



BROCKBANKS SOLICITORS EXTERNAL RISK ASSESSMENT DOCUMENT

1. COURTS

We generally conduct work in three main Court Centres.

West Cumbria (Workington) Magistrates Court

Carlisle Magistrates Court

Carlisle Crown Court

This external risk assessment is intended to deal with risk associated with working in these centres but it is expected that, in broad terms, HMCTS will apply similar mitigation strategies at other functional Court Centres. All users shall observe the local rules for each Court and, if in doubt, be able to ask a person in charge of the Court Centre for guidance on the particulars.

All Court users shall:

- Observe the “rules” displayed in Court Centres and follow all instructions given in accordance with those rules. These include search instructions, one way systems and social distancing measures.
- Maintain hand hygiene. Frequent washing especially after proximity to others is important. Gloves are available if required.
- Observe hygiene guidance in relation to coughing and sneezing. Masks are not mandatory but if you wish to wear one you should seek permission of the Court before doing so.
- Avoid sharing equipment. Keep equipment clean using disinfectant wipes.
- Avoid direct contact to others. Do not shake hands.
- Maintain social distancing wherever possible.
- Wash hands thoroughly on return to office and ensure equipment is wiped down with disinfectant wipes.
- Do not attend Court if you have any symptoms of coronavirus or you are in a high risk category. In those circumstances permission should be sought to link remotely to Court.

It is incumbent upon HMCTS to provide a safe working environment. If you are dissatisfied with the local arrangements for risk management you should, in the first instance, raise the matter with the Court so they have an opportunity to address those concerns immediately. If the problem remains unresolved then you should speak to the Head of Department/Director/Practice Manager who is likely to escalate the matter accordingly.

At all times you retain a responsibility to actively manage risk. That includes following the risk assessment strategies applicable to in-office working where relevant. You must not feel pressured into accepting unnecessary risk by external organisations.

Custody areas are potentially problematic or have been prior to formal reopening of multiple Court Centres. GeoAmey appear to have required staff from multiple areas to congregate in the limited confines of Carlisle Custody Area while the Court was dealing with urgent cases only. It is expected that the reopening of multiple areas will alleviate that issue. Nevertheless our pre-existing risk



assessment documentation covers the steps you are expected to observe to mitigate those risks. You must also ensure that you follow any rules in force within each Custody area.

Full up to date Risk Assessment documents are attached for both Magistrates Courts.

2. POLICE STATIONS

At the current time the vast majority of police station attendances occur virtually. That shall continue. Remote working obviates the risk presented to us, the client, Custody Staff and others.

There will be cases where attendance in person will be necessary. Efforts should be made to work with Custody Staff to reach arrangements that would facilitate remote working wherever possible. However you should not compromise on the fundamental professional obligations that we have.

If you must attend the Police Station then you shall observe the risk management strategies contained within previously issued Policy Documents;

- Observe the rules of each Custody Suite where to do so is in accordance with proper performance of your professional duties
- Ensure hand sanitisers/washing facilities are available for use throughout your attendance
- Use PPE if at all possible. You have gloves and masks but the Police have also got stocks of PPE for use.
- Maintain social distancing wherever possible. If it is not possible then masks and gloves shall be worn.
- Insist on PPE being available to clients if required
- Insist that clients wash their hands or use hand sanitising gel prior to meeting them.
- Avoid direct physical contact.
- Do not share equipment (including pens).
- Wipe down equipment as soon as possible after each visit using disinfectant wipes.
- Do not attend the Police Station if you have any symptoms of coronavirus or you are in a high risk category.
- Dispose of PPE safely and in accordance with issued guidance.

The Police have a responsibility to provide a safe working environment. If you are dissatisfied with the local arrangements for risk management you should, in the first instance, raise the matter with the Custody Sergeant so they have an opportunity to address those concerns immediately. If the problem remains unresolved then you should speak to the Head of Department/Director/Practice Manager who is likely to escalate the matter accordingly.

Michael Woolaghan

1st July 2020

[HMCTS Assessment Tool Workington Courthouse 19 Jun 2020.pdf](#)

[HMCTS Assessment Tool Carlisle Magistrates Court 9 Jun 2020.pdf](#)