

# Example Risk Assessment for Toilet Facilities, Locker Rooms, Changing Facilities, Showers, Kitchens, Canteens and Rest Areas

Remember to follow a set process for risk assessing the transmission of COVID-19 in the workplace.

Eliminating the risk should be your first option (for example by allowing home working), if this is not possible you need to reduce the risk (for example by reducing the time and frequency of tasks). You should redesign work to ensure that staff can maintain physical distancing. For more information about this go back to our ['Risk Assessment for COVID-19'](#) guide.

What are the Hazards	Who might be harmed	Current controls	Additional controls required	Action by whom	Action by when	Done
Spread and exposure to COVID-19	Staff, visitors, contractors, service users	Cleaning - routine workplace cleaning in place	You will need additional control measures, for examples see below			

**Consult with your employees to identify further controls and to decide on their implementation. These are some suggested control measures:**

### **Toilet Facilities, Locker Rooms, Changing Facilities and Showers**

The risk of transmission between individuals is high within these areas, for example if employees are queuing and using facilities. The risk of infection via contact is high while using, doors, lockers, toilets, flush and so on.

- Identify the maximum number of users at any one time and display capacity at entry points. Make signage and floor markings available to ensure 2 metre distance and one way systems when queuing.
- Consider how you would restrict the number of people in the facilities.
- Consider the provision of additional, temporary or new, toilet facilities.
- Remind staff to wash or sanitise hands before and after using the facilities.
- Stagger breaks, start and finish times to allow effective social distances in these areas.
- Increased frequency for cleaning toilets, particularly door handles, locks and flush and make toilet seat wipes available.
- Place additional lockers in other areas to help social distancing.
- Make sufficient bins available for towels and ensure they are regularly emptied and disposed of.
- Consider how doors can be opened and closed, or explore whether this can be automated, for example by the use of a foot opening system.
- Include accessible toilets in your planning as these will still be needed.
- Consider how water, soap and cream can be dispensed without the need for contact.
- Regularly supervise compliance.

### Kitchens, Canteens and Rest Areas

The risk of transmission to individuals could be high within these areas, for example when employees are queuing, eating at tables or sitting if space is constraint. The risk of infection via contact is high while using doors, kitchen utensils, tables, seats and so on.

- Staff can use canteen facilities if social distancing can be maintained.
- Canteen staff must also follow social distancing and hygiene standards.
- Consider the need to close kitchens and canteens if social distancing can't be maintained.
- Consider expanding the size of kitchen and rest areas to facilitate social distancing.
- Explore the possibility of providing more than one facility for eat and rest to allow for social distancing.
- Consider that canteens provide only a takeaway service with pre-prepared and wrapped food only.
- Stagger breaks to reduce congestion and physical contact.
- Identify the maximum number of people that can use the canteen and rest areas and display it at the entry to each facility, you can also reduce the number of seats available.
- Provide signage and floor markings to ensure physical distancing is followed when queuing.
- Try to introduce a one way system.
- Provide hand cleaning at the entrance/exit and encourage workers to use it when entering and leaving the area.
- Frequently clean surfaces that are touched regularly such as kettles, refrigerators, microwaves, tables, chairs and so on, using standard cleaning products.
- Encourage workers to bring their own food where possible, in their own cool bags (to avoid the use of fridges) and remove their own packaging.
- Discourage staff from using local shops during the working day.
- If drinking water is provided, ensure the tap mechanism is cleaned regularly and consider introducing non-touch dispensers.
- Encourage staff to wipe down and clean up after themselves and to put their rubbish straight in the bin.

## Risk Assessment Example for COVID-19

- Crockery, eating utensils, cups and so on, should not be used unless they are disposable or are washed and dried between use.
- Canteen staff should wash their hands often with soap and water for before and after handling food.
- Payments should be contactless wherever possible.
- Make sure you engage staff and regularly monitor effectiveness of your arrangements and regularly supervise compliance in serveries, queues and at tables.

### Resources to Help with Risk Assessments

- Access our [COVID-19 page](#) to read more about how to implement a healthy return to work.
- Read more on [how to carry out a risk assessment](#) and [use our template](#).
- Learn the risk assessment process by completing our online module '[Sensible risk assessment](#)'.
- Become a Healthy Working Lives Approved trainer and deliver risk assessment training for your employees, read more about it [here](#).