

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **CABINET**

**10 July 2020**

### **Report of the Head of Property and Regeneration S Brennan**

#### **Matter for Information**

**Wards Affected:** All

#### **Reopening of Public Toilets**

#### **Purpose of the Report:**

To seek Members' endorsement of the officer decision to reopen a number of public toilets on the 13<sup>th</sup> July 2020.

#### **Executive Summary:**

Due to the Covid-19 Pandemic a decision was made to close public toilets. As 'lockdown' is gradually being reduced a decision has been made to reopen public toilets on the 13<sup>th</sup> July 2020 with amended opening hours and increased cleaning.

#### **Background:**

Since the introduction of a nationwide "lockdown" the public toilets across the Authority have been closed. This decision was taken not only to protect members of the public from the transmission of Covid -19, but also the staff that are required to clean and maintain these facilities.

Following the reopening of non-essential retail on the 22<sup>nd</sup> June more and more people are returning to our town centres. The Welsh Government has recently announced the regulations in respect of the tourism sector which coincides with the relaxation of the stay local

requirements which will enable travel beyond the recommended five mile limit. The lifting of these measures will result in increased travel and increased need for facilities such as public toilets. This will also assist the Authority in discharging it's duties under the Equality Act 2010.

Across the Authority there are various toilet sites that are run by different sections.

Environment, Facilities Management run sites:

Port Talbot Bus Station  
Aberavon Seafront – Main  
Aberavon Seafront – Kiosk  
Briton Ferry – adjacent to the Library  
Briton Ferry – lodge site  
Victoria Gardens, Neath  
Skewen  
Crynant  
Onllwyn  
Glynneath  
Resolven  
Angel Falls  
Pontardawe

Environment, Estates Management run sites:

Neath General Market  
Afan Argoed Country park (shower block also)  
Environment, Street care run sites.  
Gnoll Country Park  
Jersey Park

Education run sites:

Margam Country Park

Corporate Services run sites:

Margam Crematorium

Due to the cross Directorate nature of the above facilities a small working group has been set up to ensure that there is a standardised approach to the opening back up of these facilities. This will include a

robust Risk Assessment and also standardised signage. As these sites are not manned it is critical that the users of the facility take responsibility for their own wellbeing, and adhere to the signs and floor markings.

The proposals are in line with the recent Welsh Government guidance and to assist this process a comprehensive Risk Assessment has been developed which is appended to this briefing note (Appendix 1). It focuses on two key areas, informing the public via the use of infographic signs of what they should do to keep safe, and also the cleaning regime that we as an Authority can realistically achieve. A selection of infographic signs are appended to this briefing note which highlight the provisions the council has put in place and also the responsibilities in terms of personal hygiene etc for the users of the facilities (Appendix 2).

As previously mentioned the above facilities no longer have designated toilet attendants, and as such the enhanced cleaning that is required under the Risk Assessment and guidance will bring operational challenges. It is therefore recommended that the toilets referred to within this report are reopened with a further assessment undertaken in relation to those which remain closed. This will allow us to utilise our existing resources in the most efficient way. It is also proposed that the operational hours of some of the toilets are reduced to allow the cleaning staff extra time at the end of the day to undertake a further clean.

The existing and proposed cleaning regimes for our public toilets are highlighted in the following table, it must be noted, however, that due to the distancing restrictions the amount of available toilets at the locations will also be reduced.

Public toilet location	Existing times		Proposed times		Average daily use*	Existing cleaning visits	Proposed cleaning visits
	Open	Close	Open	Close			
Port Talbot Bus Station	6.30	18.00	8.00	18.00	412	3	4
Aberavon Seafront – Main	7.30	19.15	8.30	18.30	251	3	4
Aberavon Seafront – Kiosk	8.00	19.00	remain closed		49		
Briton Ferry – adjacent to the Library	8.00	18.30	remain closed		8		
Briton Ferry – lodge site	8.00	18.15	remain closed		24		
Victoria Gardens, Neath	7.30	19.00	8.00	18.00	690	3	4
Skewen	8.00	18.00	remain closed		7		
Crynant	8.00	18.00	remain closed		7		
Onllwyn	8.00	18.00	remain closed		7		
Resolven	7.30	19.00	7.30	18.30	135	1	2
Glynneath	8.00	18.00	remain closed		4		
Angel Falls	7.00	19.00	8.00	18.00	261	1	2
Pontardawe	7.00	19.00	8.00	18.00	71	1	2

\*Average daily use figures were taken over a three week digital data logging exercise in 2019

The reopening of the public toilets, with the additional measures put in place, will provide sufficient safeguards for users of the facilities and the staff responsible for managing and cleaning the facilities. Their use will however be kept under review and any additional or alternative measures required to maintain health and safety will be considered and implemented if appropriate.

It is therefore proposed to reopen the facilities in accordance with the above table and the Risk Assessment included within Appendix 1 on the 13<sup>th</sup> July.

**Financial Impacts:**

The total cleaning hours will remain constant and there will therefore be no financial impact until further toilets are re-opened.

**Integrated Impact Assessment:**

An integrated impact assessment is attached.

**Valleys Communities Impacts:**

No implications.

**Workforce Impacts:**

Risk assessments have been undertaken to ensure the safety of staff.

**Legal Impacts:**

No impacts.

**Risk Management Impacts:**

Attached as Appendix 1.

**Consultation:**

There is no requirement for consultation in this instance.

**Recommendations:**

That public toilets specified within the report will be reopened on the 13<sup>th</sup> July with amended opening hours and increased cleaning in place, together with appropriate signage to enable users to make informed decisions and maximise their health and safety.

**Reasons for Proposed Decision:**

To gradually reintroduce public conveniences after Covid19 lockdown.

**Implementation of Decision:**

The decision is proposed for implementation on 13<sup>th</sup> July 2020 and is to be dealt with under Urgency Action arrangements.

**Appendices:**

Appendix 1 – Risk Assessment

Appendix 2 – Examples of Draft Signage

**List of Background Papers:**

None.

**Officer Contact:**

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Risk Assessment



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

Corporate Risk Assessment

<b>Activity being assessed:</b> Use of Public Toilets in XXXXX during COVID-19 pandemic		<b>Risk assessment reference number:</b> Risk assessment created on: Review date due:		
<b>Persons undertaking or affected by the activity</b> <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Likelihood x Severity = Risk Level
<b>Spread of COVID-19</b>	<b>General</b> <ul style="list-style-type: none"> <li>Each public toilets re - opening and use will be considered individually.</li> <li>All relevant statutory building checks have been undertaken prior to the opening of Public toilets.</li> <li>All Public toilets will be subject to a deep clean prior to opening.</li> <li>The Public toilets operation will be monitored with increased frequency throughout the COVID-19 restrictions and any issues arising or identified which compromise Public health, will be addressed in line with Public Health Wales guidance.</li> <li>If such issues arise, toilets will be close to ensure public safety.</li> <li>Where possible windows will be opened to increase ventilation.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>

	<ul style="list-style-type: none"> <li>• Appropriate doors will be kept open for ventilation if possible (only non-fire doors).</li> </ul> <p><b>Access and Egress</b></p> <ul style="list-style-type: none"> <li>• Signage/posters will be on display on entry to Public toilet (e.g. toilet capacity limits etc.).</li> <li>• There will be an appropriate queuing system on entry into Public toilets. E.g. signage and floor markings will be placed (if appropriate) at intervals to help the public ensure persons are social distancing.</li> <li>• Gatherings in waiting areas will be discouraged (e.g. any furniture will be removed).</li> <li>• All persons are advised not to use facilities if they are symptomatic (e.g. signage, communication via social media).</li> <li>• All access doors to be wedged open to limit hand contact whilst entering and exiting facilities (only non-fire doors).</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Social distancing must be maintained at all times wherever possible to reduce the risk of the spread of the COVID-19 virus (this will be encouraged via signage).</li> <li>• Selected urinals and sinks will be taken out of use and cordoned off where necessary to ensure social distancing is adhered to.</li> </ul> <p><b>Hygiene – handwashing and sanitation facilities</b></p> <ul style="list-style-type: none"> <li>• All members of the public are advised to be meticulous with their hand washing; washing thoroughly for at least 20 seconds after use of the public toilet (signage to be put in place).</li> <li>• Hand washing facilities are readily available with liquid soap, water, and hand drying facilities.</li> <li>• Signs/posters are displayed to build awareness of good handwashing technique, and the need to increase handwashing frequency.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Signs/posters are displayed to remind the public to wash hands when they return home.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• General cleaning regimes for Public toilets will be carried out on a day to day basis.</li> <li>• “These toilets will not be staffed or cleaned after every user. Please be aware that you use these facilities at your own risk” signage in place.</li> <li>• In addition to the general clean, an increase in frequency of cleaning will be carried out, particularly the wiping down of high-touch areas. High touch areas will include toilet flush handles, door handles, taps, sinks etc.</li> <li>• Procedures are in place for enhanced cleaning should a suspected / confirmed case of COVID-19 be reported.</li> <li>• The Public toilets opening hours will be reduced or changed to enable cleaning staff to carry out their main cleaning duties and maintain social distancing.</li> </ul>			
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<b>Personal Protective Equipment</b>			
 Aprons must be worn <input type="checkbox"/>	 Eye Protection must be worn <input type="checkbox"/>	 Head Protection must be worn <input type="checkbox"/>	 Safety Harness must be worn <input type="checkbox"/>
 Ear Protection must be worn <input type="checkbox"/>	 Safety overalls must be worn <input type="checkbox"/>	 Safety boots must be worn <input type="checkbox"/>	 Respiratory equipment must be worn <input type="checkbox"/>
 Hi Viz clothing must be worn <input type="checkbox"/>	 Protective gloves must be worn <input type="checkbox"/>	 Face Protection must be worn <input type="checkbox"/>	<b>Other</b> _____ _____ _____ <input type="checkbox"/>
<b>Additional risk information</b>			
<p>In the event of an incident/accident, please contact your nearest first aider.            All incidents/accidents must be recorded on NPT's Online Accident Reporting System.            Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.            All staff to have regard for their and others health and safety at all times.</p>			
<b>Please identify how this risk assessment has been communicated</b>			
Team brief / Team meeting	<input type="checkbox"/>		
One to one	<input type="checkbox"/>		
Email	<input type="checkbox"/>		
Other (please specify):	<input type="checkbox"/> _____		
<b>Emergency Procedures</b>			
Contact name:	_____		
Contact number:	_____		
Contact number (out of hours):	_____		
Hospital:	_____		
Emergency Services:	_____		
<b>Name:</b>	<b>Position:</b>	<b>Date:</b>	
_____	_____	_____	

<b>Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident</b>					
<b>Reviews</b>	<b>Key</b>				
Review date :	<b>Likelihood</b>	<b>Severity</b>	<b>Likelihood of Injury</b>		
Reviewed by:	<ol style="list-style-type: none"> <li>1. <b>Very Unlikely</b> - This will probably never happen/occur</li> <li>2. <b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li>3. <b>Likely</b> - Might happen or recur occasionally</li> <li>4. <b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li>5. <b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li>2. <b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li>3. <b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li>4. <b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li>5. <b>Fatal</b> - Fatality.</li> </ol>	5		
Review date :			4	3	2
Reviewed by:			3	2	1
Review date :			2	1	0
Reviewed by:			1	0	0
Review date :	<b>Severity of Injury</b>				
Reviewed by:	Low Risk	Medium Risk	High Risk		

Example draft signage

**GOLCHWCH EICH DWYLO**  
**PLEASE WASH YOUR HANDS**

  
Palm to palm  
Palm to palm

  
The backs of hands  
The backs of hands

  
In between the fingers  
In between the fingers

  
The back of the fingers  
The back of the fingers

  
The thumbs  
The thumbs

  
The tips of the fingers  
The tips of the fingers

Cofiwch wash your hands for a minimum of 20 seconds.  
Wash your hands for a minimum of 20 seconds.

  Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

Gyda'n gilydd fe gadwn ni **Gastell Nedd Port Talbot**  
yn Ddiogel ac yn Iach  
Together we'll keep **Neath Port Talbot** Safe and Well  
[www.npt.gov.uk/coronavirus](http://www.npt.gov.uk/coronavirus)

Cofiwch wash your hands for a minimum of 20 seconds.  
Wash your hands for a minimum of 20 seconds.

  
Palm to palm  
Palm to palm

  
The backs of hands  
The backs of hands

  
In between the fingers  
In between the fingers

  
The back of the fingers  
The back of the fingers

  
The thumbs  
The thumbs

  
The tips of the fingers  
The tips of the fingers

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**GOLCHWCH  
EICH DWYLO  
PLEASE WASH  
YOUR HANDS**

Cofiwch these toilets are not manned or cleaned after each user. Please wash your hands thoroughly before and after using this facility.

**These toilets are not manned  
or cleaned after each user.  
Please wash your hands  
thoroughly before and after  
using this facility.**



**CADW PELLTER  
CYMDEITHASOL  
SOCIAL  
DISTANCING**



Cadwch please  
observe a safe  
distance from others

**Please observe  
a safe distance  
from others**



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Do not use facilities if symptomatic.  
Do not use facilities if symptomatic.



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## **Impact Assessment - First Stage**

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)

Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).

Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;

Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers):

1. Provide a description and summary of the initiative.  
Identify which service area and directorate has responsibility for the initiative.
2. Identify who will be affected by the initiative.  
If you answer Yes to service users, staff or wider community continue with the first stage of the assessment  
If you answer No to service users, staff or wider community or Yes to 'Internal administrative process only', go to Question 5 – sustainable development principle.
3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

High – likely to be highly affected by the initiative

Medium - likely to be affected in some way

Low - likely to be affected by the initiative in a small way

Don't know - the potential impact is unknown

You must provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.  
Definitions of impacts are the same as in Question 3.  
The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.
5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

Long term - how the initiative supports the long term well-being of people

Integration - how the initiative impacts upon our wellbeing objectives

Involvement - how people have been involved in developing the initiative

Collaboration - how we have worked with other services/organisations to find shared sustainable solutions;

Prevention - how the initiative will prevent problems occurring or getting worse

The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

Details of the initiative

Initiative description and summary- Phase reopening of public toilets
Service Area: Authority wide
Directorate: Environment.

Does the initiative affect:

	Yes	No
Service users		✓
Staff		✓
Wider community	✓	
Internal administrative process only		✓

Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Disability		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Gender Reassignment		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Marriage/Civil Partnership		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Pregnancy/Maternity		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Race		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.

Religion/Belief		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Sex		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.
Sexual orientation		✓				The proposal is for a phase re-opening of the public toilets following the closure due to the Covid pandemic and not permanent alterations to the service.

Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				
Treating the Welsh language no less favourably than English		✓				

Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		✓				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		✓				

Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	✓		The proposal will allow for the phased re-opening of public toilets in a safe and structured manner.
Integration - how the initiative impacts upon our wellbeing objectives			N/A
Involvement - how people have been involved in developing the initiative			N/A
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			N/A
Prevention - how the initiative will prevent problems occurring or getting worse			N/A

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	✓
Reasons for this conclusion	
A full impact assessment is not required as the proposals is for the re-instatement of public toilets across the Authority.	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

	Name	Position	Date
Completed by	Richard Jenkins	Facilities Manager	7/07/2020
Signed off by	Simon Brennan	Head of Property & Regeneration	18/05/2020