

HEALTH AND SAFETY GUIDANCE NOTE

WELFARE FACILITIES



NFU Mutual
Risk Management Services

INTRODUCTION

The Workplace (Health Safety and Welfare) Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of the workforce, including those with disabilities.

Under the Regulations employers must provide suitable welfare facilities for employees. This will include the provision of suitable and sufficient:

- Sanitary conveniences (toilets) and washing facilities.
- Potable supply of drinking water.
- Restroom(s) or rest areas.
- Accommodation for clothing and changing facilities.

SANITARY CONVENIENCES AND WASHING FACILITIES

Suitable and sufficient toilets and washing facilities must be provided in readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold water, soap and clean towels (or other means of washing and drying). If required, showers should also be provided. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

The tables below provide guidance on what could be considered suitable and sufficient sanitary conveniences:

Workplace with males only		
Number of persons on site	Number of cubicles	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

For every 50 men (or fraction) above 100 on site an extra WC is required and an equal number of urinals are required.

Mixed workplace		
Number of persons on site	Number of cubicles	Number of washbasins
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	3
76 - 100	5	4

For every 25 persons (or fraction) above 100 on site an extra WC is required.

DRINKING WATER

An adequate supply of wholesome drinking water should be provided. Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing system may still be provided as a secondary source of drinking water.

RESTROOMS/REST AREAS

Facilities should be provided for employees to rest and take meals. Rest areas or rooms should be large enough and have sufficient seating and tables for the number of workers likely to use them at any time. They should include suitable facilities to eat meals.

Seats should be provided for workers to use during breaks. These should be in a place where PPE need not be worn. Work areas can be counted as rest areas and as eating facilities, provided that they are adequately clean and there is a suitable surface on which to place food.

Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in, or reasonably near to the workplace (i.e. in walking distance), employees should be provided with a means for heating their own food.

Canteens and restaurants can be used as rest facilities, provided there is no obligation to purchase food.

Suitable rest facilities should be provided for pregnant women and nursing mothers. These facilities should be located near to sanitary facilities and, where necessary, include the facility to lie down.

ACCOMMODATION FOR CLOTHING AND CHANGING

Suitable and secure space should be provided for employees to store both their own clothing and any special work clothing, taking into account and preventing the potential for contamination between

the two. So far as is reasonably practicable, the facilities should allow for the drying of clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing facilities and should ensure the privacy of the user.

REMOTE WORKPLACES AND TEMPORARY WORKSITES

For remote workplaces without running water or a nearby sewer, employers must provide enough water in containers for washing or other means of maintaining personal hygiene and enough portable/chemical toilets. As far as possible you should avoid portable/chemical toilets that have to be emptied manually. If portable/chemical toilets are used, ensure they are emptied and recharged at suitable intervals. You will need to consider arrangements for replenishing soap and paper, etc.

For temporary work sites, employers must provide suitable and sufficient toilets and washing facilities so far as is reasonably practicable. In other cases, mobile facilities should be provided wherever possible. These should if possible include flushing toilets and running water for washing, etc.

FURTHER GUIDANCE

- L24 Workplace Health, Safety and Welfare - Approved Code of Practice and Guidance Available from the HSE website: www.hse.gov.uk/pubns/priced/l24.pdf
- INDG293 Welfare at Work: Guidance for employers on welfare provisions Available from the HSE website: www.hse.gov.uk/pubns/indg293.pdf
- HSG270 Farmwise: Your essential guide to health and safety in agriculture Available from the HSE website: www.hse.gov.uk/pubns/priced/hsg270.pdf
- CIS59 Provision of welfare facilities during construction work Available from the HSE website: www.hse.gov.uk/pubns/cis59.pdf

These documents are available to download free of charge from www.hse.gov.uk/pubns/books/

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