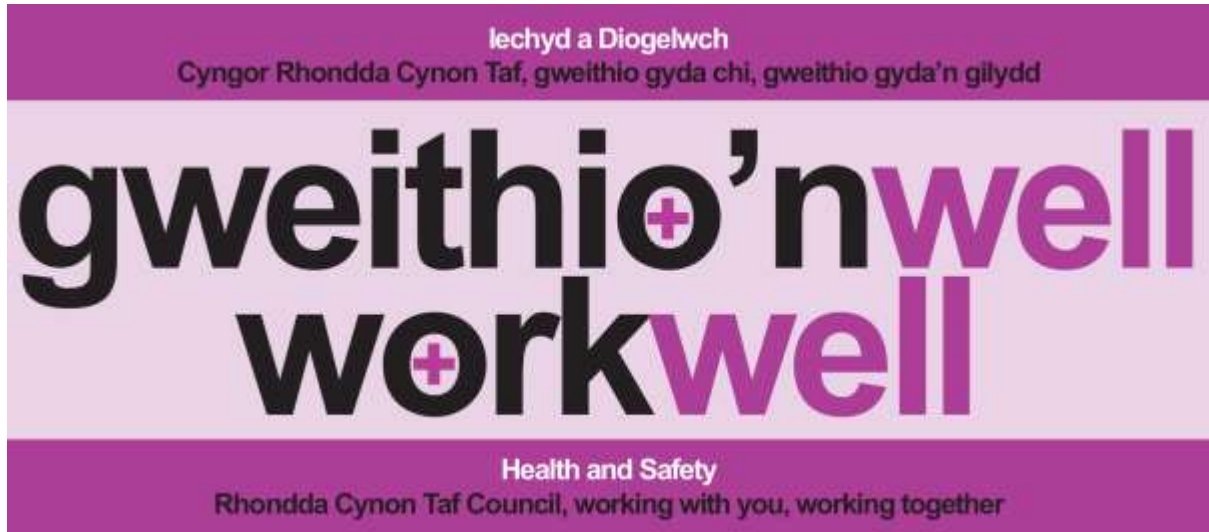


Version	7
Last Revision Date	April 2023



HS 12

Workplace Health, Safety and Welfare Policy

Mae'r ddogfen yma ar gael yn y Gymraeg
This document is available in Welsh



DOCUMENT CONTROL	
POLICY NAME	Workplace Health, Safety and Welfare Policy
Department	Human Resources
Telephone Number	01443 425524
Initial Policy Launch Date	September 1996
Reviewing Officer	Stephen Humphreys
Review Date	April 2025
Date of Equality Impact Assessment	2008
REVISION HISTORY	
Date	Revised By
September 1996	Gerwyn Hogben
July 2002	Gerwyn Hogben
February 2010	Mike Murphy
August 2016	Mike Murphy
August 2018	Mike Murphy
March 2021	Mike Murphy
April 2023	Stephen Humphreys
DOCUMENT APPROVAL	
This document has received approval from:	Date of Approval
HR Senior Management Team	
Corporate Management Team	
Cabinet	

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1. INTRODUCTION

- 1.1 This policy has been produced in response to the Workplace (Health, Safety and Welfare) Regulations (hereafter referred to as the Regulations).

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 activities. To that end, the Council will take all reasonable steps to implement the standards set out under the Regulations.
- 2.3 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 in Appendix A.
- 2.4 The responsibility for implementing the requirements of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.

POLICY GUIDANCE

3. APPLICATION, DEFINITIONS AND EXEMPTIONS

3.1 The Regulations apply to workplaces.

3.2 Workplaces are any premises (which are not domestic premises) that 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.

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 in domestic premises (home workers are thus not covered by the regulations).

In some Council premises, for example care homes, leisure centres and schools, there will be present people such as clients, the public, pupils, etc., i.e. people who are not at work. However, the Regulations will still apply because there will also be employees present in these premises.

3.3 Although 'domestic premises' are not covered by the Regulations, under the Health and Safety at Work etc. Act 1974 the Council, as an employer, is still required to look after its employees' health and safety. The Council therefore still has a duty to provide information, instruction, training and safe equipment etc. to employees when they are working in other peoples homes or in their own homes.

3.4 As well as domestic premises, the following are also exempted from the Regulations:

- operational road vehicles, ships, hovercraft, trains and road vehicles – except that regulation 13 applies to aircraft, trains and road vehicles when stationary in a workplace (but not on a public road);
- mines, quarries or other mineral extraction sites (separate, sector specific legislation applies to these activities);
- construction sites (including site offices), and areas in workplaces where construction work is in progress if it is fenced off (the Construction (Design and Management) Regulations apply to construction sites);

- temporary work sites – except that regulations 20 to 25 in relation to sanitary conveniences, washing facilities, drinking water, clothing accommodation, changing facilities and facilities for rest and eating meals apply so far as is reasonably practicable;
- agriculture and forestry workplaces that are outdoor and away from the undertaking's main buildings – except that regulations 20 to 22 in relation to sanitary conveniences, washing facilities and drinking water apply so far as is reasonably practicable.

4. ADVICE

- 4.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, CF40 1NY, telephone 01443 425531.

Mae croeso i chi gyfathrebu â ni yn y Gymraeg /
You are welcome to communicate with us in Welsh

APPENDIX A

GUIDANCE NOTES FOR MANAGERS

INTRODUCTION

These notes are to help managers identify the standards which should be in place 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.

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 the Regulations. Examples are:
 - emergency lighting;
 - fencing;
 - fixed equipment for window cleaning;
 - anchorage points for safety harnesses;
 - devices to limit opening of windows;
 - powered doors;
 - escalators/moving walkways.

- (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?

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).

TEMPERATURE IN INDOOR WORKPLACES (REGULATION 7)

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

- at least 16°C for normal work/workplaces?
- at least 13°C for work involving rigorous physical effort?
- all reasonable steps taken to prevent uncomfortably high temperatures?

Are thermometers available to record temperatures?

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?

CLEANLINESS AND WASTE MATERIALS (REGULATION 9)

Are workplaces and furniture, furnishings and fittings kept sufficiently clean?

Are surfaces of floors, walls and ceilings capable of being kept sufficiently clean?

Are spillages and deposits removed or cleaned up as soon as possible?

Are floors that are liable to become contaminated appropriately sealed or coated?

When using cleaning agents, are the Control of Substances Hazardous to Health Regulations (COSHH) taken into consideration, when necessary?

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.

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?

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 guarded (as minimum, upper rail 900 mm high, or two 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, or if particularly wide).

FALLS AND FALLING OBJECTS (REGULATION 13)

Is a secure barrier provided where:

- anyone could fall 2m or more;
- 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 or into dangerous substances, etc.).

Is the barrier sufficiently high and adequately filled in to prevent falls (of people or objects)? As a minimum, two guardrails (top rail and mid rail, with the top rail at least 1100 mm high).

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

(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.)

- 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 1500 mm and should commence at a height of 2.2m).

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?

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?

WINDOWS, SKYLIGHTS AND VENTILATORS (REGULATION 15)

Can those which open be opened safely? e.g.:

- 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)?

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? e.g.:

- 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 are needed, are there suitable points for tying/ fixing?
- suitable anchorage points for safety harnesses.

ORGANISATION, ETC. OF TRAFFIC ROUTES (REGULATION 17)

For example:

- 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?
- are there suitable traffic management systems in place?
- are appropriate crossing points provided where pedestrian and vehicle routes meet?

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 an 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?

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?

SANITARY CONVENIENCES AND WASHING FACILITIES (REGULATIONS 20 AND 21)

Are there sufficient and readily accessible sanitary conveniences?

Are they suitable? e.g.:

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

Are there sufficient washing facilities provided?

Are they suitable? e.g.:

- in the immediate vicinity of every sanitary convenience;
- in the vicinity of any changing room required by the Regulations;

- they include an adequate supply of clean hot and cold, or warm water;
- they include soap or other suitable means of cleaning;
- they include a towel or other suitable means of drying;
- the rooms containing them are adequately ventilated and lit and 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), and is there adequate privacy for the user?

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

Are 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

DRINKING WATER (REGULATION 22)

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

Is it:

- readily accessible at suitable places?
- conspicuously marked?

If from a cistern/tank, is the cistern/tank 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?

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)?

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 personal clothing (e.g. lockable locker)?

FACILITIES FOR REST AND TO EAT MEALS (REGULATION 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 areas 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 a suitable surface to place food);
- eating facilities should include a means for preparing/obtaining a hot drink (e.g. electric kettle);
- workers who work during hours or at places where hot food cannot be obtained in, or reasonably near, the workplace should be provided with the means for heating their own food (e.g. a microwave oven);
- eating facilities should be kept clean, to a suitable hygiene standard;
- good hygiene standards should be maintained where food/drink is prepared.

Are there facilities for pregnant women/nursing mothers?

Are they conveniently situated in relation to sanitary facilities?

Do they include, where necessary, the facility to lie down?

Where smoking is not prohibited by law, for example by residents in care homes, rest areas/rooms should be arranged to prevent non-smokers from experiencing discomfort from tobacco smoke, e.g.:

- where a smoking area/room is provided for residents, ensuring that a separate smoke free rest area/room is available for employees;
- ensuring any designated external smoking areas for staff and/or visitors are located far enough away from rest areas/rooms to prevent smoke entering them through doors/windows.

DISABLED PERSONS (REGULATION 25A)

People with disabilities should be able to gain access to and use the facilities in premises. New premises should be designed to take the needs of disabled people into account, but employers may need to make changes to existing premises to take account of disabled peoples' needs. This could include:

- taking into account the structure of a building, for example changes of level, steps, emergency exits or narrow doorways;

- because some disabled people who can walk find it easier to negotiate a flight of stairs rather than a ramp, ensuring that handrails are provided to staircases for support;
- avoiding heavy doors, inaccessible toilets or inappropriate lighting;
- providing suitable toilets for both ambulant disabled people and wheelchair users;
- providing outward opening doors;
- providing suitable workstations.

MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
<ul style="list-style-type: none"> Are steps being taken to ensure that the 'standards' set out in Appendix A of the policy are being addressed in the workplace? 			
<ul style="list-style-type: none"> Have employees been made aware of the requirements of Appendix A to ensure they know what standards that employers must have in place in the workplace? 			
<ul style="list-style-type: none"> Are appropriate records being kept? 			
<ul style="list-style-type: none"> Are there monitoring procedures in place to ensure that the requirements of the policy are being met? 			

Completed by: _____
(Signature)

Confirmed by: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Designation: _____

Designation: _____

Date: _____

Date: _____