



# Jury Trials SCTS Jury Centre East Kilbride

## *Risk Checklist*

Scottish Courts  
and Tribunals Service



## SCTS Jury Centre: East Kilbride

### 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 are directed to their seat by SCTS staff on arrival.
A.2	There is a separate jury entrance.	D		X	SCTS staff, jurors and Odeon staff all use the main entrance
A.3	Appropriate advice and signage are in place to promote respect for each other's personal space and the avoidance of overcrowding in toilet/rest/refreshment areas.	E	x		New signage, once received will be displayed clearly around the RJC. Staff will continue to encourage Jurors to respect others personal space and also the use of face coverings when moving around the Remote Jury Centre.
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		All day public car park is available this is chargeable.
A.6	Hand sanitisers and cleaning materials are available for use, including during the trial.	E	x		Hand sanitiser and wipes have been placed into all rooms and are replenished as required.
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 jury packs are provided to jurors on the day of the trial.
A.8	There is a clear line of sight to the main screen for all jurors.	E	x		Jurors view the trial remotely. Tests have taken place to ensure that the camera angles are in the correct position and seats have coverings with numbers/ Tests are carried out on the sitting days at East Kilbride RJC.
<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 available for all jurors and are cleaned and refilled as required. Hand sanitising stations are also available throughout East Kilbride Remote 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. This has been confirmed by the Odeon Manager at EK.  All statutory testing is in place and systems are operating as designed
B.3	Jurors are provided with water and lunch.	E	x		Bottled water is available for jurors. Lunch is provided by BaxterStorey.
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 confirmed with Odeon manager
B.5	Site checklist is discussed with front of house staff – checks adhered to.	E	x		All staff are briefed in advance and updated throughout the day as required.
B.6	COVID hygiene and cleaning guidance is adhered to.	E	x		Enhanced cleaning regime in place/ day cleaners attend to additional "touch" points throughout the day. The Jury manager also does a walk round of areas throughout the day.
B.7	Public transport confirmed as operating.	E	x		yes
B.8	Appropriate health and safety signage and posters displayed in public areas.	E	x		Signage is displayed clearly in the foyer areas and throughout the JC.
B.9	Disposable face coverings are available for jurors if they do not have their own and wish to use one.	E	x		Jurors are provided with face coverings on arrival if they don't have their own.
<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 and ensure that their work stations are wiped and sanitised after each juror enters. There is no police presence at the RJC- However Community officers attend on occasion.

# Action Plan

Date of review: 25 April 2022	Previous RAG	Current RAG
Date for next review: 3 May 2022	GREEN	Green
<b>Actions identified</b>		<b>Timescale for completion</b>
New signage has not been received at the RJC, this will be displayed as soon as it arrives.		
<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></p> <p><b>Lorna Munro</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><i>Jenne Taylor</i></p> <p><b>Signed (Director, Operations)</b></p>		

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