



<b>Hazard and related activity</b> <i>Eg slip – wet floor</i>	<b>Persons at risk</b> <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use)</i>	<b>Existing control measures</b> <i>Eg workplace instructions, training, authorised user, competent person, PPE – give <b>specific</b> references</i>	<b>Risk rating after existing control measures</b> <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i>  <i>If High, and no additional controls practicable, notify H&amp;S Team</i>	<b>If any additional control measures required – what are they?</b> <i>Eg documented observational monitoring</i>	<b>Residual risk rating after additional control measures</b> <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i>  <i>If High notify H&amp;S Team</i>
<b>Transmission of Covid 19 – from people at toilet block</b>	<b>EMPLOYEES, SERVICE USERS &amp; VISITORS</b>	<ol style="list-style-type: none"> <li>Any person who has symptoms of covid-19 infection or who has been in close contact with another person with symptoms (or a confirmed covid-19 infection) is required to self-isolate as directed by national guidance  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Information for individuals on mitigation measures are posted on the Authority’s website</li> </ol>	<b>MEDIUM</b>	All persons (employees contractors and public) are expected to exercise personal responsibility for themselves and others for whom they are responsible and to follow national guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>	<b>LOW</b>
<b>Transmission of Covid 19 - toilet block infrastructure</b>	<b>EMPLOYEES, SERVICE USERS &amp; VISITORS</b>	<ol style="list-style-type: none"> <li>Toilets open, so people do not relieve themselves elsewhere in the locality eg in fields or gardens inside barns, behind walls. (Toilets, if closed, would create an additional serious health hazard).</li> <li>Signage in place to advise on measures to mitigate spread of Covid 19 at toilets to include: <ul style="list-style-type: none"> <li>Maintain 2m social distancing</li> <li>Catch sneezes and coughs in tissue or clothing</li> <li>Wash hands for 20 seconds</li> <li>Minimise hand contact with face and surfaces</li> </ul> </li> <li>External doors secured open</li> <li>Windows secured open where possible to increase ventilation</li> <li>Turnstile at Grassington toilet block removed to avoid unnecessary touching of surfaces</li> <li>Cleaners to prioritise cleaning of touch points to</li> </ol>	<b>LOW</b>	Update signage with info on catching sneezes and coughs in tissue or clothing  Secure toilet windows open where possible	<b>LOW</b>

		<p>include doors, toilet seats, sinks, taps, sanitary bins and loo roll holders</p> <p>7. Cleaner to ensure that Wallgate hands-free sinks are kept topped up with soap and in working order</p> <p>8. Cleaning contractors to ensure that front doors are wedged open during operating hours and report any missing equipment</p> <p>9. Cleaners to visit sites twice a day to clean</p>			
Transmission of Covid 19 – <b>cleaning</b>	EMPLOYEES, SERVICE USERS & VISITORS	<p>1. Cleaning contractors updated Risk Assessments to include:</p> <ul style="list-style-type: none"> <li>○ Social distancing measures and safe practises</li> <li>○ Relevant PPE where assessed as necessary</li> <li>○ Prioritising cleaning of touch points such as doors, toilet seats, sinks, taps, sanitary bins and loo roll holders</li> </ul> <p>2. Cleaners to lock toilets whilst cleaning is taking place, so no one else present</p>	LOW	Send updated guidance on cleaning to contractors and ensure their risk assessments updated	LOW
Transmission of Covid-19 <b>YDNPA staff maintenance &amp; contractor visits</b>		<p>1. All Authority staff to follow <b>YDNPA guidance note 2.9 ‘avoiding Covid-19’</b></p> <p>2. All Authority staff to read and abide by <b>YDNPA General Risk Assessment for Maintenance &amp; construction works</b></p> <p>3. Timing of visits to be arranged to limit or avoid contact with other people.</p> <p>4. Timing of contractor visits for maintenance work must be by prior arrangement and follow instructions set out in the <b>YDNPA ‘Authorisation to work on Site’ form</b></p> <p>5. Toilets to be locked whilst YDNPA staff or contractors work in the toilet block, so no one else is present</p>	LOW		LOW

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Further control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
1	<i>Signage created and installed</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>14/05/20</i>	<i>AH</i>	<i>15/05/20</i>
2	<i>Information posted on Authorities website</i>	<i>Mark Sadler</i>	<i>Communications Manager</i>	<i>14/05/20</i>	<i>MS</i>	<i>15/05/20</i>
3	<i>Cleaning contractors instructed and Risk assessments reviewed</i>	<i>Jon Tighe</i>	<i>Estates Manager</i>	<i>14/05/20</i>	<i>JT</i>	<i>15/05/20</i>
4	<i>Toilet doors secured open</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>14/05/20</i>	<i>AH</i>	<i>15/05/20</i>
5	<i>Donation boxes at Malham and Aysgarth closed</i>	<i>Alan Hulme</i>	<i>Head of Park Management</i>	<i>14/05/20</i>	<i>AH</i>	<i>15/05/20</i>
6	<i>Update signage with info on catching sneezes and coughs with tissue or clothing</i>	<i>Jon Tighe</i>	<i>Estates Manager</i>	<i>20/05/20</i>	<i>JT</i>	<i>By 22/05/20</i>
7	<i>Updated guidance on cleaning sent to cleaning contractors to update their risk assessments and processes</i>	<i>Jon Tighe</i>	<i>Estates Manager</i>	<i>20/05/20</i>	<i>JT</i>	<i>20/05/20</i>
8	<i>Secure toilet windows open where possible</i>	<i>Jon Tighe</i>	<i>Estates Manager</i>	<i>22/05/20</i>	<i>JT</i>	<i>By 28/05/20</i>
9	<i>Processes monitored and reviewed on a weekly basis</i>	<i>Jon Tighe / Alan Hulme</i>	<i>Estates Manager / Head of Park Management</i>	<i>Ongoing</i>	<i>n/a</i>	<i>n/a</i>

#### COMMENTS AND INFORMATION

*Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information*

*Document sent to Senior Management Team for sign off. Document sent to relevant staff at the Authority and published on website.*

*Document reviewed and updated on 22/05/20 by Jon Tighe*

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
<i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	<i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>		

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<i>Weekly from 15/05/20</i>	<i>Yes – see above</i>	<i>Jon Tighe</i>	<i>22/05/20</i>