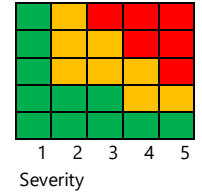


Site Congress House
Area All communal toilets
Persons at risk All building occupiers
Specific threat Covid 19

Likelihood 5
 4
 3
 2
 1



Risk Item	Area/Access/Task use & method statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	All toilet facilities within Congress House and The Rookery					Guidelines for toilet useage to be issued to all staff, occupiers and visitors prior to return to work. Install signage detailing the rules and handwashing guidelines in these areas as a reminder. Install floor markings denoting safe distancing. Enhanced cleaning to focus on frequently touched items such as door handles, taps, soap dispensers etc to be implemented through the day. Some toilets may be taken out of service to ensure full cleaning or to reduce movement around the building.			
2	5th floor Congress Centre toilet facilities		high	medium	15	One door to be used as entrance and one as exit to ensure flow of people is all in the same direction. All cubicles to remain open as they are enclosed, can be well ventilated and have their own handwashing facilities. Windows to be open at all times. Enhanced cleaning in these areas. Toilet facilities to be cleaned as an additional clean during the day paying particular attention to sanitising frequently touched items, such as door handles, taps, soap dispensers etc. Installation of antibac hand sanitiser at both entrance and exit. Congress Centre staff to steward during larger events	Medium	Medium	9
3	3rd floor Rookery toilets		high	medium	15	All cubicles to remain in service as they are separated by walls/doors and have their own handwashing facilities. If all cubicles are in occupation, users to queue in corridor outside the facility, not in the toilet vestibule to enable social distancing. Antibac gel dispenser installed at entrance to the facility.	Medium	Medium	9

4	Invision toilets - ladies		high	medium	15	All cubicles to remain in service as they have floor to ceiling barriers. Handwash stations to be restricted to enable social distancing whilst hand washing and drying. Left hand sink only and right side hand dryer only to be used. Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be installed at entrance to the facility.	low	Medium	9
5	Invision toilets - gents		high	medium	15	All cubicles to remain in service as they have floor to ceiling barriers. Handwash stations to be restricted to enable social distancing whilst hand washing and drying. Right side urinal to be removed from service. Left hand sink only and right side hand dryer only to be used to allow for social distancing (CHECK). Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be installed at entrance to the facility	Medium	Medium	9
6	Second floor north toilets		high	medium	15	Restrict maximum users to 4 - 3 in cubicles and one waiting. Remove middle and right side sinks from usage to ensure safe distancing while handwashing and hand drying . Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be installed at entrance to the facility	Medium	Medium	9
7	Ground Floor toilets		High	medium	15	All cubicles to remain in service as they are separated by walls/doors and have their own handwashing facilities. If all cubicles are in occupation, users to queue in lobby outside the facility, not in the toilet vestibule to enable social distancing. Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be installed at entrance to the facility.	Medium	Medium	9

8	Lower ground floor toilets - ladies		high	medium	15	Facility to remain closed until building capacity or events warrant opening. All cubicles that have floor to ceiling cubicles to remain in service. Remove alternate urinals from use and every other hand wash station to enable social distancing whilst using these. Floor markers to denote safe queuing distancings and routes through toilet lobby (keep to the left rule applies). Remove from service middle hand dryer to enable social distancing whilst hand drying. Secure main entrance doors open to minimise hand contact with these doors. Congress Centre staff to steward during larger events	Medium	Medium	9
9	Lower ground floor toilets - gents		high	medium	15	Facility to remain closed until building capacity or events warrant opening. All cubicles that have floor to ceiling cubicles to remain in service. Remove every other hand wash station to enable social distancing whilst hand washing. Floor markers to denote safe queuing distancings and routes through toilet lobby (keep to the left rule applies). Remove from service middle hand dryer to enable social distancing whilst hand drying. Secure main entrance doors open to minimise hand contact with these doors. Congress Centre staff to steward during larger events	Medium	Medium	9
10	B1 Toilets		High	Medium	15	All cubicles to remain in service as they are separated by walls/doors and have their own handwashing facilities. If all cubicles are in occupation, users to queue in lobby outside the facility, not in the toilet vestibule to enable social distancing. Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be in stalled at entrance to the facility.	Medium	Medium	9
11	B1 Showers - ladies		high	medium	15	All facilities can remain in service as they are separate cubicles. ensure hand soap and/or sanitiser is available within the facilities. Provide additional signage to build awareness of good hygiene and handwashing techniques. Floor markers installed to denote access routes in and out (keep to the left rule applies). Enhanced cleaning regime in these areas.	Medium	Medium	9

12	B1 Showers - gents		high	medium	15	All facilities can remain in service as they are separate cubicles. ensure hand soap and/or sanitiser is available within the facilities. Provide additional signage to build awareness of good hygiene and handwashing techniques. Floor markers installed to denote access routes in and out (keep to the left rule applies). Enhanced cleaning regime in these areas.	Medium	Medium	9
13	Use of welfare facilities	Use of TUC toilet facilities - 3rd and 4th floor 3 x cubicle toilets	high	medium	15	Guidelines for toilet useage to be issued to all staff prior to return to work. Install signage detailing the rules and handwashing guidelines in these areas as a reminder. Install floor markings denoting safe distancing. Restrict maximum users to 4 - 3 in cubicles and one waiting. Remove middle and right side sinks from usage to ensure safe distancing while handwashing and hand drying . Enhanced cleaning in these areas. Toilet facilities to be cleaned as an additional clean during the day.	Medium	Medium	9
14	Use of welfare facilities	use of TUC toilet facilities - 3rd and 4th floor ambulant disabled toilets	high	medium	15	Guidelines for toilet useage to be issued to all staff prior to return to work. Install signage detailing the rules and handwashing guidelines in these areas as a reminder. Enhanced cleaning in these areas. Toilet facilities to be cleaned as an additional clean during the day.	Medium	Medium	9