

| Work Activity / Work Area  |   | Ashton Square Toilets                    |            |       |       | <p><b>THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (lha).</b></p> <table border="1"> <tr> <th colspan="2">SEVERITY (sev)</th> <th colspan="2">= WORST CREDIBLE OUTCOME FROM THE HAZARD</th> <th></th> </tr> <tr> <td>Major severity</td> <td>=</td> <td>Death</td> <td>=</td> <td>5</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>=</td> <td>3</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>=</td> <td>2</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>=</td> <td>1</td> </tr> </table><br><table border="1"> <tr> <th colspan="2">LIKELIHOOD (lha)</th> <th colspan="2">= OF AN ACCIDENT/INCIDENT OCCURRING</th> <th></th> </tr> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>=</td> <td>5</td> </tr> <tr> <td>High/Medium</td> <td>=</td> <td>Very likely</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>=</td> <td>3</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>=</td> <td>2</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>=</td> <td>1</td> </tr> </table><br><p><b>RISK SCORE</b><br/> The risk score is SEVERITY x LIKELIHOOD<br/> e.g. a possible regular occurrence of permanent injury would be high/medium frequency x medium severity i.e. 4 x 3 = 12</p> <p>A high risk score will fall between <b>12 and 25</b> inclusive. Enter as <b>H</b><br/> A medium risk score will fall between <b>6 and 10</b> inclusive. Enter as <b>M</b><br/> A low risk score will fall between <b>1 and 5</b> inclusive. Enter as <b>L</b></p> <table border="1"> <tr> <td>5</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>4</td><td>L</td><td>M</td><td>H</td><td>H</td><td>H</td> </tr> <tr> <td>3</td><td>L</td><td>M</td><td>M</td><td>H</td><td>H</td> </tr> <tr> <td>2</td><td>L</td><td>L</td><td>M</td><td>M</td><td>M</td> </tr> <tr> <td>1</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <p style="text-align: center;">LIKELIHOOD</p> |          |            |       |       | SEVERITY (sev)  |  | = WORST CREDIBLE OUTCOME FROM THE HAZARD |  |  | Major severity | = | Death | = | 5 | High severity | = | Severe permanent injury | = | 4 | Medium severity | = | Permanent injury | = | 3 | Moderate severity | = | Temporary injury | = | 2 | Low severity | = | Minor injury | = | 1 | LIKELIHOOD (lha) |  | = OF AN ACCIDENT/INCIDENT OCCURRING |  |  | High | = | Almost Certain | = | 5 | High/Medium | = | Very likely | = | 4 | Medium | = | Likely | = | 3 | Low | = | Possible | = | 2 | Very low | = | Unlikely | = | 1 | 5 | L | M | H | H | H | 4 | L | M | H | H | H | 3 | L | M | M | H | H | 2 | L | L | M | M | M | 1 | L | L | L | L | L |  | 1 | 2 | 3 | 4 | 5 |
|--|---|--|------------|-------|-------|--|----------|------------|-------|-------|---|--|--|--|--|----------------|---|-------|---|---|---------------|---|-------------------------|---|---|-----------------|---|------------------|---|---|-------------------|---|------------------|---|---|--------------|---|--------------|---|---|------------------|--|-------------------------------------|--|--|------|---|----------------|---|---|-------------|---|-------------|---|---|--------|---|--------|---|---|-----|---|----------|---|---|----------|---|----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|
| SEVERITY (sev)   |   | = WORST CREDIBLE OUTCOME FROM THE HAZARD |            |       |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Major severity   | =   | Death                                    | =          | 5     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| High severity  | =   | Severe permanent injury                  | =          | 4     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Medium severity  | =   | Permanent injury                         | =          | 3     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Moderate severity  | =   | Temporary injury                         | =          | 2     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Low severity   | =   | Minor injury                             | =          | 1     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| LIKELIHOOD (lha)   |   | = OF AN ACCIDENT/INCIDENT OCCURRING      |            |       |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| High   | =   | Almost Certain                           | =          | 5     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| High/Medium  | =   | Very likely                              | =          | 4     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Medium   | =   | Likely                                   | =          | 3     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Low  | =   | Possible                                 | =          | 2     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Very low   | =   | Unlikely                                 | =          | 1     |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| 5  | L   | M  | H          | H     | H     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| 4  | L   | M  | H          | H     | H     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| 3  | L   | M  | M          | H     | H     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| 2  | L   | L  | M          | M     | M     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| 1  | L   | L  | L          | L     | L     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
|  | 1   | 2  | 3          | 4     | 5     |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Compiled by: Annette Clynes, 28 June 2020  | Checked by: James Slack 30 June   | Issue Number 1                           |            |       |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Hazard Situation   | Risk  | Severity                                 | Likelihood | Score | H/M/L | Control Measures   | Severity | Likelihood | Score | H/M/L | Notes / Actions   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| <b>Social Distancing</b>   |   |  |            |       |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Opening times of the toilets with large amounts of people using the toilets      | High volume of people using the toilets in the morning and after 3.30pm               | 3  | 3          | 9     | M     | Reduce the opening to 9.30am and monitor closing at 5.30pm. This will give time for deep clean in the morning and monitor the pinch points in the day  | 2        | 2          | 4     | L     | Toilets to shut if large groups in the buildings, unable to control number s in and out of building |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Staff in the building cleaning while toilets are open                            | No social distance from public while cleaning   | 4  | 4          | 16    | H     | Toilets to shut for short while while cleaning and checking at 12 midday and 3pm.  | 1        | 2          | 2     | L     | Full PPE to be used for cleaning and locking doors  |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Public in the building with no staff to guide                                    | Public moving around the building in small spaces, Ladies toilet with small walk ways | 5  | 4          | 25    | H     | Closing every other cubical/ urinal to reduce the amount of people in the area. Tape across washing area to show 1m spacing. Signage to show social distance   | 3        | 2          | 6     | M     | Although measure in place with tape and signs, unable to monitor this all day                       |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Entrance to toilets is small, limited space with no clear sight into toilet area | No social distancing with room for only one person to enter or leave toilet area      | 4  | 4          | 16    | H     | Notice on door to ask people to wait outside if 4 people are in the toilet area. <b>Notice to public that they use the facilities at own risk. Posters on social distance displayed</b>  | 3        | 2          | 6     | M     | Although measure in place with tape and signs, unable to monitor this all day                       |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Ventilation in building  | Limited ventilation in the building to allow for air flow                             | 3  | 3          | 9     | M     | All doors and windows must be open to keep flow of air in the building   | 2        | 2          | 4     | L     | Small windows, front doors to stay open, face mask to be worn when cleaning as having to shut door  |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| <b>Managing Customers, Visitors and Contractors</b>                              |   |  |            |       |       |  |          |            |       |       |   |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Contractors entering the toilets   | Visiting contractors not using social distance or turning up with no agreed meeting.  | 5  | 3          | 15    | H     | Remind Contractors of washing hands before looking at the building and to maintain social distance. Building will need to be closed for booked visit , send risk assessment  | 2        | 2          | 4     | L     | All visits must be booked in advance  |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |
| Public in the toilets using the facilities                                       | Information using the facilities during Covid 19.                                     | 5  | 3          | 15    | H     | Large guidance sign at toilet entrance. Notice displaying maximum amount of people in the building.  | 3        | 2          | 6     | M     | Due to staffing, we are unable to monitor the building all day                                      |  |  |  |  |                |   |       |   |   |               |   |                         |   |   |                 |   |                  |   |   |                   |   |                  |   |   |              |   |              |   |   |                  |  |                                     |  |  |      |   |                |   |   |             |   |             |   |   |        |   |        |   |   |     |   |          |   |   |          |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |

| Cleaning the Workplace   |  |   |   |    |   |   |   |   |   |   |   |
|--|--|---|---|----|---|---|---|---|---|---|---|
| Toilets closed from March end to June end.                             | Bacteria build up.   | 3 | 3 | 9  | M | To clean and disinfect all surfaces ready for opening, tape and signs in the area, buckets and PPE ready  | 2 | 2 | 4 | L |   |
| Regular cleaning during the day due to Covid 19 spread                 | Standard cleaning regime not sufficient to thoroughly clean. | 4 | 3 | 12 | H | Disinfect all surfaces including door handles and taps. Clean in the morning ready to open plus two other cleans through the day. 8.30am deep clean ready for 9.30am open , midday and 3pm cleaning   | 3 | 2 | 6 | M |   |
| Equipment used in toilets that is shared                               | Using existing equipment                                     | 4 | 3 | 12 | H | Every member staff to have own cleaning bucket with disinfectant, toilet paper supply, toilet cleaner, gloves, apron, mask, shoe protecters. Staff to fill own bucket.  | 2 | 2 | 4 | L | Buckets to be filled at start of shift ready for the day                          |
| Keeping areas free from rubbish and PPE to stop the spread of Covid 19 | Disposal of equipment and rubbish in the toilets             | 3 | 3 | 9  | M | Hand sanitisers at the entrance, soap dispensers and toilet roll to be checked at every cleaning, staff to wash hands after each clean. Rubbish and PPE to be placed in black bin bag in the office ready to go in Ashton Sqaure bin at the end of the day. | 2 | 2 | 4 | L | Bins are not to left full at the end of the day, must all be emptied and disposed |
| PPE usage to stop spread   | Using existing equipment                                     | 4 | 3 | 12 | H | The need for masks, gloves,apron,shoe protecters to stop the transmittion of the virus from human waste every time cleaning takes place.  | 2 | 2 | 4 | L | Remove at end of clean and place in black bag in the main office                  |
| Delivery of goods to Grove House                                       | Cleaning items and PPE delivered to Grove House              | 3 | 3 | 9  | M | When goods arrive to transport to Ashton Sqaure toilets using gloves. Store all cleaning items in the ladies stock room. All PPE to be stored in the main office. Town Centre services officer to keep stock full with monitering from Rangers              | 2 | 2 | 4 | L |   |