



# Jury Trials SCTS Jury Centre Dundee *Risk Checklist*

Scottish Courts  
and Tribunals Service



SCTS Jury Centre: {add name}

**Introduction**

Whilst the risks posed by COVID-19 are now more controlled than in earlier phases of the pandemic, we continue to put the health and safety of all those using Scotland’s courts and tribunals first. Our arrangements remain under review to ensure they reflect changing guidance and circumstances.

Ref	Conditions to be met	Desirable /Essential (D/E)	Physical Distancing & Public Health Adherence		Comments / Notes
			In place	Not in place	
<b>Section A: Jurors</b>					
A.1	There is a Juror Assembly Area or suitable secure room where jurors can assemble.	E		x	Assembly area not required as jurors directed to their seat by SCTS reception staff on arrival.
A.2	There is a separate jury entrance.	D	x		All jurors will enter through the main entrance/ exit. This is staggered with the assistance of security staff. They are then met by the reception staff in the upstairs foyer where they are directed to their jury room.
A.3	Appropriate advice and signage are in place to promote respect for each others’ personal space and the avoidance of overcrowding in toilet/rest/refreshment areas.	E	x		Updated April 2022
A.4	Adequate facilities for jurors to store their own refreshments and personal belongings.	E	x		Personal belongings remain with the juror throughout the trial proceedings
A.5	There is car parking on site or nearby.	D	x		
A.6	Hand sanitisers and cleaning materials are available for use, including during the trial.	E	x		
A.7	Jury notices will be available on each juror seat the day before trial.	E	x		Guidance issued in advance to all potential jurors and juror packs are provided to jurors on the day of trial.
A.8	There is a clear line of sight to the main screen for all jurors.	E	x		
<b>Section B: General</b>					

B.1	Appropriate access to hand sanitisers for the duration of a trial for staff and jurors.	E	x		Individual hand sanitiser are provided for all jurors at their seating area. Hand sanitising stations are also available throughout the jury centre.
B.2	Confirm that jury rooms are served by a fully functioning AHU (Air Handling Unit) and that the room has a mechanical air management system which has no current issues.	E	x		HVAC (Heating Ventilation and Air Conditioning) systems are regularly serviced and maintained to ensure they are in good and safe working condition. Filtered fresh air through newly serviced HVAC in every screen, no air is recirculated.  All statutory testing is in place and systems are operating as designed.
B.3	Jurors are provided with water and lunch.	E	x		
B.4	There are the required number of Fire Safety Officers and First Aiders on site.	E	x		Odeon staff have trained first aiders and fire officer's onsite each day.
B.5	Site checklist is discussed with front of house staff – checks adhered to.	E	x		
B.6	COVID hygiene and cleaning guidance is adhered to.	E	x		Full clean is done each night once Jurors have left. The SCTS Staff also adhere to hygiene and cleaning guidance by ensuring packs, hand sanitisers, all seating and tables, touch points are also cleaned after each day.
B.7	Public transport confirmed as operating.	E	x		
B.8	Appropriate health and safety signage and posters displayed in public areas.	E	x		
B.9	Disposable face coverings are available for jurors if they do not have their own and wish to use one.	E	x		
<b>Section C: Police &amp; Security</b>					
C.1	Arrangements are in place for security and police presence.	E	x		The jury centre has appropriate levels of security officers on site. Security undertake a hands-off search of each juror.

# Action Plan

Date of review: 19/04/2022	Previous RAG	Current RAG
Date for next review:29/4/22		Green
Actions identified		Timescale for completion
<p><b>Statement of assurance;</b> 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 an action owner, a target date for the resolution of all the issues and a date for review.</p> <p><b>Signed (SPoS) –</b>  <b>Gillian Stewart</b></p>		
<p><b>Counter Signature:</b></p> <p>I confirm that the assessment has been completed and the action plan is appropriate.</p> <p style="text-align: center;"><i>Jenne Taylor</i></p> <p><b>Signed (Director, Operations)</b></p>		