**Health and Safety Court Covid-19 Recovery Checklist**

This Health and Safety checklist is an aide to assist with assurance of safe working under Covid-19 in the court. This checklist follows Public Health England guidance.

This checklist must be used in conjunction with the NPS Covid-19 Court Recovery Risk Assessment, and the Court H&S Covid-19 Assurance Report, HMCTS guidance, HMCTS Checklist and Covid-19 related guidance on the Intranet.

It is still NPS’ preference that working from home (remotely) should be the first considered option and serve the court via the available digital and video solutions, this checklist is to be used inline with general risk assessment, where NPS and HMCTS have agreed that remote working is not viable in certain locations.

**There be at least 2 metres of separation between everyone at all times in all areas of the court. This applies to both NPS areas and all other areas of the court.** This checklist offers suggestions below to help you do this. We appreciate the layout and facilities in each building will be different. It is likely you may need to change what you do so that it works for you and your building.

You will need to familiarise yourself and staff with:

* HMCTS guidance which has been implemented due to Covid-19
* Covid-19 related guidance on the Intranet
* NPS Covid-19 Court Recovery Risk Assessment
* How to safely enter and exit the building
* Fire exits including any changes to evacuation procedures and/or meeting points
* The use of waiting rooms, consultation/private rooms, witness rooms etc which are available or closed
* Toilets which will be used including accessible toilets
* Communal Areas

Ways to respect the 2-metre social distance, you may want to consider:

* Using tape to mark the 2-metre distance on the floor / walls in NPS areas
* Increase Covid-19 signage as useful reminders
* Use tape or signs to mark the direction of travel on the floor or walls
* Implement a “traffic light system” or “one-way system” in narrow corridors and kitchen areas etc
* Rearrange furniture or mark some workstations as out of use to increase a safe 2meter distance

**NPS Court Covid-19 Checklist**

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| **NPS Functions and Court Space** | **Confirm** | **Comments** |
| |  | | --- | | Remind staff to keep a 2-metre distance from colleagues and other court users at all times – this can be achieved using the suggestions above. | |  |  |
| |  | | --- | | In NPS areas, depending on the size of the toilets, washrooms and kitchens, restrict the number of people using them at any one time – this could be achieved using a “traffic light” or “one-way” system. Remind staff to keep a 2-metre distance when queuing for the toilets and washrooms – this can be achieved using signage. | |  |  |
| Staff should be encouraged to practice regular good hand hygiene. Hand washing with soap and water for at least 20 seconds should be the preferred method, however, the hand sanitiser provided is still effective and should be available and encouraged |  |  |
| Where possible staff should work from home, only minimum staffing should be in the office at one time |  |  |
| If another area of the court has been adopted for NPS use, furniture rearranged in current areas, or staff simply are unfamiliar with their working environment, they must make themselves aware of nearest fire exits and fire evacuation strategies. |  |  |
| Where possible, staff should go paperless to avoid handling paperwork. Where this is not possible, good hand hygiene should be practiced after handling paperwork. |  |  |
| Staff should refrain from hot desking or sharing equipment |  |  |
| Staff should only use their own IT equipment to reduce transmission |  |  |
| Staff should avoid sharing stationary (such as pens) |  |  |
| A clear desk policy should be implemented and unnecessary items should be removed from desks to ease cleaning regimes. |  |  |
| Personal alarms must still be tested on a weekly basis (adhering to social distancing guidelines) to ensure efficiency |  |  |
| Remove any communal facilities such as water jugs and cutlery |  |  |
| Staff should dispose of waste in bins provided |  |  |
| Hand sanitiser, wipes and paper towels should be available to staff |  |  |
| **Interviewing** | **Confirm** | **Comments** |
| When interviewing clients, where possible this should be via video / audio technology. Alternatively, services users could be directed to use an interview to communicate with staff via telephone who are sat in a different interview room.  Where this is not permissible, staff should have a designated interview room (that is not shared with partnership agencies) that is fit for use, with adequate space to socially distance with ventilation. For those courts that can, the cells should be used with the partition screen |  |  |
| If interviewing facilities are deemed inappropriate, an adjournment may be requested (following current adjournment guidelines) |  |  |
| **Isolation and Testing** | **Confirm** | **Comments** |
| Staff should be aware of guidelines on self-isolation and testing |  |  |
| Staff should read and understand Coivd-19 related guidance and instructions issued by HMCTS |  |  |
| **Entry and Communal Areas** | **Confirm** | **Comments** |
| Court Officer aware of the HMCTs guidance on bag searches and part of partnership agency inclusive system, unless attending front during mid-day hours. |  |  |
| At least 2meters social distancing should take place in all communal areas of the court and this should be marked with 2meter distance tape on walls/floors |  |  |
| Entrance and waiting areas to the probation office should be clearly marked with only 1 chair available |  |  |
| HMCTS guidance should be understood and followed |  |  |
| Social distancing should be maintained at all Courts wherever possible. In exceptional circumstances where essential, unavoidable and sustained sub 2 m contact has been identified as a risk, PPE should be worn, even if the individual is not symptomatic. Where a risk assessment identifies that, in particular circumstances, service users require a mask to protect their health, we will provide it for them. If this risk is known in advance or the Service User has committed an COVID-19 related offence a mask can access and carried for use in emergency. |  |  |
| NPS Staff and Managers should familiarise themselves with HMCTS Checklist for Court Rooms and Communal Areas and ensure they operate within these set guidelines |  |  |

**Court:** ………………………………………………………….

**Signature:** ……………………………………………………………….. **Date:** ……………………………………………