



Jury Trials SCTS Jury Centre Glasgow Quay *Risk Checklist*

Scottish Courts
and Tribunals Service



SCTS Jury Centre: Glasgow Quay

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		x	Assembly area not required as jurors directed to their screen number and seat by SCTS staff on arrival.
A.2	There is a separate jury entrance.	D	x		All jurors will enter through the main entrance and exit the building from the fire exits located at each side of the screens. There is another entrance through a service door if necessary.
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		New signage in place (stand up/mask up). Juror journeys have been mapped to comply with physical distancing. SCTS and Odeon staff have been trained to move juries in physically distant groups. Jurors are briefed by SCTS staff on protocols. There are adequate staffing levels and Odeon staff on site to manage and marshal juror movements.
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.
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 juror packs are provided to jurors on the day of trial.

					Jurors will deliberate in the room they are based in. All seats have been numbered accordingly.
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.
Section B: General					
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. 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		Bottled water is available for jurors. Lunch is provided by Baxter Storey.
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. Fire assembly point is at the Hollywood bowl, just outside the cinema.
B.5	Site checklist is discussed with front of house staff – checks adhered to.	E	x		All staff are briefed in advance.
B.6	COVID hygiene and cleaning guidance is adhered to.	E	x		Enhanced cleaning regime in place and day cleaner available to attend to additional "touch" points throughout the day. Toilets are cleaned every 30 minutes along with door handles to each screen.
B.7	Public transport confirmed as operating.	E	x		Jurors will be advised of any known issues in the pre-ballot phone call or pre-recorded phone message.

B.8	Appropriate health and safety signage and posters displayed in public areas.	E	x		Yes. All signage has been completed and this is removed on a daily basis to allow the Odeon to install posters of films out now or when new release films are due. The Odeon staff change back to SCTS signage at the end of the shift ready for the jury centre in the morning.
B.9	Disposable face coverings are available for jurors if they do not have their own and wish to use one.	E	x		Although not obliged to wear a face covering whilst seated, we ask that they wear a face covering when moving around the building. We have sufficient supply of face coverings.
Section C: Police & Security					
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. Police Scotland have undertaken a review of procedures and have made a number of recommendations which have been adopted.

Action Plan

Date of review: 20.4.22	Previous RAG	Current RAG
Date for next review:		Red/Amber/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) – Neil Christie, Sheriff Clerk/Sheriffdom Business Manager</p>		
<p>Counter Signature:</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>Signed (Director, Operations)</p>		