporting issues

- This COVID-19 Assessment Tool must be completed in full including, where necessary, the Action Plan. Any 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 [‘Security and Safety’](#) .
- In determining the overall RAG status, the SPoS must in consultation with the DTUS appointed health and safety representatives to consider actions across all of the sections. Descriptions of the RAG status are explained below.

RAG Definitions

- **Green:** measures are in place and no issues for action.
- **Green*:** any local adaptations in use are as good as the measures outlined.
- **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:** 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.

Review

- The Assessment must be reviewed weekly in consultation with the DTUS appointed health and safety rep, 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.

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)

Laura Barnard (Senior Operations Manager)

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

Signed (Security Supervisor)

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

Section 1 - Queuing and entry to the building (public areas)

Our public guidance informs users of the measures in place when queuing and entering the building.

- 1. Queuing:** to help keep people 2 metres apart when queuing and going through security, the following measures should be implemented:
 - 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).
- 2.** 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).

Refer to [Working Safely](#) in HM Courts & Tribunals during the coronavirus (COVID-19) pandemic, 'Working Standards' Area 1 Queuing, for further guidance, including in respect of available 1m+ mitigations.

- 3. 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:
 - 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.
- 4.** If necessary, provide 'I attended Court with Symptoms' leaflet.
- 5.** C/TSOs will wear a face mask whilst conducting their duties in a public space.
- 6.** (ENGLAND ONLY) 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.
- 7.** C/TSOs provide court/tribunal users entering the court building with a face covering if they do not have one.
- 8.** C/TSOs ask court/tribunal users entering the court to temporarily remove their face coverings:
 - For completing a sip test.
 - For identification purposes (to permit a CCTV image to be recorded) and
 - If they are presenting evidence in court.
- 9.** 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](#).

See SSOP Enforcing Court Tribunal Users Wearing Face Coverings Whilst in Common Public Areas [here](#).

Refer to 'Working Standards' Area 2 - Entry to the Building and Searches, for further guidance.

Confirmation that appropriate measures for queuing and entering buildings are in place. If they are not, explain why, recording any actions and local adaptations and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record

- 3.1** The security team are regularly briefed on how to undertake queue management. Reminding our users to observe the two-metre guidance. The entrance has floor signage to help reinforce this message and rope/tensa barriers to guide users to and from the security check points. Large pull up banner support these messages. Security officer wearing gloves and face masks will manage flow of users; and further resources will be deployed to oversee user into building if needed. Visual management of queue will be undertaken via CCTV in security control room.
- 3.2** As a user approaches the checkpoint, the officer will ask him or her if they have any Covid-19 symptoms. If the user confirms they have symptoms they will be refused entry into the building. An alert system is in place for the security officer to take the details of the individual refused entry and what case they were due to attend so that this information is conveyed for the benefit of the Judiciary (check list created for team to aid discussion and obtain appropriate information). If they are symptom-free they will be invited to start routine security checks. The user will place their belonging on the X-ray conveyor belt; at this point a hand-sanitiser station is available, which they will be asked to use. The user will then be requested to follow the floor signage to enter the archway detector. No movement in the existing queue will take place until this check has taken place and the user is cleared to proceed and collect their belongings. We are following the current safety and security guidelines in respect of three attempts prior to using hand held detectors. Covid-19 banners and use of arches, hand held detectors are clearly visible for all in Main Entrance.

Section 2 - Bag searches (public areas)

Our public guidance informs users of the measures in place when conducting bag checks. Consider how the following measures are applied:

- 10. 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:
- 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 1m+ 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 (eg 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.

- 11. 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:
- Bag searches will be conducted as a “hands off” check. No physical contact is made with the individual.
 - 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.

Refer to ‘Working Standards’ Area 2 Entry to the Building and Searches, for further guidance.

Confirmation that appropriate measures for the bag search process are in place. If they are not the RAG status for this section to the building would be red and an action point within the plan would be required.

Confirm what the appropriate measures are – for each topic, to provide a clear record.

11.1 As disclosed in section 1 users will queue to approach the security arches; floor signage and rope barriers in place at two-metre intervals maintaining social distancing and to guide users to the arches. There are no Perspex screens fitted to the security search point but this is being addressed (screens have been ordered and a delivery has been taken. Job logged to have them fixed to entrances is awaiting completion) **AP 10**. The security officers are complying with the revised security procedures for entry into the building i.e. items placed in the trays are not touched by officers, bags are not handled by officers and users are asked to open their bags and take out contents, if necessary. Trays are cleaned immediately after each use with anti-bacterial products. Officers are wearing facemasks and gloves, and hand sanitiser is available to use if officers need to handle suspect/prohibited items.

Section 3 - Archway detectors (public areas)

Our public guidance informs users of the measures in place when conducting Archway Detector checks.

12. Moving to use of hand-held detector:

- 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.

Confirmation that appropriate measures for using archway detectors are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record.

12.1 & 12.2: All security officers have been made aware of the revised guidance regarding security arches and entry through them, and what steps they must take if a hand-held wand is to be used. The Operations Manager; reinforced by Head of Security have discussed the revised guidance with the Security Team Leaders on several occasions, to ensure compliance and understanding, when undertaking H&S audits for the building, and when completing the initial on-line Covid-measures aide memoire. Observations by the Security Team Leader and the Operations Manager confirms the revised guidance is being adhered to

Section 4 – Use of hand-held detectors -wands (public areas)

Our public guidance informs users of the measures in place when conducting hand-held detector checks.

13. 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:

- 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.

14. 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).

Confirmation that appropriate measures for using hand held detectors are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record.

13.1: All security officers have been made aware of the revised guidance regarding hand-held detectors - wands and entry through them, and what steps they must take if a hand-held wand is to be used. The Operations Manager; reinforced by Head of Security have discussed the revised guidance with the Security Team Leaders on several occasions, to ensure compliance and understanding, when

undertaking H&S audits for the building, and when completing the initial on-line Covid-measures aide memoire. Observations by the Security Team Leader and the Operations Manager confirms the revised guidance is being adhered to.

Section 5 - 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.

15. 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

16. Social distancing will need to be regularly assessed in public areas. 2 metres social distancing is the default minimum standard. 1m+ 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.

- 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 1m+ with mitigation (if strictly necessary) separation. Floor markings indicating where seats should be positioned and not moved. All seating should be at least 2 metres distanced unless 1m+ mitigations can be implemented:
 - o all users must wear face coverings, unless exempt
 - o all seating must be facing the same way, or back to back (never face-to-face within 2m)
 - o unless screens can be fitted, no 1m+ seating should be used by individuals for any more than one hour. If this cannot be enforced, and screens are no possible to use, 1m+ 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.

Refer to 'Working Standards' Area 3 Public Areas, for further guidance.

17. Lifts: to maintain social distancing in lifts and in the waiting areas around lifts the following measures should be considered:

- 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 1m+ with mitigation (if strictly necessary) spacing for queueing.
- If the lift is large enough for more than one person, distancing markings at 2 metres (default) or 1m+ with mitigation (if strictly necessary and feasible) in the lift itself.

Refer to 'Working Standards' Area 3 Public Areas, for further guidance.

18. Toilets: to maintain social distancing in toilets and in the waiting areas around toilets the following measures should be considered:

- If the toilets are large enough, a one-in, one-out, system to be used for toilet entry and exit.
- Distance markings to be used to maintain 1m+ 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.
- (Guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>).

19. Counters and reception areas: to maintain social distancing in counter and reception areas the following measures should be considered:

- Distancing markings to be used to maintain 2 metre (default) or 1m+ 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](#).
- 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.

20. Corridors and waiting areas: to maintain social distancing in corridors and waiting areas the following measures should be considered:

- 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 Standards' Area 3 Public Areas, for further guidance.**
- If the design of the building allows it, one-way flow measures.

21. Consultation rooms: to maintain social distancing in consultation rooms the following measures should be considered:

- 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 (i.e. the room cannot be used) consider reducing to 1m+ social distancing with mitigation: all users must wear a face covering whilst in the room unless exempt (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, or back-to-back, rather than face to face, with signage to explain benefit, consider opening the room only for short periods/consultations; [plexiglass screening](#) 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.

Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.

22. Professional user rooms/interpreter rooms: to maintain social distancing in these rooms the following measures should be considered:

- 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 1m+ 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; [plexiglass screening](#) 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.

Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.

23. 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.

Confirmation that appropriate measures for social distancing in public areas are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record.

15.1 Signage is displayed throughout the RCJ encouraging users to maintain 2 metre distance. SD action group undertook review and task team has been deployed over 4 weekends to ensure signage is in place in all prominent locations across the complex.

15.2 Regular assessment in place to review and adapt public areas. Walkarounds to be taken place weekly and as often as needed as users return to undertake face to face hearings; attend public counters. Security will constantly review CCTV and undertake patrols to help identify bottlenecks and then redeploy resources to marshal and direct users.

15.3 A one-in, one-out system in place with signage visible on every level. Lifts are not suitable for more than one person. Floor markings have been considered and are now in place where appropriate. Waiting area in place for Black Lift on level 1 to help maintain flow of users.

16.1 Users are instructed to enter courtrooms only to do so when instructed. This is controlled by a combination of signage and the in-court support team. Selected seating in public areas is taped off to ensure social distancing principals. There is no scope to implement one-way system across the entire complex due to complexity of the building layout.

16.2 Support through Court, CAB are not currently on site. BM Ops manager to contact non HMCTS residents to discuss SD measures. AP6. The male and female robing rooms have signage indicating maximum occupancy (male 10/ female 8). Furniture has been removed according to maximum occupancy. Hand sanitizer station to be implemented. Posters reinforcing SD measures in place. Consideration to be given to taking out of service lockers for storage of personal and valuable belongings. **(AP11)**

18.1 Some waiting area outside toilets do not facilitate social distancing. Posters are in place to remind users to follow social distancing principals. There are notices on the entrances to the toilets, bringing this to users' attention. Where facilities are unable to socially distance; public toilets have been reallocated to alternating female/male usage across the 4 floors of East Block to support social distancing.

19.1 Distancing markings are in use to maintain two-metre spacing at the reception desk, usher stations and public (high-use) counters. The public counters already have glass screens fitted, but the reception desk and ushers' stations require Perspex screens to be fitted – this is in hand; we have had a delivery of 11 screens which need fitting. We have an outstanding order which will be completed in due course. Ushers have been provided with facemasks for when interacting with users. Ushers have been provided with face covering, gloves and hand-sanitiser for when interacting with users. Some level of paper handling/exchange is almost inevitable, though this should be discouraged and prevented as far as is possible

22.1 There is signage on consultation room doors to indicate maximum occupancy of two people (four in the largest rooms). Security officers will patrol to ensure this is adhered to. Desks and chairs have been removed according to the number of maximum occupants.

23.1 **CCTV** is monitored at all times by the security team. Breaches of social distancing measures are addressed through security officers.

Section 6 - 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.

24. 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

25. 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:

- 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.

26. 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.
- Review courtrooms previously considered unviable at 2metre social distancing, and whether the reduction of social distancing to 1m+ mitigation (for individuals not speaking in court) could make the court room viable for use. For example, please refer to [screen guidance](#).

Refer to 'Working Standards' Area 9 Court/Hearing rooms, for further guidance.

27. Other measures in the courtroom/hearing room: in addition to social distancing measures, the following **hygiene** measures should also be considered:

- 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.

Confirmation that appropriate measures for social distancing in public areas are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Please see Divisional Risk Assessment.

Section 7 - Social distancing (staff and judicial areas)

When reviewing the **social distancing in staff and judicial areas**, consider how the following standards/measures are being applied.

See 'Working Standards' Example Practices: Social Distancing and Minimising Transmission within HMCTS staff areas/offices.

28. Coming to work and leaving work: to maintain social distancing on arrival and departure wherever possible and to ensure hand washing upon arrival.

29. Moving around buildings: to maintain social distancing wherever possible while people travel through the workplace, the following measures should be considered:

- Floor markings and directional arrows to indicate one-way flow around the office.
- 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.

30. Workplaces and workstations: to maintain social distancing between individuals when they are at their workstations, the following measures should be considered:

- 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) If workstations need to be shared, share amongst a small number of people and clean desks / equipment after use.
- Provide supplies to allow for cleaning and sanitising of workstations and shared equipment between different occupants.

31. Meetings: to reduce transmission due to face-to-face meetings and to maintain social distancing in meetings, the following measures should be considered:

- 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.

32. Common areas: to maintain social distancing while using common areas, the following measures should be considered.

- 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.

Set out in bullets all appropriate measures for social distancing in staff areas that are in place (this provides reassurance etc.). If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Delivery Director.

28.1 The RCJ has produced a quick reference guide for all staff. It highlights all available staff entrances including turnstiles and card accessible areas. The RCJ is able to support SD measures because it has a number of entrances across the complex. Around all entrances signage reminds staff to wash hands and adhere to SD measures. Team has facilities to wash hands throughout the day. Hand sanitisers to officers at entrance points.

30.1 Security team are able to maintain SD measures at their work stations. Maximum capacity of 3 in control room. Signage in Mess and training room completed. SD measures implemented in Mess Room. Seating and kitchen area marked appropriately to ensure team are aware and supported to maintain SD principals.

30.2 Review has been undertaken/work stations have been marked accordingly. Shared work spaces are the norm but supplies for cleaning in place. BM team are working remotely and attend on rota system; this has allowed for SD measures to be complied with. No hot desking in operation. Hand sanitisers are available for all team.

32.1 Signage used to help teams follow SD principals around common areas. The number of face-to-face meetings has been greatly reduced and, where possible, have been replaced by Skype and/or MS Teams meetings. Where face-to-face meetings cannot be avoided then desks/seating is arranged to facilitate social distancing. The use of kitchens and tea-points is restricted to no more than one person at a time. Break times are staggered to reduce pressure on kitchens and tea-points as far as is practicably possible. Where this is not possible, staff are discouraged from queuing to use the facilities, to prevent congestion, and are, instead, encouraged to use other facilities within the building. Staff have been reminded to maintain social distancing when off site.

Use of staff toilets is restricted to one person at any one time, regardless of the number of cubicles available; there are notices displayed on doors informing staff of the restriction. Staff are encouraged not to queue to use toilets, to avoid congestion, but are instead encouraged to use the numerous facilities within the building.

Signage is required on security's toilets facilities, tea points and mess room. Review of the conference rooms/facilities has been undertaken. Rooms have been assessed and maximum numbers determined. Signage and information not completed; this area is currently not in use. Review of the signage needed for reopening to be completed. **AP 7**

Section 8- 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

33. 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](#))

34. 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:

- Cleaned throughout daily, and at night.
- Cleaners returning at frequent intervals to common touch points such as lift buttons, public waiting areas, staff reception 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.

35. Toilets: to help reduce the spread of the virus and maintain the cleanliness of Court and Tribunal buildings the following measures should be considered:

- Soap and hand drying facilities are available, and easily located for court users.
- Staff monitor these regularly throughout the day, checking that taps, sinks and toilets function as expected.
- Cleaners are able to respond promptly to any maintenance or replenishment requirements.

36. Hygiene measures: to help reduce the spread of the virus and follow Public Health advice the following measures should be considered:

- 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.
- 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.

37. Responding to incidents: to help reduce the spread of the virus and maintain the cleanliness of court and tribunal buildings the following measures should be considered:

- Responding swiftly to complaints received of any areas of poor hygiene.
- Should there be any instance of a confirmed case of COVID-19 a system is in place to ensure a deep clean can be completed imminently.

Confirmation that appropriate measures for hygiene and cleaning are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

33.1 HM Government hand-washing posters are displayed in prominent locations, particularly in and near toilets and waiting areas.

34.1 The cleaning regime within the building has been adapted to meet the changed needs and relocation of occupants. Priority is given to high-use areas including, but not limited to office areas, kitchens and rest-rooms, and courtrooms that are used for attended hearings and telephone/Skype hearings. BM team receive weekly updates on courtroom usage and share this with FM colleagues so cleaners have up to date data. Additional touch point cleaners have been deployed to return to common touchpoints frequently throughout the day, such as door handles, lift buttons, hand rails. Currently, these additional resources are sufficient to meet the needs of the adapted cleaning regime for touch points. Regular discussions take place between the Cleaning Team Manager and FM Ops Manager and FM Delivery Manager to address concerns/advice of changes to building usage etc. to ensure resources are still sufficient and are directed to

where they are required. Shared items e.g. leaflets, magazines. have been removed from shared areas. Obtaining advice re literature in prayer rooms. Adequate removal of confidential waste – porters on site to support teams. (**AP13**)

36.1 Soap and hand-drying facilities are readily available to all court users, and building occupants. Supply levels are monitored throughout the day by members of the cleaning team and spot-checks are made by members of the BM Team. All public toilets have notices to alert users to report any failures in facilities. BM team monitor responses to ensure prompt action. Regular discussion take place between the Cleaning Team Manager and FM Delivery Manager to ensure there is a plentiful supply of soap, paper towels, toilet tissue and cleaning products. There is a robust flushing regime in place, which currently takes place of all toilets and taps within the complex. This is carried out by the Engie, water testing results are monitored and appropriate action taken.. There is a system in place for cleaners/on site engineer/handyman to be contacted urgently, via mobile telephone, to respond to maintenance and replenishment needs. Hand sanitiser stations are in place around the RCJ complex; specifically around high footfall areas – main entrance, Bear Garden, TMB, Queen’s Building.

36.2 Staff wash their hands at regular intervals and have been provided hand-sanitiser. Hand-washing facilities are available for court users and there are hand-sanitising stations for them to use at the main entrance. Hand sanitizer dispensers have been ordered and will be deployed in public/staff/judicial ingress/egress points.

37.1 There is a system in place to respond swiftly to complaints received about areas of poor hygiene. Instances are reported to BM Team who can contact members of the cleaning team directly. Notices in all public facilities to enable public to report any concerns with facilities.

In instances of suspected and/or confirmed Covid-19 cases, there is a system in place for Section16 cleans to be requested if discovery of the case is made known within 72 hours of the suspected person last being on site (although S.16 cleans can be requested outside of this timeframe where circumstances dictate). Where a S.16 clean is not required, deep cleans can still be requested and carried out. S.16 and deep cleans are organized via FM in the first instance, with escalation through Estates and Engie for S.16 cleans.

Section 9 - 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

38. Provision of food and water: to comply with the Public Health advice and guidance the following measures should be considered:

- 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](#).

Confirmation that appropriate measures for accessing drinking water are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

38.1 Glass bottles fall within the list of prohibited items and are not allowed into the building. They are either confiscated or disposed of by security officers before entering the building. Carafes and glasses have been removed from all courtrooms. Supplies of bottled water are being procured. The cafeteria is currently closed – it has been since mid-March and will remain so until further notice. Drinking water outlets in public areas have been taken out of service and decommissioned to prevent unauthorised use

Section 10 - 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 Assessment Tool action plan.

Confirmation that appropriate measures for custody suites are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Delivery Director.

Meeting with PECs – Risk Assessment provided- Amber status. Manager Mr Johnson explained processes in place and was confident that the current environment supported social distancing measures for both prisoners/team. No issues with cleaning and all support needed from HMCTS. Regular meetings will be undertaken to review this RA.

Section 11 – Use of PPE (masks and/or gloves)

– Use of Face coverings in common public areas

PPE

39. Use and disposal:

- 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).
- 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.

Face coverings

40. Usage of face coverings is mandated within common public areas of the court/tribunal building and should be delivered in line with published guidance. [Enforcing court/tribunal users wearing face coverings whilst in common public areas of the court building.](#)

- Face coverings must be 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.

Confirmation that appropriate measures for using face coverings or PPE are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

39.1 Face coverings are being provided to frontline staff who are interacting with court users i.e. ushers, associates, security, and court clerks. Face coverings and gloves have been provided to First Aid Officers.

Gloves are available to staff. Staff who wear gloves must use hand-sanitiser and wash hand regularly, just as staff who do not wear gloves do. Gloves can now be ordered via the MS Team.

'No touch' bins are to be provided for the disposal of used facemasks and gloves. Staff who use gloves are advised to immediately wash their hands with soap and water, or hand-sanitiser.

Section 13 – Ventilation

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

- **Confirmation that there has been consultation with the Regional Facilities Manager regarding the ventilation systems and there are no known issues. Any actions and adjustments should be explained and recorded here, notifying your Cluster Manager and Regional Support Unit.**
- **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.**

Local Facility Manager confirms there are currently no known issues with the Ventilation at the RCJ. Any areas that are mechanically ventilated have been set to provide fresh air only as per PHE Guidance.

Description	Link	Last updated
Public Sector Equality Duty (Page 2)	Court and Tribunal Users: https://intranet.justice.gov.uk/about-hmcts/customer-engagement/equality-and-diversity/public-sector-equality-duty/ . Staff: https://intranet.justice.gov.uk/about-hmcts/human-resources/public-sector-equality-duty-psed/	9 July 2020 7 July 2020
Organisational Risk Assessment	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885607/HMCTS_Organisational_Risk_Assessment_v1.0.pdf	20 May 2020
Health and Safety contacts (Page 3)	https://intranet.justice.gov.uk/about-hmcts/finance-and-governance/governance-assurance/security-fire-and-health-and-safety-policy/regional-security-fire-or-health-and-safety-officers/	10 August 2020
Regular updates – Working safely (Page 3)	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19	7 August 2020
GOV.UK – Coronavirus Guidance (Page 3)	https://www.gov.uk/coronavirus	31 July 2020
Guidance for employees (Page 3)	https://www.gov.uk/coronavirus	31 July 2020
Guidance on cleaning and hygiene requirements (Page 3)	https://intranet.justice.gov.uk/about-hmcts/property-directorate/covid-19-guidance-documents/	16 July 2020
Cleaning in non-healthcare settings.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)	15 July 2020
Property Directorate Guidance document on use of screens.	https://intranet.justice.gov.uk/app/uploads/2020/07/Guidance-on-screens-3rd-July-2020.v1-002.docx	16 July 2020
Intranet guidance from the Property Directorate (Page 3)	https://intranet.justice.gov.uk/about-hmcts/property-directorate/covid-19-guidance-documents/	16 July 2020
“Keeping court and tribunal buildings safe, secure and clean” - HMCTS public guidance (top of each section of the assessment)	https://www.gov.uk/guidance/keeping-court-and-tribunal-buildings-safe-secure-and-clean	10 August 2020
Signage (section 8): ‘Hand washing posters’ link and other useful posters.	https://intranet.justice.gov.uk/about-hmcts/operations-directorate/business-continuity/covid-19/important-information-and-materials/	5 August 2020