

**'Wee Gallery at Heritage Point'
East Haven Public Toilets
HEALTH AND SAFETY RISK ASSESSMENT FORM**

Location	East Haven Public Toilets	Responsible Trustee	Wendy Murray
Assessor	Wendy Murray	Date of Assessment Date of Re-assessment	March 2021 January 2023

Section 1 - Identify hazards

1.	Hygiene	x	4	Lone Working	X	7	Water pipes freezing	x
2.	Protecting volunteers	x	5	Confined space	x	8	Lighting Levels	x
3	Injury from sharps	x	6	Slips/tripsand falls	x	9	Unforeseen accidents/ incidents	x

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Volunteers	x		
Children	x	Visitors	X

SAFETY RISK ASSESSMENT FORM

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	Hygiene Robust procedures are in place to protect volunteers and the public.	<ul style="list-style-type: none"> • Non touch soap dispensers have been installed in both the male and female units. • The toilets have been refurbished to make cleaning easier and the facility more hygienic. • Any Government or Angus Council guidelines/ instructions are adhered to at all times 		x		
2	Cleaning Protection of the public Protection of Volunteers	<p>Toilets are cleaned thoroughly once per day and a light clean is given on at least one other occasion.</p> <ul style="list-style-type: none"> • Full awareness training and instruction given to all volunteers. • Particular attention is paid to surfaces touched by users such as taps, toilet seats and cubicle locks. • Signage for cleaning in operation in place. • Full range of PPE to provide barrier for volunteers provided. • Appropriate disinfectants and guidance on use. • Bins emptied daily and more frequently if required • Full range of supplies including disposable cloths, brushes, mops, buckets available. • Volunteers are supported by the Lead Trustee and can access assistance if required • Refresher training annually or when there is a significant change in procedures. • All volunteers provided with a guidance sheet and a copy is pinned to the inside of the store room door. 	x			PPE includes disposable gloves, plastic aprons and plastic overshoes. A supply of masks is also available.

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
3	Slips/trips and falls	<ul style="list-style-type: none"> Volunteers take care with mops, buckets and cleaning boxes 			x	No electrical equipment - no leads to trip over.
4	Unforeseen accidents/incidents	<ul style="list-style-type: none"> Basic first aid kit available in cupboard. All incidents and accidents to be reported to Lead Trustee. Risk assessment is reviewed at least once annually. Inspection of the facilities takes place a minimum of 3 times a week. Volunteers to check that there are no members of the public in the toilets before they are locked. 			x	There have not been any accidents or unforeseen incidents since we started to clean the toilets in 2015.
5	Injury from sharps	<ul style="list-style-type: none"> Instruction given to volunteers on what to do if a needle is discovered. Sharps bin available 			x	No needles have ever been discovered in these toilets
6	Water pipes freezing	<ul style="list-style-type: none"> Lead volunteers instructed on how to switch water on and off and drain pipes. Toilets to be closed when risk of pipes freezing 			x	Toilets are open seasonally from Feb/March to November - weather dependent
7	Lighting Levels (No electric)	<ul style="list-style-type: none"> Toilets to be opened and closed in day light hours. To be kept open as late as 8pm on hot busy days during summer 			x	
5	Confined space	<ul style="list-style-type: none"> Litter picker available to uplift any litter from floors around toilets and urinal 		x		Litter picker to be cleaned after each use.
11.	Lone Working	<ul style="list-style-type: none"> Volunteers must have a mobile phone on their person. Toilets to be cleaned and closed before darkness Volunteers reserve the right to lock up and leave at any point if they feel vulnerable for any reason. CCTV signs up against railway. Personal attack alarm in cupboard if required Risk assessor visits periodically to observe person's working alone to ensure procedures remain robust. 			X	