

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 before Christmas to a maximum of 11 (note: version 1 of our risk assessment dated 31 August 2020 planned for a maximum of 30 people in the hearing room with 2m plus distancing).</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 area, 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</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

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						check whether EPE operator required each week.				notification processes to stakeholders to be followed.
Participants travelling to and from Manchester.	Risk specifically to participants contracting virus on their way to and from Manchester.	3	5	H	<p>Majority of team based locally in the Greater Manchester area, and they drive in personal cars each day. Anticipate that traffic and footfall in 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. 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>	Sec to circulate email guidance to participants with reminder to be Covid safe and to observe social distancing strictly	1	5	M	Risk assessment to be reviewed fortnightly

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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	
Witnesses	Risk of witnesses contracting virus either in transit or while in Manchester	3	5	H	<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. <p>Witnesses requiring overnight accommodation or from high-risk post codes will be encouraged to take a lateral flow test before attending the</p>	Sec to add questions to witness pack.	1	4	M	Continue to monitor and check in with PHE-NW and MCC on any non-local witnesses called.

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					hearing.					
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	Vast majority of participants using overnight accommodation walk to and from their accommodation each day (the Inquiry carry out most of the bookings). None uses public transport. Those not walking will be transported in Covid-secure private car.		1	4	M	
General entry and exit arrangements into court	Participants coming into contact with court staff or other court users carrying Covid.	3	5	H	Reducing number of participants permitted on-site eliminates the need for anyone to use the public entrance. All staff participants will use staff entrance, maintaining standard social distancing measures.		1	4	M	
General arrangements on-site.	While on-site, participants contracting or spreading Covid-19 through interaction with other court users	3	5	H	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.		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

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	etc.				<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>				as required.	
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	<p>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.</p> <p>Otherwise meetings to take place using virtual conferencing software or over conference phone calls.</p>		1	5	M	

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					LFTs each week.					
Handling of paperwork	When evidence bundles are produced and provided to witnesses, risk of Covid transmission	3	5	H	<p>Limit need for paper printing by using cloud-based evidence presentation solution and audio-visual display of evidence and transcript.</p> <p>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.</p> <p>Provision of hand sanitizer to witnesses to use throughout while giving evidence and after.</p>	<p>Technical suppliers to provide electronic evidence presentation</p> <p>Sec to ensure equipment for Covid-safety in place.</p>	1	5	M	
Catering and lunches/dinners	Risk of Covid transmission as participants purchase food at lunch and dinner times	3	5	H	<p>Covid-secure meals to be provided by accommodation provider (where relevant);</p> <p>Others to purchase food from local outlets close to the Magistrates' Court. Travel on foot; no sharing of food; social distancing to be observed.</p>		1	5	M	

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First Aid / Defib Provision	Staff – Passing or spreading / contracting Covid-19	3	5	H	<p>First Aiders to be provided with supply of PPE, disposable gloves and disposable coverall to be worn before commencing any first aid treatments.</p> <p>De fib available and can be used however mouth to mouth resuscitation method must not be used.</p> <p>If no De Fib first aider to maintain heart compressions as they will support life until emergency services arrive</p>		1	5	M	
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	

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Risk of one or more of new variants being transmitted by Inquiry attendees ¹	Damage to public health and undermining of improvements made during national lockdown	2	5	H	Individuals intending to travel to Inquiry settings will be individual risk assessed. Their post code will be taken as information and this will be checked regularly against the list of post codes where variants have been identified.	Secretariat	1	5	M	Information will be stored securely, not shared and deleted as soon as it is no longer required.
Risk of transmission from families viewing to group working in Inquiry team	Either those watching or those working on the Inquiry may pass Covid between groups	2	5	H	<p>A small number (maximum of 7, on the basis we reduce the non-family numbers from 6 to 4) of families will sit at the back of the hearing room (keeping a large distance between the families and Chairman, lawyers and witness). The remaining (4) family members will be seated in an overflow courtroom (the room can sit 10 comfortably with 2m+ distancing).</p> <p>There will be no rotation between the annex and hearing room over the course of a week.</p> <p>Maximum number within the hearing room will be set at 11. In our original Covid plans we estimated that the room could accommodate around 30 people allowing 2m plus for social distancing,</p> <p>All family members will be encouraged to wear a face covering at all times in the hearing room</p>	Secretariat	1	5	M	<p>No more than 11 people will be present in the main hearing room at any one time.</p> <p>A maximum of 6 people will ever be seated in the two overflow rooms (against a combined 2m capacity of 19)..</p>

¹ On 3 February the Inquiry met with PHE-NW and MCC again to review the risk assessment. It was agreed that, if the national lockdown continued to reduce case rates and no other adverse circumstances arose, it was likely that from 22 February the Inquiry would be able to accommodate a small number of family members (<10) to view proceedings.

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					(and its annexes).					
Risk of lateral flow testing inaccuracy as self-administered or development of virus at some point over the week (including during the journey)	All participants may get inconclusive or incorrect result (LF tests can be up to 50% inaccurate when self-administered), meaning people travel with false negative. Alternatively, they develop infection en route and transmit to others during the week	2	5	H	<p>Double testing regime will be implemented, with those attending strongly encouraged to take a self-administered test at home before travelling <u>and</u> with testing taking place once during the week.</p> <p>Evidence of a negative result on the morning of arrival will be necessary to be seated in the hearing room. Those without a negative test will be permitted in watch the hearing from courtroom 9 or 10.</p> <p>Anyone who tests positive during the week will need to self-isolate - where they are currently staying - in line with Government guidance.</p>	Secretariat	1	5	M	<p>Testing will not be mandatory. However, our assumption for the purposes of this risk assessment (shared with PHE) is that <u>all</u> families will be prepared to take the test. We will keep this assumption under review in consultation with PHE/MCC.</p> <p>Update 22 Feb: all family members have agreed to take the test.</p> <p>All family members will travel to Manchester by private car.</p>

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Risk of transmission due to prolonged period in same location as other households	Different households may pick up infection due to spending whole days close to other household members	2	5	H	Spinningfields will remain closed as it necessitates a large number of support staff from various households. If extra attendees can be accommodated in Magistrates' Court, this requires the addition of no further support staff.	Secretariat	1	5	M	
Risk of attendee becoming seriously ill as a result of contracting Covid	Underlying conditions etc. could make those that contract the virus more likely to get serious symptoms	2	5	H	Inquiry attendees will be required to undergo individualized risk assessments with relevant information captured, risks discussed, and even more severe mitigation measures put in place as required.	Secretariat	1	5	M	Individualized risk assessments now complete for all family members. No new risk factors identified.