

Keeping everyone safe at 10 Old Bailey as we resume our physical hearings

This document has been created to clearly set out what hearing attendees can expect from the GOC and what we expect from you to ensure that everyone is kept safe when attending hearings at 10 Old Bailey.

What you can expect from us:

To keep you as safe as possible at our venue, we will:

1. Screen all staff and visitors before entry to the office floor for symptoms of COVID-19.
2. Conduct full risk assessments and ensure these are regularly reviewed and published and our responses and actions are in accordance with current government advice.
3. Provide hand sanitiser at entry and exit points, and in 'high touch' areas such as the kitchens and toilets.
4. Provide disposal face masks to attendees although you are encouraged to bring your own.
5. Place posters around the office to remind you of expectations and to signpost you to support and advice, including mental health support.
6. Put up screens at reception and in our hearing room to maintain social distancing and ensure they are well-maintained.
7. Circulate 100% fresh air into our air conditioning units with zero re-circulation of stale air across the whole building.
8. Explain any changes that are going to be made to the hearing environment or our expectations in advance of them coming into effect.
9. Provide you with sufficient information when attending our venue.
10. Be flexible with hearing start and finish times to reduce any risks associated with public transport and commuting.
11. Increase the frequency and intensity of office cleaning.
12. Let you know as soon as possible if there is an outbreak of infection.

What we will expect from you:

1. When using the lift to enter and exit our venue, please observe social distancing and maximum capacity occupancy restrictions.
2. Sanitise your hands upon entering our venue and hearing room, and at regular intervals throughout the day.
3. Wear a face covering when in communal areas, which includes the reception area, toilet facilities and breakout rooms, except when you need to remove it to eat or drink.
4. Wear a face mask when entering and exiting the hearing room. You can remove your mask when seated.
5. Keep a distance of at least 2m between yourself and other visitors wherever possible.
6. Adhere to the one-way system which is clearly marked.
7. Bring your own stationery, devices and food. Tea, coffee and water will be provided although ensure you follow guidance in terms of sanitising hands before and after use.
8. Remain in your assigned breakout room and at your designated desk in the hearing room unless using the lavatories or tea/ coffee point, please use the hand sanitiser and cleaning materials provided.
9. Remove paper documents from the hearing room and dispose of them in our confidential shredding bins.
10. Complete the health declaration honestly and review our guidance materials.
11. Follow instructions provided by our venue staff.