



Jury Trials
SCTS Jury
Centre
Edinburgh
Odeon Lothian
Road
Risk Checklist

Scottish Courts
and Tribunals Service



SCTS Jury Centre: {add name}

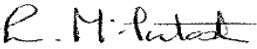

Introduction

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 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 through a separate exit to maintain social distancing.
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		Juror journeys have been mapped to comply with physical distancing. Throughout the building are 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.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			
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.

A.8	There is a clear line of sight to the main screen for all jurors.	E	x		In Place
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 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.
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.
B.7	Public transport confirmed as operating.	E	x		
B.8	Appropriate health and safety signage and posters displayed in public areas.	E	x		All signage has been completed and installed.
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 do not have their own.
Section C: Police & Security					
C.1	Arrangements are in place for security and police presence.	E	x		

Action Plan

Date of review:22/04/22	Previous RAG	Current RAG
Date for next review:29/04/22		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. Signed (SPoS) – Gordon Melrose</p> 		
<p>Counter Signature:</p> <p>I confirm that the assessment has been completed and the action plan is appropriate.</p>  Signed (Director, Operations)		