



  
**Scottish Courts  
and Tribunals Service**

**COVID-19**

**Organisational Risk Assessment**

# SCTS Organisational Covid-19 Risk Assessment

**We have identified the COVID-19 related risks in our workplaces, and put in place measures to mitigate those risks. Our arrangements remain under constant review to ensure that they continually reflect changing circumstances and Government and Public Health Scotland advice. We work with the PCS trade union and other organisations who use our courts, sharing with them our approach on risk assessment and risk management. The table below gives an overview of our assessment of risks across the organisation and details the safety measures in place.**

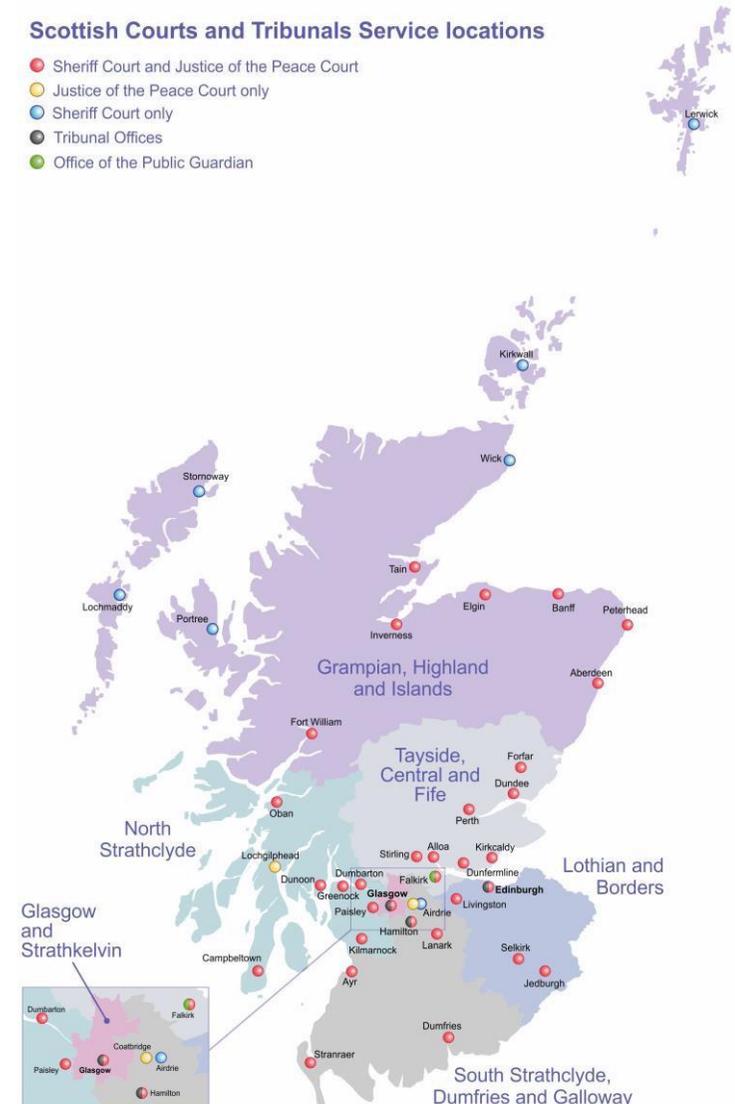
We constantly monitor the arrangements in all our buildings to ensure that they continue to meet the standards required - in doing this, we adopt a structured approach, using a local assessment tool. Across the SCTS we have a range of workplaces with differing requirements and this provides a flexible framework for managers to effectively assess the risks and manage the safety measures for individual buildings, working with trade union colleagues and local teams. The tool helps to ensure that potential risks are constantly monitored, that swift action can be taken where necessary, and that anything significant that can't be resolved quickly at local level is promptly escalated.

We keep this tool updated to reflect any changes in guidance, and any feedback from staff, the judiciary, external stakeholders and trade unions. We will keep the assessment tool under continual review to reflect emerging Scottish Government and PHS guidance and our experiences.

If you are worried about anything or feel that something is not in place that should be, please ask to speak to the local manager, or contact [enquiries@scotcourts.gov.uk](mailto:enquiries@scotcourts.gov.uk). Members of SCTS staff should speak to their line manager, the senior person on site, or the H&S Team.

## Scottish Courts and Tribunals Service locations

- Sheriff Court and Justice of the Peace Court
- Justice of the Peace Court only
- Sheriff Court only
- Tribunal Offices
- Office of the Public Guardian



What are the hazards?	Who might be harmed?	What have we already done to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p><b>Building systems not functioning safely as a result of closure during lockdown.</b></p>	<p>Staff and all court users</p>	<ul style="list-style-type: none"> <li>• Full assessment completed for all building re-commission works.</li> <li>• FM Engineers have continued to visit closed buildings to conduct PPM testing including emergency lighting, electrical safety etc.</li> <li>• As part of that regime water systems have been regularly flushed and precautionary L8 Legionella tests have been carried out.</li> <li>• Fire Alarms will be tested upon reoccupation by staff with support from our FM team. We continue to monitor under Statutory Compliance PHS guidance.</li> <li>• Ventilation systems were adjusted through our Building Management System to ensure through flushing prior to re-occupation.</li> <li>• In line with Government advice we have disconnected all thermal wheels and are running all mechanical ventilation at 100% fresh air. We continue to monitor under Statutory Compliance and PHS guidance. All windows where rooms have natural ventilation have been checked to ensure they can be opened and staff are encouraged to open windows wherever practicable.</li> <li>• Enhanced cleans have been undertaken prior to re-occupation.</li> </ul>	<p>Confirmation that all checks are complete and regular monitoring thereafter.</p>	<p>Facilities Management Team.</p>	<p>Ongoing</p>

<p><b>Contraction of Covid-19 through contact with surfaces</b></p>	<p>Staff and all court users</p>	<ul style="list-style-type: none"> <li>• Introduced additional daytime cleaners into all courts open to the public, carrying out additional touchpoint cleans throughout the day with extra attention on hand-washing basins and toilet facilities. Our regular cleaning standard has been enhanced to ensure it complies with both the British Institute of Cleaning Science standard and the Health Protection Scotland (HPS) requirements for combatting risk of transmission of COVID19, set out in the HPS “COVID-19 – Guidance for Non-Healthcare Settings”. All cleaning agents used on SCTS premises at this time contain both active detergent and disinfectant properties – in order to ensure that our daily cleaning regime meets the levels required for “environmental decontamination” set out in the HPS guidance. By cleaning to this standard we can ensure that our facilities are kept safe on a daily basis. Clear desk policy implemented to facilitate cleaning.</li> <li>• Introduced targeted enhanced cleans within all or parts of buildings informed by Dynamic Risk Assessments if we have a confirmed or suspected case of coronavirus, following PHS Scotland guidance.</li> <li>• Provided extra checks around soap and hand drying facilities, ensuring priority for fixing any reported issues immediately.</li> <li>• Ensured every building is cleaned at night with additional regular daytime cleaning in public and court administrative areas.</li> <li>• Provided hand sanitiser to all sites, with stock available to meet future demand. Individuals are permitted to bring their own sanitiser into courts and tribunals.</li> <li>• Handwashing and hygiene advice is prominently displayed throughout the building. We have put in place a quick response process for complaints about poor hygiene or problems that would prevent users from washing their hands.</li> <li>• Closed service from a number of our refreshment areas, and removed water carafes and glasses from court rooms. Antiseptic wipes will be supplied for use with all touchpoints including vending machines, fridges, printers etc.</li> </ul>	<p>Regular local monitoring and communication reinforcement.</p> <p>Staff will carry out checks throughout the day and will close off areas within a building, or whole buildings, where standards are not as they should be, whilst they put in place measures to improve the situation.</p> <p>Under the rebranding exercise, full scale pop-up information displays will reinforce the range of measures SCTS have in place</p>	<p>Local managers supported by central Facilities Management team.</p>	<p>Ongoing</p>
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		<ul style="list-style-type: none"> <li>• Encouraging any concerns with building cleanliness or soap supplies to be referred straight away.</li> <li>• Promotion of handwashing and personal hygiene through posters and communications.</li> <li>• Should there be any instance of a confirmed case of COVID-19 a system is in place to isolate/close down the area concerned and ensure a targeted enhanced clean can be completed imminently before it is re-opened.</li> <li>• Rubbish is promptly cleared. There are sufficient bins which are emptied regularly. Disposable face coverings may be safely disposed of in normal bins.</li> </ul>			
<p><b>Contraction of Covid-19 through contact with other people</b></p>	<p>Staff and all court users</p>	<ul style="list-style-type: none"> <li>• Promoting personal responsibilities for physical distancing through posters and communications. If anyone discloses that they have symptoms consistent with COVID-19, they will be refused entry to the building by SCTS staff or Security Guards (with advice from SCTS staff).</li> <li>• We have reviewed <b>all non-public areas</b>, to promote physical distancing for staff and judiciary, with measures at different sites including the following: <ul style="list-style-type: none"> <li>- Taking desks and other furniture out of use to enable individuals to retain a physical distance of 1m from each other wherever possible.</li> <li>- Using one-way systems where appropriate.</li> <li>- Monitoring and regulating use of toilet facilities, restricting access if necessary.</li> <li>- Allowing flexibility in working hours/days where possible, if it supports individuals in travelling at earlier</li> </ul> </li> </ul>	<p>Regular local monitoring and communication.</p> <p>Staff will carry out checks throughout the day and will close off areas within a building, or whole buildings, where standards are not as they should be, whilst they put in place measures to improve the</p>	<p>Local managers supported by central Facilities Management Team</p>	<p>Ongoing</p>

		<p>or later times to reduce contact with other people.</p> <ul style="list-style-type: none"><li>- Staggering lunches and breaks.</li><li>- Limiting events that involve bringing large groups of people together or moving them to become virtual events.</li></ul>	situation		
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		<ul style="list-style-type: none"> <li>• We have reviewed <b>all public areas</b>, including every open or staffed building, putting in place arrangements to help people maintain a 1m distance. These will vary for the different buildings depending on layout, but may include:               <ul style="list-style-type: none"> <li>- Putting a system in place to manage the flow of people and maintain a 1m distance e.g. using labelling of seats, floor markings and tape.</li> <li>- Advising those entering or leaving courtrooms, to avoid cross-traffic in doorways and restricting the number of people in the building/specific areas at any time.</li> <li>- Marking furniture/cordoning off areas to enable individuals to be at a physical distance of 1m from each other wherever possible.</li> <li>- In courtrooms, marking seats as ‘not for use’, taping them off and leaving some rows empty.</li> <li>- Where possible, clearly displaying maximum room occupancy levels</li> <li>- For areas where queuing will occur, using floor marking tape to enable physical distancing to be observed.</li> <li>- Ensuring perspex shielding at all open public counters.</li> <li>- As far as is practicable, using a ‘one-in, one-out’ system for lift entry and exit.</li> <li>- Monitoring and regulating use of toilet facilities, restricting access if necessary.</li> <li>- Marshalling by staff in the court/hearing room to ensure people are directed to take the correct seat and maintain at least a 1m distance.</li> <li>- Taping off selected seats in seating areas or clearly marking some as not for use, to ensure a 1m distance between those sitting in these areas.</li> </ul> </li> </ul>			

		<ul style="list-style-type: none"> <li>• Reviewed <b>custody suites</b>, putting in place arrangements to ensure the safest possible operating environment. These will vary for different buildings depending on layout, but may include: <ul style="list-style-type: none"> <li>- GeoAmey to ensure that visits are conducted safely and practically.</li> <li>- Where practical, facilities will enable defence agents to communicate remotely (by phone or screened) with prisoners from within the custody suite.</li> <li>- Use of appropriate signage/markings to delineate any applicable distancing (GeoAmey are operating a 1m physical distancing regime from 9 August).</li> <li>- Prisoners with suspected coronavirus to be managed by SPS/GeoAmey in compliance with PHS guidelines.</li> </ul> </li> <li>• Where in place, maintaining a ‘hands off’ bag check and reminding court users that they should not bring in prohibited items to SCTS buildings to limit the need for a close contact security search at the public entrances. Where available, walk-through detectors are used helping to reduce as far as possible, the use of hand held ‘metal detectors’ at the public entrance of buildings. If an item needs to be touched, the Security Guard will use protective gloves and sanitiser to maintain hygiene.</li> <li>• The wearing of face coverings is <u>mandatory</u> when moving around an SCTS building; subject to any exemption provided for under government guidance. The Lord President has issued additional instruction that face coverings must be used by all parties in the courtroom unless they are presenting to the court or for reasons determined by the bench. Staff are not required to wear a face covering when seated in non-court or non-public settings.</li> <li>• SCTS has supplied face coverings for staff and judiciary. Court users should bring their own face covering but supplies will be available upon request. Non reusable face coverings should be disposed of safely in a general waste bin. The contents of the bin will be disposed of safely by cleaning staff each day.</li> </ul>			
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