

# **TORR FORENSIC PARTNERSHIP**

## **Workplace (Health, Safety and Welfare) Regulations 1992: An Overview**

### **1. Introduction**

- 1.1. Employers have a general duty under section 2 of the Health and Safety at Work etc. Act 1974 to ensure, so far as it is reasonably practicable, the health, Safety and welfare of their employees at work. These regulations expand on these duties.

### **2. Equipment**

- 2.1. All equipment must be subject to a system of maintenance.

### **3. Ventilation**

- 3.1. All enclosed workplaces must be supplied with adequate fresh or purified air. Where a mechanical system is used, it must incorporate a failure warning device and be properly maintained.

### **4. Temperature**

- 4.1. A reasonable temperature must be maintained during working hours.
- 4.2. The minimum temperature required remains at 16°C for most activities.
- 4.3. For the first time, it is specifically recognised that high temperatures pose difficulties. Measures must be taken to avoid discomfort to employees.
- 4.4. Where the standard cannot be achieved throughout a work area, local heating or cooling is permissible.

### **5. Lighting**

- 5.1. Lighting suitable and sufficient for the tasks carried on must be provided in all work areas, and where practicable, adequate natural lighting should be available.
- 5.2. Windows, etc must be kept clear and free from obstruction. This does not apply where arrangements to reduce glare are the cause of obstruction.
- 5.3. All lighting equipment must be properly maintained. Replacement of bulbs etc must be carried out before the level of illumination falls far enough to prejudice health or safety.

## **6. Cleaning and decorating**

- 6.1. Floors, walls and ceilings must be capable of being cleaned or re-decorated to a suitable standard.
- 6.2. All workplaces, including fixtures and furnishings must be kept clean.

## **7. Minimum space**

- 7.1. Every room must have sufficient floor area, height and unoccupied space such that there is no risk to health, safety or welfare of persons working there.
- 7.2. For each person in any room, 11 cubic metres of space must be provided.
- 7.3. Parts of any room with a headroom of less than 2 metres are not considered.
- 7.4. High parts of a room (above 3.1 metres) are not considered.
- 7.5. In determining adequacy of space, regular visitors can add to the total number of persons employed. Consideration must be given to the reduction in space caused by fixtures, fittings, equipment, etc.

## **8. Workstations**

- 8.1. Workstations must be suited both to the person at the workstation and the task carried out there.

## **9. Floors**

- 9.1. Floors must be of adequate strength, even and level, free from holes, obstructions, etc, slip-resistant and properly drained.

## **10. Falls and Falling Objects**

- 10.1. Adequate arrangements are required to prevent any persons falling through a distance likely to cause injury, any person being struck by a falling object, any person falling into a tank, pit, etc.
- 10.2. Effective measures must be taken to ensure that unauthorised people do not enter dangerous areas. This is to be done if possible by means of physical barriers.
- 10.3. All danger areas must be clearly marked.

## **11. Glazing**

11.1. All windows, doors, etc must be either

- a) in such a position that persons are unlikely to come into contact with them or be injured if they shatter, or
- b) be protected to prevent injury as a result of shattering or collision, or
- c) conspicuously marked, and in the case of new workplaces or modifications be of a suitable material.

## **12. Openable Windows**

12.1. All openable windows, ventilators, etc must be designed so that their means of opening, closing or adjustment does not pose danger, and if left open must not cause danger.

12.2. This applies to new workplaces and modifications only.

## **13. Safe cleaning of Windows Etc**

13.1. On all new workplaces and modifications, windows and skylights, must be designed and constructed so that they can be cleaned safely, and where necessary suitable devices must be fitted to allow windows to be cleaned safely.

## **14. Traffic Routes**

14.1. Workplaces must be organised to ensure that pedestrians and vehicles can circulate in a safe manner.

14.2. Ideally, pedestrian routes and vehicle routes should be separate.

14.3. Routes must be of adequate size to allow safe use of the numbers of vehicles/pedestrians. Construction and surfaces must be of suitable materials.

14.4. Pedestrians and vehicles when using a route must not create a hazard to those working near it.

14.5. All traffic routes must be suitably indicated where necessary.

## **15. Doors and Gates**

15.1. All doors and gates must be properly constructed and fitted with suitable safety devices.

15.2. Horizontal and vertically sliding doors, and powered doors must be incapable of causing injury by falling on, or trapping anyone.

- 15.3. Powered doors must have one or more easily identifiable and accessible emergency stop control.
- 15.4. Powered doors must be constructed so that if the power fails they open automatically or can be manually opened.
- 15.5. Swing doors and gates which open in both directions must, when closed give a clear view from both sides.

## **16. Escalators, Etc**

- 16.1. Must function safely and be fitted with all necessary safety devices, and at least one easily visible and accessible emergency stop control. (New or modified installations only).

## **17. Sanitary Conveniences**

- 17.1. Sufficient, accessible sanitary conveniences must be provided for all persons at work, and should be adapted where necessary for use by disabled persons.
- 17.2. Rooms containing sanitary conveniences must be well lit, properly ventilated, clean, well—maintained and so arranged and constructed as to provide adequate privacy.
- 17.3. Sanitary conveniences must not be situated in workrooms, and if they communicate directly with workrooms should be fully enclosed. Protection from the weather is required.
- 17.4. Where separate groups of persons at work are exposed to differing degrees of dirt and contamination, separate provision should be made for each group.
- 17.5. Each sanitary convenience (other than urinals) should have toilet paper in a dispenser and a coat hook.
- 17.6. Sanitary accommodation for use by women must be provided with means of disposal for sanitary dressings.
- 17.7. The number of conveniences should enable use by all persons at work without undue delay, but must comply with the following table.

No. of persons at work	Number of WC's	Number of Washstations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
50 to 75	4	4
75 to 100	5	5

plus one for every additional 25 employees (or part thereof)

17.8. Where separate facilities are provided for a particular group, a separate calculation should be made for that group.

17.9. At least 75% of conveniences for male employees must be water closets.

17.10. Where conveniences are also used by the public the above figures should be increased to ensure that workers can use facilities without undue delay.

17.11. If only men are to use conveniences, a combination of WC's and urinals can be used as follows.

No of men at work (max)	Min No of WC's	Min No 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

plus one appliance for every additional 25 men, subject to 75% of all appliances being WC's.

17.12. Employers may share facilities provided that the above standards are met and that separate provision is not practical.

17.13. Use of public conveniences is acceptable only in exceptional circumstances. Any costs must be borne by the employer.

17.14. Chemical closets are acceptable for remote locations, but must be adequately cleaned and maintained.

17.15. Where accommodation contains more than one convenience, it should be used by one sex only.

17.16. Entrances must be marked appropriately.

## 18. Washing Facilities

18.1. Sufficient and suitable washing facilities must be provided

- a) in conjunction with sanitary conveniences
- b) in conjunction with changing rooms which are required by these regulations.

18.2. The facilities must include clean hot and cold (or warm) running water, soap or an appropriate substitute, and a suitable means of hand drying.

18.3. Rooms containing washing facilities must be clean, well-maintained, well ventilated and well lit. The facilities themselves must be kept clean and in good working order.

18.4. Where required by virtue of the nature of the work, showers must be provided.

18.5. Special provision should be made for persons with disabilities.

18.6. Washing facilities should be adequately protected from the weather.

18.7. Where separate groups of workers are exposed to differing degrees of dirt or contamination, then separate facilities should be provided for each group.

18.8. Washing basins must be of adequate size to allow effective washing of hands, forearms and face.

18.9. The scale on which washing facilities must be provided is

No of persons at work	Minimum No of washing stations
1 to 5	1
6 to 25	2
26 to 50	3
51 to 75	4
76 to 100	5
100+	1 extra per 25 persons or fraction of 25

### Note

If work activities result in heavy soiling of hands and forearms, the provision is to be 1 per 10 persons up to 50, plus 1 per 20 thereafter.

- 18.10. Where the public have access to facilities the numbers provided should be increased as appropriate to allow workers to use them without undue delay.
- 18.11. Shared facilities are acceptable where separate provision is not practicable provided that the above standards are maintained.
- 18.12. Use of public facilities is acceptable only in exceptional circumstances.

## **19. Drinking Water**

- 19.1. Adequate and wholesome supplies of drinking water must be readily accessible to all persons at work.
- 19.2. Water supplies suitable for drinking must be clearly marked as such.
- 19.3. Suitable means of drinking the water must be available. Where the water is not from a fountain type jet, clean or disposable cups should be provided.
- 19.4. Water should be provided in containers only where a direct piped supply is not practicable.
- 19.5. Containers must be clean, suitable, properly marked, closed to prevent contamination and refilled at least daily.
- 19.6. If non-disposable cups are provided, suitable washing facilities must be provided. Cups, disposable or otherwise must be protected from contamination.

## **20. Accommodation for clothing**

- 20.1. Adequate accommodation must be provided for an employee's own clothing, and for any special clothing used for work.
- 20.2. Where the nature of the work requires a change of clothing, accommodation must be secure.
- 20.3. If necessary to avoid risk to health or damage to clothing, accommodation for special clothing and the employees own clothing must be separate.
- 20.4. Such accommodation must if appropriate and reasonably practicable provide drying facilities.
- 20.5. The accommodation must be suitably located and properly maintained where required.

20.6. Facilities for changing clothing where required must include separate provision or arrangements for men and women and be properly maintained.

## **21. Seating**

21.1. Where an employee can, or must perform his or her duties a seat which is suitable for the task and the person must be provided and properly maintained, and must if needed incorporate a footrest.

## **22. Facilities for Rest**

22.1. Where necessary for health and safety reasons suitable and sufficient facilities must be provided for:

- a) persons at work in a workplace
- b) persons at work, where work is regularly interrupted

22.2. Such facilities must be readily accessible and include suitable arrangements to protect non-smokers from tobacco smoke.

22.3. Suitable rest facilities must be provided for pregnant women and nursing mothers.

22.4. Where workplaces are modified, rest rooms, rather than rest areas must be provided.

22.5. Rest facilities should be away from the work area where dirt, noise, interruptions, etc make the work area unsuitable for rest.

22.6. Rest facilities should be furnished with adequate seating (with back rests) and tables.

22.7. Canteens etc may be used as rest facilities provided that

- contaminated clothing is excluded
- there is no obligation to purchase
- they are otherwise suitable

## **23. Facilities for Meals**

23.1. Suitable and sufficient facilities must be provided for all persons who eat meals at work if necessary for health and safety reasons.

23.2. Such facilities must be properly maintained and kept in a hygienic condition.