

<b>Eskdaleside cum Ugglebarnby Parish Council</b> <b>Risk Assessment Form for Public Conveniences, Eskdaleside, Sleights</b>						
<b>RISK LEVEL: LOW/MEDIUM</b>						
<b>Activity</b>	<b>Cleaning</b>	<b>Assessment Date</b>	<b>February 2023</b>	<b>Review Date</b>	<b>Annually</b>	
<b>Hazard and risk</b>	<b>People at risk</b>	<b>Controls in place</b>	<b>Future controls to manage risk</b>	<b>Action by Who</b>	<b>Target Date</b>	<b>Done</b>
<b>Lone working</b> Personal safety. Violent attack. Unforeseen injury. Sickness.	Contractor Members of Public	<ul style="list-style-type: none"> <li>When contractor working in building alone – ensure toilet doors locked when cleaning</li> <li>Cleaning done during main opening hours to avoid lone working</li> <li>Contractor to provide own mobile phone to ring emergency services if required</li> <li>No working at height via ladders permitted alone – Step Stool provided instead</li> <li>Step Stool inspected by Contractor for defects and report to Clerk if repairs/replacement needed</li> <li>Contractor to advise Clerk and phone Police of any incidents of violence/threat of violence, and seek medical care if required</li> <li>Contractor to advise Clerk if unable to clean due to illness</li> <li>First Aid Kit provided</li> <li>Cleaning in progress sign provided. Note Female Cleaner sign not required as single occupant toilets</li> <li>Padlocked side gate</li> <li>Bolt on inside of gate</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>	Clerk/Parish Council		X
<b>Working at Height (ie windows)</b> Falls.	Contractor Members of the public	<ul style="list-style-type: none"> <li>Contractor instructed not to work off ground level where practicable using ladders</li> <li>Contractor to use Step Stool provided</li> <li>Contractor to re-position Step Stool when required to avoid over reaching</li> <li>Contractor to not leave Step Stool unattended</li> <li>Contractor to check Step Stool for any defects and report to Clerk for repair/replacement</li> <li>Contractor to seek medical care if required</li> </ul>	No Further Action			X

Activity	Cleaning	Assessment Date	February 2023	Review Date	Annually	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
<b>Cleaning substances</b> Risk of inhalation. Eye, Skin irritation if direct contact. Unauthorised use. Spillage. Storage – build up of vapours/fire.	Contractor Members of the public	<ul style="list-style-type: none"> <li>Control of Substances Hazardous to Health (COSHH) Assessment completed and given to Contractor – updated when required</li> <li>List of substances (MSDS) stored in white folder in cleaner's cupboard for use by emergency services</li> <li>Manufacturers storage instructions provided (COSHH/MSDS)</li> <li>PPE provided -gloves, goggles</li> <li>Contractor to provide own suitable PPE overalls and footwear</li> <li>Contractor advised to read and follow product use/storage guidance on containers and Safety Data sheets provided</li> <li>First Aid Kit &amp; Eye wash kit provided</li> <li>Contractor to ensure area suitably ventilated when cleaning</li> <li>Suitable ventilation in situ</li> <li>Substances to be stored in bunded container – provided in storage facilities on site</li> <li>Suitable container provided to store/hold/transport liquid products</li> <li>Products not to be transferred to unmarked containers</li> <li>Product liquids should not be mixed together</li> <li>Spills to be cleared immediately</li> <li>Products should not be left unattended</li> <li>Contractor to seek medical care if required</li> <li>Use of less hazardous &amp; more environmentally products</li> <li>Fires safety instructions posted</li> <li>Cleaner's cupboard kept secured, access limited to nominated persons only. Cupboard door to be kept closed/secure when not occupied ie when cleaning gents toilets, cupboard door to be secure in case member of public uses ladies toilet</li> <li>Suitable lighting provided</li> <li>No smoking sign in storage areas</li> <li>No flammable chemicals used</li> </ul>	<ul style="list-style-type: none"> <li>Contractor to be aware and keep updated of SR24 and SR4 in relation to storage/cleaning using substances available on HSE website:  <a href="http://www.hse.gov.uk/pubns/guidance/sr24.pdf">http://www.hse.gov.uk/pubns/guidance/sr24.pdf</a>  <a href="http://www.hse.gov.uk/pubns/guidance/sr4.pdf">http://www.hse.gov.uk/pubns/guidance/sr4.pdf</a> </li> </ul>	Clerk/Parish Council/ Contractor	Ongoing	

Activity	Cleaning	Assessment Date	February 2023	Review Date	Annually	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
<b>Slips and trips</b> Wet floors, unattended items, overflowing sinks/toilets may cause injury such as fractures or bruising if trip over or slip	Contractor Members of the Public	<ul style="list-style-type: none"> <li>Members of the public excluded from area during cleaning</li> <li>Warning signs erected during cleaning</li> <li>Warning signs permanently visible on door of potential slip hazard</li> <li>Dry mopping to be carried out (wet mop then dry mop)</li> <li>Spills to be cleared immediately</li> <li>Contractor to provide and wear suitable footwear</li> <li>Products and equipment not to be left unattended by Contractor</li> <li>Contractor to report any plumbing issues to the Clerk that may need rectification</li> <li>Contractor to seek medical care if injury occurs</li> <li>Provision of spill kit considered &amp; not deemed required (2/10/17)</li> <li>Cleaning products stored in bunded containers</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>	Clerk/ Parish Council		X
<b>Rubbish Collection</b> Cuts, lacerations, needle stick injuries. Manual handling injuries.	Contractor	<ul style="list-style-type: none"> <li>Public notices advising no litter, rubbish or needle/sharp objects to be left on the premises and to use public bins outside</li> <li>No rubbish bags provided for general public</li> <li>Contractor to sweep floor with dustpan and brush and not to pick up any needle/sharp objects</li> <li>Contractor to wear safety gloves provided</li> <li>First Aid Kit available</li> <li>Contractor responsible to seek medical care if injury occurs</li> <li>Provision of waste bin and sharps bin not required (2/10/17). Public waste bin adjacent to public conveniences</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>	Clerk/ Parish Council		X
<b>Cleaning vomit and other bodily fluids</b> Potential infection.	Contractor Members of the public	<ul style="list-style-type: none"> <li>Contractor provided with gloves</li> <li>Wash facilities immediately available</li> <li>Contractor responsible to seek medical assistance if required</li> <li>Provision of proprietary blood spillage kit not required (2/10/17)</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>	Clerk/Parish Council		X

Activity	Building Used by General Public	Assessment Date	February 2023	Review Date	Annually	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
<b>Electrical Equipment</b> Shocks, burns from faulty electrical equipment	Contractor Members of the public	<ul style="list-style-type: none"> <li>Contractor to report any defective equipment to the Clerk (including lighting)</li> <li>Faulty equipment to be taken out of use</li> <li>Safety checks by qualified electrician to be carried out to ensure equipment continues to be safe</li> <li>Lighting to be replaced at end of life by electrician (inclusive unit)</li> <li>Contractor to seek medical care if required</li> <li>Fixed installations correctly installed by qualified electrician and inspected every 5 years</li> <li>Integrity of electrical supply/wiring checked by qualified electrician</li> </ul>	<ul style="list-style-type: none"> <li>Fixed installations &amp; integrity of electrical supply/wiring correctly installed by qualified electrician and inspected regularly every 5 yrs</li> <li>Non-fixed electrical equipment to be PAT tested</li> </ul>	Clerk/Parish Council	1/4/27          11/10/23	Ongoing
<b>Manual handling</b> Lifting & moving heavy objects	Contractor	<ul style="list-style-type: none"> <li>Contractor to provide own mop bucket</li> <li>Contractor responsible for not overfilling waste bags or buckets</li> </ul>	<ul style="list-style-type: none"> <li>Contractor to read HSE manual handling guidance available at <a href="http://www.hse.gov.uk/msd/fag-manhand.htm">http://www.hse.gov.uk/msd/fag-manhand.htm</a></li> </ul>	Contractor	Ongoing	
<b>Electricity</b> Shocks, burns from faulty equipment or installation	Contractor Members of Public	<ul style="list-style-type: none"> <li>All repairs by qualified electrician &amp; faulty items to be taken out of action</li> <li>Lighting to be replaced at end of life by electrician (inclusive unit)</li> <li>Fixed installations correctly installed by qualified electrician and inspected every 5 years</li> <li>Integrity of electrical supply/wiring checked by qualified electrician</li> </ul>	<ul style="list-style-type: none"> <li>Fixed installations &amp; integrity of electrical supply/wiring correctly installed by qualified electrician and inspected regularly every 5 yrs</li> </ul>	Clerk/Parish Council	1/4/27	Ongoing
<b>Vehicle Movements</b> Pedestrian injury Abandoned vehicles	Contractor Members of Public	<ul style="list-style-type: none"> <li>Parking area signposted for public convenience use only and used at vehicle users own risk</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>	Clerk/Parish Council		X
<b>Slips, Trips and Falls</b> Uneven surface, Cleaning, wet weather may cause injuries from slips or trips ie fractures, bruising etc	Contractor Members of Public	<ul style="list-style-type: none"> <li>Parking spaces to be signposted for public convenience use only</li> <li>See cleaning activity for other preventative action</li> <li>PIR lux lighting installed front and side for visibility when dark</li> </ul>	<ul style="list-style-type: none"> <li>Car park surface to be maintained</li> <li>Paths to be checked and maintained with repairs acted upon swiftly</li> <li>Outside surfaces to be checked for leaves and mossy build up (front and rear)</li> </ul>	Clerk/Parish Council	Ongoing	

Activity	Building Used by General Public	Assessment Date	February 2023	Review Date	Annually	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
<b>Fire</b> If trapped, persons could suffer fatal injuries from smoke inhalation/burns	Contractor Members of Public	<ul style="list-style-type: none"> <li>• New premises have time locked controls with internal override</li> <li>• Toilet doors have external override feature</li> <li>• Storage room has internal override lock feature</li> <li>• Fire Risk Assessment undertaken</li> <li>• Signs erected advising of time locked system</li> <li>• No smoking sign erected</li> <li>• Smoke detectors not deemed necessary (2/10/17)</li> <li>• Emergency lights installed as per building regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Review Fire Risk Assessment</li> <li>• Check emergency lights work on monthly/annual basis (contractor)</li> </ul>	Clerk/Parish Council	Ongoing	
<b>Building Structure</b> Injury due to poor maintenance	Contractor Members of Public	<ul style="list-style-type: none"> <li>• Timelock doors have internal override feature</li> <li>• Regular visual inspection of structure, recorded</li> <li>• Defects noted and investigated by competent persons</li> <li>• Repairs undertaken promptly</li> <li>• Warning signs erected pending repairs</li> <li>• Repairs undertaken by competent contractors/person</li> <li>• Emergency lighting in place for when main lighting fails</li> </ul>	<ul style="list-style-type: none"> <li>• Check emergency lights work on monthly (visual)/annual basis(contractor)</li> </ul>	Clerk/ Parish Council	Ongoing	

**Assessor's signature:**

**Date:**

**Clerk's signature:**

**Date:**

Updates: March 2017; September 2017; May 2018; February 2023