

Eskdaleside cum Ugglebarnby Parish Council
Risk Assessment Form for Public Conveniences, Eskdaleside, Sleights

RISK LEVEL: LOW/MEDIUM

Activity	Cleaning	Assessment Date	September 2017	Review Date	September 2018	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
<p>Lone working Personal safety. Violent attack. Unforeseen injury. Sickness.</p>	<p>Contractor Members of Public</p>	<ul style="list-style-type: none"> • Key to Building to secure when contractor working in building alone – ensure toilet doors locked when cleaning • Cleaning done during main opening hours to avoid lone working • Contractor to provide own mobile phone to ring emergency services if required • No working at height via ladders permitted alone – Step Stool provided instead • Step Stool inspected by Contractor for defects and report to Clerk if repairs/replacement needed • Contractor to advise Clerk and phone Police of any incidents of violence/threat of violence, and seek medical care if required • Contractor to advise Clerk if unable to clean due to illness • First Aid Kit provided • Cleaning in progress sign provided. Note Female Cleaner sign not required as single occupant toilets • Padlocked side gate 	<ul style="list-style-type: none"> • Consider bolt on inside of side gate 	<p>Clerk/Parish Council</p>	<p>October 2017</p>	
<p>Working at Height (ie windows) Falls.</p>	<p>Contractor Members of the public</p>	<ul style="list-style-type: none"> • Contractor instructed not to work off ground level where practicable using ladders • Contractor to use Step Stool provided • Contractor to re-position Step Stool when required to avoid over reaching • Contractor to not leave Step Stool unattended • Contractor to check Step Stool for any defects and report to Clerk for repair/replacement • Contractor to seek medical care if required 	<p>No Further Action</p>			<p>X</p>

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<p>Cleaning substances Risk of inhalation. Eye, Skin irritation if direct contact. Unauthorised use. Spillage. Storage – build up of vapours/fire.</p>	<p>Contractor Members of the public</p>	<ul style="list-style-type: none"> Control of Substances Hazardous to Health (COSHH) Assessment completed and given to Contractor – updated when required Non Less hazardous substances used where practicable PPE provided -gloves, goggles Contractor to provide own suitable PPE overalls and footwear Contractor advised to read and follow product use/storage guidance on containers and Safety Data sheets provided First Aid Kit & Eye wash kit provided Contractor to ensure area suitably ventilated when cleaning Substances to be stored in bunded container – bucket provided- (Contractor responsible when products on own premises) & when toilets refurbished in bunded container in storage facilities on site Suitable container provided to store/hold/transport liquid products Products not to be transferred to unmarked containers Product liquids should not be mixed together Spills to be cleared immediately Products should not be left unattended Contractor to seek medical care if required 	<ul style="list-style-type: none"> Contractor to be aware of SR24 and SR4 in relation to storage/cleaning using substances available on HSE website: http://www.hse.gov.uk/pubns/guidance/sr24.pdf http://www.hse.gov.uk/pubns/guidance/sr4.pdf Use of less hazardous and more environmentally friendly products to be considered Provision of spill kit to be considered When toilet refurbished and storage facilities provided following actions need to be taken: <ol style="list-style-type: none"> List of substances stored identified on door for use by emergency services. Fire safety instructions posted. Storage area kept secured, access limited to nominated persons only. Suitable ventilation provided. Manufacturers' storage instructions followed, bunded container provided. Suitable lighting provided. Spillages cleared immediately. Separate flammable store area for flammable chemicals if required No smoking in storage areas 	<p>Clerk/Parish Council/ Contractor</p>	<p>October 2017</p>	

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Slips and trips 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"> Members of the public excluded from area during cleaning Warning signs erected during cleaning Warning signs permanently visible on wall of potential slip hazard Dry mopping to be carried out (wet mop then dry mop) Spills to be cleared immediately Contractor to provide and wear suitable footwear Products and equipment not to be left unattended by Contractor Contractor to report any plumbing issues to the Clerk that may need rectification Contractor to seek medical care if injury occurs 	<ul style="list-style-type: none"> Provision of Spill kit to be considered 	Clerk/ Parish Council	October 17	
Rubbish Collection Cuts, lacerations, needle stick injuries. Manual handling injuries.	Contractor	<ul style="list-style-type: none"> Public notices advising no litter, rubbish or needle/sharp objects to be left on the premises and to use public bins outside No rubbish bags provided for general public Contractor to sweep floor with dustpan and brush and not to pick up any needle/sharp objects Contractor to wear gloves provided First Aid Kit available Contractor responsible to seek medical care if injury occurs 	<ul style="list-style-type: none"> Consider provision of waste bin and sharps bin if appropriate and associated tongs 	Clerk/ Parish Council	October 17	
Cleaning vomit and other bodily fluids Potential infection.	Contractor Members of the public	<ul style="list-style-type: none"> Contractor provided with gloves Wash facilities immediately available Contractor responsible to seek medical assistance if required 	<ul style="list-style-type: none"> Consider provision of proprietary blood spillage kit 	Clerk/Parish Council	October 17	
Electrical Equipment Shocks, burns from faulty electrical equipment	Contractor Members of the public	<ul style="list-style-type: none"> Contractor to report any defective equipment to the Clerk (including lighting) Faulty equipment to be taken out of use Safety checks by qualified electrician to be carried out to ensure equipment continues to be safe Bulbs to be replaced by competent persons from the parish council Contractor to seek medical care if required 	<ul style="list-style-type: none"> To review RA when toilet refurbishment undertaken and hand dryer in situ Fixed installations correctly installed by qualified electrician and inspected regularly Integrity of electrical supply/wiring to be checked every 5 yrs 	Clerk/Parish Council	October 17	

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Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
Manual handling Lifting & moving heavy objects	Contractor	<ul style="list-style-type: none"> Contractor to provide own mop bucket Contractor responsible for not overfilling waste bags or buckets 	<ul style="list-style-type: none"> Contractor to read HSE manual handling guidance available at http://www.hse.gov.uk/msd/faq-manhand.htm 	Contractor	August 2017	X
Activity	Building Used by General Public	Assessment Date	September 2017	Review Date	September 2018	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
Electricity Shocks, burns from faulty equipment or installation	Contractor Members of Public	<ul style="list-style-type: none"> All repairs by qualified electrician Spare bulbs available for lighting and to be replaced by competent persons from the parish council swiftly 	<ul style="list-style-type: none"> To review RA when toilet refurbishment undertaken and hand dryer in situ Fixed installations correctly installed by qualified electrician and inspected regularly Integrity of electrical supply/wiring to be checked every 5 yrs 	Clerk/Parish Council	October 2017	
Vehicle Movements Pedestrian injury Abandoned vehicles	Contractor Members of Public	<ul style="list-style-type: none"> Parking area to be signposted for public convenience use only and used at vehicle users own risk 	<ul style="list-style-type: none"> New sign to be erected after refurbishment 	Clerk/Parish Council	October 2017	
Slips, Trips and Falls Uneven surface, Cleaning, wet weather may cause injuries from slips or trips ie factures, bruising etc	Contractor Members of Public	<ul style="list-style-type: none"> Parking spaces to be signposted for public convenience use only See cleaning activity for other preventative action PIR lux lighting installed front and side for visibility when dark 	<ul style="list-style-type: none"> Car park surface to be maintained Paths to be checked and maintained with repairs acted upon swiftly Outside surfaces to be checked for leaves and mossy build up (front and rear) 	Clerk/Parish Council	October 2017	

Activity	Building Used by General Public	Assessment Date	September 2017	Review Date	September 2018	
Hazard and risk	People at risk	Controls in place	Future controls to manage risk	Action by Who	Target Date	Done
Fire If trapped, persons could suffer fatal injuries from smoke inhalation/burns	Contractor Members of Public	<ul style="list-style-type: none"> • Old premises checked and external doors unlocked in the morning and locked at dusk, during the day there is easy access in an out of the premises • New premises have time locked controls with internal override • Toilet doors have external override feature • Storage room has internal override lock feature 	<ul style="list-style-type: none"> • To undertake Fire Risk Assessment once refurbishment undertaken & check fire retardant specification of fixtures and fittings • Put up signs advising of timed lock system & emergency contact details to be released if locked in & override fails • No Smoking Signs to be put up • Smoke detectors to be installed if required • Check lighting system working on frequent basis as no natural light will be present once toilets refurbished • Emergency lighting to be installed as per building regulations 	Clerk/Parish Council	October 2017	
Building Structure Injury due to poor maintenance	Contractor Members of Public	<ul style="list-style-type: none"> • Timelock doors have internal override feature • Regular visual inspection of structure, recorded • Defects noted and investigated by competent person • Repairs undertaken promptly • Warning signs erected pending repairs • Repairs undertaken by competent contractors/person 	<ul style="list-style-type: none"> • When refurbished building contractor to check for asbestos • Emergency lighting in place for when main lighting fails 	Building Contractor/Clerk Parish Council	August 2017	

Assessor's signature:

Date:

Clerk's signature:

Date: