

LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT

SITE LOCATION	Minions Public Conveniences, Minions, Liskeard, Cornwall PL		
UNDERTAKEN BY	Melanie Kilby (Clerk) Cllr Andrew Ward (Chairman) Cllr Mike Corfield	DATE OF INSPECTION	23rd July 2020
OVERALL RISK RATING	Currently 12 With additional control measure 6		
AGREED ACTION : (Open / Close / Partially reopen)	Partial Re-opening with additional control measures put in place.	REVIEW DATE: Monthly (unless required prior)	

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, inspection cleanse specification</p> <ul style="list-style-type: none"> • checking and cleaning by contractors, • restocking and provision of hand-washing facilities. <p>Current cleaning regimen 3 days a week Monday, Wednesday and Friday.</p> <p>Ensure contact details are clearly visible</p> <p>Ensure maintenance staff regularly check signage is not removed.</p> <p>Incident reporting – invite visitor feedback, including concerns regarding failure to maintain social distancing and/or anti-social behaviours.</p> <p>Closure protocol to be followed if toilets are considered to be a risk to users.</p>	4	3	12	<p>Ensure all blocks are deep cleaned prior to opening</p> <p>Ensure all blocks are surface sanitise prior to opening and this is repeated every 28-30 days.</p> <p>Increase cleaning regime to once per day with partial reopening (Thursday – Sunday).</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 • Wearing of face masks or coverings <p>Signage asking users to stand 2m</p>	2	3	6

			Coin mechanism retained in use to ensure single occupancy and prevent overnight occupancy and vandalism.			<p>from toilet entrances to allow users to enter and exit safely</p> <p>Visitors advised in advance via social media that social distancing guidelines mean there will be queues for public toilets.</p> <p>Windows kept open to encourage ventilation where possible and safe to do so. (Note that the individual cubical mean that doors could not be kept open)</p>				
Cleansing – Staff	Increased risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of visits.	Contractor staff	<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>Ensure contractor complete cleaning check list to be dated and signed by cleaner</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>	4	3	12	<p>Ensure that contract cleaners have been issued with advice and guidance and the correct PPE. Request copies of guidance and advice.</p> <p>Barriers and signs put up to say toilets are closed for maintenance.</p> <p>Ensure staff are able to re-act safely and use the necessary PPE to gain access to the site</p>	2	3	6

			Review reporting procedures to ensure contractors inform reception immediately if there is a problem.							
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STAGE 2 : ACTION PLAN OF ADDITIONAL PRECAUTIONS

PUBLIC TOILET COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS				
DATE : 23.07.2020	SITE :Minions Public Convenience	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	<ul style="list-style-type: none"> • Electrical testing • Water risk assessment and legionella testing 	Electrical contractor	July 2020	Yes July 2020
		Cormac Solutions Ltd	July 2020 Prior to opening	
Social Distancing	<ul style="list-style-type: none"> • Signage <ul style="list-style-type: none"> - Open and closed - Social distancing guidance - Hand washing information - Guidelines for maximum occupancy at entrances - Wearing of face masks or coverings • Queuing system was considered not necessary and impractical due to track. 	Clerk	July 2020 Prior to opening	Yes July 2020
Public hygiene	<ul style="list-style-type: none"> • Increased cleaning regime • 30 day sanitisation • Signage <ul style="list-style-type: none"> - Hand washing information - Guidelines for maximum occupancy at entrances - Wearing of face masks or coverings - Avoid touching surfaces <p>Following were considered:</p> <ul style="list-style-type: none"> • Hand sanitisers were considered but have not been installed as the risk of vandalism and 	Cormac Solutions Ltd	As of July 2020	Yes July 2020
		Clerk	July 2020 Prior to opening	Yes July 2020

	<p>them being stole was considered high. Adequate hand wash facilities are in place.</p> <ul style="list-style-type: none"> • Paper towels were considered but the risk associate with hand dryer were considered as windows are to be kept open. 			
Cleaning of hard surfaces	<ul style="list-style-type: none"> • 30 days surface sanitiser • Increased cleaning regime. 	Cormac Solutions	As of July 2020	Yes July 2020

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