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Workplace Health, Safety and Welfare Policy



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1. INTRODUCTION

- 1.1 This policy has been produced in response to the Workplace (Health, Safety and Welfare) Regulations 1992.
- 1.2 These regulations elaborate and reinforce the general legislation.

2. POLICY STATEMENT

- 2.1 The Council recognises it has a duty to protect its employees from situations which may involve a risk to their health, safety and welfare.
- 2.2 The Council will take all reasonable steps to ensure the health, safety and welfare of employees whilst at work and others affected by its work activity. To that end, the Council will take all reasonable steps to implement the standards set out under the Regulations.
- 2.3 The responsibility for implementing the requirements of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.
- 2.4 Specific guidance notes for managers giving details on the minimum requirements (standards), which must be put in place in the workplace are attached to this policy statement.

POLICY GUIDANCE

3. WORKPLACE 'DEFINITION'

- 3.1 Workplace is any premises (which are not domestic premises) which are made available to any person as a place of work, including any place within the premises to which a person working 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 the workplace, or where facilities are provided for use in connection with the workplace, other than a public road.
- 3.2 The definition is, therefore, very wide. It will apply not only to the traditional factories, offices and shops, but also to schools, hospitals, theatres, common parts of shared buildings, private roads on industrial estates, hotels, homes, etc; in fact almost anywhere where people work other than domestic premises (homeworkers are thus not covered by the regulations).
- 3.3 There are certain statutory exceptions to the definition, for example construction sites, where they have their own specific legislation.
- 3.4 Although 'domestic premises' are not covered, however under the Health and Safety at Work etc. Act 1974, the Council as an employer is required to look after its employees' health and safety. It therefore follows the Council's duty to provide information, training supervision and safe equipment etc., are even more important when employees are working in other peoples homes or in their own homes.

4. ADVICE

Advice on the implementation of the policy can be obtained from the Health & Safety Team, Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown, CF40 1NY.

GUIDANCE NOTES FOR MANAGERS

INTRODUCTION

This checklist is to assist managers to identify improvements, which must be made in the workplace. In some cases, the requirements are similar to earlier legislation like the Offices, Shops and Railway Premises Act 1963 or they could be the standards considered reasonable under the Health and Safety at Work etc. Act 1974.

APPLICATION

These Regulations apply to 'workplaces', which is defined as any premises or part of premises, which are not domestic premises and are made available to any person as a place of work. Work means work as an employee or self-employed person and work experience on certain training schemes.

In Council and educational premises there are also pupils, students, clients, the public etc., present, who are not at work. This will not have any effect on the application of the regulations because employees will also be present and there will be a need to comply.

EXEMPTIONS

The Regulations **do not** apply to:

- operational road vehicles, ships, aircraft etc., (except Regulation 13 applies to vehicles when stationary in a workplace - but not when on a public road)
- mines, quarries or other mineral extraction sites (other legislation applies)
- construction sites (including site offices)
N.B. a construction site within a workplace is also excluded provided it is fenced off. (Construction Regulations)
- agricultural or forestry workplaces which are outdoors and away from the undertaking's main buildings except Regulations 20-22 which apply so far as is reasonably practicable.

1. **MAINTENANCE (REGULATION 5)**

Are the following maintained at suitable intervals?

- (i) Equipment and devices which, if a fault developed would result in failure to comply with these regulations. Examples are:
 - emergency lighting
 - fencing
 - fixed equipment for window cleaning
 - anchorage points for harnesses
 - devices to limit opening of windows
 - powered doors
 - escalators/moving walkways
 - disabled access stairways.
- (ii) Mechanical ventilation systems provided to comply with Regulation 6.
 - is there a system for ensuring potentially dangerous defects are remedied?
 - is a suitable record kept?

2. **VENTILATION (REGULATION 6)**

Is there effective and suitable ventilation?

If mechanical ventilation is used:-

- is there a system of maintenance including inspection?
- is a visible or audible device for warning of failure necessary? (will not apply in most workplaces; will only apply where a breakdown in the ventilation system would be likely to result in harm to workers).

3. **TEMPERATURE IN INDOOR WORKPLACES (REGULATION 7)**

Is temperature reasonable?
(NB freezer rooms etc., excluded)

- at least 16°C for sedentary work
- at least 13°C for work involving severe physical effort
- are all reasonable steps taken to prevent uncomfortably high temperatures?
- are thermometers available to record temperatures?

4. **LIGHTING (REGULATION 8)**

Is lighting suitable and sufficient?

- to prevent eyestrain
- to enable people to move about safely.

Is lighting so far as is reasonably practicable, natural?

Are windows and skylights cleaned regularly?

Is emergency lighting provided where sudden loss of light would present serious risk?

5. **CLEANLINESS AND WASTE MATERIALS (REGULATION 9)**

Are workplace and furniture/fittings kept sufficiently clean? Are for example:-

- floors and indoor traffic routes cleaned at least once per week
- ceilings, walls, work surfaces cleaned at 'suitable intervals'.

Are ceilings, walls, work surfaces painted/tiled or some other surface which can be kept clean?

Are floors liable to become contaminated, appropriately sealed or coated?

6. ROOM SIZE AND SPACE (REGULATION 10)

Is there sufficient space to allow free movement of persons and equipment?

As a minimum there must be 11m³/person, i.e.:

- measure volume of room (length x width x height*)
(*count height above 3 metres as 3 metres)
- divide volume by number of staff normally working in room
- if result is less than 11 cubic metres, the room is overcrowded

Note: The floor space per person as indicated above will not always give sufficient unoccupied space. Rooms may need to be larger, or have fewer people working in them, depending on such factors as the contents and layout of the room and the nature of the works. Where space is limited careful planning of the workplace is particularly important.

7. WORKSTATIONS AND SEATING (REGULATION 11)

Is workstation arranged so tasks can be carried out safely and comfortably?

Is there:

- adequate freedom of movement?
- sufficient clear and unobstructed space?

Is a seat provided where work can or must be done sitting?

- is seat suitable for each person (including adequate support for lower back)?
- is footrest provided for any worker who cannot comfortably place feet flat on floor?

8. **FLOORS AND TRAFFIC ROUTES (REGULATION 12)**

Are floors and traffic routes of sound construction? (i.e. of suitable strength and stability for the loads/traffic)

Are floors/traffic routes free from: holes, slopes, uneven/slippery surfaces or obstructions likely to cause:

- slips, trips or falls
- someone to drop or lose control of anything being handled
- someone to lose control of vehicles/loads?

For example:

- surface slip resistant when wet
- means to control spills where leaks/discharges possible
- arrangements for dealing with spills
- arrangements to minimise risks from snow and ice
- open sides of staircases fenced (as minimum upper rail 900 mm high or 2 rails, one above, one below 900mm)
- substantial handrail on at least one side of every staircase (both sides if particular risk e.g. heavy use)

9. **FALLS AND FALLING OBJECTS (REGULATION 13)**

Is secure fencing provided where:-

- anyone could fall 2m or more?
- or there are other factors which increase the risk of a fall or serious injury (e.g. traffic route passes close to edge when large numbers of people are present or where a person might fall onto sharp or dangerous surfaces etc.)?

Is fencing sufficiently high and adequately filled in to prevent falls (of people or objects)? As minimum; two guardrails (top rail and lower rail; for new fencing the top should be at least 1100 mm high)

Is fencing of adequate strength (untensioned chains, ropes and other non-rigid materials are not suitable)?

Is there an upstand or toeboard?

(NB: The above does not apply to edges on roofs or to places where there is no general access. Nevertheless, secure fencing should be provided where possible).

Temporary Removal of Fencing or Covers

If edge used to transfer goods/material:

- is it fenced as far as possible?
- if necessary, are secure handholds provided?

Fixed Ladders

(Only applies if less than 15° to the vertical and more than 2.5 m high)

- are fixed ladders of sound construction/properly maintained and securely fixed?
- do the stiles extend at least 1100 mm above landing (or is some other adequate handhold available)?
- are safety hoops fitted (or is there some other permanently fixed fall arrest system)?

(NB: Hoops should be at intervals of not more than 900 mm and should commence at a height of 2.5m).

Roof Work

Where regular access is needed to roofs:

- is suitable permanent access provided?
- are there fixed physical safeguards to prevent falls from edges and through fragile roofs?
- where occasional access is required are suitable safeguards provided (e.g. crawling boards, temporary access equipment etc.)?

Falls into Dangerous Substances

Where there is a risk of a person falling into a dangerous substance in a tank, pit or structure, is it securely covered or fenced?

Changes of Level

Are changes of level e.g. steps between floors which are not obvious, marked to make them conspicuous?

Stacking and Racking

Are materials and objects stored and stacked in such a way that they are not likely to fall and cause injury?

Is racking of adequate strength and stability?

Loading or Unloading Vehicles

Is the need for people to climb on top of vehicles avoided as far as possible?

Is fencing provided where access is provided to the top of a tanker?

Where lorries have to be sheeted are suitable precautions taken against falls?

Measures Other Than Fencing, Covers etc.

Where fencing or covers cannot be provided are other effective measures taken (e.g. fall arrest systems)?

If so, is adequate information, instruction, training and supervision given?

Scaffolding

Does scaffolding etc., meet the requirements of Work at Height Regulations 2005?

10. WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS (REGULATION 14)

Are such surfaces of a safety material or adequately protected against breakage in the following cases:

- in doors/gates where transparent surface is at shoulder level or below?
- in windows, walls and partitions where any part of the transparent surface is at waist level or below (except in glasshouses where people there would be likely to be aware of the presence of glazing)?
(NB: This paragraph does not apply to narrow panes up to 250 mm wide).

Safety materials are:

Materials which are inherently robust e.g.: polycarbonate or glass blocks.

Glass which, if it breaks, breaks safely e.g.: laminated glass or toughened glass.

Ordinary annealed glass which meets the following thickness criteria:

<u>Nominal Thickness</u>	<u>Maximum Size</u>
8 mm	1.10 m x 1.10 m
10 mm	2.25 m x 2.25 m
12 mm	3.00 m x 4.50 m
15 mm	Any Size

An alternative to the use of safety material is a screen or barrier.

Are transparent/translucent surfaces suitably marked to make them visible?

11. WINDOWS, SKYLIGHTS AND VENTILATORS (REGULATION 15)

Can those which open be opened safely:

- where necessary are window poles, etc., kept available?
- is a stable platform or other safe means of access provided?
- are controls 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, are devices provided to prevent the window opening too far?
- are all windows etc., such that they do not project into an area where persons are likely to collide with them?
- is the bottom edge of an opening window at least 800 mm above floor level (unless there is a barrier to prevent falls)?

12. ABILITY TO CLEAN WINDOWS ETC. SAFELY (REGULATION 16)

Can windows/doors be cleaned safely if they cannot be cleaned from the ground or other suitable surface? For example: -

- windows which can be cleaned safely from the inside
- access equipment such as suspended cradles, or travelling ladders with an attachment for a safety harness
- suitable for the use of mobile access equipment including ladders up to 9 m long (e.g. adequate access for the equipment and a firm level surface in a safe place on which to stand it)
- where ladders over 6m are needed, are there suitable points for tying/fixing?
- suitable anchorage points for safety harnesses.

13. ORGANISATION ETC., OF TRAFFIC ROUTES (REGULATION 17)

- Is there sufficient separation of vehicles and pedestrians?
- Are traffic routes used by people who use wheelchairs wide enough to allow unimpeded access and are ramps provided where necessary?
- Are sensible speed limits set and clearly displayed?
- Where necessary are suitable speed retarders (e.g. road humps) provided? If so, are they preceded by a warning sign or a mark on the road?
- Are traffic routes used by vehicles wide enough to allow oncoming vehicles to pass?
- If this is not practicable, are there suitable traffic management systems in place?

14. DOORS AND GATES (REGULATION 18)

Do doors and gates, which swing in both directions, have transparent panels?

- could a person using a wheelchair be seen from the other side?

Sliding doors: Is there an effective means to prevent door coming off end of track or leaving the track?

Upward opening doors: Is there effective device to prevent them falling back in a manner likely to cause injury?

Power operated doors: Are there means to prevent injuries? e.g:

- sensitive edge or suitable detector
- device to limit the closing force
- an operating control which must be held in position during the whole of the closing motion.

Are controls readily identifiable and accessible?

Can doors be opened if the power fails?

If tools are necessary for manual openings, are they readily available at all times?

15. ESCALATORS AND MOVING WALKWAYS (REGULATION 19)

Do escalators and moving walkways:

- function safely?
- have the necessary safety devices?
- have emergency stop controls easily identifiable and readily accessible?

16. SANITARY CONVENIENCES AND WASHING FACILITIES (REGULATION 20 AND 21)

Are sanitary conveniences suitable and sufficient and readily accessible?
e.g.:

- adequately ventilated (so that offensive odours do not linger nor enter other rooms)
- adequately lit
- kept clean.

Are suitable and sufficient washing facilities provided? e.g:

- in the immediate vicinity of every sanitary convenience
- in the vicinity of any changing room required by these regulations
- with an adequate supply of clean hot and cold, or warm water
- with soap or other suitable means of cleaning
- with a towel or other suitable means of drying
- adequately ventilated and lit, kept clean and tidy.

Are separate facilities provided for men and women (except where they are provided in a room intended for only one person at a time which is capable of being locked from the inside)?

Are showers or baths provided where the work is : particularly strenuous, dirty, or results in contamination of the skin by harmful or offensive materials?

Is the following minimum number of sanitary conveniences and washing stations provided (where separate accommodation is provided for men and women a separate calculation should be made for each group)?

<u>NO. OF PEOPLE AT WORK</u>	<u>NO. OF WATER CLOSETS</u>	<u>NO. OF WASH STATIONS</u>
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

For sanitary accommodation used only by men the following may be used as an alternative to Column 2 above:

<u>NO. OF PEOPLE AT WORK</u>	<u>NO. OF WATER CLOSETS</u>	<u>NO. OF URINALS</u>
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

17. DRINKING WATER (REGULATION 22)

Is there an adequate supply of wholesome drinking water (preferably from rising mains).

- readily accessible at suitable places?
- conspicuously marked?

If from cistern/tank is it well covered, cleansed, tested and disinfected at regular intervals?

Are drinking water taps installed where contamination is unlikely (if reasonably practicable not in sanitary accommodation)?

Where the supply is not by means of a drinking fountain are cups or beakers provided?

18. ACCOMMODATION FOR CLOTHING (REGULATION 23)

Is accommodation provided for personal clothing not used at work (e.g. hook or peg in clean, warm, dry, well ventilated place)?

Is accommodation provided for special clothing which is not taken home (e.g. personal protective clothing)?

19. FACILITIES FOR CHANGING CLOTHING (REGULATION 24)

Are there such facilities where special clothing has to be worn for the work and for reasons of health or propriety the person cannot be expected to change in another room?

Where facilities are provided, are there effective measures to ensure the security of clothing (e.g. lockable locker)?

20. FACILITIES FOR REST AND TO EAT MEALS (REGULATIONS 25)

Are suitable and sufficient rest facilities provided? e.g.:

- seats for workers who have to stand to carry out their work
- seats for use during breaks (in offices etc., work seats in work area will normally be sufficient)
- rest area for workers who frequently have to leave work area
- facilities for workers who regularly eat meals at work and where food

would otherwise be contaminated. (Seats in work areas can be counted as eating facilities provided the area is sufficiently clean and there is suitable surface to place food)

- eating facilities should include a means for preparing/obtaining a hot drink (e.g. electric kettle)
- eating facilities should be kept clean, to a suitable hygiene standard
- good hygiene standards should be maintained where food/drink is prepared.

Facilities for Pregnant Women/Nursing Mothers:

- conveniently situated in relation to sanitary facilities
- where necessary should include facilities to lie down

Rest areas/rooms should be arranged to prevent discomfort from tobacco smoke e.g. by:

- separate areas/rooms for smokers/non-smokers
- prohibition of smoking in rest areas/rooms

MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
• Are steps being taken to ensure that the 'standards' set out at Appendix 'A' of the Policy are being addressed in the workplace?			
• Have employees been made aware of the requirements at Appendix 'A' to ensure they know what standards that employers must have in place in the workplace?			
• Are appropriate records being kept?			
• Are there monitoring procedures in place to ensure that the requirements of the Policy are being met?			

Completed by: _____

Confirmed by: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Date: _____

Date: _____