LEAFLET 28

WORKPLACE HEALTH SAFETY AND WELFARE

CONTENTS

LEAFLET FOR LINE MANAGERS

STATUTORY REQUIREMENT

1 This leaflet is intended to advise line managers, and especially those with the responsibility for the control of the infrastructure of a building or establishment, on the requirements imposed by the Workplace (Health Safety and Welfare) Regulations 1992. The regulations are backed by an Approved Code of Practice L24. Both of these documents can be obtained in one booklet ISBN 0-11-886333-9 available from HSE Books, which also contains guidance in addition to the ACOP requirements.

AIM

2 The aim of the Regulations is to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce, which may include people with disabilities. The workplace should be suitable for use by those intended to use them. The tasks that employees undertake in the workplace will be covered by other regulations and controls imposed as a result, but these may in some circumstances impact on the requirements of the workplace regulations e.g. temperature of the workplace.

RESPONSIBILITIES

3 Implementing the requirements of the regulations is delegated to Commanding Officers, Directors and Heads of Establishments.

4 The majority of the requirements cover situations that need to be implemented by persons responsible for the control of property and establishment infrastructure e.g. provision of washing facilities, while others are the responsibility of line managers e.g. workplace seating. Some requirements will require consultation between line management and property managers.

DUTIES

Line managers

5 Line managers, including property managers should

5.1 Ensure that the requirements of these regulations are known to them in relation to areas under their control.

5.2 Note any deficiency in the requirement and take action to correct the situation or report the situation to the person responsible.

Property Managers

6 Property Managers should in addition

6.1 Hold a copy of the Approved Code of Practice (L24).

GUIDANCE

7 Annex A to this leaflet supplies details on the requirement based on the Approved Code of Practice and covers the following topics.

7.1 Ability to clean windows safely.

7.2 Accommodation for clothing.

7.3 Cleaning and decoration.

7.4 Construction of stairs.

7.5 Doors and gates.

7.6 Drinking water.

7.7 Emergency Lighting.

7.8 Escalators and moving walkways.

7.9 Facilities for changing clothing.

7.10 Facilities for eating meals.

7.11 Facilities for rest.

7.12 Fall arrester equipment, safety harness and lines.

7.13 Falls into dangerous substances.

7.14 Fixed ladders.

7.15 Floors and conditions of traffic routes.

7.16 Glazing.

7.17 Lighting.

7.18 Loading and unloading of vehicles.

7.19 Maintenance of equipment and devices.

7.20 Measures other than fencing or covers to prevent falls.

7.21 Openable windows.

7.22 Preventing fall or falling objects.

7.23 Prevention of discomfort caused by tobacco smoke.

7.24 Provision for pregnant women and nursing mothers.

7.25 Provision of fencing or covers and their design and construction.

7.26 Roofwork.

7.27 Room dimensions and space.

7.28 Safety measures for power operated doors.

7.29 Sanitary conveniences.

7.30 Scaffolding.

7.31 Spillage and containment of liquids.

7.32 Stacking and racking.

7.33 Suitability of workstations and seating

7.34 Temperature in indoor workplaces.

7.35 Traffic routes and their design.

7.36 Ventilation.

7.37 Washing facilities.

RELATED LEAFLETS AND JSP

8 Related Leaflets and JSP

- Leaflet - The Purchase and Safe Use of Work Equipment
- Leaflet - Management of Personal Protective Equipment
- Leaflet - Substances Hazardous to Health
- Leaflet - Smoking at Work
- JSP 437 - MoD Personal Protective Equipment Catalogue
- DEO(W) Specification 005

LEAFLET 28 ANNEX A

WORKPLACE HEALTH SAFETY AND WELFARE

CONTENTS

GUIDANCE FOR LINE MANAGERS

INTRODUCTION

1 The Workplace HS&W Regulations apply to a very wide range of workplaces, not only factories, shops and offices but, for example, schools, hospitals, hotels and places of entertainment. The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary work sites (but not construction sites).

2 All operational ships, boats, hovercraft, aircraft, trains and road vehicles are excluded from these Regulations, except that the requirement to prevent falls or falling objects applies to aircraft, trains and road vehicles when stationary in a workplace (but not when on a public road).

3 The aim is to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce which may include people with disabilities. Several of the Regulations require things to be 'suitable'. This means suitable for the persons at the workplace e.g. traffic routes, facilities and workstations which are used by people with disabilities should be suitable for them to use.

4 Building Regulations contain requirements which are intended to make buildings accessible to people with limited mobility, or impaired sight or hearing. There is also a British Standard on access to buildings for people with disabilities. {BS 5810:1979 CODE OF PRACTICE FOR ACCESS FOR THE DISABLED TO BUILDINGS}

5 Construction sites (including site offices) are excluded from the Regulations. Where construction work is in progress within a workplace, it can be treated as a construction site and so excluded from the Regulations, if it is fenced off; otherwise, the Regulations and The Construction Regulations will both apply.

6 At temporary work sites the requirements for sanitary conveniences, washing facilities, drinking water, clothing accommodation, changing facilities and facilities for rest and eating meals apply 'so far as is reasonably practicable'. Temporary work sites include work sites used only infrequently or for short periods.

7 Agricultural or forestry workplaces which are outdoors and away from the undertaking's main buildings are excluded, except for the requirements on sanitary conveniences, washing facilities and drinking water which apply 'so far as is reasonably practicable'.

8 Where employees work at a workplace which is not under MOD control, MOD has no duty under the Regulations. However, line managers should (as part our general duties under the Health and Safety at Work etc Act 1974) take any steps necessary to ensure that sanitary conveniences and washing facilities will be available to their staff. It may be necessary to make arrangements for the use of facilities already provided on site, or to provide temporary facilities.

9 Line managers do not always have complete control of their workplace e.g. HQ buildings. In these circumstances the person responsible for the premises should ensure that common parts, common facilities, common services and means of access within their control, comply. Line managers should co-operate with them in reporting problems or defects and not abusing any item or system put in place by the person in control of the facility.

MAINTENANCE OF THE WORKPLACE AND OF EQUIPMENT, DEVICES AND SYSTEMS

10 The workplace, and the equipment and devices should be maintained in an efficient state, in efficient working order and in good repair. 'Efficient' in this context means efficient from the view of health, safety and welfare (not productivity or economy). If a potentially dangerous defect is discovered, the defect should be rectified immediately or steps should be taken to protect anyone who might be put at risk, e.g. by preventing access until the work can be carried out or the equipment replaced. Where the defect does not pose a danger but makes the equipment unsuitable for use, for example a sanitary convenience with a defective flushing mechanism, it may be taken out of service until it is repaired or replaced, but if this would result in the number of facilities being less than that required by the Regulations, the defect should be rectified without delay.

11 Steps should be taken to ensure that repair and maintenance work is carried out properly by competent persons.

12 A suitable system of maintenance, where appropriate for certain equipment and devices, and specifically for ventilation systems is required. A suitable system of maintenance involves ensuring that:

12.1 Regular maintenance (including, as necessary, inspection, testing, adjustment, lubrication and cleaning) is carried out at suitable intervals;

12.2 Any potentially dangerous defects are remedied, and that access to defective equipment is prevented in the meantime;

12.3 Regular maintenance and remedial work is carried out properly; and

12.4 A suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.

13 Examples of equipment and devices which require a system of maintenance include emergency lighting, fencing, fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, lifts, escalators and moving walkways.

14 The system of maintenance for each item or group to be maintained is to take into account the:

14.1 Age and condition;

14.2 Purpose;

14.3 Conditions and frequency of use;

14.4 Previous maintenance and reliability; and

14.5 Likely consequences of failure (whether partial or complete).

14.6 The manufacturer's advice;

14.7 Published guidance from HSE;

14.8 Industry and trade literature; and

14.9 British Standards and other available authoritative guidance.

15 The system of maintenance is to include suitable recording and monitoring arrangements to:

15.1 Ensure that the system is correctly implemented;

15.2 Indicate any need for the system to be revised; and

15.3 Form a basis for decisions regarding future maintenance.

VENTILATION

16 This element is concerned with general workplace ventilation, not local exhaust ventilation for controlling employees' exposure to asbestos, lead, ionising radiation or other substances hazardous to health.

17 Enclosed workplaces should be sufficiently well ventilated so that stale air, and air which is hot or humid because of the processes or equipment in the workplace, is replaced at a reasonable rate. The air which is introduced should, as far as possible, be free of any impurity which is likely to be offensive or cause ill health. Air which is taken from the outside can normally be considered to be 'fresh', but air inlets for ventilation systems should not be sited where they may draw in excessively contaminated air (for example close to a flue, an exhaust ventilation system outlet, or an area in which vehicles manoeuvre). Where necessary the inlet air should be filtered to remove particulates.

18 In many cases, windows or other openings will provide sufficient ventilation in some or all parts of the workplace. Where necessary, mechanical ventilation systems should be provided for parts or all of the workplace, as appropriate.

19 Workers should not be subject to uncomfortable draughts. In the case of mechanical ventilation systems it may be necessary to control the direction or velocity of airflow. Workstations should be re-sited or screened if necessary. In Mechanical ventilation systems which recirculate air, including air-conditioning systems, the recirculated air should be adequately filtered to remove impurities. To avoid air becoming unhealthy, purified air should have some fresh air added to it before being recirculated. Systems should therefore be designed with fresh air inlets which should be kept open.

20 Mechanical ventilation systems (including air-conditioning systems) should be regularly and properly cleaned, tested and maintained to ensure that they are kept clean and free from anything which may contaminate the air. The requirement for a device to give warning of breakdowns applies only 'where necessary for reasons of health or safety'. It will not apply in most workplaces. It will, however, apply to 'dilution ventilation' systems used to reduce concentrations of dust or fumes in the atmosphere, and to any other situation where a breakdown in the ventilation system would be likely to result in harm to any person.

21 Guidance on the measures necessary to avoid legionnaires' disease, caused by bacteria which can grow in water cooling towers and elsewhere, can be obtained from HSE publications (Approved Code of Practice and Guidance - Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems l8 HSE Books 2000 ISBN 0 7176 1772 6) See Leaflet - Cooling Towers and the control of Legionnella.

TEMPERATURE IN INDOOR WORKPLACES

22 The temperature in workrooms (i.e. a room where persons normally work for more than a short period) should provide reasonable comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable.

23 The temperature in workrooms should normally be at least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius. These temperatures refer to readings taken using an ordinary dry bulb thermometer, close to workstations and away from windows. These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity. These temperatures do not apply to rooms or parts of rooms where it would be impractical to maintain those temperatures, for example in rooms which have to be open to the outside, or where food or other products have to be kept cold. In such cases the temperature should be as close to those mentioned as is ‘practical’. In rooms where food or other products have to be kept at low temperatures this will involve such measures as:

23.1 Enclosing or insulating the product;

23.2 Pre-chilling the product;

23.3 Keeping chilled areas as small as possible;

23.4 Exposing the product to workroom temperatures as briefly as possible.

24 The above temperatures do not apply to rooms where lower maximum room temperatures are required in other laws. It should be noted that general Food Hygiene Regulations do not specify maximum room temperatures.

25 Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps should be taken to achieve a reasonably comfortable temperature, for example by:

25.1 Insulating hot equipment or pipes;

25.2 Providing air-cooling plant;

25.3 Shading windows;

25.4 Siting workstations away from places subject to radiant heat.

26 Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local heating or cooling (as appropriate) should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling. Insulated duckboards or other floor coverings should be provided where workers have to stand for long periods on cold floors unless special footwear is provided which prevents discomfort. Draughts should be excluded and self-closing doors installed where such measures are practical and would reduce discomfort.

27 Where, despite the provision of local heating or cooling, workers are exposed to temperatures which do not give reasonable comfort, suitable protective clothing and rest facilities should be provided. Where practical there should be systems of work (for example, task rotation) to ensure that the length of time for which individual workers are exposed to uncomfortable temperatures is limited.

28 In parts of the workplace other than workrooms, such as sanitary facilities or rest facilities, the temperature should be reasonable in all the circumstances including the length of time people are likely to be there. Changing rooms and shower rooms should not be cold.

29 Where persons are required to work in normally unoccupied rooms such as storerooms, other than for short periods, temporary heating should be provided if necessary to avoid discomfort. Heating systems are to be installed and maintained in such a way that the products of combustion do not enter the workplace. Any heater which produces heat by combustion is to have a sufficient air supply to ensure complete combustion. Portable paraffin and liquefied petroleum gas heaters are not to introduce harmful or offensive fumes into the work-place.

30 Thermometers should be readily available to persons at work to enable temperatures to be measured throughout the workplace, but need not be provided in each workroom.

LIGHTING

31 Lighting is to be sufficient to enable people to work, use facilities and move from place to place safely and without visual fatigue. Stairs are to be well lit in such a way that shadows are not cast over the main part of the treads. Where necessary local lighting should be provided at individual workstations and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Workers are not to be subject to dazzling lights or annoying glare. Lights and their fittings should not cause a hazard (e.g. electrical, fire or collision hazard) because of their design or position. Light switches are to be positioned so that they may be found and used easily and without risk. Lights are not be allowed to become obscured, e.g. by stacked goods, so that lighting becomes insufficient. Lights are to be replaced, repaired or cleaned as necessary, when lighting is likely to become insufficient. Fittings or lights are to be replaced immediately if they are dangerous, electrically or otherwise.

32 Windows and skylights are to be cleaned regularly and kept free from obstructions to admit maximum daylight. Where this would result in excessive heat or glare at a workstation, however, the workstation should be re-positioned or the window or skylight should be shaded. People generally prefer to work in natural rather than artificial light. This should be considered at the design stage of new workplaces. In both new and existing workplaces workstations are to be sited to take advantage of the available natural light. Natural lighting may not be feasible where windows have to be covered for security reasons or where process requirements necessitate particular lighting conditions.

EMERGENCY LIGHTING

33 The normal precautions required by these Regulations or other H&S laws, for example on the fencing of holes and moving parts, mean that workers should not in most cases be `specially exposed' to risk if normal lighting fails. Emergency lighting need not, therefore, be provided in most cases but it is to be provided if process plant needs to be shut down under manual control or a potentially hazardous process needs to be made safe, and this cannot be done safely without lighting. Emergency lighting should be powered by a source independent from that of normal lighting. It is to be immediately effective in the event of failure of the normal lighting, without need for action by anyone. It is to provide sufficient light to enable persons at work to take any action necessary to ensure their, and others', H&S.

CLEANING AND TIDINESS

34 The standard of cleanliness required will depend on the use to which the workplace is put. For example, an animal house on a farm need not be as clean as an office. Accumulations of dirt and refuse are to be removed at least once each working day from work surfaces, floors, passages and stairs etc. Floors are to be kept clear of loose material or other substances which would be liable to result in tripping or slipping, particularly where such material would result in a risk of injury from any adjacent machine, except where it is appropriate for a floor surface to be covered by loose material (e.g. where animals are kept). The floor and steps of every workplace are to be cleaned by an effective and suitable method at least weekly, and more frequently where necessary to maintain a reasonable standard of cleanliness. Care is to be taken that wet or polished floors do not cause damage and the use of warning notices is to be considered. Cleaning or surface treatment of surfaces is not to create risks to the H&S of persons at work, for example sweeping or "blowing down", resulting in the release of harmful, flammable or explosive dust or solvents into the atmosphere. The implications of the Control of Substances Hazardous to Health Regulations are relevant to the choice and use of cleaning materials.

FLOOR, WALL AND CEILING SURFACES

35 The floors, walls and ceilings in workplaces should allow easy and effective cleaning and are to be decorated or treated where such cleaning would not otherwise be possible. Walls which are likely to be heavily soiled should have a washable surface. Walls and ceilings which are porous should be coated, for example by tiling or painting, unless they can be effectively cleaned or are not likely to be subject to soiling. Coatings should be repaired or be repeated as often as is necessary to permit effective cleaning. When selecting a suitable coating consideration is to be given to any increased fire risk. The Regulations require that repainting should take place at least every 7 years for surfaces treated with oil-based paints and every 4 years for surfaces treated with water based paints. Floors should not be carpeted where they are likely to be heavily soiled by materials which can not easily be removed by cleaning. Absorbent floor surfaces, such as untreated concrete or timber, which is likely to be contaminated by oil, grease or other substances which will be difficult to remove should preferably be sealed or coated, e.g. with a suitable non-slip floor paint.

ROOM DIMENSIONS AND SPACE

36 Workrooms are to have enough free space to allow people to get to and from workstations and to move within the room with ease. The number of people who may work in any particular room at any one time will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment and gangways, and on the lay-out of the room. Workrooms, except those where people only work for short periods, are to be at least 2m high (from floor to ceiling) over the most of the room. The total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. In making this calculation a room or part of a room which is more that 3.0m high should be counted as 3.0m high and any part of a room which is less than 2m high should not be counted. The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture, etc.

WORK STATIONS AND SEATING

37 Workstations are to be arranged so that each task can be carried out safely and comfortably. The worker should, as far as possible, be at a comfortable height and position in relation to the work. In the case of seated workers the hands should be at elbow level or lower. Work materials and frequently used equipment or controls should be within easy reach. Controls should be easy to read with minimal bending or stretching. Work stations including seating, and access to work stations, are to be suitable for any special needs of the individual worker, including workers with disabilities. Each work station is to allow any person who is likely to work there adequate freedom of movement and the ability to stand upright. Where work activities are unavoidably carried out in cramped conditions, there is to be sufficient space nearby to relieve discomfort. There is to be sufficient clear and unobstructed space at each workstation to enable the work to be done safely. This is to allow for the manoeuvring and positioning of materials, e.g. lengths of timber.

FLOORS AND CONDITION OF TRAFFIC ROUTES

38 Traffic routes and floors are to be of sound construction and strong enough to support any load which is liable to be placed on them or any traffic liable to pass over them. They are to have a sound, firm and slip resistant surface. Where necessary they should be coated with slip-resistant materials. Loose materials such as sand or straw should only be used in floors where necessary for process reasons. Slip resistance of floors cannot be considered in isolation. Where there is a significant risk of slipping, which cannot be resolved purely by alterations to the floor, consideration is to be given to providing slip resistant footwear. Where such footwear is provided and worn by everyone then it will be the slip resistance of the floor surface in conjunction with the footwear which should be adequate. Such footwear is to be replaced before it loses its slip resistance.

39 Traffic routes and are to be free from holes, slopes, uneven surfaces, etc which are likely to:

39.1 Cause persons to slip, trip or fall;

39.2 Cause persons to drop or loose control of anything being lifted or carried; or

39.3 Cause instability or loss of control of vehicles and/or their loads.

40 This does not preclude the use of sloping floors or ramps which have a slope which is appropriate for their use. Similarly metal gratings, or similar flooring, with small holes may be used providing they are not likely to be a hazard in the circumstances in which they are used. Hazards such as missing floorboards, open manholes or excavations in roads which exist for short periods, e.g. during maintenance or alterations, are to be minimised by precautions such as temporary fencing, covers, ramps and warning signs as appropriate. All floors and traffic routes are to be maintained to a standard which is appropriate for their use; while a small pot-hole may not be a hazard on a track used only by rough terrain vehicles it could result in a lift truck overturning. Materials which fall onto traffic routes are to be cleared as quickly as possible. Arrangements are to be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes, particularly outside stairs, ladders and walkways on roofs.

SPILLAGES AND CONTAMINATION BY LIQUIDS

41 Contamination of traffic routes or floors by liquids is to be prevented or controlled, so far as is reasonably practicable. Suitable measures include:

41.1 Process enclosure, or containment, e.g. by bunding;

41.2 Fully enclosed methods of distribution of liquids, by pipes etc;

41.3 Drain points or catchment trays beneath taps or other liquid discharge points on pipes, drums, tanks and similar places where spillage is likely; and

41.4 Stop valves at filling points on tank filling lines.

42 Effective means of drainage are to be provided where there is likely to be substantial contamination of floors by liquids, despite precautions. Drains and channels are to be sited as near as possible to the likely point of origin of contamination to minimise its spread and floors should be slightly inclined to provide a natural flow to the drain or channel. Effective drainage is also to be provided where it is common practice to wash down work surfaces, floors etc (e.g. in food processing premises). Drains and channels should be covered where necessary to prevent tripping hazards, but such covers should be designed and maintained to ensure adequate drainage. These covers are to be flush with the floor surface so as not to create a tripping hazard themselves. Where contamination of floors by liquids or other substances is likely to occur despite appropriate precautions, their surfaces should be constructed of suitable materials to minimise the risk of slipping, and to resist any corrosion. Absorbent granules or similar materials is to be readily available where small scale local spillages are likely. Where other contamination is likely to occur and to result in a slipping hazard, e.g. in catering or food processing, specific arrangements are to be made to remove such contamination quickly and to minimise the risk of slipping. Methods of draining and containing toxic, corrosive or highly flammable liquids are not to result in the contamination of drains, sewers, watercourses or ground-water supplies, or put people or the environment at risk.

CONSTRUCTION OF STAIRS

43 Stairs are to be of sound construction and properly maintained. Every open side of a staircase more that 600mm high is to be securely fenced. As a minimum the fencing must consist of an upper rail at 900mm or higher and a lower rail. A secure and substantial handrail is to be provided and maintained on at least one side of every staircase. Handrails are to extend over the whole length of the stairs, except for the bottom 2 steps. Handrails should be provided on both sides if there is a particular risk of falling, for example where stairs are heavily used or are wide or have narrow treads, or where they are liable to be subject to spillages. Additional handrails may be needed down the centre of particularly wide stairs.

FALLS OR FALLING OBJECTS

44 The consequence of falling from height is often that of death or serious injury and so a high level of protection is appropriate. In most circumstances, secure fencing is to be provided to prevent people falling from open edges, down holes or from stairs. If there is also a risk of objects falling from the edge then the fencing is to be designed to prevent them falling onto people. Holes or vessels containing dangerous substances may be covered instead of being fenced. Where the physical safeguards are not reasonably practicable or sufficient in themselves additional measures, such as the provision of information instructions and notices or the supply of anchorage points for safety harnesses, are to be taken to ensure safety.

PROVISION OF FENCING OR COVERS

45 Fencing, including barriers and guard-rails or covers, is to be provided where anyone is liable to:

45.1 Fall 2 metres or more; or

45.2 Fall into dangerous substance.

46 Fencing or covers are also to be provided where anyone is liable to fall less than 2 metres where additional factors are present which increase the risk of serious injury, e.g. where they may fall onto spikes or onto a hot or dangerous surface. Tanks, pits or similar structures containing dangerous substances should always be provided with secure fencing or cover. Fencing and covers provided in accordance with this paragraph should meet the requirements of the following paragraphs.

DESIGN AND CONSTRUCTION OF FENCING

47 Fencing is to extend at least 1100mm above a floor surface from which a person might fall or slip. In the case of fencing installed before 1 January 1993 a minimum height of 915mm is acceptable, but any fencing that is replaced is to be at least 1100mm high. Fencing is to be of adequate strength and stability to restrain any person or object liable to fall onto or against it. Except where the risk of falling is temporary, fencing should be securely fixed. Chains, ropes and other non-rigid materials are not to be used. Guard-rails are to consist of a top rail at a height of between 1100 and 1200mm and at least one additional intermediate rail at a suitable height to prevent persons falling under the top rail. In the case of guard-rails and fencing which does not come down to floor level, upstands or toeboards of at least 100mm in height are to be provided at floor level to prevent objects falling, unless the risk is negligible. Infrequent activities such as cleaning and maintenance should be taken into account. Where objects may fall over fencing, the fencing should be as high as necessary, or have additional rails as high as necessary, to prevent that danger.

DESIGN AND CONSTRUCTION OF COVERS

48 Covers are to be capable of supporting loads liable to be imposed upon them, and any traffic which is liable to pass over them. They are to be of a type which cannot be readily detached and taken away and should not be capable of being easily displaced. If covers are removed they must be replaced as soon as possible.

TEMPORARY REMOVAL OF FENCING OR COVERS

49 When an opening or an edge is being used to transfer goods or material from one level to another, it is to be fenced, if possible. If fencing is not possible, alternative safeguards are to be used, e.g. a secure guard rail which goods or materials may safely pass under or over. One method of permanently maintaining fencing at an opening or edge where goods or materials are raised or lowered by the use of a lift truck is the provision of a pivoting fence. Where the operation necessarily involves the use of an unguarded edge, as little fencing or rail as possible is to be removed, and is to be replaced as soon as possible. Covers are to be kept securely in place except when they have to be removed for inspection purposes or in order to gain access. Covers are to be replaced as soon as possible.

FIXED LADDERS

50 A fixed ladder includes a stairway which is inclined at an angle of 30 degrees or less to the vertical and rungs includes treads and steps. Fixed ladders are to be of sound construction, properly maintained and securely fixed. Rungs of a ladder should be horizontal, give adequate foothold and not depend solely upon nails, screws or similar fixings for their support. Unless some other adequate handhold exists, the stiles of the ladder are to extend at least 100mm above any landing served by the ladder or the highest rung used, except that in the case of chimneys the stiles are not to project into the gas stream. Fixed ladders installed after 31 December 1992 within a vertical distance of more than 6m are to have a landing or other adequate resting place at every 6m point. Each run should, where possible, be out of line with the last run, to reduce the risk of falls. Where it is not possible to provide such landings, e.g. on a chimney or silo, the ladders are only be used by experienced people. Where a ladder passes through a floor, the opening should be wide enough to allow easy access, but not so wide as to create a hazard for people getting on and off the ladder. The opening is to be fenced as far as possible, and a gate provided where necessary to prevent falls. Fixed ladders at an angle of less than 15 degrees to the vertical (a pitch of more than 75 degrees) which are more than 2.5m high are to fitted with suitable safety hoops or permanently fixed fall arrest systems. Hoops should be at intervals of not more than 900mm, measured along the stiles and should commence at a height of 2.5m above the ground or lower platform. The top hoop should be in line with the top of the fencing on the platform served by the ladder or where the ladder passes through a hole in a floor the hole is to be fenced. Where a ladder rises less than 2.5m, but is elevated so that it is possible to fall a distance of more than 2m, a single hoop is to be provided between 1000 and 1100m above the upper platform or landing. Ladders should only be installed where occasional access is required, in particular stairs are much safer when loads are to be carried. A sloping ladder is generally easier and safer to use than a vertical ladder.

ROOFWORK

51 Slips and trips which may be trivial at ground level may result in fatal accidents when on a roof. It is therefore vital that precautions are taken, even when access is only for occasional maintenance and cleaning. As well as falling from the roof edge, there may be a risk of falling through a fragile material. Care should be taken of old materials which may have become fragile because of corrosion. The risks may be increased by moss, lichen, ice, etc; surfaces may also be deceptive. Where frequent access is need to roofs (including internal roofs, for example a single storey office within a larger building) suitable fixed access is to be provided and there should be fixed physical safeguards to prevent both falls from edges and through fragile roofs. Where occasional access is required, other safeguards should be provided, e.g. crawling boards or temporary access equipment. A fragile roof or surface is one which would be liable to fracture if a person's weight were to be applied to it, whether by walking, falling onto it or otherwise. All glazing and asbestos cement or similar sheeting, is to be treated as being fragile unless there is firm evidence to the contrary. Fragile roofs or surfaces are to be clearly identified. Training in the use of access equipment will be subject to the Provision and Use of Work Equipment Regulations 1998.

FALLS INTO DANGEROUS SUBSTANCES

52 Every vessel containing a dangerous substances is to be adequately protected to prevent a person from falling into it. Vessels installed after 31 December 1992 are to be securely covered or fenced unless the edges are at least 1100mm above the highest point from which people could fall into them. In the case of existing vessels the height is to be at least 915mm or, in the case of atmospheric or open vessels 840mm.

CHANGES OF LEVEL

53 Changes of level, such as a step, which are not obvious are to be marked to make them conspicuous.

STACKING AND RACKING

54 Materials and objects are to be stored and stacked in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability having regard to the loads placed on it and its vulnerability to damage for example by vehicles. Appropriate precautions in stacking and storage include:

54.1 Safe palletisation;

54.2 Handling or wrapping to prevent individual articles falling out;

54.3 Setting limits for the height of stacks to maintain stability;

54.4 Regular inspection of stacks to detect and remedy any unsafe stacks; and

54.5 Particular instruction and arrangements for irregularly shaped objects.

LOADING OR UNLOADING VEHICLES

55 The need for people to climb on top of vehicles or their loads is to be avoided as far as possible. Where it is unavoidable, measures are to be taken to prevent falls. Where a tanker is loaded from a fixed gantry and access is required onto the top of the tanker, fencing is to be provided where possible. It may be collapsible fencing on top of the tanker or may form part of the gantry. In the latter case if varying designs of tankers are loaded the fencing should be adjustable, where necessary. Similar fencing is also to be provided wherever persons regularly go on top of tankers at a particular location, e.g. for maintenance. Where loaded lorries have to be sheeted before leaving a workplace suitable arrangements are to be made to prevent falls. Where sheeting is done frequently it is to be carried out in designated parts of the workplace which are equipped for safe sheeting. Where reasonably practicable gantries should be provided which lorries can drive under, so that the load is sheeted from the gantry without any need to stand on the cargo. In other situations safety lines and harnesses are to be provided.

MEASURES OTHER THAN FENCING, COVERS, ETC

56 Where fencing or covers cannot be provided other effective measures are to be taken. Entry to these "danger areas" is to be limited to authorised people and others are to be prevented from entering. "Danger areas" are to be clearly indicated. People who are authorised to enter a "danger area" should be protected by, e.g., personal protective equipment such as safety lines and harness. A safe system of work is to be operated, and adequate information, instruction, training and supervision is to be given. In high risk situations formal written permit to work systems are to be adopted. Where no other safeguards are possible, safety nets, air cushions, or other similar safeguards may be used. Where work overhead presents a danger, people are not to be allowed to enter the "danger area".

FALL ARREST EQUIPMENT, SAFETY HARNESS AND LINES

57 Where safety harnesses and fall arrest devices are used secure anchorage points are to be provided, safety lines are to be short enough to prevent injury from falls, and steps taken to ensure that they are used. The equipment is to be properly maintained. Systems which do not require disconnection of safety harnesses from safety lines, when at risk of falling, should be used in preference to those that do. Where there is no need to approach the edge the length of the line and the position of the anchorage is to be such as to prevent the edge being approached. The provision and use of safety harnesses etc are also subject to the Personal Protective Equipment at Work Regulations 1992.

SCAFFOLDING

58 Scaffolding and other equipment used for temporary access should is to follow the provisions of The Construction (Health Safety and Welfare) Regulations 1999.

GLAZING

59 All fixed glazing is to be of safe material, and is to be conspicuously marked unless it is in such a position or so protected that persons are unlikely to come into contact with it and, if it shattered, unlikely to be injured. Glazing in doors and door side panels, where the glazing is between floor and shoulder level or in the vicinity of door handles or push plates, vulnerable walls and partitions, and areas where glass is likely to be broken and to fall and injure people, e.g. where long lengths of wood, steel etc are handled or in leisure centres where there is a risk from ball games, is to:

59.1 Be protected by a fixed, robust screen which prevents a 75mm sphere from coming into contact with the glazing.

59.2 Break so that any particles from broken glass are relatively harmless; or

59.3 Be inherently robust (for example polycarbonate or glass blocks); or

59.4 Be in small panes with a maximum width of 250mm and maximum area of 0.5m² when measured between glazing beads. Small panels of ordinary annealed glass should have a nominal thickness of not less than 6mm.).

OPENABLE WINDOWS ETC

60 It is to be possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Where necessary, window poles or similar equipment are to be available, or a stable platform or other safe means of access is to be provided. Controls are to be so placed that people are not likely to fall through or out of the window. Where there is a danger of falling from a height devices are to be provided to prevent the window opening too far. These devices are to be subject to a system of maintenance. Open windows, skylights or ventilators should not project into an area where persons are likely to collide with them. Window sills should normally be at least 800mm above floor level, unless there is a barrier to prevent falls.

ABILITY TO CLEAN WINDOWS ETC SAFELY

61 It should be possible to clean fixed glazing from:

61.1 The ground, fenced balcony or roof, if necessary using a ladder which is no more than 3m long;

61.2 Floor level inside the building, for example where windows pivot so that the outer surface can be cleaned from the inside.

62 Where the provisions of the above paragraph cannot be followed, alternative provision is to be made so that fixed glazing can be cleaned in a safe manner, e.g. from travelling ladders equipped with secure means for attaching a safety harness or from suspended cradles. Alternatively, provision can be made for the use of mobile access equipment. There should be a firm, level surface on which to stand the equipment and, in the case of a ladder, a suitable surface to the rest the top of the ladder. Provision for the use of ladders should only be made where windows can be reached by ladders not more than 6m long or, where suitable fixings are provided, not more than 9m long. Where it is not practical suitable anchorages are to be provided for safety harnesses.

TRAFFIC ROUTES IN EXISTING WORKPLACES

63 Whilst the Regulations apply to all workplaces the caveat "so far as is reasonably practicable" may apply in the case of existing workplaces because the design, lay-out and size of traffic routes in existing workplaces may be constrained, e.g. by existing structures and the space available. Additional measures should be adopted, where necessary in such cases to ensure an adequate standard of safety. This may well involve a greater emphasis on the systems of use of traffic routes.

DESIGN AND LAY-OUT OF TRAFFIC ROUTES

64 Traffic routes should allow the safe movement of all persons and vehicles including people with disabilities and visitors and their vehicles. They are to be appropriate for the traffic permitted to use them and the way in which they are used (for example one way systems, speed restrictions and parking arrangements). They should be sufficient in number and size to ensure the safe, unobstructed movement of persons and vehicles both within the workplace and into and out of it.

TRAFFIC ROUTES USED BY PEDESTRIANS

65 Access between floors or different levels within the workplace is not normally to be by means of ladders. Fixed ladders may be used where stairs, ramps, lifts, escalators or moving walkways are not practical or where that part of a route is used only infrequently and by few people.

TRAFFIC ROUTES USED BY VEHICLES

66 Traffic routes are not be used by vehicles whose size, weight or design would result in a hazard and clear signs should identify such restrictions. Barriers or audible warnings are to be provided at a suitable position in front of obstructions such as overhead electric cables, or pipes containing hazardous or highly flammable chemicals. Uneven or soft ground should not be used if this is liable to result in vehicles overturning or losing their loads. Sharp, or blind, bends and corners should be eliminated as far as possible. Where they are unavoidable mirrors should be used where appropriate, to improve the field of view. Realistic speed limits are to be set, where necessary, and enforced for roads within the workplace. Speed limits are to be clearly displayed. Where necessary suitable speed retarders such as road humps, should be provided on traffic routes to prevent speed limits being exceeded. They are always to be preceded by a prominent warning sign. Road humps are unsuitable for lift trucks and should be avoided in areas where they operate. If they are used then gaps or a by-pass should be provided to allow lift trucks to pass safely. The need for vehicles with poor rear visibility, such as large lorries, to reverse is to be eliminated as far as possible, for example by the use of one-way systems and through-routes. Where it is unavoidable, additional measures are to be adopted to ensure safety. Suitable measures include:

66.1 Restricting reversing to places where it can be carried out safely;

66.2 Excluding pedestrians from these areas during such operations;

66.3 Fitting reversing alarms or detection devices which will warn the driver of an obstruction or will apply the brakes automatically;

66.4 Appointing adequately trained banksmen to supervise the safe movement of vehicles; and

66.5 The provision and use of suitable high visibility garments by pedestrians in the vicinity of such operations.

67 Where a load has to be tipped into a hopper, waste pit or similar place, and the vehicle is liable to fall into it substantial barriers, e.g. securely fixed timber baulks, are to be provided to prevent this.

OTHER RISKS FROM VEHICLES

68 Vehicular traffic routes should be arranged to avoid risks to people within the workplace either directly or indirectly, e.g. from exhaust fumes or materials falling from vehicles. When there is a significant risk physical barriers or screens should be installed; otherwise, as a minimum, the presence of moving vehicles should be drawn to their attention by flashing lights, reversing alarms etc. Where the speed and volume of vehicular traffic constitutes a risk to the safety of pedestrians, separate pedestrian and vehicular routes are to be established and, where necessary, clearly marked to indicate the type of traffic that may use them. Raised footpaths alongside roadways would count as separate routes and may be regarded as being clearly indicated for this purpose. At certain times of the day, such as at the end of a shift, when substantial numbers of pedestrians are likely to spill onto vehicular routes, consideration should be given to restricting the use of such routes by vehicles, to prevent danger to pedestrians. Where pedestrian and vehicular routes cross, appropriate crossing points are to be provided and used. Where necessary, barriers or rails should be provided to prevent pedestrians crossing at particularly dangerous points and to guide them to designated crossing places. At crossing places where volumes of traffic are particularly heavy, the provision of suitable bridges or subways should be considered. Such crossing points are to ensure adequate visibility and open space for the pedestrian between the end of the pedestrian route and the vehicular route, e.g. where a pedestrian route with solid walls on both sides meets a vehicular traffic route there should be an open space of at least one metre from which pedestrians can see along the vehicular route in both directions, or one if it is a one way route. Where such a space can not be provided barriers or rails should be provided to prevent pedestrians walking directly onto the vehicular route.

ROUTES SHARED BY VEHICLES AND PEDESTRIANS

69 Shared routes are to be of adequate width to enable vehicles and pedestrians to pass safely. Where necessary, passing places or other places of refuge should be provided at suitable intervals, where pedestrians or vehicles can safely wait for other traffic to pass. Particular care is to be taken regarding doorways, gates, bridges, tunnels, enclosed corridors, and similar features of shared routes. Separate routes should normally be provided at such features for the use of pedestrian and powered traffic. The pedestrian part of the route should be protected by means of a raised kerb, rails or other effective arrangements. Where necessary, suitable physical barrier should be provide beside the entrances and exits to any of these features used by powered traffic (or beside the exit only, if one-way traffic is involved) to prevent pedestrians walking across the face of the opening. Sufficient clearance should be provided between automatic, driverless vehicles on shared routes, any fixtures on the route and other passing traffic, to prevent persons being trapped. The vehicles should also be fitted with appropriate safeguards to prevent such trapping.

MARKING AND SIGNING

70 The boundaries of pedestrian and vehicular traffic routes are to be clearly marked on the floor or ground unless a boundary is clearly defined by a physical feature such as a raised footpath, kerb or rail or it is not necessary for safety. An area of floor (or ground outside) need not be marked as a traffic route simply because pedestrians or vehicles occasionally pass over it, e.g. to get to a workplace or to stack materials. A large area where vehicles manoeuvre or which they criss-cross may be marked as a single traffic route where appropriate. Where a separate pedestrian route is provided, as detailed above, it is to be clearly marked as is any door or route from which pedestrians or vehicles are to be excluded, unless such a restriction is self evident, e.g. because of the size of a door. Unavoidable or temporary hazards on traffic routes used by powered vehicles are to be indicated by suitable warning signs. Such hazards may include sharp bends, junctions, crossings, blind corners, steep gradients or roadworks. Suitable road markings and signs are to be used to alert drivers to any restrictions which apply to the use of a traffic route. Adequately directions should also be provided to relevant parts of a workplace and buildings, departments, entrances, etc should be clearly marked, where necessary, so that unplanned manoeuvres are avoided. Any signs used in connection with traffic routes have to comply with other Regulations and standards; Unit Safety Officers and Road Traffic Safety Officers should offer guidance on the suitability of signs. Loading bays should be provided with at least one exit point from the lower level. Wide loading bays should be provided with at least two exit points, one being at each end. In the case of a loading bay which was constructed before 1 January 1993 where it is not possible to provide such exit points, a refuge is to be provided where a person will not be liable to be struck or crushed by a vehicle.

DOORS AND GATES

71 Doors and gates which swing in both directions are to have a transparent panel except for gates which are low enough to see over. Conventionally hinged doors on main traffic routes are to be fitted with such panels. Such panels should not reduce the fire resistance of the door below that required for safety purposes. Sliding doors should have a stop or other effective means to prevent the door coming off the end of the track. They should also have a retaining rail to prevent the door falling should the suspension system fail or the rollers leave the track. Upward opening doors are to be fitted with an effective device such as a counter balance or ratchet mechanism to prevent them falling back in a manner likely to cause injury.

SAFETY MEASURES FOR POWER OPERATED DOORS

72 Power operated doors and gates are to be designed, installed and maintained to prevent injury as a result of being struck by the door or gate or being trapped between parts of it or between it and a fixture such as a wall or floor. Safety features include:

72.1 A sensitive edge and/or other suitable detector and associated trip device which will stop, or stop and reverse, the motion of the door when obstructed;

72.2 Devices which limit the closing force to ensure that it is insufficient to cause injury if a person is trapped;

72.3 An operating control which must be held in the operating position during the whole of the closing motion. This will only be suitable where the risk of injury is low and the speed of closure is slow. Such a control, when released, should cause the door to stop or reopen immediately and should be positioned so that the operator has a clear view of the door throughout its movement.

73 Where necessary, power operated doors and gates are to have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency. Normal on/off controls may be sufficient. It should be possible to open all power operated doors and gates if the power supply fails unless they open automatically in such circumstances. This does not apply to lift doors and other doors and gates which are there to prevent falls or access to areas of potential danger. Where tools are necessary for manual opening they are to be readily available at all times. In the event of the power supply being restored there is to be no danger to persons using tools to open a door. Safety devices on power operated doors and gates are to be subject to a system of maintenance.

ESCALATORS AND MOVING WALKWAYS

74 Information regarding the safe use and periodic examination of escalators and walkways is to be obtained by the unit H&S office from DWS.

SANITARY CONVENIENCES AND WASHING FACILITIES

75 Suitable and sufficient facilities are to be provided for the maximum number of persons likely to be at work in a workplace at any one time. It should be possible for people to use them without undue delay. Working patterns should be taken into account; e.g. if breaks are taken at set times or cease work is at a fixed time, more facilities may be needed than would otherwise be the case. Special provision should be made for any person with a disability. The facilities should provide adequate protection from the weather. When separate groups of persons at work are subject to significant differences in the level of exposure to dirt or process contamination, separate facilities should be considered for the use of each group.

SANITARY CONVENIENCES

76 Except for temporary work-sites and remote workplaces with no running water or drains, water closets should be provided. They are to be connected to a suitable drainage system and be provided with an effective means for flushing with clean water. Except for urinals sanitary conveniences should be provided with a supply of toilet paper in a holder or dispenser and a coat hook. In sanitary accommodation used by women suitable means should be provided for the disposal of sanitary dressings.

WASHING FACILITIES

77 Washing stations are to be of sufficient size to enable effective washing of face, hands and forearms. The facilities are to be constructed and arranged to ensure adequate privacy for the user. In particular:

77.1 Each water closet is to be situated in a separate room or cubicle, with a door which can be secured from the inside;

77.2 It should not be possible to see urinals, or into communal shower or bathing areas, from outside the facilities when entrance or exit doors are opened;

77.3 Windows to sanitary accommodation, shower or bathrooms should be obscured by means of frosted glass, blinds or curtains unless it is not possible to see into them from outside; and

77.4 The facilities should be fitted with doors at entrance and exits unless other measures are taken to ensure an equivalent degree of privacy.

MINIMUM PROVISION OF FACILITIES

78 Table 1 shows the minimum number of sanitary conveniences and washing stations which should be provided. In column 1 the numbers of people at work refers to the maximum number likely to be in the workplace at any one time. Where separate sanitary accommodation is provided for disparate groups, e.g. men, women, office staff or manual employees, a separate calculation should be made for each group. If sanitary accommodation is used only by men the number using it may be increased to the level in column 1 of Table 2 provided that urinals are also provided as detailed in column 3. (A urinal may either be an individual urinal or a section of urinal space which is at least 600mm long.)

Table 1 Minimum Provision of Facilities – Washing Stations

Number of Persons at work	Number of Water closets	Number of Washing stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Table 2 Minimum Provision of Facilities – Urinals

Number of Men	Number of Water closets	Number of Urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

79 An additional sanitary convenience and washing station should be provided for every 25 persons above 100. At least half of these additional conveniences, provided for the sole use of male employees, should be water closets. In this calculation any odd number of persons less that 25 should be reckoned as 25 persons. Where work activities result in heavy soiling of face, hands and forearms, washing stations should be provided as follows:

79.1 1 for every 10 persons at work (or fraction of 10) up to 50 persons; and

79.2 1 additional station for every further 20 persons (or fraction of 20).

80 Showers and/or baths should also be provided for the use of persons at work where the work:

80.1 Is particularly physically demanding;

80.2 Is in a hot or dirty environment resulting in heavy soiling of much or all of body; or

80.3 Involves significant exposure to harmful or offensive materials, substances or organisms.

VENTILATION OF SANITARY ACCOMMODATION

81 Sanitary accommodation is to be adequately ventilated by natural or mechanical means, so as to ensure the efficient removal of offensive odours, and prevent their entry into any other room. Where any entrance or exit to sanitary accommodation communicates directly with a workroom, measures are to be taken to prevent smells entering the workroom. This may be achieved by effective mechanical ventilation. Alternatively good natural ventilation may be relied on provided the accommodation is well sealed from the workroom and the door has an automatic closer.

CLEANLINESS

82 Suitable arrangements are to be made to ensure that the facilities are kept clean and the frequency of cleaning should be adequate for this purpose. Responsibility for cleaning is to be clearly allocated, particularly when facilities are shared. The surfaces of the internal walls and floors of the facilities should normally have a surface which permits wet cleaning, e.g. ceramic tiles or melamine sheeting.

SEPARATE CONVENIENCES

83 Sanitary accommodation which contains more than one sanitary convenience, is to be restricted to the use of persons of the same sex. The entrances to such accommodation should be clearly and appropriately marked.

DRINKING WATER

84 Drinking water is normally obtained from a public or private water supply by means of a tap on a pipe at mains pressure connected directly to the water main. Alternatively, it may be derived from a tap on a pipe connected directly to a storage cistern which complies with the requirements of the UK Water Bylaws. In particular, any cistern, tank or vessel used as a supply is to covered, kept clean and tested and disinfected as necessary. Water should only be provided in refillable containers where it cannot be obtained directly from a mains supply. Such containers should be suitably enclosed to prevent contamination and should be refilled at least daily. Drinking water taps should not be installed in places where contamination is likely, for example in a workshop where lead is handled or processed. As far as is reasonably practicable they should also not be installed in sanitary accommodation. A suitable means of drinking the water supplied should be provided unless the supply is by means of a drinking fountain. Washing facilities storage and dispensing arrangements should be provided, as appropriate, to ensure the hygiene of cups, including disposable cups.

MARKING OF TAPS

85 Taps dispensing cold water drinking supplies within the workplace are to be marked.

ACCOMMODATION FOR CLOTHING

86 Special work clothing includes all clothing which is only worn at work such as overalls, uniforms, sports clothing and hats worn for food hygiene purposes. Accommodation for special work clothing and personal clothing which is not worn at work should enable it to hang in a clean, warm, dry, well-ventilated place where it can dry out during the course of a working day if necessary. Separate facilities are to be provided unless the workroom is suitable for this purpose. The accommodation should provide, as a minimum, a separate, adequately spaced hook, peg or hanger, for each worker's clothing. Where facilities to change clothing are required by effective measures are to be taken to ensure the security of clothing, e.g. by providing a lockable locker for each worker.

WORK CLOTHING

87 Where special work clothing becomes dirty, damp or contaminated due to the work it is to be accommodated separately from the workers own clothing. Where work activities result in special work clothing becoming wet, the facilities should be made available to enable it to be dried by the beginning of the following work period unless other dry clothing is provided. A changing room or rooms should be provided where personnel change into special work clothing. Separate facilities are to be provided for men and women except where only outer clothing is removed and workers and their clothing are not liable to be soiled or contaminated by a hazardous substance. Changing facilities should be readily accessible from workrooms and eating facilities, if provided. They should be provided with adequate seating and should contain or communicate directly with, clothing accommodation and showers or baths if provided. They should be constructed and arranged to ensure the privacy of the user. The facilities should be large enough to enable the maximum number of persons at work expected to use them at any one time, to do so without overcrowding or unreasonable delay. Account should be taken of starting and finishing times of work and the time available to use the facilities.

FACILITIES FOR REST AND EATING MEALS

88 Rest facilities should be provided for personnel and for the self-employed and employees of other persons who are on site for more than short periods. Suitable seats should be provided for personnel whose work gives them opportunities to sit. Suitable seats should be provided for personnel to use during breaks. These should be in a suitable place where personal protective equipment need not be worn. In offices and other reasonably clean workplaces, seats normally provided will be sufficient, provided personnel are not subject to excessive disturbance during breaks. In other cases one or more separate rest areas should be provided. In the case of new workplaces, extensions and conversions there should be a separate rest room. Rest areas or rooms provided in accordance should be large enough, and have sufficient chairs with backrests and tables, for the numbers of personnel likely to use them at any one time. If personnel frequently have to leave their work area, and to wait until they can return, there should be a suitable area where they can wait.

89 Suitable and sufficient facilities for eating meals are to be provided where personnel regularly eat meals at work, or where food eaten in work areas would be likely to be contaminated, including by dust or water. Seats in work areas can be counted as eating facilities provided they are in sufficiently clean place and there is a suitable surface on which to place food eating facilities should include a facility for preparing or obtaining a hot drink, such as an electric kettle, a vending machine or a canteen. Personnel who work during hours or at places where hot food cannot be obtained in or reasonably near to the workplace are to be provided with the means for heating their own food. Eating facilities should be kept clean. Steps should be taken where necessary to ensure that they do not become contaminated by substances brought in on footwear or clothing. If necessary, adequate washing and changing facilities should be provided in a conveniently accessible place. Canteens or restaurants may be used as rest facilities, provided that there is no obligation to purchase food in order to use them. The facilities are to be placed in the charge of a responsible person who should ensure that they are maintained in a suitably clean and hygienic state. High standards are to be maintained in those parts of rest facilities used for eating or preparing food and drinks. Other legal requirements exist such as the Control of Substances Hazardous to Health Regulations, the Control of Lead at Work Regulations, the Control of Asbestos at Work Regulations etc. The requirements should also be considered in deciding what provisions are required for eating facilities.

FACILITIES FOR PREGNANT WOMEN AND NURSING MOTHERS

90 Facilities are to be provided for any pregnant women and nursing mothers, who are at work, including the facility to lie down where necessary.

PREVENTION OF DISCOMFORT CAUSED BY TOBACCO SMOKE

91 All rest facilities are to be arranged to enable employees to use them without experiencing discomfort from tobacco smoke. Methods of achieving this include the provision of separate facilities for smokers and non-smokers or the prohibition of smoking in the facilities.