

Risks and Hazards Analysis

Water pressure must be adequate to provide for all normal use and for use during peak demands. Alternate water supplies must be available should existing supplies fail to meet demand or should the supply be rendered unsafe or unusable.

Toilets

Where existing toilet facilities are judged inadequate, you must make available additional portable units.

Toilet locations should be:

- Well-marked;
- Well-lit (including the surrounding area) if night use is anticipated;
- Serviced (including pump-out of portables) on a 24-hour schedule during the event (vehicle access is obviously necessary);
- Located away from food storage and food service areas; and
- Secured to prevent tipping.

Toilets are a useful area in which to also make available facilities to:

- Provide for the safe disposal of needles, syringes, and other sharps; and
- If appropriate, provide condoms at some events.

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event,
- Type of crowd,
- Weather conditions,
- Whether the event is pre-ticketed and numbers known or unticketed,
- Whether finishing times are staggered if the event has multi-functions, and
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter for conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should only be used as a guide.

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Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hrs	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Toilets for the Disabled

At least one unisex toilet for the disabled is required. Check with your local ADA office for further guidance.

Food Vendors' Toilets

Separate toilet and hand washing facilities should be made available for food handlers.

General Considerations

In an outdoor setting, it is a relatively simple matter to provide additional toilets by hiring temporary, portable toilets. This solution may not be suitable for indoor settings, for which provision of additional toilets may be more difficult. One possible solution is to convert some men's washrooms to women's for events where you anticipate a predominantly female audience, or vice versa.

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In order to avoid long lines, particularly at female toilets, organizers may identify some toilet facilities as unisex toilets.

Maintenance and cleaning schedule for toilets and sinks should ensure:

- An adequate supply of toilet paper and soap,
- Clean toilets throughout the duration of the event,
- Provision for disposal and removal of sanitary napkins, and
- Availability of a plumber or appropriate maintenance person to repair or remove blockages.

Organizers should ensure that adequate cleaning supplies are available for use by the cleaning staff.