



WORKPLACE (HEALTH SAFETY & WELFARE) PROCEDURE

Version Number	Issue 4
Date Complete	March 2019
Procedure Owner	Health & Safety Advisor
Author	Health & Safety Advisor
Reason for Revision	Updated as part of Safety Management System review
Proof Read	Yes - Temp H&S Advisor
Date Approved	April 2019
Approved by	EMT/SMT
Next Review Due	April 2022

Audience – Training and Awareness Method	To be issued as part of the SMS update issue
Effective Date	April 2019

Internal References	N/A
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External References	N/A
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Comments	One Appendix contained as part of this document
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1. Introduction

- 1.1. The Workplace (Health, Safety and Welfare) Regulations 1992 expand on the duties under the Health and Safety at Work etc. Act 1974. These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of the workforce. Blackwood, as an employer, has a duty to ensure that workplaces under their control comply with these Regulations.
- 1.2. This procedure summarises the main requirements from the regulations and has been designed to assist Blackwood managers to address these requirements. An information checklist has been included at Appendix A, and should be completed for all Blackwood workplaces as part of the normal risk assessment process. It has grouped the main requirements under 4 broad headings;
 - **Working environment:** this includes temperature, lighting and ventilation
 - **Safety:** includes the safe passage of pedestrians (and vehicles where the two may be interactive) in the workplace, glazed doors, floors and windows etc.
 - **Facilities:** includes toilets and washing facilities, seating arrangements, rest areas and rest facilities for pregnant women and nursing mothers.
 - **Housekeeping:** includes maintenance of workplace equipment and facilities, cleanliness and drainage.
- 1.3. Further guidance can be found in the Workplace Health, Safety and Welfare Approved Code of Practice (ACOP) which supplements the regulations. A copy can be found here - <G:\Health & Safety\5. Standards & Legislation\HSE ACOPS & Guides\124.pdf>
- 1.4. The person responsible for completing the checklist at Appendix A will be the manager with overall H&S responsibilities for the workplace/premises concerned, i.e. normally the Care Service Manager/Team Leader. The Care Service Manager/Team Leader can delegate this task to the person who normally carries out the risk assessments for the workplace/premises, but they retain the responsibility for ensuring it is done. The checklist should be completed initially as part of the general risk assessment for the workplace/premises and reviewed at the same time as the risk assessment (normally annually).

2. Requirement of the Regulations

2.1. Interpretation (Regulation 2)

- 2.1.1. A "Workplace" means any premises or part of premises which are not domestic premises and are made available to any person as a place of work. It includes any place within the premises to which a person has access while at work, and any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from that place of work.
- 2.1.2. A "Premises" means any place, including an outdoor place, however the Regulations do not apply to "homeworkers" or "domestic premises".
- 2.1.3. Workers with Disabilities (Regulation 2(3) and Guidance paragraph 19 - 21) requires workplaces to meet the needs of all those who work in them, including workers with a disability. Several of the Regulations require things to be "suitable", which makes it clear that such things as traffic routes, facilities, and workstations used by people with disabilities should be suitable for them to use.

2.2. Responsibilities of employers (Regulation 4)

- 2.2.1. Blackwood as an employer has a duty to ensure that workplaces under their control comply with the Regulations. People other than employers also have duties under the Regulations if they have control, to any extent, of a workplace.

2.3. Maintenance (Regulation 5)

- 2.3.1. Workplaces and all the equipment, devices and systems in them, must be maintained in an efficient state, in efficient working order and in good repair. Where appropriate, they must be subject to a suitable system of maintenance.

2.4. Ventilation (Regulation 6)

- 2.4.1. Effective and suitable provision should be made for enclosed workplaces to be ventilated by a sufficient quantity of fresh or purified air.

2.5. Temperature (Regulation 7)

- 2.5.1. During working hours, a reasonable temperature must be maintained inside buildings. Although not an absolute legal requirement, the minimum recommended temperature in a workplace should normally be at least 16 degrees Celsius. If the work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius. Methods of heating and cooling should not result in the release of injurious or offensive fumes, gas or vapour. A sufficient number of thermometers

must be provided to enable workers to determine the temperature in any workplace inside a building. A workplace has to be adequately thermally insulated and excessive effects of sunlight on temperature should be avoided.

2.6. Lighting (Regulation 8)

2.6.1. Every workplace should have suitable and sufficient lighting, and it should be natural, so far as is reasonably practicable. Emergency lighting must be provided where lighting failure would expose persons at work to danger.

2.7. Cleanliness and Waste Materials (Regulation 9)

2.7.1. Workplaces and the furnishings, furniture and fittings must be kept sufficiently clean. The surfaces of the floors, walls and ceilings of all workplaces inside buildings should be maintained, treated and repaired so that they can be cleaned properly. So far as is reasonably practicable, waste materials should not be allowed to accumulate, except in suitable receptacles.

2.8. Room dimensions and space (Regulation 10)

2.8.1. Rooms where persons work should have sufficient floor area, height and unoccupied space. Workplaces in existence when the Regulations came into effect that were previously covered by the Factories Act have to comply with certain requirements laid down in Schedule 1 (Part I) of the Regulations.

2.9. Workstations and seating (Regulation 11)

2.9.1. Every workstation should be suitable for any person at work likely to use it, and suitable for the work likely to be done there. A workstation should be arranged so that:

- as far as is reasonably practicable, it provides protection from adverse weather;
- it enables people to leave it quickly;
- it ensures that any person is not likely to slip or fall.

A suitable seat must be provided for each person whose work allows that kind of work (or a substantial part of it) to be done sitting. The seat must be suitable for the person for whom it is intended and a footrest provided for any worker who cannot comfortably place his or her feet on the floor.

2.10. Floors and traffic routes (Regulation 12)

2.10.1. Every floor in a workplace and the surface of every traffic route in a workplace shall be of a construction such that the floor or surface of

the traffic route is suitable for the purpose for which it is used. Every floor or traffic route should;

- not expose persons to risks by having holes (unless there are adequate measures to prevent falling) or slopes (account should be taken of handrails) or by being uneven or slippery;
- have effective means of drainage;

2.10.2. So far as is reasonably practicable, every floor or traffic route should be kept free from obstructions and articles and substances likely to cause slips, trips or falls.

2.10.3. Handrails and, if appropriate, guards must be provided on traffic routes which are staircases, except where a handrail would obstruct the traffic route

2.11. Falls or falling objects (Regulation 13)

2.11.1. Regulations 13(1)-13(4) as regards falling from heights and being struck by falling objects have been revoked and replaced by the new Work at Height Regulations 2005. A brief guide can be found here - <G:\Health & Safety\5. Standards & Legislation\HSE ACOPS & Guides\indg401.pdf>

2.11.2. So far as practicable, tanks, pits or structures or traffic routes over them must be securely covered and fenced

2.12. Transparent or translucent doors, gates and walls (Regulations 14)

2.12.1. Windows or other transparent or translucent surfaces in a wall or partition or in a door or gate should be;

- of safety material or protected against breakage;
- appropriately marked or incorporate features to make it apparent.

2.13. Windows, Skylights and Ventilation Systems (Regulation 15)

2.13.1. Persons opening, closing or adjusting windows, skylights or ventilators should not be exposed to risks while doing so. Windows, skylights or ventilators should not be positioned where people are likely to collide with them

2.14. Ability to Clean Windows Safely Regulation 16)

2.14.1. All windows and skylights must be designed and constructed so that they can be cleaned safely. Equipment used in conjunction with the window or skylight or devices fitted to the building, can be taken into account in deciding whether design and construction is safe

2.15. Traffic routes (Regulation 17)

2.15.1. Every workplace must be organised in such a way that pedestrians and vehicles can circulate in a safe manner. Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size. Measures should be taken to ensure that:

- pedestrians or vehicles using a traffic route do not cause danger to the health and safety of persons at work near it;
- there is sufficient separation of any traffic route from pedestrian doors leading on to it.
- where vehicles and pedestrians use the same traffic route, there is sufficient separation between them;

2.15.2. All traffic routes should be suitably indicated.

2.16. Doors and gates (Regulation 18)

2.16.1. Doors and gates must be suitably constructed and fitted with necessary safety devices. In particular:

- any sliding door or gate should have a device to prevent it coming off its track during use;
- any upward opening door or gate has a device to prevent it falling back;
- any powered door or gate has suitable and effective features to prevent it causing injury by trapping any person;
- any powered door or gate should be capable of being operated manually unless it opens automatically if the power fails
- any door or gate which can be pushed from either side should when closed provide a clear view of the space close to both sides.

2.17. Escalators and Moving Walkways (Regulation 19)

2.17.1. Not applicable to Blackwood workplaces.

2.18. Sanitary Conveniences (Regulation 20)

2.18.1. Suitable and sufficient sanitary conveniences must be provided at readily accessible places. In particular:

- rooms containing them should be adequately ventilated and lit;
- they and the rooms containing them should be kept in a clean and orderly condition;
- separate rooms containing conveniences should be provided for men and women except where and so far as each convenience is

in a separate room the door of which is capable of being secured from inside.

2.19. Washing facilities (Regulation 21)

2.19.1. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must be provided at readily accessible places. In particular, washing facilities must:

- be provided in the immediate vicinity of every sanitary convenience;
- be provided in the immediate vicinity of any changing rooms required by these regulations;
- include a supply of clean hot and cold, or warm, water;
- include soap or other suitable means of cleaning;
- include towels or other suitable means of drying;
- be sufficiently ventilated and lit;
- be kept in a clean and orderly condition'
- be separate for men and women except where the door is capable of being secured and can only be used by one person.

2.20. Drinking water (Regulation 22)

2.20.1. An adequate supply of wholesome drinking water must be provided and;

- be readily accessible at suitable places;
- conspicuously marked;
- have an adequate supply of suitable cups or drinking vessels, unless the supply of drinking water is in a jet form from which persons can drink easily

2.21. Accommodation for clothing (Regulation 23)

2.21.1. Suitable and sufficient accommodation must be provided for:

- a person's clothing which is not worn during working hours;
- special clothing used at work which is not taken home.

2.21.2. In particular, the facilities should:

- be secure;
- include separate accommodation for clothing worn at work and other clothing;
- allow provision for drying clothing, as far as is reasonably practicable;

- be in a suitable location.

2.22. Facilities for changing clothing (Regulation 24)

2.22.1. Sufficient and suitable facilities must be provided for any person at work in the workplace to change clothing where:

- the person has to wear special clothing for the purpose of work, and;
- the person cannot, for reasons of health or propriety, be expected to change in another room.

2.22.2. Suitable facilities must include separate facilities, or separate use of facilities, by men and women. The facilities should be easily accessible, of sufficient capacity and provided with seating.

2.23. Facilities for rest and to eat meals (Regulation 25)

2.23.1. Suitable and sufficient rest facilities must be provided at readily accessible places. Rest facilities must include suitable facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated. In addition:

- rest rooms and rest areas shall include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke, where permitted. With the ban on smoking indoors, this will only be relevant for smoke entering rest rooms from external sources;
- rest rooms and rest areas shall be equipped with an adequate number of tables and adequate seating with backs;
- rest rooms and rest areas shall be equipped with seating which is adequate for the number of disabled persons at work and suitable for them;
- suitable facilities should be provided for any person at work who is a pregnant woman or nursing mother to rest;
- suitable and sufficient facilities must be provided for persons at work to eat meals where meals are regularly eaten in the workplace.

2.24. Disabled persons (Regulation 25 A)

2.24.1. Where necessary, those parts of the workplace (including in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations) used or occupied directly by disabled persons at work shall be organised to take account of such persons.

APPENDIX A - CHECKLIST

Region (N/W/E)	Location/Service	Person Completing	Signature

Working Environment				
Item	Description	Y	N	Comments
Temperature	Are thermometers provided and suitably located? Is the temperature at or above 16° Is the temperature reasonable thereafter especially for sedentary or light work? Is the area free from cold spots?			
Lighting	Is lighting suitable and sufficient? Is it stable / flicker free? Is it glare free? Is it free from shadows in critical areas?			

Working Environment				
Item	Description	Y	N	Comments
Lighting (cont'd)	Is emergency lighting provided in required areas i.e. corridors and staircases to allow safe evacuation of the premises?			
Ventilation	Is ventilation provided? Is ventilation adequate? Is ventilation controllable? Is ventilation draught free?			

SAFETY				
Item	Description	Y	N	Comments
Pedestrian routes, Conditions of Floors & Traffic Routes	<p>Are pedestrian routes free from other traffic including vehicles?</p> <p>Are vehicle traffic routes where necessary suitably indicated?</p> <p>Have pedestrians and vehicles been physically separated where necessary?</p> <p>Are any external pedestrian route markings clearly indicated and not excessively faded?</p> <p>Are floors and surfaces suitable for use?</p> <p>Are floors sound, firm and even?</p> <p>Are pedestrian routes free from obstruction?</p> <p>Where there are obstructions, are they clearly identified?</p> <p>Are floors adequately drained where necessary?</p> <p>Are handrails provided where necessary on all staircases?</p>			
Doors & Gates	<p>Are doors and gates suitably constructed?</p> <p>Are double swing doors fitted with transparent panels?</p> <p>Are doors in main traffic routes fitted with transparent panels?</p> <p>Are sliding doors prevented from coming off the track?</p>			

SAFETY				
Item	Description	Y	N	Comments
Doors & Gates (cont'd)	<p>Are upward opening doors prevented from causing injury? e.g. loft hatches</p> <p>Are power operated doors provided with suitable safety features?</p> <p>Can power operated doors be opened during a supply failure?</p>			
Windows, Transparent or Translucent Doors or Doors with Translucent Panels	<p>Where there are full length (ceiling to floor or large height) glass panels in doors, walls or other areas, have they been suitably protected by a physical barrier/safety glass to prevent any person falling through this glass panel?</p> <p>Where such glass panels exist are they clearly marked?</p> <p>Are transparent surfaces in doors, etc. protected against breakage?</p> <p>Are transparent surfaces in doors, etc. clearly indicated?</p>			

FACILITIES				
Item	Description	Y	N	Comments
Room Dimensions & Space	Does each occupant have a minimum of 11 cubic metres? (not relevant if ceiling height is above 3m or rooms being used for lectures, meetings and similar purposes)			
Drinking Water	Is there an adequate and wholesome accessible supply of drinking water? Is drinking water conspicuously identified? Is drinking water protected from contamination? Are cups or other drinking vessels provided?			
Sanitary & Washing Facilities	Are suitable and sufficient conveniences provided? Are facilities adequately ventilated? Are facilities adequately lit? Are facilities regularly cleaned and maintained? Are facilities arranged for adequate privacy? Are separate facilities provided for males and females?			

FACILITIES				
Item	Description	Y	N	Comments
Facilities for Rest and to Eat Meals	Is suitable seating provided for workers at rest including those who have to stand whilst working?			
	Are rest areas provided?			
Facilities for Rest and to Eat Meals (cont'd)	Are rest areas provided with adequate furniture?			
	Are suitable and sufficient eating facilities available?			
	Can hot drinks be obtained or prepared?			
	Are eating facilities kept clean?			
	Are facilities provided for pregnant women or nursing mothers?			

HOUSEKEEPING				
Item	Description	Y	N	Comments
Cleaning & Decoration	Is there a cleaning process in place?			
	Does the cleaning process cover all areas?			
	Is cleaning conducted regularly?			
	Are floors clean?			
	Are walls clean?			
	Are ceilings clean?			
	Is redecorating conducted regularly?			

ACTIONS REQUIRED				
List Here Any Actions required in the event of a N answer or Points Raised in Regard to the Assessment				
Item	Description & action	Action Owner	Date Completed	Signature