



SCTS Organisational COVID-19 Risk Assessment

While the risk posed by COVID-19 is now more managed than during the early phase of the pandemic we continue to put the health and safety of all those using Scotland's Courts and Tribunals first. 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 reflect changing circumstances and Government and Public Health Scotland advice. We work with the PCS union and other organisations who use our buildings, sharing with them our approach on risk. The table overleaf gives an overview of our assessment of risks across the organisation and details the safety measures in place.

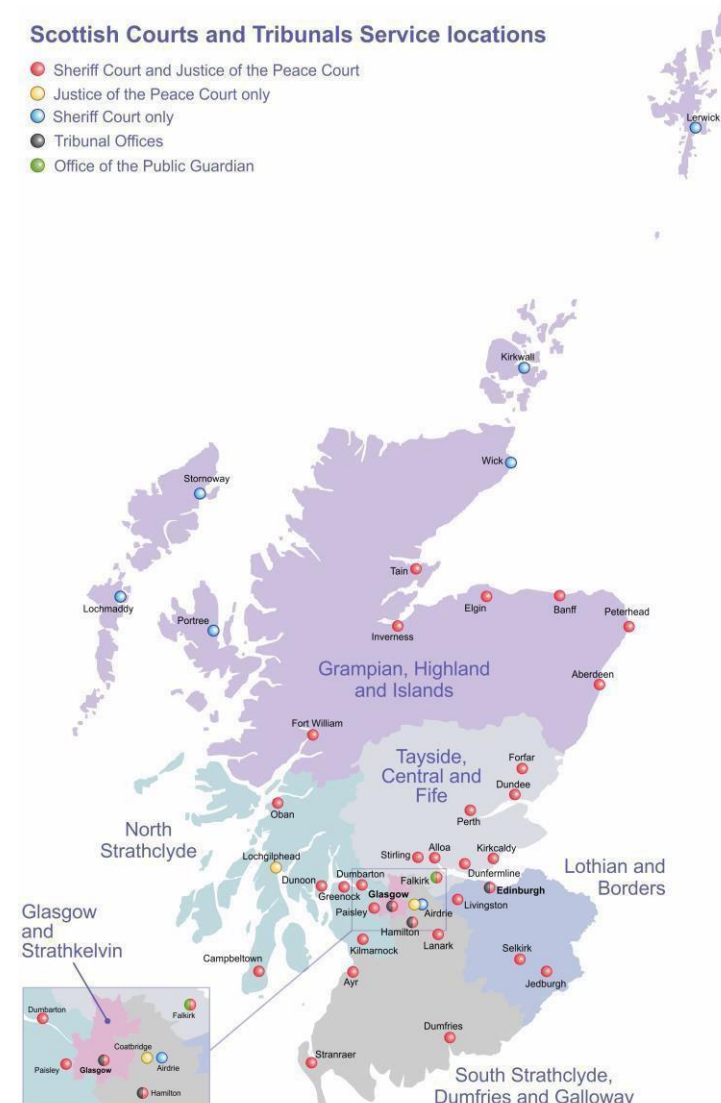
We constantly monitor the arrangements in all our buildings to ensure that they continue to meet the standards required – in doing this, we adopt a structured approach, using a local assessment tool. Across the SCTS, we have a range of workplaces with differing requirements and this provides a flexible 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 monitored, that swift action can be taken where necessary, and that anything significant that cannot 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.

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
Members of SCTS staff should speak to their line manager, the senior person on site, or the Health and Safety 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>Contraction of Covid-19 through contact with surfaces</p>	<p>Staff and all building users</p>	<ul style="list-style-type: none"> • Introduced additional day and night time 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 contain both active detergent and disinfectant properties – to ensure that our daily cleaning regime meets the levels required for “environmental decontamination” set out in public health guidance. By cleaning to this standard, facilities are kept COVID-safe on a daily basis. • Clear desk policy implemented to facilitate cleaning. • Provided extra checks around soap and hand drying facilities, ensuring priority for fixing any reported issues immediately. • 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. • Handwashing and hygiene advice is prominently displayed throughout the building. • Encouraging any concerns with building cleanliness or soap supplies to be referred straight away. • Promotion of handwashing and personal hygiene through posters and communications. • Rubbish is promptly cleared. There are sufficient bins which are emptied regularly. Disposable face coverings may be safely disposed of in normal bins. 	<p>Staff will carry out checks throughout the day and will rectify any issues or concerns.</p> <p>Maintain current signage/pop-up information displays to reinforce the measures in place.</p>	<p>Local managers supported by central Facilities Management team.</p>	<p>Ongoing</p>

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Contraction of Covid-19 through contact with other people	Staff and all building users	<ul style="list-style-type: none"> • Promoting personal responsibilities to respect each other’s space 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. • We have reviewed all non-public areas, to maximise safety and promote personal responsibility for respecting space, with appropriate measures implemented at different sites including the following: <ul style="list-style-type: none"> • Ensuring desks and other furniture are deployed in order to make best use of space and to minimise the potential for creation of pinch points or crowded areas. • Providing advice and signage to encourage safe distancing and the avoidance of overcrowding in toilet/rest/lifts/refreshment areas. • Allowing flexibility in working hours/days where possible, if it supports individuals in travelling at earlier or later times to reduce contact. • Staggering lunches and breaks. • Taking a planned and careful approach to events that involve bringing larger groups of people, together –e.g. moving these to become virtual events where appropriate 	<p>Regular local monitoring and communication.</p> <p>Staff will carry out checks throughout the day and will take action or report issues where standards are not as they should be.</p>	Local managers supported by central Facilities Management Team	Ongoing

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<p>Contraction of Covid-19 through contact with other people</p>	<p>Staff and all building users</p>	<ul style="list-style-type: none"> • We have reviewed all public areas, including every open building, putting in place arrangements to help people maintain personal space. These arrangements will vary for the different buildings depending on layout, but may include: <ul style="list-style-type: none"> • Putting a system in place to manage the flow of people and encourage personal space e.g. using labelling of seats, signage and floor markings. • Advising those entering or leaving buildings or hearing rooms to avoid cross-traffic in doorways, avoid loitering in high-traffic areas and to exercise discretion should areas become congested. • Ensuring desks and other furniture are deployed in order to make best use of space and to minimise the potential for creation of pinch points or crowded areas. • Where queuing may occur, using signage and markings to encourage greater awareness to respect personal space • Where necessary, providing perspex screens at public counters. • Installing signage to encourage good distancing in enclosed spaces such as lifts and toilet facilities. • Reviewed custody suites, 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"> • GeoAmey to ensure that visits are conducted safely and practically. • Where practical, facilities will enable defence agents to communicate remotely (by phone or screened) with prisoners from within the custody suite. • Where in place, maintaining a ‘hands off’ bag check and reminding court users that they should not bring prohibited items to SCTS buildings to limit the need for a close contact security search at the public entrances. 			

		<ul style="list-style-type: none">• Where available, walk-through detectors are used, helping to reduce 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.• Continuing to encourage the wearing of face coverings in all areas of our buildings. <i>(Staff are not required to wear a face covering when seated in non-court or non-public settings.)</i>• Face coverings must still be used by all parties in the courtroom unless they are presenting to the court, are unable to wear one due to an exemption, or for reasons determined by the bench.• Supplying disposable face coverings for use upon request, where an individual does not have a face covering of their own. 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.			
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<p>Wellbeing</p>	<p>Staff and all building users</p>	<ul style="list-style-type: none"> • Promotion of positive wellbeing of staff during these challenging times is critical and has included: <ul style="list-style-type: none"> • Providing support through resources such as the Employee Assistance Programme. • Encouraging team members to keep regular contact with each other. Encouraging all team members to be aware of, and to raise, feelings of isolation and loneliness. • Encouraging team meetings to discuss normalising changes to the working environment including changes to the balance between office and remote working, respecting distance in the workplace and removal of wider restrictions. • Regular guidance and updates being posted to the staff intranet. • Availability of online learning. • Reinforcement of wellbeing resources available and reminders of how to access them. • Positive promotion of safety measures in place to reassure staff. • Measures will also be in place to support the judiciary, including: <ul style="list-style-type: none"> • Regular guidance and updates being posted to the Judicial Hub. • Access to welfare support through the Judicial Hub. • Availability of online resources and learning from the Judicial Institute. • Measures to reduce the anxiety of other court users include: <ul style="list-style-type: none"> • Clear signage to reassure that safety measures are in place, including signage to respect personal space. • Publication of our processes and arrangements, along with channels through which to raise any concerns. • Reassurance provided by staff members. 	<p>Ongoing development of guidance and support to be provided for staff with input from PCS.</p> <p>Continual monitoring and feedback.</p> <p>Regular monitoring and communications.</p>	<p>HRU PSU, Health & Safety and Operations</p> <p>Local managers supported by central Facilities Management Team.</p>	<p>Ongoing</p>