

LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT TEMPLATE

SITE LOCATION	Public Toilets, Robartes Road, St Dennis,		
UNDERTAKEN BY	Lynn Clarke	DATE OF INSPECTION	24th June 2020
OVERALL RISK RATING	8 with revised measures actioned		
AGREED ACTION : (Open / Close / Partially reopen)	Reopen	REVIEW DATE	24th August

Instructions:

1. This applies to all work activities that fall under this activity.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity-** The use of facility being undertaken.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being First aid required and 5 being a fatality.

**Likelihood (L) × Severity (S)
= Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

**Possible
Likelihood**

5 Highly likely
4 Likely
3 Possible
2 Unlikely
1 Highly unlikely

Possible Severity

5 Fatality
4 Major injury
3 Hospital
treatment
2 First aid required
1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

STAGE 1 : RISK ASSESSMENT

Activity	Nature of hazard and potential injuries	Persons at risk	Control Measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Visitor use of Single occupancy public toilets	Increased risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of visits.	Visitors using toilets and sanitation facilities	<p>All existing non-coronavirus related health and safety requirements continue to apply,</p> <ul style="list-style-type: none"> inspection cleanse specification checking and cleaning by contractors, restocking and provision of hand-washing facilities. <p>Ensure all blocks are deep cleaned prior to opening</p> <p>Social distancing site signage in place.</p> <p>Signs and messages to build awareness of good handwashing technique and other hygiene behaviours for example around coughing and sneezing.</p> <p>All cubicles have clear signage to include</p> <ul style="list-style-type: none"> Social distancing guidance Hand washing information Guidelines for maximum occupancy at entrances <p>Ensure contact details are clearly visible</p> <p>Ensure maintenance staff regularly check signage is not removed.</p> <p>Markings 2m from toilet entrances to allow users to enter and exit safely</p>	3	3	9	Follow attached action plan	2	2	4

			<p>Visitors advised in advance via social media that social distancing guidelines mean there will be queues for public toilets.</p> <p>Vents kept open to encourage ventilation where possible and safe to do so.</p> <p>Incident reporting – invite visitor feedback, including concerns regarding failure to maintain social distancing and/or anti-social behaviours</p>							
Cleansing – Contractor	Increased risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of visits.	Contractor staff	<p>Ensure that contract cleaners have been issued with advice and guidance and are using the correct PPE. Request copies of guidance and advice.</p> <p>Staff to use the specified PPE when carrying out repairs and then toilets cleaned after maintenance complete.</p> <p>Provide contractors with the Council’s site risk assessments</p> <p>Barriers and signs put up to say toilets are closed for maintenance.</p> <p>Speak to all third party keyholders about risk and reporting arrangements</p> <p>Brief facilities staff on any unique site characteristics</p> <p>Regular contact with contractors and procedures for notifying us when stocks are running low and when we need to refill soap.</p> <p>Review reporting procedures to ensure contractors inform reception immediately if there is a problem.</p>	3	3	9	Follow action plan attached	2	2	4

			Ensure staff are able to re-act safely and use the necessary PPE to gain access to the site							

Notes

Since 11 May 2020 the level of risk to visitors has increased as lock down has eased. Existing control measures have been reviewed and amended.

During the drafting process we have carefully considered points raised in colleagues' feedback and have consulted the government guidance below.

NOTE : You are very unlikely to be infected by walking past another person. Public Health England (PHE) recommends trying to keep 2 metres away from people, where possible, as a precaution. However, this is not a rule and the science is complex. The key thing is not to be too close to people for more than a short amount of time, as much as you can.',

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884370/coronavirus-covid-19-safer-transport-guidance-for-operators.pdf, p. 8.

Resources consulted

<https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-5-3>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884370/coronavirus-covid-19-safer-transport-guidance-for-operators.pdf

ADDITIONAL CONTROL MEASURES – POSSIBLE SOLUTIONS

The Risk Assessment will have identified areas of concern which must be addressed in order to operate the toilet safely. The Action Plan is the statement of measures put in place to address and reduce the risks.

PUBLIC TOILET COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS				
DATE : 19/06/20	SITE : Public Toilets Robartes Road	AGREED		
	What additional precautions do you need to take to eliminate or reduce the Covid-19 risks to least Medium or ideally Low Risk Rating	Who	When	Done
Buildings and Services inc. Water Electricity Services	Legionella test undertaken before opening Full clean to be carried out prior to opening	Contractor Cleaning contractor		
Social Distancing	<p>Markings on the ground at 2m spacing to ensure social distance queuing. A maximum number of queue positions so as not to interfere with those using the public space beyond. Clear waiting point to allow the last person using the facility to exit safely without coming into contact with the waiting queue. This will be marked on the ground a clear line. The facility will be closed during cleaning.</p>	Casual labourer Contract cleaner		
Public hygiene	<p>The use of signs and posters to build awareness of:</p> <ul style="list-style-type: none"> • Good handwashing, using soap and water for at least 20 seconds following NHS guidance. • Avoid touching your face. • Cough or sneeze into your arm • Dispose of waste in the bins provided. 	Clerk Cleaning contractor		

	<ul style="list-style-type: none"> Avoid unnecessary touching of hard surfaces within the building. <p>Ensuring that soap and water are available at all times. Provision of hand sanitiser with directions that it is for use before entering the building. Setting clear guidance on the use of the public toilets. Reinforce the need for social distancing.</p>	<p>Clerk / PC</p> <p>Clerk</p> <p>PC</p> <p>Clerk</p>		
Cleaning of hard surfaces	<p>Disinfecting objects which are contaminated with bodily fluids.</p> <p>Disinfecting areas of high contact such as doors and door handles, door locks, toilet seat and flushes, toilet roll dispensers, sinks and taps.</p> <p>use of disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, door handles, sanitary fittings, baby change unit.</p> <p>Any cloths and mop heads used must be disposed of appropriately.</p>	Cleaning contractor		
Managing of staff and contractors	<p>A copy of a staff-based risk assessment is to be provided by the contractor for all cleaning or maintenance work.</p> <p>Adequate measures to protect staff/contractors who are working alone.</p> <p>Appropriate PPE to be used including single use disposable gloves, disposable single use apron, fluid repellent surgical mask.</p> <p>Hand washing for 20 seconds in accordance with NHS guidance after all PPE has been removed.</p> <p>Clothing to be washed after use.</p>	<p>Contractor</p> <p>Cleaning Contractor</p>		

	<p>Ensure that only those carrying out essential maintenance for the safe running of the toilet are allowed on site.</p> <p>Strict hygiene rules for all contractors entering the facility.</p> <ul style="list-style-type: none">• Wash hands/use sanitiser on entering the building.• Repeat the process when leaving the building.• Repeat hand washing hourly if on site for more than one hour. <p>Ensure that the premises have been adequately cleaned before allowing any maintenance contractors on site.</p> <p>Suitable provision of first aid and emergency equipment is available.</p> <p>All accidents at work must be reported in the usual manner.</p>			
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