

LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT

SITE LOCATION	Upton Cross Public Convenience, Linkinhorne Parish Hall, Upton Cross, Cornwall, PL14 5AN		
UNDERTAKEN BY	Lena Batten (Clerk)	DATE OF INSPECTION	07/01/2025
OVERALL RISK RATING	4-6 in all areas, work fine to continue with existing controls		
AGREED ACTION :	Remain open with increased cleaning frequency in place. Follow Government Guidance	REVIEW DATE: When required / Government Guidance changes	2 years

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 members of the public–unrestricted number and length of visits.	Visitors using toilets and sanitation facilities.	<p>All existing 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 regime 3 days a week Monday, Wednesday and Friday.</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 anti-social behaviours.</p> <p>Closure protocol to be followed if toilets are considered to be a risk to users.</p>	3	3	9	<p>Increased cleaning regime in place every other day.</p> <p>Social distancing site signage in place.</p> <p>Signs and messages to build awareness of good handwashing techniques 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>Signage asking users to stand 2m from toilet entrances to allow users to enter and exit safely.</p>	2	3	6

Cleaning Staff	Increased risk of infection from members of the public with lockdown eased – unrestricted number and length of visits.	Contractor staff	<p>Provide contractor with the Council’s site risk assessments</p> <p>Ensure contractor complete cleaning check list.</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 contractor and procedures for notifying us when concerns are identified.</p> <p>Review reporting procedures to ensure contractors inform Clerk 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>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	2	4
Buildings and services including maintenance, water, electric.	Members of the public or staff being placed at risk as a result of damage / disrepair.	Members of the public and staff.	<p>Electrical safety certificate last completed 2024.</p> <p>Village hall maintenance includes the public convenience.</p> <p>Weekly inspection by clerk.</p> <p>Regular communication between the village hall and clerk and contractor.</p> <p>Legionella testing confirmed not to be required as no hot water.</p>	2	2	4	<p>Next electrical safety certificate due in five years.</p> <p>Communication between the hall and clerk to remain regular.</p> <p>Cleaner to report any defects immediately.</p>	2	2	4

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 risks to least Medium or ideally Low Risk Rating	Who	When	Done
Social Distancing	<ul style="list-style-type: none"> • Signage <ul style="list-style-type: none"> - Open and closed - Hand washing information - Guidelines for maximum occupancy at entrances. 	Clerk	Ongoing	Yes checked weekly
Public hygiene	<ul style="list-style-type: none"> • Increased cleaning regime • Signage <ul style="list-style-type: none"> - Hand washing information - Guidelines for maximum occupancy at entrances - Avoid touching surfaces - Add notice to window saying do not close <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 them being stolen was considered high. Adequate hand wash facilities are in place. • 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. 	Contractor / Clerk	In place and ongoing.	yes Yes checked weekly
Cleaning of hard surfaces	<ul style="list-style-type: none"> • Increased cleaning regime. 	Contractor	As of July 2024	Yes