

LOCAL COUNCIL PUBLIC TOILET RISK ASSESSMENT

SITE LOCATION	Minions Public Conveniences, Minions, Liskeard, Cornwall PL14 5LE		
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 : (Open / Close / Partially reopen)	Remain open with increased cleaning frequency in place. Follow Government Guidance	REVIEW DATE: When required / Government guidance changes	2 yearly

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	Risk of infections 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,</p> <p>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, 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 anti-social behaviours.</p> <p>Closure protocol to be followed if toilets are considered to be a risk to users/ Government Guidance changes.</p>	4	3	12	<p>Increased cleaning regime to every other per day.</p> <p>Social distancing site signage remains 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 <p>Signage asking users to stand 2m from toilet entrances to allow users to enter and exit safely.</p> <p>Windows kept open to encourage ventilation where possible and safe to do so. (Note that the individual cubical means that doors could not be kept open).</p>	2	3	6

Cleaning Staff	Increased risk of infection from members of the public– 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 contractor with the Council’s site risk assessments.</p> <p>Ensure contractor complete cleaning check list.</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 there are any maintenance issues or reports of concern.</p> <p>Review reporting procedures to ensure contractor inform the clerk immediately if there is a problem.</p>	3	3	9	<p>Ensure that contract cleaner has 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 during cleaning periods.</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
General Maintenance	Lack of general maintenance causing potential harm	Visitors and staff using the facilities	<p>Ensuring maintenance works are up to date. Keeping electrical certificate in date. weekly visits by clerk to observe any defects.</p>	2	2	4	<p>Annual electrical certification checks last took place in 2024, to be renewed in 2025.</p> <p>Weekly checks by clerk to continue.</p> <p>Legionella testing (optional) not required as there is no running hot water.</p> <p>Cleaning contractors to comply</p>	2	2	4

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