

**'Wee Gallery at Heritage Point'**  
**Managing and Cleaning Public Toilets - Keeping everybody safe from COVID 19.**

**HEALTH AND SAFETY RISK ASSESSMENT FORM**

<b>Location</b>	East Haven Public Toilets	<b>Responsible Residents</b>	Wendy Murray John Keen
<b>Assessor</b>	Wendy Murray	<b>Date of Assessment</b> <b>Date of Re-assessment</b>	March 2021 March 2022

Section 1 - Identify hazards

1.	Prevent the spread of COVID 19	x	4	Risk of contact with body fluids	x	7	Water pipes freezing	x	10	Anti-social behaviour	x
2.	Protecting volunteers	x	5	Confined space	x	8	Lighting Levels	x			
3	Injury from sharps	x	6	Slips/trips and falls	x	9	Unforseen accidents/incidents	x	11	Lone Working	x





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



Volunteers	x		
Children	x	Visitors	X

East Haven Together holds general Public Liability Insurance of 5m.

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	Not possible for people to maintain a 2m (or even one metre) distance in the facility.	<ul style="list-style-type: none"> <li>Only one person allowed into the facility at any one time. Only one cubicle to be opened in each side.</li> <li>2m social distancing markers to be established on the ground outside the facility for queuing. One in one out.</li> <li>People will have to shout to ask if there is anybody in the facility before entering.</li> <li>Members of the same household are able to use the facility together.</li> </ul>			x	
1	People may be carrying Covid 19 on their hands into the facility where it could be left on surfaces.	<ul style="list-style-type: none"> <li>Non touch hand sanitisers and soaps have been installed in both the male and female units. People are asked to clean their hands before even using the facility</li> <li>We have removed items people can touch such as the visitors book and pen.</li> </ul>		x		<div style="border: 2px solid blue; padding: 10px;"> <p style="text-align: center;"><b>Let's Keep Everybody Safe</b></p> <p>Clean hands with the touch free sanitiser unit before using the toilet or touching surfaces </p> <p>Wear a mask if you have one to prevent droplet spread if you cough or sneeze </p> <p>Wash hands with touch free soap unit. Use one paper towel to turn the tap on and off then bin it</p> <p>An enhanced cleaning regime is established so the toilets will be unavailable for frequent short periods of 10 minutes Supporting Each Other To Stay Safe </p> </div>

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	<p>Modes of transmitting the virus.</p> <p>Reduce the need to touch hand washing facilities at the sinks.</p>	<p>Hands free soap units are mounted on the wall in both the male and the female toilets.</p> <p>Disposable paper towels are also available for hand drying.</p> <p>Signage to build awareness of good hand washing etc.</p> <p>Outside toilet doors to be kept open when facility in use to aid good ventilation.</p>		x		
1	<p>All touchable surfaces could become contaminated with the virus and will require careful and robust cleaning regimes.</p>	<p>Toilets are cleaned frequently throughout the day with a strong disinfectant. Particular attention is paid to surfaces touched by users such as taps and cubicle locks. Signage for cleaning in operation. Revised cleaning guidance issued to volunteers.</p> <p>Users are asked to wear a mask if they have one to prevent droplet spread if coughing or sneezing.</p>	x			

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
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2	Volunteers must not come into contact with the virus whilst involved in cleaning the facility	Volunteers have adequate supplies of appropriate PPE as this forms a direct barrier between the volunteer and any virus left on surfaces. Volunteers must only enter the facility on their own and work in isolation. Gate on door to be closed when cleaning is in progress. Signage in place Full awareness training carried out. Volunteers are supported by the Lead Trustee and can access assistance if required.				PPE includes disposable gloves, plastic aprons and plastic overshoes. A supply of masks is also available. Volunteers require to wash their own clothes daily and protect footwear
3	Injury from sharps	<ul style="list-style-type: none"> <li>• Instruction given to volunteers on what to do if a needle is discovered.</li> <li>• Sharps bin available</li> </ul>			x	No needles have ever been discovered in these toilets
4	Risk of contact with body fluids	<ul style="list-style-type: none"> <li>• Full range of PPE to provide barrier</li> <li>• Appropriate disinfectants</li> <li>• Bins to be emptied more frequently.</li> <li>• Full range of supplies including disposable cloths, brushes, mops, buckets etc.</li> </ul>		x		
5	Confined space	<ul style="list-style-type: none"> <li>• Litter picker available to uplift any litter from floors around toilets and urinal</li> </ul>		x		Litter picker to be cleaned after each use.

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
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6	Slips/trips and falls	<ul style="list-style-type: none"> <li>Warning board in place when cleaning is in progress</li> </ul>			x	No electrical equipment used therefore no leads to trip over.
7	Water pipes freezing	<ul style="list-style-type: none"> <li>Lead volunteers instructed on how to switch water on and off and drain pipes.</li> <li>Toilets to be closed when risk of freezing</li> </ul>			x	Toilets are open seasonally from March to end of October. Due to the pandemic and increased visitor numbers we are opening them for as long as possible.
8	Lighting Levels (No electricity)	<ul style="list-style-type: none"> <li>Toilets to be opened and closed in day light hours</li> </ul>			x	
9	Unforeseen accidents/incidents	<ul style="list-style-type: none"> <li>All volunteers are provided with a new Covid 19 induction training. Refresher training annually or when there is a significant change in procedures.</li> <li>All volunteers provided with a guidance sheet and a copy is pinned to the inside of the store room door.</li> <li>Basic first aid kit available in store cupboard. All incidents and accidents to be reported to John or Wendy</li> <li>Risk assessment is reviewed at least once annually. Inspection of the facilities takes place a minimum of 3 times a week.</li> <li>Volunteers to check that there are no members of the public in the toilets before they are locked.</li> </ul>			x	

Hazard No	Hazard Description	Existing controls	High	Med	Low	Further action needed
10	Anti-social behaviour	<ul style="list-style-type: none"> <li>• CCTV notices in place</li> <li>• Police aware of previous issues</li> <li>• Dial 101 if concerns</li> <li>• Dial 999 in an emergency</li> <li>• Toilets can be closed at discretion of volunteers.</li> <li>• Personal attack alarm in place</li> <li>• All work is carried out in daylight hours.</li> <li>• Volunteers aged between 14 and 17 are supervised by a person aged 18 years or over</li> <li>• All incidents recorded</li> </ul>			x	
11.	Lone Working	<ul style="list-style-type: none"> <li>• Volunteer must have a mobile phone on their person.</li> <li>• Toilets to be cleaned and closed before darkness</li> <li>• Volunteers reserve the right to lock up and leave at any point if they feel vulnerable.</li> <li>• CCTV signs up against railway.</li> <li>• Personal attack alarm in place</li> <li>• Risk assessor visits periodically to observe person's working alone to ensure procedures remain robust.</li> </ul>		x		

Signed:



Print Name: Wendy Murray

Date 5 March 2021