



RISK ASSESSMENT FORM RA1.

(The risk assessment should be reviewed after accidents, incidents, near misses, when significant changes in personnel or work practices occur and when new risks are identified)

Company Name	Lanteglos by Fowey Parish		
Address	St Saviours Hill		
Activity/area	Public Toilets	Completed by	Simon Blench
Date Completed	15/06/2020	Signature	
I certify that all controls are in place, all staff informed and safe systems of work being applied:			
Company owner/Director Name	Gillian Thompson, Parish Clerk	Signature	

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Risk Rating Calculator

Likelihood that Hazardous Event will occur		Consequence of Hazardous Event	
1	Very Unlikely	1	Insignificant – No Injury
2	Unlikely	2	Minor – Minor injuries needing First Aid
3	Fairly Likely	3	Moderate – Up to three days' absence
4	Likely	4	Major – More than seven days' absence
5	Very Likely	5	Catastrophic - Death
Risk Rating	Action		
20 – 25	Stop – Stop activity and take immediate action		
15 – 16	Urgent Action – Take immediate action and stop activity if necessary, maintain existing controls rigorously		
8 – 12	Action – Improve within specified timescale		
3 – 6	Monitor – Look to improve at next review of if there is a significant change		
1 - 2	No Action – No further action but ensure controls are maintained and reviewed		

Consequence (What would happen if the hazardous event occurred)					
Likelihood (of hazardous event occurring)	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Risk = Likelihood X Consequence

Unlikely
Possible - Likely
Very Likely

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				L	C	R				L	C	R
1	Access and egress	Staff Cleaners Public	Slips Trips Falls Covid 19 Lone working	2	3	6	Site area kept clean and in good order. Access & Egress points checked for damage prior to opening Damage reported to local clerk when found. Toilets can be closed if necessary. Lighting in place around the block. Limited numbers have access to open	N	Safe social distancing for waiting area to be marked out. Signage is fine Concrete broken at entrance to be made good. Man hole cover broken needs replacement.	2	2	3
2	Opening and Closing	Staff Public	Slips Trips Fall Aggression Manual Handling Infection Control Covid 19 Lone working	3	3	9	Toilets opened and closed each day at 0800 and 2000 Area around toilets is clear Adequate lighting for opening times.	N	Any person opening up/Closing down to wipe handles with cleansing wipes to reduce the risk of cross contamination of Covid 19, where sanitiser is not available. Masks and gloves to be used during opening and closing, gloves are once use only and then disposed of.	2	3	6
3	Checking of toilets	Staff Cleaners	Slips Trips Fall Needle stick injury Manual Handling Infection COVID 19 Lone working	2	3	6	Toilets opened and closed each day at 0800 and 2000 Adequate lighting for opening times. NO touch of any contaminated or sharp materials. Contractor called to clean and dispose.	Y	Contaminated waste process to be in place with disposal. Closure of toilets until cleaning contractor has attended.	2	3	6
4	Cleaning & Replenishment to supplies	Cleaners	Infection Manual Handling Slips Trips Falls Slippery surfaces Cleaning chemicals use Lone Working	2	3	6	Cleaning completed by external contractor Council have given contractor a schedule of works Ventilation in place and doors to be open whilst cleaning. Appropriate warning signs must be displayed while cleaning is in progress.	N	Contractor to be checked for compliance in COSHH, Training and COVID19 awareness Suggest additional cleaning in place to twice daily to all sites reduce covid19 risk at peak times. Thorough Clean of communal areas each day	2	3	6

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				L	C	R				L	C	R
							<p>All urinals, lavatory pans, seats and basins to be cleaned and disinfected. Floors and drainage channels to be washed and disinfected. Waste bins must be emptied regularly to prevent odour and overspill. Toilet roll dispensers and liquid soap dispensers to be checked and filled as required. Any graffiti should be removed immediately. In the event of any damages to the structure of the buildings, or to the fixtures and fittings, then this should be reported immediately to the Parish Clerk and, if necessary the toilet(s) locked until the damage is rectified.</p>		Hand sanitiser & dispensers to be investigated as an additional precaution			
5	Covid 19 General	All persons	All persons using the facility	2	4	8	<p>NO current additional measures in place. Contractor cleaning daily.</p>	N	<p>Safe waiting/queuing markings to be put into place. Signs are fine. Hand wash to be available to all Hand sanitiser available for post hand wash. COVID19 awareness training for staff Toilets cleaned on a regular basis throughout the day Wipes available for all persons entering Look at doors for easy opening without use of hands. you can get door adaptors for foot use and elbows, but its an option for best</p>	2	3	6

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				L	C	R				L	C	R
									practice, but may not be practicable			

Section 2. Action Plan

Cuncil	Item	Non-Compliance	Classification	Recommendations	Target date	Responsible Person	Date Completed
	1	Adequate cleaning due to COVID19	Medium	Before opening toilets to the public a deep clean is required of all surfaces Due to COVID19 risk suggest additional cleaning measures in place in peak times.	30/06/2020	Parish Council	
	2	cleanliness	medium	Toilet block needs deep clean before opening. And also needs to be kept to this level.	30/06/2020	Parish Council	
	3	Contractor Compliance	Medium	Due diligence check on contractor to include; Staff training COSHH assessments	30/06/2020	Parish Council	