

Crowthorne Parish Council

Re-opening of Morgan Recreation Ground public toilets

Risk Assessment

The Government recently announced that public toilets could be opened from 28 June 2020 and provided advice in a letter with guidance for councils on reopening public toilets. The letter and guidance are available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896040/Joint_letter_Simon_Clarke_MP_and_Rebecca_Pow_MP.pdf

In addition to the guidance in the letter, this risk assessment has also been prepared with reference to the government's Covid 19 Guidance for managing playgrounds and outdoor gyms as the facilities are closely linked and used in conjunction with each other.

Failure to complete a risk assessment which takes account of COVID-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place in the context of the Public Toilets adjacent to the fenced toddler play area at the Morgan Recreation Ground, Lower Broadmoor Road, Crowthorne.

This risk assessment was updated on 23 September to reflect government guidance relating register with the NHS test and trace scheme and display QR codes and the government's 'Rule of 6'.

Key Principle	Government Guidance	Actions Required	By Whom
General Maintenance Issues following Lockdown	Ensure equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.	<ul style="list-style-type: none">• The public toilets have been regularly checked by council staff during the lockdown for leaks, break ins and taps have been run to prevent legionella.• Public toilet cleaner to carry out a clean prior to reopening.	<ul style="list-style-type: none">• N/A• Public toilet cleaner (AD)
Social Distancing	Put in place measures to support social distancing – 2m or 1m plus risk mitigations. Examples given include:	<ul style="list-style-type: none">• Signage advising / reminding users of:<ul style="list-style-type: none">○ the need to maintain social distancing	<ul style="list-style-type: none">• Clerk to create posters & QR codes• Grounds team to locate posters on entrances to public toilet

	<ul style="list-style-type: none"> • Limit number of users at any one time • Advisory signage • Create queuing area with social distance parks <p style="color: red;">Updated 23.9.20</p> <ul style="list-style-type: none"> • Contractors, Councillors, the public, hirers and visitors to Parish Council facilities in community buildings must either scan in using the NHS test and trace QR code at the entrance to the building or complete a test and trace form and post it into the box provided by the entrance. These slips will be retained in line with the CPC NHS test and trace privacy notice and destroyed after 21 days. • Staff to register their attendance on site in the staff log in the Clerk's Office. • Visitors to follow the government's Rule of 6. 	<ul style="list-style-type: none"> ○ Limit number of family groups in toilet area to one ○ general hygiene measures ○ social distance queuing ○ System with one in and one out for the public toilet facilities. ○ Only have the disabled cubicle open. Keep other cubicles locked as not possible to have all 3 cubicles in use and social distancing maintained in the confined waiting lobby. ○ Forms and boxes to be supplied for paper recording for test and trace for those who do not have smart phones. ○ Posters with QR code to be produced and displayed. 	<p>lobby</p> <ul style="list-style-type: none"> • Cleaner to lock the 2 out of use cubicles to prevent public access. • Grounds staff to mark 2 metre social distance marks on path.
Cleaning and Hygiene	<p>Clean high traffic touch points frequently with normal cleaning products and use disposable cloths/papers towels for hard surfaces. This includes:</p> <ul style="list-style-type: none"> • Toilet seats 	<ul style="list-style-type: none"> • Signage to include details of good hand washing technique • Respiratory hygiene reminders. • Prop open door to public toilet entrance to enable air circulation and for people to 	<ul style="list-style-type: none"> • Clerk to create poster and cleaning schedule document. • Grounds team to locate posters on entrances to toilets and in the toilet cubicle.

	<ul style="list-style-type: none"> • Sinks • Taps • Hand driers • Refuse Bins • Door handles <p>In addition, use signage to encourage:</p> <ul style="list-style-type: none"> • Users to clean equipment before and after use • Use of hand sanitiser and frequent hand washing • Put up a visible cleaning schedule and keep it up to date. • Where practicable, provide hand sanitiser or hand washing facilities at entry and exit points. • Ensure suitable hand washing facilities including running water and liquid soap and suitable options for hand drying (either paper towels or hand driers). 	<p>check if the facility is available for their use.</p> <ul style="list-style-type: none"> • Display a cleaning schedule. • Cleaning and grounds staff to regularly check and replenish liquid hand soap. <p>Not practicable for CPC to provide hand sanitiser equipment at the public toilet entrance due to risk of misuse (contains high % of alcohol), theft and vandalism.</p>	<ul style="list-style-type: none"> • Grounds staff to display cleaning schedule to wall in public toilet area. • Cleaner to clean/wipe down toilet and hand washing facilities and high touch areas on doors/handles. • Grounds/cleaning staff to prop open entrance door to public toilet area. • Grounds staff to carry out a clean of high touch areas at 10.30am Monday-Friday and the public toilets to be fully cleaned when closing each day, thereby ensuring 2 cleans of high touch areas per day. • Grounds/cleaning staff to complete cleaning schedule document on wall to record cleaning and wiping down has taken place. • Grounds staff – soap refills.
Face Coverings	<p>If possible, a face covering should be worn in enclosed public spaces where social distancing isn't possible and where the public may come into contact with people they do not normally meet. (Face coverings should not be used by children under the age of 3 or those</p>	<ul style="list-style-type: none"> • Reminder to wear masks indoors if 2m social distancing cannot be maintained. <p>Risk is limited as only one household should be in the public toilet facility at once based on the posters to be displayed.</p>	<ul style="list-style-type: none"> • Clerk to create poster

	who may find it difficult to manage them correctly).		
Additional Measures and Communicating with Parents	<p>Promote responsible behaviour by children, parents, carers and guardians. For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:</p> <ul style="list-style-type: none"> • consumption of food or drink on play equipment or in the playground area is banned • parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. 	<ul style="list-style-type: none"> • Signage can note that eating and drinking in the toilet area is strongly discouraged • Signage can encourage the responsible disposal of used PPE 	<ul style="list-style-type: none"> • Clerk to create poster • Grounds team to locate posters on entrances to public toilet
Considering Children with Additional Needs	Take into account the requirements of children with additional needs.	<ul style="list-style-type: none"> • No further requirements identified specific to children with special needs • The disabled cubicle will remain open for those with additional needs to access. 	
Keeping Staff Safe	<p>Consider the risks staff may be exposed to and how these can be mitigated. Staff roles may include:</p> <ul style="list-style-type: none"> • cleaning playground equipment/surrounding areas • managing queues of those waiting to use the public toilets and stewarding equipment to ensure users comply with rules 	<ul style="list-style-type: none"> • Grounds staff carrying out cleaning and wipe downs can wear PPE if they choose and dispose of waste responsibly. • Cleaning staff should wash their hand thoroughly before and after cleaning and ensure they wash their work clothes at the end of each day. 	<ul style="list-style-type: none"> • Cleaning/Grounds Team

	made by the owner/operator		
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Conclusions

- Clerk, Groundsman and Cleaner to review practicalities of wiping high touch areas Monday-Friday mornings at 10.30am and a full clean at closing time each day
- Posters to be located at playground entrances and shared on social media etc.

Risk Assessment undertaken by the Clerk – 29.6.2020.

To be reviewed by: TBC

June 2020