



Jury Trials SCTS Jury Centre Fort Kinnaird *Risk Checklist*

Scottish Courts
and Tribunals Service



SCTS Jury Centre: Fort Kinnaird

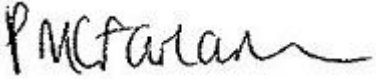
Introduction

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	
Section A: Jurors					
A.1	There is a Juror Assembly Area or suitable secure room where jurors can assemble.	E	✓		
A.2	There is a separate jury entrance.	D		✓	
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	✓		
A.4	Adequate facilities for jurors to store their own refreshments and personal belongings.	E	✓		
A.5	There is car parking on site or nearby.	D	✓		
A.6	Hand sanitisers and cleaning materials are available for use, including during the trial.	E	✓		
A.7	Jury notices will be available on each juror seat the day before trial.	E	✓		
A.8	There is a clear line of sight to the main screen for all jurors.	E	✓		
Section B: General					
B.1	Appropriate access to hand sanitisers for the duration of a trial for staff and jurors.	E	✓		
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	✓		

B.3	Jurors are provided with water and lunch.	E	✓		
B.4	There are the required number of Fire Safety Officers and First Aiders on site.	E	✓		
B.5	Site checklist is discussed with front of house staff – checks adhered to.	E	✓		
B.6	COVID hygiene and cleaning guidance is adhered to.	E	✓		
B.7	Public transport confirmed as operating.	E	✓		
B.8	Appropriate health and safety signage and posters displayed in public areas.	E	✓		
B.9	Disposable face coverings are available for jurors if they do not have their own and wish to use one.	E	✓		
Section C: Police & Security					
C.1	Arrangements are in place for security and police presence.	E	✓		

Action Plan

Date of review: 13 April 2022	Previous RAG	Current RAG
Date for next review: 13 May 2022		Green
Actions identified		Timescale for completion
<p>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 an action owner, a target date for the resolution of all the issues and a date for review.</p> <p>Signed (SPoS) –</p> <p>R Martin</p>		
<p>Counter Signature:</p> <p>I confirm that the assessment has been completed and the action plan is appropriate.</p>  <p>Signed (Director, Operations)</p>		