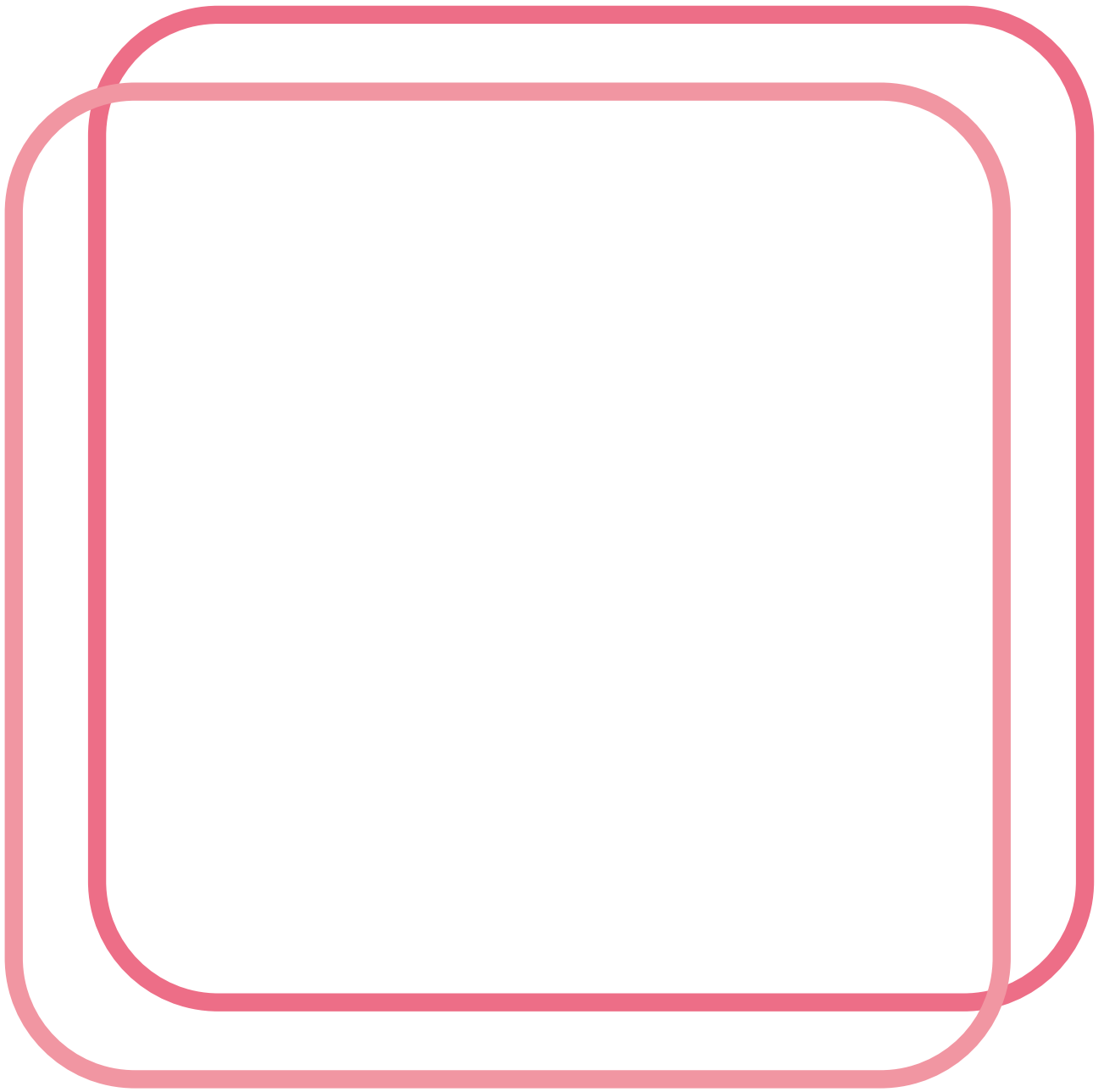


Welfare at Work



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Safer Business - Better Health

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Introduction

<p>Introduction</p>	<p>If you employ anyone (however short the period) you must provide adequate and appropriate welfare facilities for them while they are at work. This means you must provide such facilities unless it is clearly unreasonable in terms of time, trouble, cost and physical difficulty.</p> <p>Welfare facilities are those that are necessary for the well-being of</p>	<p>your employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p>Listed below is some simple advice on what the requirements are and how you should meet them.</p>
<p>What toilet and washing facilities do I need to provide?</p>	<p>You have to provide adequate toilet and washing facilities for your employees. Adequate means you have to provide:</p> <ul style="list-style-type: none"> ● enough toilets and washbasins for those expected to use them - people should not have to queue for long periods to go to the toilet; ● where possible, separate facilities for men and women - failing that, rooms with lockable doors; ● clean facilities - to help achieve this walls and floors should preferably be tiled (or covered in suitable waterproof material) to make them easier to clean; ● a supply of toilet paper and, for female employees, a means of disposing of sanitary dressings; 	<ul style="list-style-type: none"> ● facilities that are well lit and ventilated; ● facilities with hot and cold running water; ● enough soap or other washing agents ● a basin large enough to wash hands and forearms if necessary; ● a means for drying hands, e.g. paper towels or a hot air dryer; ● showers where necessary, i.e. for particularly dirty work. <p>Remember you must always consider the needs of those with disabilities.</p>

Do I have to supply drinking water?

Yes. The law requires that you provide drinking water and ensure that:

- it is free from contamination and is preferably from the public water supply - bottled water dispensers are acceptable as a secondary supply;
- it is easily accessible by all employees;

- there are adequate supplies taking into consideration the temperature of the working environment and types of work activity;
- taps and containers are clearly and correctly labelled as drinking water

What if staff work in remote workplaces without suitable plumbing and a water supply?

You may need to provide chemical toilets and washing facilities such as water containers.

What if my employees are working at temporary worksites?

So far as is reasonably practicable you need to provide flushing toilets and running water. Portable cabins converted into toilet facilities are available from hire companies. If this is not possible you should consider alternatives such as chemical toilets and water containers.

The use of public toilets and washing facilities should be a last resort and not used just because they are the cheaper option. This would not be acceptable where the provision of better facilities would be reasonably practicable.

What facilities do I need to provide for changing and storing clothing?

If the work activity requires your employees to change into and wear specialist clothing (overalls, a uniform, thermal clothing etc.), then you must provide enough changing rooms for the number of people expected to use them.

Where a changing room is provided it should:

- be readily accessible;
- contain, or lead directly to, clothing storage and washing facilities;
- provide seating;

- provide a means for hanging clothes - a hook or peg may be sufficient;
 - ensure the privacy of the user.
- You must try to prevent employees' own clothing coming into contact with work-soiled clothing or getting dirty or wet. Provide separate storage for clean and contaminated clothing which:
- allows wet clothing to be hung up, to dry out during the course of the day;
 - is well ventilated

What arrangements should be made for meal breaks?

There should be a suitable seating area for workers to use during breaks - it needs to be clean and located where food will not get contaminated. There should be washing

facilities nearby, and a means of heating food or water for hot drinks. You must also maintain good hygiene standards.

Do I need to provide rest facilities for pregnant women and nursing mothers?

Yes, if it is reasonably practicable for you to do so. You may need to provide a room for pregnant women/nursing mothers to rest or lie down.

Do the welfare facilities have to be in good condition?

Yes. You must also ensure that the facilities are kept clean and in good condition, and that there is always an adequate supply of toilet paper, soap etc. This means

that you need to put in place an effective system to maintain them to a high standard, including regular cleaning.

How many toilet and washbasins do I need to provide?

The table below shows the number of toilets and washbasins required for mixed use (or women only)

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

The table below shows the number of toilets and urinals used by men only

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4