

Assessment Date	15/10/19	Review Date (To be within 24 Months)	October 2021
Work Area	Use of chemical toilet 'Porta Potti Qube'		
Reason for Assessment (Tick appropriate boxes)			
Initial Assessment	<input checked="" type="checkbox"/>	Periodic Review	<input type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	Change of Personnel	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	After an Accident / Incident	<input type="checkbox"/>
		Change of Equipment	<input type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Brief Description of Assessment:			
Use and maintenance of portable chemical toilet, at outdoor learning sessions			
Assessor(s):			
Sarah Griffiths – Outdoor Learning and Interpretation Manager			

Hazard = Something with the potential to cause harm.

Risk = The likelihood of a hazard causing harm & its associated severity.

'Concentrate on the significant, ignore the trivial'

Part 1 – Hazard Identification

1. General Description of the Work Area	Associated Hazards
Can take place in any parks within Milton Keynes, all with public access Habitats include long grass, bushes, woodland, wetland and meadow areas.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes. Stings/scratches from plants Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
'Porta Potti Qube' chemical toilet Pop-up toilet tent with associated guy ropes, pegs and mallet	Slip/trips/falls Injury through mis-use of equipment, including chemicals used

3. METHOD STATEMENT Description of the task / process to be carried out (step-by-step tasks). This section should describe exactly how the work will be done and by whom	Associated Hazards
<p>Portable toilet and tent to be used on sites where there are no other facilities and the group will be undertaking activities for over 2 hours. Equipment to be sited away from main paths, to allow for privacy.</p> <p>Equipment to be transported in Community Team van, not private cars.</p> <p>Portable toilet is in two parts for ease of movement and put together once on site. Tent to be erected over the toilet and toilet roll and hand washing facilities provided.</p> <p>Chemicals stored in locked 'Forest School' room at Burners Lane depot, along with toilet and tent. Toilet to be emptied at the mains toilets situated in Burners Lane depot. Portable toilet to be cleaned as required and stored ready for next use.</p> <p>All participants, including staff and volunteers briefed on correct use of the unit, plus agreed procedure always followed to ensure privacy.</p> <p>Chemicals and water to be placed in toilet when needed, rather than stored containing mixed chemicals.</p> <p>All movement and maintenance of portable toilet to be carried out by Parks Trust staff.</p>	<p>Slip/trips/falls</p> <p>Injury through mis-use of equipment, including chemicals used</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p>

Assessors Signature(s) _____

ALL Those involved in making the Risk Assessment to sign

Part 2 - Detailed Assessment of Risks

Hazard. Potential harm and how caused (List all hazards identified in part 1)	Persons likely to be affected	Existing Control Measures. (Describe all existing measures taken to reduce risk)	Risk Rating. S x L (See Table 1) <i>[eg 3 x 1 = 3 Low]</i>	Action required to reduce / control risk. (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	Corrective Action Number (If further control measures required)	Residual Risk Rating (After further actions)
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Participants advised to dress appropriately for the weather and site being visited. Water and hats advised in hot weather. Staff to use common sense to judge weather, taking into account weather warnings and beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	1x3=3	If session in woods, or trees are overhanging area, beafort scale of 7 or over would usually require cancellation/change of site/activty as appropriate. Staff to take anonometer with them on windy days to check local wind speed.		
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear.	1x3=3			
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Participants reminded that when in public parks they are not the only park users and to be respectful to members of the public. Report any antisocial/dangerous behavior of other park users to the police. Toilet ten situated away from areas easily accessible to the public.	1x2=2			
Injury from lifting/moving portable toilet	TPT staff	Split the unit into the two parts (waste holding tank and flush-water tank) as per the instruction manual. Only move the unit as two separate parts and then once in the correct position, attach the flush water tank onto the waste holding tank. Maintain correct manual handling techniques when moving the units, including when filling and emptying.	2x1=2			

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		Wash hands thoroughly after handling the unit, even if wearing gloves.				
Contamination from chemicals used in unit (Cleenol Sanitary Fluid: Formaldehyde free)	TPT staff	Follow the guidelines in the user manual – kept with the chemicals stored at Burners Lane depot. Wear protective gloves (e.g. marigolds) when using the chemicals Fill the units with the chemical in a well-ventilated area. Ensure the stoppers on the unit are correctly closed to prevent any spillage of chemical during transit of the unit from storage to site and vice versa.	2x2=4			
Illness caused from contact with waste contents of the unit	Participants TPT staff & volunteers	Ensure all users are briefed in the correct use of the unit, as stated in the user manual. Wear protective gloves (e.g. marigolds) when emptying the unit. Follow the guidelines for emptying as shown in the user manual. Only deposit waste into a flushing toilet as per the user manual. Wash hands thoroughly after handling the unit. Ensure unit is cleaned after each use, following guidance in the user manual.	2x2=4			
Privacy issues when using the toilet	Participants TPT staff & volunteers	The unit only to be used in conjunction with the pop-up toilet tent. All users briefed on accepted use of toilet to prevent any unpleasant situations surrounding privacy of toilet use.	1x2=2			

Part 2 - Detailed Assessment of Risks

Table 1. Risk Rating

Risk rating = Severity x Likelihood

Risk Assessment		Severity (S) [Severity] & [Extent]		
		Slightly Harmful [Minor injury / illness, first aid treatment, minor equipment damage] [Affecting only one person] (1)	Harmful [Serious injury / illness, hospitalisation, equipment damage] (2)	Extremely Harmful [Fatality, loss of limb, permanent disability, equipment destroyed] [Several persons affected] (3)
Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)
	Unlikely (2) [Much interaction] [More likely] [Some possibility to avoid]	Low (2)	Medium (4)	Medium (6)
	Likely (3) [Intensive interaction] [Quite likely] [Little possibility of avoidance]	Low (3)	Medium (6)	High (9)

1 – 3 Tolerable Risk
 4 – 6 Moderate Risk
 9 High Risk – Intolerable

Monitor regularly to ensure that the risk does not grow.
 Potentially serious. Long term issues anticipated. Plan ahead.
ACT NOW.

