

PONTESBURY PARISH COUNCIL



Risk Assessment: Public toilets

A. Outline of activity or task to be assessed: Public toilets

Workplace/Team	Pontesbury Parish Council	Date for Re-assessment	January 2023
Date of Assessment:	January 2022	Signature:	
Name of Assessors:	Debbie Marais (Parish Clerk)	Signature:	

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low

1 2 3 4 5
Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 – 25 **Unacceptable – Stop work or activity until immediate improvements can be made.**

Medium 10 – 16 **Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.**

Low 5 – 9 **Adequate but look to improve by next review.**

Very Low 1 – 4 **Residual risk acceptable and no further action will be required all the time the control measures are maintained.**

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 3 day injury)	Medical treatment required, over 3 day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

HAZARD	Who's Affected	Existing Controls	Risk Level Low/ Med/ High	What else is required	Risk Level Low/ Med/ High	Action	
						Who	When
1 Contracting COVID-19 from surfaces	Cleaner Public Toilet users	<ul style="list-style-type: none"> Foam soap dispenser available and regularly stocked up and hand air dryers Facility cleaned daily (Monday-Friday) using appropriate sanitiser/disinfectant, including door handles, light switches, soap, toilet roll dispenser, taps and toilet handle and handrail Cleaner to wear nitrile gloves and a mask at all times in the building. 	Med-High	<ul style="list-style-type: none"> Sign up advising people to wash their hands before and after using the facility Signs up in building to encourage frequent handwashing, good handwashing technique and catch it/bin it and good general personal hygiene General signage reminding users that the virus is still active 	Very Low	Cleaner Parish Clerk	Ongoing

Commented [CC30043101]: Consider use of disposable nitrile gloves

			<ul style="list-style-type: none"> If cleaning staff develop any COVID-19 symptoms (ie. New continuous cough, high temperature or loss of smell) to go home and let Parish Clerk know. Windows opened to increase ventilation 		<p>If cleaning staff develop symptoms, or parish council made aware that someone using the facility is showing symptoms, Parish Clerk to liaise with Public Health Authority to discuss the case and take advice on any actions or precautions that should be taken.</p> <p>Signage on doors telling users that cleaning happens daily Monday – Friday but not at weekends</p>			
2	Hazardous Chemicals	Cleaner Public using the toilets	<ul style="list-style-type: none"> Cleaner to wear gloves when cleaning All cleaning materials to be kept locked in cleaning cupboard Cleaner not to leave cleaning materials/equipment unattended 	Low			Cleaner	Ongoing
3	Slips, trips and falls	Public	<ul style="list-style-type: none"> Cleaner to dry floor as much as possible and to put sign up when floor is wet advising public 	Med			Cleaner	Ongoing
4	Lock-in	Public Cleaner	<ul style="list-style-type: none"> Sign with emergency number to call, clearly displayed 	Low	Locks to be checked and serviced annually		Cleaner Parish Clerk	Ongoing
5	Anti-social behaviour	Cleaner Public	<ul style="list-style-type: none"> Toilets checked regularly Toilets locked at night Notice about calling 101 or Parish Clerk clearly displayed 	Low			Cleaner Parish Clerk	Ongoing
6	Lack of review in light of changing guidelines or local COVID outbreak		<ul style="list-style-type: none"> Risk Assessment to be reviewed by parish council in response to changes to Government COVID guidelines/ local guidelines from Shropshire Council 	Low			Parish Clerk	Ongoing

			<ul style="list-style-type: none"> If advised that local COVID outbreak the decision to leave toilets open will be reviewed taking advice from Shropshire Council and Public Health Authority 					
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E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Cavendish Cleaning			
Debbie Marais (Parish Clerk)			

