

Minimum Security Standards

HM Courts and Tribunal Service Security and Safety Policy has identified the following hazards associated holding a tribunal hearing in a secure accommodation facility.

Hazards relating to staff, Judicial office holders and all other HMCTS users:

- Injury (through the use of a weapon or otherwise).
- Distress caused by incidents, including intimidation, threats, and verbal abuse.

Hazards relating to Property:

- Theft of or damage to court property and assets in/from internal areas.
- Theft of staff/judicial office holders’ personal property from within the staff/judicial office holder’s area.

Hazards relating to Information

- Damage to information.
- Theft/misuse of information (breach of Data Protection Act 1998).

To mitigate the above hazards, HMCTS’s Policy requires the following security measures to be in place at hearing venues. For ease of reference, the control measures are in the form of a checklist.

	Yes	No
• Where available unidentified parking to be provided for all Judicial Panel Members	<input type="checkbox"/>	<input type="checkbox"/>
• Panel Members are to be allocated a personal alarm throughout their visit to the hospital.	<input type="checkbox"/>	<input type="checkbox"/>
• Toilet facilities to be provided within easy access/ walking distance to the Hearing Room. All facilities provided must not be shared with parties, family members of patients.	<input type="checkbox"/>	<input type="checkbox"/>
• An additional room, close to the Hearing Room should be provided for legal representatives and litigants to liaise in private.	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing Room of adequate size to accommodate 6-8 people around a large main table wide enough to prevent contact with the panel. All parties should sit opposite the panel members and not encroach on their side of the table.	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing room to be set out in a uniform fashion with all panel members sitting on the side of the room nearest the exit.	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing rooms must be clear of any objects that could be used as a missile or weapon.	<input type="checkbox"/>	<input type="checkbox"/>
• Entrances to hearing rooms are to be controlled/ designed in such a way to ensure that they cannot be by-passed. Ideally the room will have two entrance and exit points one located behind the judicial panel for safe access.	<input type="checkbox"/>	<input type="checkbox"/>
• Access to unauthorised persons is to be denied. All official records/ files and data outlets to be protected.	<input type="checkbox"/>	<input type="checkbox"/>
• Where possible, a HMCTS or hospital security officer or mental health professional is to be located near the hearing room.	<input type="checkbox"/>	<input type="checkbox"/>
• Lighting sufficient to ensure that all parts of the hearing room are clearly visible by the naked eye.	<input type="checkbox"/>	<input type="checkbox"/>
• Panel members to have adequate means of communication which must include a telephone with numbers and extensions, to be able to call immediately for assistance or warn others (both internal and external) of dangers.	<input type="checkbox"/>	<input type="checkbox"/>