



LEYBURN TOWN  
COUNCIL

## COVID-19 KELBERDALE TOILETS RISK ASSESSMENT



6/13/2020 | Clerk- Charlotte Smith

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus (COvid-19). Symptoms can be mild, moderate, severe or fatal.**

There is a direct threat to staff health and wellbeing from transmission of the coronavirus.

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

The purpose of this generic risk assessment (GRA) is to identify the exposure and type of common, significant risks to our employees and customers, identifying the appropriate control measures.

This Risk Assessment should only be used as a guide all personnel should conduct their own dynamic risk assessment when they undertake a new task.

**The risk assessment and the recommendations contained may change according to new government guidance issued.**

Activity	Hazard	Risk / Person Exposed	Risk Score (matrix)	Control Measures	Residual Risk (Matrix)
Staff Cleaning Facilities	Contraction of Covid-19 Via persons or Contact with objects	Cleaning team	Severity - 4 Likelihood – 3 Risk Level – 12	<p>Richmondshire District Council contract cleaners have informed that they must use PPE as set out in the Government Guidelines <a href="#">Government guidelines</a> for cleaning in non health care settings.</p> <p>The key points from this guidance are:</p> <ul style="list-style-type: none"> <li>- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>- wear disposable or washing-up gloves for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces and door handles</li> <li>- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- Staff have been advised to wash their hands more regularly</li> </ul>	Severity – 4 Likelihood – 1 Risk Level - 4

Staff Cleaning Facilities	Cleaning high touch point objects	Cleaning team and the public	Severity - 4 Likelihood – 3 Risk Level – 12	<ul style="list-style-type: none"> <li>- All touch points are being cleaned more regularly</li> <li>- A higher specification cleaning product is being used</li> </ul>	Severity – 4 Likelihood – 1 Risk Level - 4
Public using facilities	<p>Contraction of Covid-19 Via persons or Contact with objects</p> <p>There is an increased risk of people coughing and touching door handles, taps and toilet handles/lids.</p>	Members of the public	Severity - 4 Likelihood – 3 Risk Level - 12	<ul style="list-style-type: none"> <li>- Social distancing signs have been installed</li> <li>- Posters on how to wash your hands have been installed</li> <li>- Social distancing measures within the assets have been installed e.g. some sinks, hand dryers, urinals etc have been closed off.</li> </ul>	Severity – 4 Likelihood – 1 Risk Level - 4
Social distancing	<p>Members of the public and staff not adhering to social distancing measures.</p> <p>More than one person using a toilet together may compromise their ability to socially distance.</p>	Staff and public	Severity – 3 Likelihood – 4 Risk Level – 12	<ul style="list-style-type: none"> <li>- Signage in place</li> <li>- Queue systems can be put in place in place if the toilets get very busy and social distancing is ignored.</li> <li>- Social distancing measures within the assets have been installed e.g. Notices have been put up to state one person at the urinal at once.</li> </ul>	Severity – 2 Likelihood – 3 Risk level - 6

<p>Hazards are created when tasks are not undertaken and identified risks not actioned</p>	<p>Contraction of Covid-19 Via persons or Contact with objects</p>	<p>Cleaning team</p>	<p>Severity - 4 Likelihood – 3 Risk Level - 12</p>	<p>Signed records off who cleaned the toilets last and when. Each sheet includes the identification of issues and concerns and that these must be passed to the clerk/supervisor or other appropriate person.</p>	<p>Severity – 4 Likelihood – 1 Risk Level - 4</p>
<p>Staff emptying Pay doors  Cash handling</p>	<p>Contraction of Covid-19 Via persons or Contact with objects</p>	<p>Clerks</p>	<p>Severity - 4 Likelihood – 3 Risk Level – 12</p>	<p>Clerks have been issued with PPE- gloves and masks to use when entering to toilets to collect money.  Money is to be left 72h in a bag before counting. Gloves are to be worn at all times when handling cash and disposed of after.</p>	<p>Severity – 4 Likelihood – 1 Risk Level - 4</p>

Assessment Date :		Written By : Mrs CE Smith		Activity : Operating Kelberdale Toilets during Covid - 19	
Activity Start Date :		Updated by:			
		Signed : <i>Charlotte Smith</i>		Location : Toilets Kelberdale Terrace, Leyburn	
Copies To :		Signed :		Date :	
		Signed :		Date :	
		Signed :		Date :	