

## LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT

<b>SITE LOCATION</b>	<b>Minions Public Conveniences, Minions, Liskeard, Cornwall PL</b>		
<b>UNDERTAKEN BY</b>	<b>Lena Batten (Clerk)</b>	<b>DATE OF INSPECTION</b>	<b>19/01/2023</b>
<b>OVERALL RISK RATING</b>	<b>Currently 21 With additional control measure 6</b>		
<b>AGREED ACTION : (Open / Close / Partially reopen)</b>	<b>Remain open with increased cleaning frequency in place. Follow Government Guidance</b>	<b>REVIEW DATE: When required / Government guidance changes</b>	

### 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
<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, inspection cleanse specification</p> <ul style="list-style-type: none"> <li>• checking and cleaning by contractors,</li> <li>• restocking and provision of hand-washing facilities.</li> </ul> <p>Current cleaning regime 4 days a week Monday, Wednesday, Friday and Saturday.</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/ Government</p>	4	3	12	<p>Increased cleaning regime to every other per day.</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 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> <p>Windows kept open to encourage</p>	2	3	6

			Guidance changes				ventilation where possible and safe to do so. (Note that the individual cubical mean that doors could not be kept open)			
<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>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 dates 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> <p>Review reporting procedures to ensure contractors inform reception immediately if there is a problem.</p>	3	3	9	<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

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

<b>PUBLIC TOILET COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS</b>				
<b>DATE :</b> <b>19/01/2023</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. Water Electricity Services	<ul style="list-style-type: none"> <li>• Electrical testing</li> <li>• Water risk assessment and legionella testing</li> </ul>	Electrical contractor  Cormac Solutions Ltd	16 <sup>th</sup> January 2023  Monthly	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> </ul> </li> <li>• Queuing system was considered not necessary and impractical due to track.</li> </ul>	Clerk	January 2023	Yes
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>- Avoid touching surfaces</li> </ul> </li> </ul> <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> </ul>	Cormac Solutions Ltd  Clerk	As of July 2020 and ongoing  July 2020 Prior to opening	Yes

	<ul style="list-style-type: none"> <li>Paper towels were considered but the risk associate with hand dryer was considered as windows are to be kept open.</li> </ul>			
Cleaning of hard surfaces	<ul style="list-style-type: none"> <li>Increased cleaning regime.</li> </ul>	Cormac Solutions	As of July 2020	Yes