



# Jury Trials SCTS Jury Centre Dunfermline

## *Risk Checklist*

Scottish Courts  
and Tribunals Service




**SCTS JURY CENTRE DUNFERMLINE**

| 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                      | Juror Assembly Area or suitable secure room for jurors to assemble.   | E                          |   | x            | Assembly area not required as jurors directed to their seat by SCTS staff on arrival.  |
| A.2                      | Juror deliberation room with rooms mapped out for social distancing   | E                          | x   |              | Jurors will deliberate in the room they are based in. All seats have been numbered accordingly which adhere to social distancing.  |
| A.3                      | Separate jury entrance  | D                          |   | X            | All jurors will enter through the main entrance / exit. Another entrance has not been identified.  |
| A.4                      | Staff resource to manage and marshal juror movements – including jury queues to building and access to toilets. | E                          | x   |              | There are adequate staffing levels and Odeon staff on site to manage and marshal juror movements.  |
| A.5                      | Jury journey/transition through the centre complies with social distancing throughout.                          | E                          | x   |              | Juror journeys have been mapped to comply with physical distancing. Banners to indicate appropriate distance. SCTS and Odeon staff have been trained to move juries in physically distant groups. Jurors will be briefed by SCTS staff on protocols. |
| A.6                      | Adequate provision for jurors to store their own refreshments and personal belongings.                          | E                          | x   |              | Personal belongings remain with the juror throughout the trial proceedings   |
| A.7                      | Car parking on site or nearby.  | D                          | x   |              | All day, free public car parking is available.   |
| A.8                      | Hand sanitisers and cleaning materials available for use.   | E                          |   | x            | Hand sanitiser and wipes have been placed into all rooms and are replenished as required.  |
| A.9                      | Jury notices to be available on each juror seat 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.10                     | Jury line of sight to be tested with social distancing in place.  | 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 during the length of a trial for staff and jurors.   | E | x |  | Individual hand sanitisers are placed at the jurors seats. Hand sanitising stations are also available throughout the jury centre.   |
| B.2                | Confirm the 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, no recent history of malfunction and this is verified by the Odeon. | 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.<br><br>All statutory testing is in place and systems are operating as designed. |
| B.3                | Jurors provided with water and lunch.  | E | x |  | Bottled water is available for jurors and is placed at their seats and replenished on request. Lunch is provided by BaxterStorey.  |
| B.4                | Sufficient staff levels to support trial without impacting on social distancing levels within building.  | E | x |  | Maximum capacity is around 500. There will be no more than *100 people on site.<br><br>*Jurors, SCTS and Odeon staff, security and police.   |
| B.5                | Staff to manage and marshal public areas to ensure adherence to social distancing.   | E | x |  | The Odeon is now open to the public, however staff manage and marshal the public area of the wing used by SCTS while the courts are sitting to ensure adherence to social distancing within this area; security guards ensure that this area is not accessible to the public   |
| B.6                | 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.7                | Site checklist, discussed with front of house staff – checks adhered to.   | E | x |  | All staff are briefed in advance.  |
| B.8                | COVID hygiene and cleaning guidance adhered to.  | E | x |  | Enhanced cleaning regime in place and day cleaner available to attend to additional "touch" points throughout the day.   |
| B.9                | Security and Safety site inspection has taken place.   | E | x |  | SCTS has undertaken a security and safety inspection.  |
| B.10               | Public transport confirmed as operating  | E | x |  | Yes.   |
| B.11               | Appropriate posters (keeping our buildings, safe, secure and clean) displayed in public areas.   | E | x |  | All signage has been completed and installed.  |
| B.12               | Provide face coverings to jurors.  | E | x |  | Jurors are provided with face coverings on arrival if they don't have their own.   |

| Section C: Police & Security |   |   |   |  |   |
|------------------------------|---|---|---|--|---|
| C.1                          | Arrangements 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: 20 April 2022   | Previous RAG | Current RAG              |
| Date for next review: 29 April 2022   |              | Green                    |
| Actions identified  |              | Timescale for completion |
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| <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. There is no more social distancing, however jurors will remain to sit 2 m apart in the screens.</p> <p><b>Signed (SPoS) – T Reid</b></p> |              |                          |
| <p><b>Statement of completion;</b> I confirm that the assessment has been completed and I can confirm measures are in place and the action plan reflects the review.</p> <p><b>Signed (Director Operations – Delivery)</b> </p>  |              |                          |