


RISK ASSESSMENT

RISK ASSESSMENT FOR:	Spread of Covid-19 (Coronavirus) by those using Public Restroom Facilities.	 EAST GRINSTEAD TOWN COUNCIL
Purpose:	To	
Location:	EGTC Public Toilets at Kings Street & East Court	Date Assessed: 12/11/2020
Assessment by:	Sarah Jones & Alison Merricks	Date of Next Review: 12/12/2020
Notes:	<p>PUBLIC TOILETS GUIDANCE: This Covid-19 Secure risk assessment is based on Covid-19 Guidance for managing playgrounds and outdoor gyms (section 4 public toilet provision) issued on 26 June (updated on 6th July) and an advice letter from DEFRA on 28 June. The message from the government in that letter being Public hygiene is of the upmost importance, especially during the coronavirus pandemic, and enabling residents to access toilets safely is vital. Handwashing is an important activity to help prevent the spread of the virus. Closed toilets may also impact disproportionately on certain groups who for health reasons rely on access to public toilets to be able to leave their homes. Public toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of Covid-19. More information can be found at:</p> <p>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</p>	

No.	Hazard / Risk	Who and What is the Risk	Control Measures in Place	Assessment of Likelihood	Assessment of Impact	Grade (combined Likelihood and Impact)	Additional Control Measures Required	Date Of Review
1	Spread of Covid-19 between users of public toilets	Employees Councillors Members of the public	<p>a) Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>b) Use of social distancing marking in areas where queues form, and the adoption of a limited entry approach, with one in, one out.</p> <p>c) Consider making hand sanitiser available on entry to toilets where safe and practical and ensure handwashing facilities include running water and liquid soap and suitable options for drying (either paper towels or hand driers are available).</p> <p>d) Set clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces and consider the use of disposable cloths or paper roll to clean all hard surfaces.</p> <p>e) Keep the facilities well ventilated, for example</p>	2	3	6	<p>a) Signage to wash hands for 20 seconds in the automated washers provided and NHS “Catch It, Bin It, Kill It” poster displayed in each toilet.</p> <p>b) If it is difficult to use 2m markings on the floor inside the building or the pavement then social distancing signs should be displayed on each outside door.</p> <p>c) The toilets each have wall mounted dryer units that dispense soap, water and hand drying in an automated cycle.</p> <p>d) The Kings Street toilets are cleaned by a reputable external contractor 7 days a week and the East Court public Toilets at the weekends (East Court Public Toilets cleaned Mon-Fri by EGTC caretaking Team) The Contractor has a cleaning protocol that includes cleaning of all hard surfaces and touch points, ensuring the toilet is stocked with soap and other consumables, and rubbish bins are regularly emptied. It operates under a Service Level Agreement with EGTC.</p>	<i>One Month</i>

			<p>by fixing doors open where appropriate.</p> <p>f) Put up a visible cleaning schedule</p> <p>g) Restrict opening times to ensure proper use and shorter durations between cleans</p> <p>h) Ensure the above measures are in operation</p> <p>i) “Hands, Face, Space” posters placed as a reminder of the Government’s current guidelines.</p> <p>j) QR code posters also displayed on entrances for Test & Trace purposes – use of this is strongly encouraged.</p>				<p>Cleaning of high traffic touch points frequently such as door handles and the top of doors. The toilets are cleaned daily</p> <p>e) It may not be possible to leave doors open to all toilets if this infringes on privacy of users. However, the automated washer dryer provides a throughput of air.</p> <p>f) A cleaning risk assessment has been undertaken</p> <p>g) The East Court toilets only are operating restricted opening hours to allow EGTC staff time to ensure adequate cleaning.</p> <p>i) The toilets to be checked once a week by a member of EGTC staff, in addition to receiving contractor reports of any problems.</p>	
<p>Premises open to the public should be assessed as Covid-19 Secure in accordance with the following 5 key points:</p>			<ul style="list-style-type: none"> - Minimise contact with individuals who are unwell: Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household. - Clean your hands often: Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets. - Respiratory hygiene: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. “Hands, Face, Space” reiterated for facility users to follow. - Regular cleaning of surfaces that are touched frequently: including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. - Maintain social distancing where possible: Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. 					

KEY (Likelihood x Impact)	
GRADE	RECOMMENDED ACTIONS FOR GRADES OF RISK
GREEN (1-4)	To be monitored - no action is required unless grading increases over time.
AMBER (5-8)	Keep under review to assess what (if any) mitigation actions are possible to reduce the likelihood and seriousness of the risk identified. Assessment of costing to be completed for possible action (if funds permit).
RED (9-16)	Priority review needed to reduce the likelihood and implement subsequent appropriate actions / contingency plans as a priority.

RISK ASSESSMENT				
Impact	Likelihood			
	LOW (1)	MEDIUM (2)	HIGH (3)	VERY HIGH (4)
(1) MINIMAL Minor disruption to service delivery / no injury / adverse public reaction / low financial cost	GREEN 1	GREEN 2	GREEN 3	GREEN 4
(2) NOTICEABLE Some disruption to service delivery / minor injury / reduced public confidence / unplanned financial cost	GREEN 2	GREEN 4	AMBER 6	AMBER 8
(3) MAJOR Significant disruption to service delivery / serious injury / serious public criticism / large financial cost	GREEN 3	AMBER 6	RED 9	RED 12
(4) DISASTER Significant failure in service delivery / fatality / total loss of public confidence / major financial crisis	GREEN 4	AMBER 8	RED 12	RED 16

