





RISK ASSESSMENT FORM


Service:	Property Services & Commercial Assets	Date of Risk Assessment:	01.06.20-reviewed 290620
Team:	Property Services	Next review due date:	01.09.20
Task/Activity	COVID19 Toilet facilities fully owned and managed by MDDC Reference: PS109 - Covid19		
	Reviewed following guidance on access –letter 28.06.20 from central government		
Overall Risk Score	Before: Severity 5 After: Severity 5	Likelihood 4 Likelihood 2	Total Risk Status 20 Total Risk Status 10


HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it.	Who: Operatives and the General Public How: Risk of harm from inhaling coronavirus in aerosols/droplets from the air. Through hand to mouth contact from being in contact with virus contaminated surfaces.	Person to person transmission: Any person who has symptoms of covid-19 infection or who has been in close contact with another person with symptoms (or a confirmed covid-19 infection) is required to self-isolate as directed by the latest national guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	All persons (employees contractors and public) are expected to exercise personal responsibility for themselves and others for whom they are responsible and to follow national guidance https://www.gov.uk/coronavirus	AB and comms team	On -Going	
		Toilet Blocks as a potential transmission route: Sign to be in place to advise on measures to mitigate spread of Covid 19 at toilets to include:	Toilets, if kept closed, would create an additional health hazard. Disabled toilets opened only - as unisex thus allowing for social distancing.	AB –Property Services Team		

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		<p>Cleaning contractors updated Risk Assessments to include:</p> <ul style="list-style-type: none"> • Social distancing measures and safe practises • Relevant PPE where assessed as necessary • Putting up a visible cleaning schedule can keep it up to date and visible • Prioritising cleaning of touch points such as doors, toilet seats, sinks, taps, sanitary bins and loo roll holders • Erect warning signs whilst cleaning is taking place, so no one else present • Increased cleaning visits • Erect a visible cleaning schedule where possible 	<p>PPE: Disposable medical facemasks; vinyl gloves and Purrell hand sanitiser. Advised to remove PPE on completion of cleaning and wash hands for 20 seconds or use sanitiser – allow to dry completely (60 seconds). Place PPE in waste for disposal.</p> <p>Hand sanitiser available where safe and practical and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers).</p>	AB –Property Services Team	01.07.20	

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		Maintenance & contractor visits: <ul style="list-style-type: none"> • Timing of visits to be arranged to limit or avoid contact with other people • Timing of contractor visits for maintenance work must be by prior arrangement 	Refer maintenance contractors to opening times as shown on our web page.	Property Services Team	Ongoing	
Rise in Local COVID19 infections	Who: Operatives and the General Public. How: Localised viral transmission triggers 'Lock down'	Close MDDC managed Toilet facilities – in line with UK or Local Authority Guidance	Alert Members and the communications team.	AB- Property Services Team		

*Please refer to the Risk Assessment Procedure

Assessors Signature: 	Date: 01.06.20
Line Manager's Signature:	Date:
Reviews	
Re-assessors Signature:	Date: 29.06.20

	
Line Manager's Signature:	Date:
Re-assessors Signature:	Date:
Line Manager's Signature:	Date:
Re-assessors Signature:	Date:
Line Manager's Signature:	Date:

			Likelihood				
			Very Low	Low	Medium	High	Very High
			1	2	3	4	5
Severity	Very High	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Medium	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Very Low	1	1	2	3	4	5

Scores showing in the red section must be included on the SPAR system

Scores showing in the amber section must be kept under regular review and included on the SPAR system if 10 or over