TOILET CLEANING RISK ASSESSMENT

Work Area/Work Activity Covered by Assessment			Toilets, Mornington Road, Cowes, Isle of Wight		
Non-Employees Affected			Members of the public & Cleaning Contractors		
Assessor's Name: Kate Scragg, Deputy Town Clerk			**Date of Assessment** 22 September 2025	**Date of Review Due** September 2026	
Item No	**Hazards Identified**	**Risks Identified**	**What are you already doing?**	**Action**	**Priority for Remedial Action***
1	Slips and trips	Users / contractors may be injured if they trip over objects or slip on spillages from a wet floor.	Floors are mopped as dry as possible. Signs to warn of potential wet floor are displayed. If any accidents occur whilst the cleaner is in attendance, he must obtain full names, address, contact details, full details of the accident together with the date and time of the accident and provide all this information to the Town Council office as soon as possible, so they can write a formal report.		Low
2	Natural Hazards	Flood, water, storm, snow damage or earth movement.	Report issues of damage as a result of natural hazards to the Town Council office. The toilets will be closed to users if required. If the damage affects the electrical services the toilet must be locked and signs erected until the electrical unit has been safety checked by a qualified electrician and a safety certificate obtained.	Cowes Town Council to replace, repair or remove any damaged equipment. Close off the area if necessary in the interim.	Low
3	Crime	Vandalism, intentional damage, arson or theft.	Daily visual inspections by the Town Council's cleaning contractor. Any problems reported to the Town Council Office. Monthly inspection by the Facilities and Town Manager. The toilets will be closed to users if required. If the vandalism affects the electrical services, the toilet must be locked and signs erected until the electrical unit has been safety checked by a qualified electrician and a safety certificate obtained.	Criminal damage reported by the Town Council to the Police using the online reporting system. Cowes Town Council to replace, repair or remove any vandalised equipment. Close off the area if necessary in the interim.	Low

Item No	Hazards Identified	Risks Identified	What are you already doing?	Action	Priority for Remedial Action*
4	Accidents	Slips, trips or falls. Users may be injured if they trip over objects or slip on spillages or fall from the premises or equipment contained therein.	Report any maintenance requirements to Town Council Office. If any accidents occur whilst the cleaner is in attendance, he must obtain full names, address, contact details, full details of the accident together with the date and time of the accident and provide all this information to the Town Council office as soon as possible, so they can write a formal report.		Low
5	Use of Hazardous cleaning materials	Injury to cleaner and / or members of the public	Any products used by the contractor must have a data safety sheet and if required a COSHH Risk Assessment. Report any accidents to the Town Council office. If any accidents occur whilst the cleaner is in attendance, he must obtain full names, address, contact details, full details of the accident together with the date and time of the accident and provide all this information to the Town Council office as soon as possible, so they can write a formal report.		Low
6	Covid-19 or other pandemic	Transmission of virus.	Compulsory / advisory signage with current Government guidelines is displayed at the venue when required.		Low
7	Door lock failure	User may become locked in a cubicle with no means of exiting.	Signage with the Town Council's telephone number is displayed in all cubicles.	Users can alert passers-by to their being trapped, report to the Town Council via telephone or call the emergency services.	Medium

***The remedial action required must reflect the rating given for the task.**

Signed K. Scragg Deputy Town Clerk Dated 22 September 2025

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