

## LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT TEMPLATE

<b>SITE LOCATION</b>	<b>Church Lane Public Toilets</b>		
<b>UNDERTAKEN BY</b>	<b>Sandra Harris</b>	<b>DATE OF INSPECTION</b>	<b>06 October 2020</b>
<b>OVERALL RISK RATING</b>	<b>Moderate</b>		
<b>AGREED ACTION : (Open / Close / Partially reopen)</b>	<b>Open</b>	<b>REVIEW DATE</b>	<b>Monthly for duration of Coronavirus pandemic Reviewed 28/07/20 – no changes Reviewed 01/09/20 – no changes Reviewed 06/10/20 – no changes Next review – 03/11/20</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) x 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>Ensure toilet is 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>Clear signage to include</p> <ul style="list-style-type: none"> <li>Social distancing guidance</li> <li>Hand washing information</li> <li>Guidelines for maximum occupancy at entrances</li> </ul> <p>Ensure contact details are clearly visible</p> <p>Ensure maintenance staff regularly check signage is not removed.</p> <p>Visitors advised in advance via social media that social distancing guidelines mean there may be queues for public toilets.</p>	3	3	9	None in addition to those listed under Control measures			

			<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>							
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<b>Cleansing – Staff</b>	<p>Increased risk of infection from Covid-19 from members of the public with lockdown eased – unrestricted number and length of visits.</p>	<p>Contractor staff</p>	<p>Ensure that contract cleaners have been issued with advice and guidance and the correct PPE. Request copies of guidance and advice.</p> <p>Contractor’s 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 provides cleaner with hard copy checklist of cleaning tasks, to be signed twice daily by cleaner</p> <p>Barriers and signs put up to say toilets are closed for cleaning.</p> <p>Brief facilities staff on any unique site characteristics</p> <p>Regular contact with contractors and ensure they have procedures in place to ensure toilet does not run out of soap.</p> <p>Review reporting procedures to ensure contractors inform Town clerk immediately if there is a problem.</p>	3	3	9	<p>None in addition to those listed under Control measures</p>			
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			Ensure Contractor staff are able to re-act safely and use the necessary PPE to gain access to the site							
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<b>Re-opening specific risks</b>	Coronavirus alert level	General public, Contract cleaners & anyone entering the toilet or adjacent cleaning area	Currently Alert level 3 – the virus is in general circulation but not high or rising quickly	3	3	9	None in addition to those listed under Control measures			
	Local spike in infection levels		Follow advice issued by Government or Cornwall Council regarding keeping the toilet open or needing to close.							
	Increased risk of Legionella due to shut down of the building.		Ensure an up to date Legionella risk assessment is in place  Ensure water sample has been taken and tested for Legionella bacteria							
	Infestation by pests		If present, droppings will be identified in re-opening deep clean. If present appoint a contractor and seek advice regarding the possible need to defer opening.							

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## **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. The list below identifies actions which may be suitable for managing the risks identified in your toilets. Record these additional measures in your action plan – template below.

Some of the actions will be associated with reopening the toilets, other actions are about the management of the toilet and the people using them in the long term.

**\*\*\*\* WARNING : THE LIST BELOW IS NOT EXHAUSTIVE \*\*\*\***

**IN NO PARTICULAR ORDER, THE FOLLOWING LIST GIVES POSSIBLE ACTIONS FOR MANAGING THE COVID-19 RISKS WITHIN PUBLIC TOILETS. ANY ACTIONS TAKEN MUST BE RELEVANT TO EACH BUILDING/FACILITY. THERE MAY BE OTHER, BETTER OR MORE LOCALLY APPROPRIATE SOLUTIONS.**

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### **BUILDINGS AND SYSTEMS**

#### **Measures could include :**

- Legionella test undertaken before opening
- Water, heating, gas, electrical supply, security, ventilation, fire exits points
- A full clean prior to opening

### **SOCIAL DISTANCING**

#### **Measures could include :**

- A one in and one out policy if not members of the same family
- 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
- A one way system and clear waiting point which allows the last person using the facilities to access safely without coming into contact with the waiting queue. This will be marked on the ground by a clear line or by using a temporary barrier at least 1m high.

- If possible that any access door is propped open to prevent handling
- That the facility is closed during cleaning to protect cleaners

## **CLEANING AND CLEANLINESS OF HARD SURFACES**

### **Measures could include :**

- Disinfecting objects which are contaminated with bodily fluids
- Disinfecting areas of high contact such as doors and door handles, door locks, toilet seats and flushes, toilet roll dispensers, sinks and taps, disposable towel dispensers, soap dispensers, hand dryers, urinals, feminine hygiene sanitary bins
- Use of disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings
- Any cloths and mop heads used must be disposed of appropriately.

## **PUBLIC HYGIENE**

### **Measures could include :**

- Using signs and posters to build awareness of
  - Good hand washing, 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
  - Avoid unnecessary touching of hard surfaces inside the building
- Ensuring that soap and water are available at all times
- Provision of hand sanitiser with directions that it is for use before entering the facilities
- Setting clear guidance on the use of the public toilets
- Setting clear guidance for the cleaning of toilets to ensure they are kept clean and used safely.
- Wherever possible replace hand dryers with the use of disposable paper towels for hand washing facilities – ensuring secure storage and safe dispensing.
- Providing more water bins and more frequent waste collection – including for disposable paper towels

- Reinforce the need for social distancing

## **MANAGING STAFF AND CONTRACTORS AT WORK**

### **Measures could include :**

- Written agreement from staff that they are prepared to enter the facility and undertake the work
- A copy of a staff-based risk assessment is provided by any contractor providing cleaning or maintenance services on site.
- Adequate measures to protect staff/contractors who are working alone
- Where more than one cleaner is required, that they travel separately – 1 person per vehicle
- Risk assess cleaning staff in accordance with isolation criteria to ensure that they are eligible to undertake the work
- Managed distancing between cleaners, avoiding face to face contact. Create opportunities for work side-by-side or facing away from each other
- Appropriate PPE including
  - Disposable single use gloves
  - Disposable single use apron
  - Fluid repellent surgical mask (Type IIR)
- Hand washing for 20 seconds in accordance with NHS guidance after all PPE has been removed
- Clothing to be washed after use
- Ensuring that only those carrying out essential maintenance for the safe running of the toilet are allowed on site
- Strict hygiene rules for all contractors entering the facility
  - Wash hands / use hand sanitiser on entering the building
  - Repeat the process when leaving the building
  - Repeat hand washing hourly if on site for more than 1 hour.
- Ensure that the premises have been adequately cleaned before allowing any maintenance contractors on site.
- Suitable provision of first aid and emergency equipment is available. All accidents at work must be reported in the usual manner



**STAGE 2 : ACTION PLAN OF ADDITIONAL PRECAUTIONS**

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<b>PUBLIC TOILET COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS</b>				
<b>DATE :</b>	<b>SITE :</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. Water Electricity Services	None			
Social Distancing	Signage as per Stage 1 of this risk assessment			
Public hygiene	Signage as per Stage 1 of this risk assessment			
Cleaning of hard surfaces	Extra cleaning increase from once a day to twice.			