



LYNEHAM AND BRADENSTOKE PARISH COUNCIL

email: [Parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:Parish.clerk@lynehamandbradenstoke-pc.gov.uk)

## LYNEHAM PUBLIC TOILET RISK ASSESSMENT

<b>SITE LOCATION</b>	<b>Lyneham Public Toilets SN15 4PP – Latitude 51°30'29.2"N Longitude 1°57'57.4"W</b>		
<b>UNDERTAKEN BY</b>	<b>Elizabeth Martin – Parish Clerk</b>	<b>DATE OF INSPECTION</b>	<b>24 August 2020</b>
<b>OVERALL RISK RATING</b>	<b>5</b>	<b>SITE STATUS LEVEL [1 – 4]</b>	<b>3</b>
<b>AGREED ACTION: (Open / Close / Partially reopen)</b>	<b>Partially Reopen (some individual toilets locked)</b>	<b>REVIEW DATE</b>	<b>15 September 2020</b>

**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 Clerk and/or Service Manager 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.



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**Likelihood (L) x 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
<b>15-25 Very High</b>	Work should not be undertaken without reducing risk
<b>10-12 High</b>	As above
<b>8-9 Moderate</b>	Work fine to continue. Additional controls should be considered
<b>4-6 Low</b>	Work fine to continue with existing controls
<b>1-3 Very Low</b>	As above

## STAGE 1 : RISK ASSESSMENT

Nature of hazard or issue increasing risk of transmission	Persons at direct risk	Likelihood x Severity = Risk Rating			Recommended Control Measures (if RR > 6)	Potential additional controls to reduce risk, where reasonably practical (if RR > 10)	What Lyneham and Bradenstoke have done:
		L	S	RR			
Spread of COVID-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Employees</li> <li>Visitors to the toilets</li> <li>Cleaners</li> <li>Vulnerable groups – elderly, those</li> </ul>	3	2	6	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul>	Members of the public should be reminded, by signage, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	<b>Lock off one toilet in the men's facility and one in the female. This will help assist with social distancing requirements.</b>  <b>Place a cleaning rota for visibility</b>



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	with existing underlying health conditions			<ul style="list-style-type: none"> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers in any area where washing facilities are not readily available.</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, taps and toilet doors using appropriate cleaning products and methods.</p> <p><b><u>Social Distancing</u></b> Social Distancing - Reducing the number of persons allowed in the toilets at any one time to comply with the 2-metre gap</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by employees to ensure that the necessary procedures are being followed.</p> <p>Putting up a clearly visible cleaning schedule to give confidence to the general public.</p> <p>Consider increase in waste receptacles and increase in waste removal collections. Keep the facilities well ventilated where possible.</p>	<p><b>Add contact details</b></p> <p><b>Place signage to encourage Covid standard practices</b></p>
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				<p>recommended by the Public Health Agency. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p><b><u>Wearing of Gloves</u></b></p> <p>Wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b></p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed</p> <p><b><u>Symptoms of COVID-19</u></b></p> <p>If any employee becomes unwell with a new continuous cough or a high temperature, they should be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, contact will be made</p>	<p>Employees to be reminded on a daily basis of the importance of social distancing both in the toilets and outside of it.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Those being fit with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for</p>	
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					with the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	employees who may need additional support.	
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**Notes** :Government advice on 28<sup>th</sup> June 2020 was that Councils should attempt to keep public toilets open for the public. Lyneham and Bradenstoke PC closed the toilets for a period to ensure public safety. It is now recommended that the toilets reopen in line with central government advice (see below)

NOTE : You are very unlikely to be infected by walking past another person. Public Health England (PHE) recommends trying to keep 2 metres away from people, where possible, as a precaution. However, this is not a rule and the science is complex. The key thing is not to be too close to people for more than a short amount of time, as much as you can.

**Resources consulted**

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-letter-to-councils-on-the-re-opening-of-public-toilets-and-tips>



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PUBLIC TOILETS - COVID-19 ACTION PLAN – ADDITIONAL PRECAUTIONS				
<b>DATE :</b>	<b>SITE :</b>	<b>AGREED</b>		
	What additional precautions do you need to take or have taken to eliminate or reduce the Covid-19 risks to least Medium or ideally Low Risk Rating	Who	When	Done

**STAGE 2 : ACTION PLAN OF ADDITIONAL PRECAUTIONS**