

## LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT

|                            |   |  |                                  |
|----------------------------|---|--|----------------------------------|
| <b>SITE LOCATION</b>       | <b>Upton Cross Public Convenience, Linkinhorne Parish Hall, Upton Cross, Cornwall, PL14 5AN</b> |  |                                  |
| <b>UNDERTAKEN BY</b>       | <b>Melanie Kilby (Clerk)<br/>Cllr Andrew Ward (Chairman)Cllr Mike Corfield</b>                  | <b>DATE OF INSPECTION</b>                            | <b>23<sup>rd</sup> July 2020</b> |
| <b>OVERALL RISK RATING</b> | <b>Currently 12 With additional control measure 6</b>   |  |                                  |
| <b>AGREED ACTION :</b>     | <b>Partial Re-opening with additional control measures put in place.</b>                        | <b>REVIEW DATE: Annually (unless required prior)</b> |                                  |

### 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):**

|              | <b>L = 1</b> | <b>L = 2</b> | <b>L = 3</b> | <b>L = 4</b> | <b>L = 5</b> |
|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>S = 1</b> | 1            | 2            | 3            | 4            | 5            |
| <b>S = 2</b> | 2            | 4            | 6            | 8            | 10           |
| <b>S = 3</b> | 3            | 6            | 9            | 12           | 15           |
| <b>S = 4</b> | 4            | 8            | 12           | 16           | 20           |
| <b>S = 5</b> | 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

| <b>Rating</b>          | <b>Action</b>   |
|------------------------|---|
| <b>15-25 Very High</b> | Work should not be undertaken without reducing risk             |
| <b>10-12 High</b>      | As above  |
| <b>8-9 Moderate</b>    | Work fine to continue. Additional controls should be considered |
| <b>4-6 Low</b>         | Work fine to continue with existing controls                    |
| <b>1-3 Very Low</b>    | 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"> <li>inspection cleanse specification</li> <li>checking and cleaning by contractors,</li> <li>Restocking and provision of hand-washing facilities.</li> </ul> <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 checks signage is not removed.</p> <p>Windows kept open to encourage ventilation where possible and safe to do so. (Note that the individual cubical means that the door cannot be kept open)</p> <p>Incident reporting – invite visitor feedback, including concerns regarding failure to maintain social distancing and/or anti-social behaviours.</p> | 4                   | 3 | 12 | <p>Ensure single occupancy toilet is deep cleaned prior to opening</p> <p>Ensure single occupancy toilet is 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"> <li>Social distancing guidance</li> <li>Hand washing</li> </ul> | 2                   | 3 | 6  |

|                          |  |                  |  |   |   |    |  |   |   |   |
|--------------------------|--|------------------|--|---|---|----|--|---|---|---|
|                          |  |                  | Closure protocol to be followed if toilets are considered to be a risk to users.   |   |   |    | <ul style="list-style-type: none"> <li>information</li> <li>Guidelines for maximum occupancy at entrances</li> <li>Wearing of face masks or coverings</li> </ul> <p>Signage asking users to stand 2m 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> |   |   |   |
| <b>Cleansing – Staff</b> | Increased risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of visits. | Contractor staff | <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>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</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>Staff to use the specified PPE when carrying out repairs and then toilets cleaned after maintenance complete.</p> <p>Ensure staff are able to react safely and use the necessary PPE to gain access to the site</p>  | 2 | 3 | 6 |

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  | <p>are running low and when we need to refill soap.</p> <p>Review reporting procedures to ensure contractors inform Clerk immediately if there is a problem.</p> |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|



## STAGE 2 : ACTION PLAN OF ADDITIONAL PRECAUTIONS

| <b>PUBLIC TOILET COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS</b> |  |  |   |      |
|--|--|--|---|------|
| <b>DATE : 23.07.2020</b>   | <b>SITE :Minions Public Convenience</b>  | <b>AGREED</b>  |   |      |
|  | 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.<br>Water<br>Electricity<br>Services    | <ul style="list-style-type: none"> <li>• Electrical testing</li> <li>• Water risk assessment and legionella testing</li> <li>• Provide Cormac with a key for opening and closing.</li> </ul>   | Electrical contractor<br><br>Cormac Solutions Ltd<br><br>Clerk | July 2020<br><br>July 2020<br>Prior to opening<br><br>July 2020       | Yes  |
| Social Distancing  | <ul style="list-style-type: none"> <li>• Signage                             <ul style="list-style-type: none"> <li>- Open and closed</li> <li>- Social distancing guidance</li> <li>- Hand washing information</li> <li>- Guidelines for maximum occupancy at entrances</li> <li>- Wearing of face masks or coverings</li> </ul> </li> <li>• Queuing system was considered not necessary and impractical due to track.</li> </ul> | Clerk  | July 2020<br>Prior to opening   |      |
| Public hygiene   | <ul style="list-style-type: none"> <li>• Increased cleaning regime</li> <li>• 30 day sanitisation</li> <li>• Signage                             <ul style="list-style-type: none"> <li>- Hand washing information</li> <li>- Guidelines for maximum occupancy at entrances</li> <li>- Wearing of face masks or coverings</li> <li>- Avoid touching surfaces</li> <li>- Add notice to window saying do not</li> </ul> </li> </ul>  | Cormac Solutions Ltd<br><br>Clerk                              | As of July 2020 prior to opening<br><br>July 2020<br>Prior to opening |      |

|                           |   |                  |                 |  |
|---------------------------|---|------------------|-----------------|--|
|                           | <p style="text-align: center;">close</p> <p>Following were considered:</p> <ul style="list-style-type: none"> <li>• Hand sanitisers were considered but have not been installed as the risk of vandalism and them being stole was considered high. Adequate hand wash facilities are in place.</li> <li>• Paper towels were considered but the risk associate with hand dryer was considered low due to air flow high air flow when door opens as windows are to be kept open.</li> </ul> |                  |                 |  |
| Cleaning of hard surfaces | <ul style="list-style-type: none"> <li>• 30 days surface sanitiser</li> <li>• Increased cleaning regime.</li> </ul>   | Cormac Solutions | As of July 2020 |  |