

Risk assessment¹

Hazard description (Provide details of the hazard, and the task from which it originates)	Who / what might be harmed or damaged & how?	Risk level before control measures*			What control measures are necessary? *	Person(s) responsible to complete action?	Risk level after control measures*			Comments or additional information on any residual risk
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Movement of personnel across regional boundaries with different rates of sars-cov-2 transmission, potentially causing the virus (particularly the new variant) to pass from relatively high to relatively low transmission rate areas.	This risk is more to the general public health of the communities from which participants travel. As well as the transmission risk, there is a presentational risk associated with being seen to be taking unnecessary risks with public health.	4	5	H	<p>Drastic scaling back of the numbers of people that are required to be in the courtroom (and therefore travel). Deployment of virtual conferencing option and hardware to families that require them. Overall numbers in hearing room reduced from approx. 30 to five or six.</p> <p>Where those that need to travel form part of a team, priority space will be given to team members travelling from relatively low transmission areas, with other team members working remotely.</p> <p>Weekly lateral flow testing also to be made available to all participants, so that asymptomatic carriers can be identified before travelling to Manchester.</p>	<p>Secretariat to monitor Covid data in source and destination areas.</p> <p>Secretariat arranging for weekly lateral flow testing for participants.</p> <p>Technical team to provide technological solution.</p> <p>Sec to check whether EPE operator required each week.</p>	1	5	M	<p>Risk assessment to be reviewed fortnightly (with first review before w/c 1 February). Data from all areas to be reviewed; local stakeholders PHE (NW) and MCC to be consulted.</p> <p>If anyone reports a positive lateral flow test:</p> <ul style="list-style-type: none"> Decision must be made about whether hearings can continue in their absence; Internal comms; Individual to be advised to seek PCR test through Gov.uk; Normal notification processes to stakeholders to be followed.
Participants travelling to and from Manchester.	Risk specifically to participants contracting virus on their way to and	3	5	H	Majority of team based locally in the Greater Manchester area, and they drive in personal cars each day. Anticipate that traffic and footfall in	Sec to circulate email	1	5	M	Risk assessment to be reviewed fortnightly (before w/c 1 February).

¹ This risk assessment should be reviewed before 1 February in consultation with PHE-NW and Manchester City Council. PHE-NW and MCC have reviewed the Inquiry's proposals and risk assessment and agree that, if applied effectively, they mitigate as far as it is possible to do so, and Covid-19 risk.

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	from Manchester.				<p>M601PR will be quieter under current lockdown than previously.</p> <p>Where train travel is necessary, users to travel at off-peak times when trains are deserted. Overall National Rail use down significantly and most trains empty. Where travel to and from main rail stations is necessary, private cars to be used to avoid use of tube or bus.</p> <p>Users to observe strict social distancing in transit.</p> <p>Where private cars are hired, Covid-safety will be ensured.</p> <p>Reminder will be sent to all staff about Covid safety, highlighting that the same measures are still effective but that any breach is more likely to result in onward transmission.</p>	guidance to participants with reminder to be Covid safe and to observe social distancing strictly				
Overnight accommodation for those requiring it.	Participants requiring overnight accommodation Sunday to Wednesday. There is a risk of transmission within accommodation	3	5	H	<p>Drastic reduction of numbers of participants required on-site reduces need for overnight accommodation.</p> <p>Users all booked in medium- to long-term lets that have Covid-safety policies and procedures reviewed by Secretariat.</p> <p>Rentals will be continuing from end 2020, so that individuals other than clients are not likely to have entered the private apartment. Strict observation of standard social distancing measures in communal spaces should suffice to mitigate risk there.</p> <p>Reminder about the need to observe strict social distancing measures to be sent.</p>	Sec to circulate guidance	1	5	M	

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Witnesses	Risk of witnesses contracting virus either in transit or while in Manchester	3	5	H	<p>Witness schedule has been re-ordered so that:</p> <ul style="list-style-type: none"> A single local witness (not requiring accommodation) will be heard between 18 and 20 Jan. They are a key worker and used to operating in Covid-secure way. Virtual submissions will be taken 25-29 Jan. 1-3 Feb evidence will be heard from two witnesses, both key workers. One will be local; the other will require accommodation in Covid-secure hotel a short walking distance from hearing venue. Covid situation locally and nationally to be reviewed before 1 February. <p>Secretariat to check with witnesses before attending whether they have (in previous fortnight)</p> <ul style="list-style-type: none"> Travelled abroad; Travelled outside of their local area; Whether they have had Covid test (even if asymptomatic); If anyone in their household is self-isolating; If they are exhibiting any symptoms. 	Sec to add questions to witness pack.	1	4	M	Check in with PHE-NW and MCC before 1 February and non-local witnesses called.
Travel from overnight accommodation to Manchester Magistrates' Court	Participants contracting or spreading Covid on their journey to and from overnight accommodation each day	2	5	H	<p>Vast majority of participants using overnight accommodation walk to and from their accommodation each day. None uses public transport.</p> <p>Those not walking will be transported in Covid-secure private car.</p>		1	4	M	

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General entry and exit arrangements into court	Participants coming into contact with court staff or other court users carrying Covid.	3	5	H	<p>Reducing number of participants permitted on-site eliminates the need for anyone to use the public entrance.</p> <p>All participants will use staff entrance, maintaining standard social distancing measures.</p>		1	4	M	
General arrangements on-site.	While on-site, participants contracting or spreading Covid-19 through interaction with other court users etc.	3	5	H	<p>Inquiry spaces well isolated from other court users. Courts 7 and 8, 9 and 10 all at the end of a corridor with office space adjacent. Crossover between Inquiry team and non-inquiry court users not permitted and non-Inquiry teams self-contained.</p> <p>Office space has dedicated kitchen for the core team. Sanitising stations located.</p> <p>Audio visual support team use own coffee and tea point in own isolated area.</p> <p>Limit crossover between supporting teams and core team. One member of audio-visual team to be liaison with main courtroom. Others to remain at arm's length at own work stations. Similar arrangement with Secretariat team.</p> <p>Weekly lateral flow testing to reduce likelihood of asymptomatic carriers on site.</p> <p>Observance of strict social distancing at all times, including permanent seating allocated to particular individuals.</p> <p>Courtrooms are well ventilated (see previous risk assessment), and doors can be opened onto public corridor to facilitate further air flow.</p> <p>No sharing of utensils in kitchens.</p> <p>Facilities users to 'clean-as-they-go; wiping handles and surfaces.</p>		1	5	M	Any concerns about the Covid-safety of the Court should be raised with SPOS, who will in turn take necessary measures or escalate as required.

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Meetings face-to-face on site	There is a risk of transmission among participants if they hold face-to-face meetings while on site	2	5	H	No meetings to take place in individual offices on secure side; any meetings to take place in larger courtrooms where there is ample space for social distancing. Otherwise meetings to take place using virtual conferencing software or over conference phone calls. LFTs each week.		1	5	M	
Handling of paperwork	When evidence bundles are produced and provided to witnesses, risk of Covid transmission	3	5	H	Limit need for paper printing by using cloud-based evidence presentation solution and audio-visual display of evidence and transcript. PPE (gloves, masks) and social distancing to be used when paper bundles provided to witnesses. Single Secretariat member responsible for printing and providing paper bundles. No use of printing equipment by other non-Inquiry personnel. Provision of hand sanitizer to witnesses to use throughout while giving evidence and after.	Technical suppliers to provide electronic evidence presentation. Sec to ensure equipment for Covid-safety in place.	1	5	M	
Catering and lunches/dinners	Risk of Covid transmission as participants purchase food at lunch and dinner times	3	5	H	Covid-secure meals to be provided by accommodation provider (where relevant); Others to purchase food from local outlets close to the Magistrates' Court. Travel on foot; no sharing of food; social distancing to be observed.		1	5	M	
First Aid / Defib Provision	Staff – Passing or spreading / contracting Covid-19	3	5	H	First Aiders to be provided with supply of PPE, disposable gloves and disposable coverall to be worn before commencing any first aid treatments. De fib available and can be used however mouth to mouth resuscitation method must not be used. If no De Fib first aider to maintain heart compressions as they will support life until emergency services arrive		1	5	M	

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Self-isolation in Manchester	Anyone that travels and stays in Manchester is at risk of having to self-isolate there if they begin exhibiting symptoms of Covid. Particular concern if they are more likely to require treatment.	3	5	H	<p>Use of LCF on Sunday before travelling so that incubation period not likely to end until infected person at home on Wednesday.</p> <p>Accommodation providers have in place self-isolation providers.</p> <p>SPOC within Secretariat will check in with anyone required to self-isolate twice a day (if desired) and remain on call. SPOC will also work with accommodation providers to ensure that needs are met.</p> <p>SPOC to notify local public health partners for advice about further action that may be required.</p>		1	4	M	