

Risk assessment 17 May 2021

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.	2	3	M	<p>Numbers will remain restricted in the hearing room to ensure that 2m social distancing can be easily followed. A limit of 30 in the room has been set (the normal capacity of the room is around 100).</p> <p>Virtual conferencing option remains for CP legal reps and families that would rather view remotely.</p> <p>Twice weekly lateral flow testing encouraged for all participants, so that asymptomatic carriers can be identified before travelling to Manchester.</p> <p>Spinningfields will provide lunches for conference centre and court attendees also. In-line with government indoor hospitality guidance, tables will be set up to enable the rule of 6. Attendees from different households are encouraged to maintain 2m social distancing. The media annex will remain open for the press and the same social distancing limits will apply. They will be both staffed by people local to Greater Manchester, and</p>	<p>Secretariat to monitor Covid data in source and destination areas.</p> <p>Attendees encouraged to test twice-weekly, in-line with government guidance</p> <p>Technical team to provide technological solution.</p>	1	4	M	<p>The general rate of transmission across the country has declined sharply since the most recent lockdown was imposed in January. However, there is an emerging risk of cases rising in areas within Greater Manchester.</p> <p>As restrictions are lifted further, there is a probability that the transmission rate will risk again. The data will be kept under review and the Inquiry will be in contact with public health experts to take appropriate action if required.</p>

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					individual risk assessments will be undertaken for households attending.					
Participants travelling to and from Manchester.	Risk specifically to participants contracting virus on their way to and from Manchester.	2	3	M	<p>Majority of attendees based locally in the Greater Manchester area. All attendees drive in personal cars to and from Manchester.</p> <p>Where train travel is necessary, users to travel at off-peak times when underused. Overall National Rail use is noted to be slowly increasing and is expected to continue in coming weeks. 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>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 (available on website)	1	3	M	As above.
Overnight accommodation for those requiring it.	Participants requiring overnight accommodation Sunday to Thursday. There is a risk of transmission within accommodation	2	4	M	<p>Reduced number 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. No clients other than Inquiry attendees are likely to have entered the private apartment. Strict observation of standard social distancing measures in communal spaces.</p>	Sec to circulate guidance	1	4	L	As above.

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					Reminder about the need to observe strict social distancing measures to be sent.					
Witnesses	Risk of witnesses contracting virus either in transit or while in Manchester	2	4	M	<p>Secretariat to conduct individual risk assessments for witnesses.</p> <p>Secretariat to check with witnesses before attending whether they have (in previous fortnight)</p> <ul style="list-style-type: none"> <li>Travelled abroad;</li> <li>Travelled outside of their local area;</li> <li>Whether they have had Covid test (even if asymptomatic);</li> <li>If anyone in their household is self-isolating;</li> <li>If they are exhibiting any symptoms.</li> </ul> <p>Witnesses requiring overnight accommodation will be offered or otherwise encouraged to take Covid test before travelling.</p>	Sec to add questions to witness pack.	1	4	L	As above.
Travel from overnight accommodation to Manchester Magistrates' Court day	Participants contracting or spreading Covid on their journey to and from overnight accommodation each day	2	4	M	<p>Vast majority of participants using overnight accommodation walk to and from their accommodation each day (the Inquiry carry out most of the bookings).</p> <p>None uses public transport.</p> <p>Those not walking will be transported in Covid-secure private car.</p>		1	4	L	

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General entry and exit arrangements into court	Participants coming into contact with court staff or other court users carrying Covid.	2	4	M	Entry and exit into and from the court complex will be using Covid-secure protocol. Security screening will also use Covid-secure protocol		1	4	L	
General arrangements for Inquiry staff on-site.	While on-site, staff contracting or spreading Covid-19 through interaction with other court users etc.	2	4	M	<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 dedicated 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>Attendance record of back office staff is taken and twice 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>		1	4	L	

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					Courtrooms are well ventilated (see previous risk assessment), and doors can be opened onto public corridor to facilitate further air flow. No sharing of utensils in kitchens. Facilities users to 'clean-as-they-go; wiping handles and surfaces.					
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	4	H	Face-to-face meetings to observe strict social distancing. Hand sanitiser and masks to be readily available. Otherwise meetings to take place using virtual conferencing software or over conference phone calls. Twice weekly lateral flow tests will help monitor and filter out asymptomatic participants.		1	4	L	
Handling of paperwork	When evidence bundles are produced and provided to witnesses, risk of Covid transmission	2	4	M	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	4	L	

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Catering and lunches/dinners	Risk of Covid transmission as participants purchase food at lunch and dinner times	2	4	M	<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> <p>Lunches to now be provided at Spinningfields again enforcing the rule of 6 at tables, in-line with government indoor hospitality guidance, and households are encouraged to maintain 2m social distancing to reduce risk of transmission.</p>		1	4	L	
First Aid / Defib Provision	Staff – Passing or spreading / contracting Covid-19	2	4	M	<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	4	L	
Self-isolation in Manchester	Anyone that travels and stays in Manchester is at risk of having to self-isolate there if they begin exhibiting	2	4	M	<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>		1	4	L	

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	symptoms of Covid. Particular concern if they are more likely to require treatment.				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.  SPOC to notify local public health partners for advice about further action that may be required.					
Risk of one or more of new variants being transmitted by Inquiry attendees <sup>1</sup>	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, if/when new variants of concern begin circulating in the UK, such as the B.1.617 variant found in Greater Manchester postcodes	Secretariat	1	5	M	Information will be stored securely, not shared and deleted as soon as it is no longer required.  As international travel is allowed subject to quarantine on arrival for some destinations, this risk will perhaps increase in the coming weeks. This situation will be kept under review.

<sup>1</sup> 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. In March, the Inquiry met with PHE-NW and MCC again to review the risk assessment, and it was deemed safe to re-open the media annex and Spinningfields at 2-metre social distancing and not more than 25% of the room capacity of each venue.

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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	1	4	M	<p>Maximum number within the hearing room will be set at 30, allowing 2m plus for social distancing.</p> <p>Working within the overall hearing room capacity of 30, a small number of families will sit at the back of the hearing room sitting 2 metres apart or within households (and as such keeping a large distance between the families and Chairman, lawyers and witness). Should any additional family members wishing to attend at the Magistrates Court, they will be seated (max 9) in an overflow courtroom.</p> <p>All family members will be encouraged to wear a face covering when not seated in the hearing room (and its annexes).</p> <p>Spinningfields and the media annex will remain open. They are all staffed by local workers and capacity will be set at up to 50% and at least 2-metre social distancing, like the court's hearing rooms.</p>	Secretariat	1	4	L	
Risk of lateral flow testing inaccuracy as self-administered or development of virus at some point over the week	All participants may get inconclusive or incorrect result (LF tests can be up to 50% inaccurate when	2	4	M	Double testing, in-line with government advice, with those attending strongly encouraged to take a self-administered test at home before travelling <u>and</u> with testing in place at the court	Secretariat	1	4	L	Testing will not be mandatory. However, our assumption for the purposes of this risk assessment (shared

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(including during the journey)	self-administered), meaning people travel with false negative. Alternatively, they develop infection en route and transmit to others during the week				complex during the week. Anyone who tests positive during the week will need to self-isolate - where they are currently staying - in line with Government guidance.					with PHE) is that <u>all</u> attendees will be prepared to take the test. We will keep this assumption under review in consultation with PHE/MCC.
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	4	M	Attendance at all venues will be no more than 50% of capacity, and always enabling at least 2-metres between each household. Ventilation at each venue is good and cleared by health and safety.  If extra attendees can be accommodated in Magistrates' Court, this requires the addition of no further support staff.	Secretariat	1	4	L	
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	1	5	M	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	Assumption that vaccination roll out should have protected most vulnerable by now