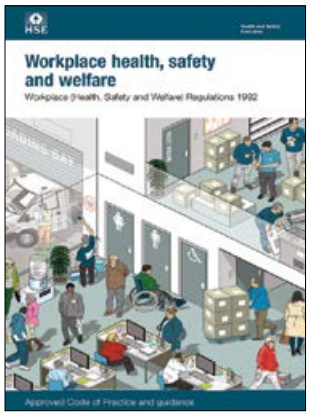
Health and Safety Executive

Workplace health, safety and welfare

Workplace (Health, Safety and Welfare) Regulations 1992

Approved Code of Practice and guidance



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The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces (except those involving construction work on construction sites, those in or on a ship, or those below ground at a mine).

The book includes the Regulations in full, as well as the Approved Code of Practice and guidance. It will help employers understand the regulatory requirements on issues such as ventilation, temperature, lighting, cleanliness, room dimensions, workstations and seating, floor conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, escalators, sanitary conveniences and washing facilities.

This revised and updated version takes account of changes to legislation since the previous edition was published, including:

- Quarries Miscellaneous Health and Safety Provisions Regulations 1995;
- Quarries Regulations 1999;
- Work at Height Regulations 2005;
- Construction (Design and Management) Regulations 2007;
- Health and Safety (Miscellaneous Repeals, Revocations and Amendments) Regulations 2002.

HSE Books

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Approved Code of Practice

This Code has been approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

Guidance

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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Preface

This document contains the Workplace (Health, Safety and Welfare) Regulations 1992, together with an Approved Code of Practice (ACOP) and additional guidance.

The Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004) implement most provisions of the European Commission Workplace Directive (89/654/EEC).

Although failure to comply with any provision of the ACOP is not in itself an offence, the failure may be taken by a Court in criminal proceedings as proof that a person has contravened the regulation to which the provision relates. In such a case, however, it will be open to that person to satisfy the Court that he or she has complied with the regulation in some other way.

Words and expressions which are defined in the Health and Safety at Work etc Act 1974 or in the Workplace (Health, Safety and Welfare) Regulations 1992 have the same meaning in the ACOP unless the context requires otherwise.

These Regulations and ACOP set requirements to ensure the workplace does not adversely affect the health and safety of employees while they are in the workplace. Building Regulations set standards to ensure that when a workplace is built or altered it will meet the requirements of a safe and healthy workplace.

Building Regulations that apply across England and Wales are set out in the Building Act 1984 while those that apply across Scotland are set out in the Building (Scotland) Act 2003.[1] There are also Approved Documents[2] supporting each of these Acts that offer further information and guidance.

Standards will be the same, whether they apply to a building being constructed or to it being maintained. The standards set out in Building Regulations should therefore be complied with in meeting the requirements of the Workplace Regulations unless a higher standard is applicable for adequate protection of the health, safety and welfare of those in the workplace so far as reasonably practicable. Where there is an existing standard in Building Regulations, it is referred to in this document.

Guidance which does not form part of the ACOP is identified as such in this document. Where the guidance refers to another publication, its details are provided in the text or in the References section.

Introduction

About this book

1 The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces (with the exception of those involving construction work on construction sites, those in or on a ship, or those below ground at a mine – see regulation 3).

Requirements under these Regulations

2 Employers have a duty under the Health and Safety at Work etc Act 1974[3] to ensure, so far as reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty towards people who are not their employees but use their premises. The Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work.

3 Several of the regulations require things to be 'suitable'. Regulation 2(3) makes it clear that things should be suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, particularly doors, passageways, stairs, showers, washbasins, toilets and workstations, should be made accessible for disabled people.

Duties under these Regulations

4 People other than employers also have duties under these Regulations if they have control, to any extent, of a workplace. For example, owners, landlords or managing agents of business premises should ensure that common parts, common facilities, common services and means of access within their control comply with the Regulations.

5 Their duties are limited to matters which are within their control. For example, an owner who is responsible for the general condition of a lobby, staircase and landings, for shared toilets provided for tenants' use, and for maintaining ventilation plant, should ensure that those parts and plant comply with these Regulations. However, the owner is not responsible under these Regulations for matters outside their control, for example a spillage caused by a tenant or shortcomings in the day-to-day cleaning of sanitary facilities where this is the tenants' responsibility. Tenants should co-operate sufficiently with each other, and with the landlord, to ensure that the requirements of the Regulations are fully met.

Risk assessment

6 As part of managing health and safety you must control the risks in your workplace. This document will help you to do this. You need to think about what might cause harm to people and decide whether you are doing enough to prevent that.

7 The Management of Health and Safety at Work Regulations 1999[4] require employers and self-employed people to assess risks – you must make sure you know about the main risks in your workplace and the things you need to do to manage them responsibly. Generally, you need to do everything reasonably practicable to protect people using your workplace from harm and make adaptations where necessary. A risk assessment may show that the workplace or the work should be reorganised so that the need for people to work at an unguarded edge, for example, does not arise in the first place.

8 Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. More guidance on risk assessment can be found on HSE's risk management site (www.hse.gov.uk/risk).

Involving workers

9 Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Collaboration with your employees helps you to manage health and safety in a practical way by:

- helping you spot workplace risks;
- making sure health and safety controls are practical;
- increasing the level of commitment to working in a safe and healthy way.

10 Employers must consult employees in good time on health and safety matters. In workplaces where a trade union is recognised, this will be through union health and safety representatives. In non-unionised workplaces, consult either directly or through other elected representatives.

11 Consultation involves employers not only giving information to employees but also listening to them and taking account of what they say before making health and safety decisions. See the HSE leaflet *Consulting employees on health and safety: A brief guide to the law*[5] and our website for more information (www.hse.gov.uk/involvement/). Issues you should consult employees on include:

- risks arising from their work;
- proposals to manage and/or control these risks;
- the best ways of providing information and training.

About ACOPs

12 Approved Codes of Practice (ACOPs) are approved by the HSE Board with the consent of the Secretary of State (see Appendix 1: Notice of Approval for details).

13 The ACOP describes preferred or recommended methods that can be used (or standards to be met) to comply with the Regulations and the duties imposed by the Health and Safety at Work etc Act 1974. The accompanying guidance also provides advice on achieving compliance, or it may give information of a general nature, including explanation of the requirements of the law, more specific technical information or references to further sources of information.

14 The legal status of ACOP and guidance text is given on page 2.

Presentation

15 The ACOP text is set out in bold and the accompanying guidance is in normal type, the text of the Regulations is in italics. Coloured borders also indicate each section clearly.

Regulation 1 Citation and commencement

Regulation 1

(1) These Regulations may be cited as the Workplace (Health, Safety and Welfare) Regulations 1992.

(2) Subject to paragraph (3), these Regulations shall come into force on 1 January 1993.

(3) Regulations 5 to 27 and the Schedules shall come into force on 1 January 1996 with respect to any workplace or part of a workplace which is not –

(a) a new workplace; or
(b) a modification, an extension or a conversion.

Guidance 1

16 The Regulations took full effect on 26 July 1998. They apply to all workplaces defined in regulation 2. Some special provisions apply to workplaces in existence before 1 January 1993. These are made clear within the document.

Regulation 2 Interpretation

Regulation 2

(1) In these Regulations, unless the context otherwise requires –

"mine" [The definition of a "mine" (as introduced by the Quarries Miscellaneous Health and Safety Provisions Regulations 1995) was removed as these Regulations were revoked by the Quarries Regulations 1999 (SI 1999/2024).]

"disabled person" has the meaning given by the Equality Act 2010;[(a)]

"new workplace" means a workplace used for the first time as a workplace after 31 December 1992;

"public road" means (in England and Wales) a highway maintainable at public expense within the meaning of section 329 of the Highways Act 1980 and (in Scotland) a public road within the meaning assigned to that term by section 151 of the Roads (Scotland) Act 1984;

"quarry" means a quarry within the meaning of the Quarries Regulations 1999;[(b)]

"traffic route" means a route for pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp;

"workplace" means, subject to paragraph (2), any premises or part of premises which are not domestic premises and are made available to any person as a place of work, and includes –

(a) any place within the premises to which such person has access while at work; and
(b) any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with the place of work other than a public road.[(c)]

(2) Any reference in these Regulations, except in paragraph (1), to a modification, an extension or a conversion is a reference, as the case may be, to a modification, an extension or a conversion of a workplace started after 31 December 1992.

Regulation 2

(3) Any requirement that anything done or provided in pursuance of these Regulations shall be suitable shall be construed to include a requirement that it is suitable for any person in respect of whom such thing is so done or provided.

(4) Any reference in these Regulations to –

(a) a numbered regulation or Schedule is a reference to the regulation in or Schedule to these Regulations so numbered; and
(b) a numbered paragraph is a reference to the paragraph so numbered in the regulation in which the reference appears.

(a) Definition of disabled person inserted by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(a) and amended by the Equality Act 2010
(b) Definition substituted by the Quarries Regulations 1999 (SI 1999/2024) Schedule 5(II), paragraph 1
(c) Words repealed by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(b)

Guidance 2

17 These Regulations apply to a very wide range of workplaces, not only factories, shops and offices but, for example, schools, hospitals, hotels and places of entertainment. The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary work sites (except workplaces involving construction work on construction sites).

18 'Workplace' is defined in regulation 2(1). Certain words in the definition are themselves defined in sections 52 and 53 of the Health and Safety at Work etc Act 1974 (HSW Act).[3] In brief:

- 'work' means work as an employee or self-employed person, and also:
  - work experience on certain training schemes (Health and Safety (Training for Employment) Regulations 1990);
  - training which includes operations involving ionising radiations (Ionising Radiations Regulations 1999);
  - any activity involving genetic modification in contained use facilities (Genetically Modified Organisms (Contained Use) Regulations 1989);
  - any activity involving the consignment, storage or use of a Group 2, 3 or 4 biological agent (Control of Substances Hazardous to Health Regulations 2002);
- 'premises' means any place (including an outdoor place);
- 'domestic premises' means a private dwelling. These Regulations do not apply to domestic premises, and do not therefore cover homeworkers. They do, however, apply to hotels, nursing homes etc, and to parts of workplaces where 'domestic' staff are employed, such as the kitchens of hostels or sheltered accommodation.

19 These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce, which may include people with disabilities. Several of the regulations require things to be 'suitable' as defined in regulation 2(3). This means that traffic routes, facilities and workstations used by people with disabilities should be suitable for them to use.

20 Building Regulations contain requirements which are intended to make new buildings accessible to people with limited mobility, or impaired sight or hearing.[1,2] The Equality and Human Rights Commission have more information on this (www.equalityhumanrights.com).

21 The Equality Act 2010 defines a person with disabilities as 'someone with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'.

Regulation 3 Application of these Regulations

Regulation 3

(1) These Regulations apply to every workplace but shall not apply to –

(a) a workplace which is or is in or on a ship, save that regulations 8(1) and (3) and 12(1) and (3) apply to such a workplace where the work involves any of the relevant operations in –
- *(i) a shipyard, whether or not the shipyard forms part of a harbour or wet dock; or*
- *(ii) dock premises, not being work done –*
  - *(aa) by the master or crew of a ship;*
  - *(bb) on board a ship during a trial run;*
  - *(cc) for the purpose of raising or removing a ship which is sunk or stranded; or*
  - *(dd) on a ship which is not under command, for the purpose of bringing it under command;[(a)]*

(b) a workplace which is a construction site within the meaning of the Construction (Design and Management) Regulations 2007, and in which the only activity being undertaken is construction work within the meaning of those Regulations, save that –
- *(i) regulations 18 and 25A apply to such a workplace; and*
- *(ii) regulations 7(1A), 12, 14, 15, 16, 18, 19 and 26(1) apply to such a workplace which is indoors; or[(b)]*

(c) a workplace where the only activities being undertaken are the exploration for or extraction of mineral resources.[(c)]

(d) [Regulation 3(1)(d) was revoked by the Quarries Miscellaneous Health and Safety Provisions Regulations 1995 (SI 1995/2036) Schedule 3, paragraph 1.]

(2) In their application to temporary work sites, any requirement to ensure a workplace complies with any of regulations 20 to 25 shall have effect as a requirement to so ensure so far as is reasonably practicable.

(3) As respects any workplace which is or is in or on an aircraft, locomotive or rolling stock, trailer or semi-trailer used as a means of transport or a vehicle for which a licence is in force under the Vehicle Excise and Registration Act 1994 or a vehicle exempted from duty under that Act –

(a) regulations 5 to 12 and 14 to 25 shall not apply to any such workplace; and

(b) regulation 13 shall apply to any such workplace only when the aircraft, locomotive or rolling stock, trailer or semi-trailer or vehicle is stationary inside a workplace and, in the case of a vehicle for which a licence is in force under the Vehicle Excise and Registration Act 1994, is not on a public road.

(4) As respects any workplace which is in fields, woods or other land forming part of an agricultural or forestry undertaking but which is not inside a building and is situated away from the undertaking's main buildings –

(a) regulations 5 to 19 and 23 to 25 shall not apply to any such workplace; and

(b) any requirement to ensure that any such workplace complies with any of regulations 20 to 22 shall have effect as a requirement to so ensure so far as is reasonably practicable.

Regulation 3

(5) [Regulation 3(5) was inserted by the Quarries Miscellaneous Health and Safety Provisions Regulations 1995 (SI 1995/2036) and it was then revoked by the Quarries Regulations 1999 (SI 1999/2024).]

(6) For the purposes of this regulation –

(a) "dock premises" means any dock, wharf, quay, jetty or other place at which ships load or unload goods or embark or disembark passengers, together with neighbouring land or water which is used or occupied, or intended to be used or occupied, for those or incidental activities, and any part of a ship when used for those or incidental activities;

(b) "relevant operations" means, in relation to a ship, its repairing, refitting, painting and finishing, the scaling, scurfing or cleaning of its boilers (including combustion chambers or smoke boxes) and the cleaning of its bilges or oil-fuel tanks or any of its tanks last used for carrying oil;

(c) "ship" includes all vessels and hovercraft which operate on water or land and water;

(d) "shipyard" means any yard or dry dock (including the precincts thereof) in which ships or vessels are constructed, reconstructed, repaired, refitted or finished; and

(e) "vessel" means any description of craft used for the transport of goods or passengers or the storage of goods or the accommodation of passengers on water, whether used in navigation or not.[(d)]

(a) Regulation 3(1)(a) was substituted by the Health and Safety (Miscellaneous Repeals, Revocations and Amendments) Regulations 2013 (SI 2013/448) regulation 4(2)

(b) Regulation 3(1)(b) was substituted by the Construction (Design and Management) Regulations 2007 (SI 2007/320) Schedule 5, paragraph 1

(c) Regulation 3(1)(c) was substituted by the Quarries Miscellaneous Health and Safety Provisions Regulations 1995 (SI 1995/2036) Schedule 3, paragraph 1

(d) Regulation 3(6) was added by the Health and Safety (Miscellaneous Repeals, Revocations and Amendments) Regulations 2013 (SI 2013/448) regulation 4(3)

Guidance 3

Means of transport

22 All operational ships, boats, hovercraft, aircraft, trains and road vehicles are excluded from these Regulations, except that regulation 13 applies to aircraft, trains and road vehicles when stationary in a workplace (but not on a public road). Other relevant health and safety legislation may apply. These Regulations will apply to forms of transport that are fixed in position and no longer being used as originally intended, eg those used as restaurants or tourist attractions.

Extractive industries (mines, quarries etc)

23 These Regulations apply to workplaces or parts of workplaces located at a quarry or above ground at a mine. They do not apply to that part of the workplace where the actual extraction of, or exploration for, minerals is being undertaken underground at mines, at quarries or at other mineral extraction sites. Separate, sector-specific legislation applies to these activities.

Construction sites

24 Construction sites (including site offices) are excluded from these Regulations. Where construction work is in progress within a workplace, it can be treated as a construction site and is excluded from these Regulations if it is fenced off. Otherwise, these Regulations and the Construction (Design and Management) Regulations 2007[6] will both apply.

Guidance 3

Temporary work sites

25 At temporary work sites the requirements of these Regulations for sanitary conveniences, washing facilities, drinking water, clothing accommodation, changing facilities and facilities for rest and eating meals (regulations 20–25) apply so far as reasonably practicable. Temporary work sites include:

- work sites used only infrequently or for short periods;
- fairs and other structures which occupy a site for a short period.

26 People who work at premises other than those of their employer should have a safe place of work where those premises are under the control of their employer or other people. Section 4 of the HSW Act also requires those in control of non-domestic premises to ensure visiting workers are safe and not subject to risks from plant or substances at that place of work (this section is reproduced in Appendix 2). These Regulations do not extend duties beyond those set out in regulation 3. Advice is available on HSE's website for lone workers[7] and those responsible for organising transport delivery[8].

Farming and forestry

27 Agricultural or forestry workplaces that are outdoors and away from the undertaking's main buildings are excluded from these Regulations, except for the requirements on sanitary conveniences, washing facilities and drinking water (regulations 20–22) which apply so far as reasonably practicable (SFARP). For guidance on SFARP see HSE's website (www.hse.gov.uk/risk/theory/alarp1.htm).

Regulation 4 Requirements under these Regulations

Regulation 4

(1) Every employer shall ensure that every workplace, modification, extension or conversion which is under his control and where any of his employees work complies with any requirement of these Regulations which –

(a) applies to that workplace or, as the case may be, to the workplace which contains that modification, extension or conversion; and
(b) is in force in respect of the workplace, modification, extension or conversion.

(2) Subject to paragraph (4), every person who has, to any extent, control of a workplace, modification, extension or conversion shall ensure that such workplace, modification, extension or conversion complies with any requirement of these Regulations which –

(a) applies to that workplace or, as the case may be, to the workplace which contains that modification, extension or conversion;
(b) is in force in respect of the workplace, modification, extension, or conversion; and
(c) relates to matters within that person's control.

(3) Any reference in this regulation to a person having control of any workplace, modification, extension or conversion is a reference to a person having control of the workplace, modification, extension or conversion in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not).

Regulation 4

(4) Paragraph (2) shall not impose any requirement upon a self-employed person in respect of his own work or the work of any partner of his in the undertaking.

(5) Every person who is deemed to be the occupier of a factory by virtue of section 175(5) of the Factories Act 1961 shall ensure that the premises which are so deemed to be a factory comply with these Regulations.

4A Where a workplace is in a building, the building shall have a stability and solidity appropriate to the nature of the use of the workplace.[(a)]

(a) Added by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(c)

Guidance 4

28 Employers have a general duty under section 2 of the HSW Act to ensure, so far as reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises also have a duty under section 4 of the Act towards people who are not their employees but use their premises (these sections are reproduced in Appendix 2). These Regulations expand on those duties. They are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate welfare facilities are provided for people at work.

29 Employers have a duty to ensure that workplaces under their control comply with these Regulations. Tenant employers are responsible for ensuring that the workplace which they control complies with the Regulations, and that the facilities required by the Regulations are provided, for example that toilets are sufficient and suitable, adequately ventilated and lit and kept in a clean and orderly condition.

30 Facilities should be readily accessible but it is not essential that they are within the employer's own workplace; arrangements can be made to use facilities provided by, for example, a landlord or a neighbouring business but the employer is responsible for ensuring that they comply with the Regulations.

31 People other than employers also have duties under these Regulations if they have control, to any extent, of a workplace. For example, owners, landlords or managing agents of business premises should ensure that common parts, facilities, services and means of access within their control comply with the Regulations.

32 Their duties are limited to matters which are within their control. For example, an owner who is responsible for the general condition of a lobby, staircase and landings, for shared toilets provided for tenants' use, and for maintaining ventilation plant, should ensure that those parts and plant comply with these Regulations. However, the owner is not responsible under these Regulations for matters outside their control, for example a spillage caused by a tenant or shortcomings in the day-to-day cleaning of toilets where this is the tenants' responsibility. Tenants should co-operate sufficiently with each other, and with the landlord, to ensure that the requirements of the Regulations are fully met.

33 Where employees work at a workplace which is not under their employer's control, their employer has no duty under these Regulations, but should (as part of their general duties under the HSW Act) take any steps necessary to ensure that toilets and washing facilities will be available. It may be necessary to make arrangements for the use of facilities already provided on site, or to provide temporary ones. This applies, for example, to those who employ seasonal agricultural workers to work on someone else's land.

Guidance 4

Modifications, extensions and conversions

34 Any modification or extension should comply with any relevant requirements of these Regulations as soon as it is in use. A 'modification' includes any alteration but not a simple replacement.

35 The whole of any conversion should comply as soon as it is in use. 'Conversion' is not defined and is therefore any workplace that would ordinarily be considered to be a conversion. Certain modifications, extensions and conversions will also be subject to Building Regulations[1,2] and may need planning consent. Advice can be obtained from local authorities. Examples of conversions include:

- a large building converted into smaller industrial units. Each unit is a 'conversion';
- a private house, or part of a house, converted into a workplace;
- workplaces which undergo a radical change of use involving structural alterations.

Stability and solidity

36 Any building being used as a workplace should be capable of supporting all foreseeable loads imposed on it. Loading can arise from a variety of factors including environmental causes (for example wind or snow loads) and those created by the activities associated with the workplace, for example use of floors by people or vehicles.

37 The main causes of stability and solidity problems in buildings are related to the age of the structure and a lack of routine maintenance. Other causes are:

- environmental factors (water getting in, corrosive air, vibration, high winds);
- settlement;
- impact damage;
- overloading (or other damage caused by misuse of the building);
- change of use.

38 An inspection and maintenance regime, appropriate to the building's type and use, should be determined to ensure that any defect which may cause an unacceptable safety risk is detected in good time, so appropriate remedial action can be taken. All inspection and maintenance should be carried out by suitably competent people. An inspection and maintenance regime does not necessarily need to be documented.

39 Inspection and maintenance may require only the following:

- a general understanding of building construction and maintenance requirements;
- an awareness of the limitations of your experience and knowledge;
- the willingness and ability to supplement existing experience and knowledge, when necessary by obtaining external help and advice.

40 Inadequate modification, extension or conversion work can undermine the structural integrity of the building. The safety of such work is subject to the Construction (Design and Management) Regulations 2007 (CDM)[6] and the safety of the completed building is subject to Building Regulations[1,2]. When taking possession of a building following the completion of such work, obtain information about any design limits, safe loading etc. The inspection and maintenance regime set out in the health and safety file for the premises should make reference to such information where it is available.

Regulation 5 Maintenance of workplace, and of equipment, devices and systems

Regulation 5

(1) The workplace and the equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair.

(2) Where appropriate, the equipment, devices and systems to which this regulation applies shall be subject to a suitable system of maintenance.

(3) The equipment, devices and systems to which this regulation applies are –

(a) equipment and devices a fault in which is liable to result in a failure to comply with any of these Regulations;[(a)]

(b) mechanical ventilation systems provided pursuant to regulation 6 (whether or not they include equipment or devices within sub-paragraph (a) of this paragraph); and[(b)]

(c) equipment and devices intended to prevent or reduce hazards;[(b)]

(a) Word repealed by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(d)(i)

(b) Added by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(d)

ACOP 5

41 An 'efficient state' means that the workplace and the equipment, devices and systems mentioned in these Regulations should be free of faults likely to affect the health, safety or welfare of workers and provide an adequate level of hygiene. If a potentially dangerous defect is discovered, the defect should be rectified immediately or steps should be taken to protect anyone who might be put at risk.

42 Equipment that could fail and put workers at serious risk should be properly maintained and checked at regular intervals, as appropriate, by inspection, testing, adjustment, lubrication, repair and cleaning.

43 Any faults should be properly rectified as soon as possible. Action should be taken immediately to isolate and rectify the fault where there is a risk of serious or imminent harm. Where the defect does not pose a danger but makes the equipment unsuitable for use, for example a broken toilet, it may be taken out of service until it is repaired or replaced. However, if this would result in the number of facilities being fewer than the minimum set out in Tables 1 and 2 on page 39 the defect should be rectified without delay.

Guidance 5

44 The frequency of regular maintenance, and precisely what it involves and who is competent to complete it, will depend on the equipment or device concerned. There is guidance from HSE[9,10] and you can get advice from other authoritative sources, particularly manufacturers' information and instructions, as well as relevant trade literature.

45 Advice on systems of maintenance for buildings can be found in publications by the Chartered Institution of Building Services Engineers (CIBSE).[11] The maintenance of work equipment, personal protective equipment, and electrical systems, equipment and conductors, is addressed in other Regulations and relevant guidance.[9,12-15] HSE's website has advice on operating escalators[16] and there are British Standards covering escalators[17] and window access equipment[18].

Guidance 5

46 Examples of equipment and devices which require a system of maintenance include:

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

Regulation 6 Ventilation

Regulation 6

(1) Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.

(2) Any plant used for the purpose of complying with paragraph (1) shall include an effective device to give visible or audible warning of any failure of the plant where necessary for reasons of health or safety.

(3) [Regulation 6(3) was revoked by Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(e).]

ACOP 6

47 Enclosed workplaces should be sufficiently well ventilated so that stale air, and air which is hot or humid because of the processes or equipment in the workplace, is replaced at a reasonable rate.

48 The air which is introduced should, as far as possible, be free of any impurity which is likely to be offensive or cause ill health. Air which is taken from the outside can normally be considered to be 'fresh'. However, air inlets for ventilation systems should not be sited where they may draw in contaminated air (for example close to a flue, an exhaust ventilation system outlet, or an area in which vehicles manoeuvre). Where necessary, the inlet air should be filtered to remove particulates.

49 In many cases, windows or other openings will provide sufficient ventilation in some or all parts of the workplace. Where necessary, mechanical ventilation systems should be provided for parts or all of the workplace.

50 Workers should not be exposed to uncomfortable draughts. In the case of mechanical ventilation systems, it may be necessary to control the direction or velocity of air flow. Workstations should be re-sited or screened if necessary.

51 In the case of mechanical ventilation systems which recirculate air, including air-conditioning systems, recirculated air should be adequately filtered to remove impurities. To avoid air becoming unhealthy, purified air should have some fresh air added to it before being recirculated. Systems should therefore be designed with fresh-air inlets, which should be kept open.

52 Mechanical ventilation systems (including air-conditioning systems) should be regularly and adequately cleaned. They should also be properly tested and maintained to ensure that they are kept clean and free from anything which may contaminate the air.

ACOP 6

53 The requirement of regulation 6(2) for a device to give warning of breakdowns applies only 'where necessary for reasons of health or safety'. It will apply to 'dilution ventilation' systems used to reduce concentrations of dust or fumes in the atmosphere, and to any other situation where a breakdown in the ventilation system would be likely to result in harm to workers.

Guidance 6

54 Regulation 6 covers general workplace ventilation, not local exhaust ventilation, for controlling employees' exposure to asbestos, lead, ionising radiations or other substances hazardous to health. There are other health and safety Regulations and Approved Codes of Practice on the control of such substances.[19-23] More detailed guidance on ventilation is available from HSE's website (www.hse.gov.uk/toolbox/harmful/ventilation.htm) and CIBSE (www.cibse.org/).

55 It may not always be possible to remove smells coming in from outside, but reasonable steps should be taken to minimise them. Where livestock is kept, smells may be unavoidable, but they should be controlled by good ventilation and regular cleaning.

56 Where a close, humid atmosphere is necessary, for example in mushroom growing, workers should be allowed adequate breaks in a well-ventilated place.

57 The fresh-air supply rate should not normally fall below 5 to 8 litres per second, per occupant. When establishing a fresh-air supply rate, consider the following factors:

- the floor area per person;
- the processes and equipment involved;
- whether the work is strenuous.

58 Some ventilation systems are water based. Any water system where water is used or stored, and where there is a means of creating and transmitting water droplets that may be inhaled, can create a foreseeable risk of exposure to legionella. Guidance on the necessary measures to prevent or adequately control this risk is available on the HSE website (www.hse.gov.uk/legionnaires/), in the relevant ACOP[24] and also from CIBSE[25].

59 An enclosed workplace is not necessarily a 'confined space'. Confined spaces are workplaces that are wholly or largely enclosed and where there is a specific risk of serious injury from fire, explosion, noxious gases or fumes, lack of oxygen, high temperature or asphyxiation from drowning in water or by a free-flowing solid. Work should not be done in such places where it can be avoided. If work must be done, additional risk assessment will be needed to comply with the Confined Spaces Regulations 1997 (www.hse.gov.uk/confinedspace/).

Regulation 7 Temperature in indoor workplaces

Regulation 7

(1) During working hours, the temperature in all workplaces inside buildings shall be reasonable.

(1A) Without prejudice to the generality of paragraph (1) –

(a) a workplace shall be adequately thermally insulated where it is necessary, having regard to the type of work carried out and the physical activity of the persons carrying out the work; and
(b) excessive effects of sunlight on temperature shall be avoided.[(a)]

(2) A method of heating or cooling shall not be used which results in the escape into a workplace of fumes, gas or vapour of such character and to such extent that they are likely to be injurious or offensive to any person.

(3) A sufficient number of thermometers shall be provided to enable persons at work to determine the temperature in any workplace inside a building.

(a) Added by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(f)

ACOP 7

60 The temperature inside the workplace should provide reasonable comfort without the need for special clothing. If reasonable comfort cannot be achieved because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable.

61 The temperature in a workplace should normally be at least 16 degrees Celsius. If work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius. However, these temperatures may not necessarily provide reasonable comfort, depending on other factors such as air movement, relative humidity and worker clothing. Temperature readings should be taken close to workstations, at working height and away from windows.

62 These temperature guidelines do not apply where it would be impractical to maintain those temperatures, for example in rooms which have to be open to the outside, or where food or other products have to be kept cold. In such cases, the temperature should be as close to those mentioned in paragraph 61 as is practical.

63 In rooms where food or other products/processes have to be kept at low temperatures and it is impractical to comply with paragraph 61, the following measures should be applied as appropriate:

- **enclosing or insulating the product;**
- **pre-chilling the product;**
- **keeping chilled areas as small as possible;**
- **exposing the product to workroom temperatures as briefly as possible;**
- **providing insulated duckboards or other floor coverings where workers have to stand for long periods on cold floors, unless special footwear is provided which prevents discomfort;**
- **excluding draughts from workstations, eg by using baffles;**
- **installing self-closing doors where such measures are practical and would reduce discomfort.**

ACOP 7

64 If the temperature in a workroom is uncomfortably high, for example because of hot processes or building design, take all reasonable steps to achieve a reasonably comfortable temperature, for example by:

- **insulating hot plants or pipes;**
- **providing air-cooling plant;**
- **shading windows;**
- **siting workstations away from places subject to radiant heat.**

65 If a reasonably comfortable temperature cannot be achieved throughout a workroom, local heating or cooling (as appropriate) should be provided. In extremely hot weather, fans and increased ventilation may be used instead of local cooling.

66 In areas of the workplace other than workrooms, such as toilets and rest facilities, temperatures should be reasonable. Changing rooms and shower rooms should not be cold.

67 Temporary heating/cooling and other control measures given in paragraphs 63–64 should be provided where appropriate for employees required to work in normally unoccupied rooms such as storerooms, other than for short periods and where there is a risk of working in temperatures below those stated in paragraph 61.

68 Thermometers should be available at suitable locations in every part of the workplace to allow people to measure temperatures, but do not need to be provided in each workroom. Thermometers should not be located directly in front of windows or near radiant heat sources.

69 Suitable protective clothing and rest facilities should be provided in instances where local heating or cooling fails to give reasonable comfort. Where practical, there should be systems of work (eg task rotation) to ensure the amount of time individual workers are exposed to uncomfortable temperatures is limited.

Guidance 7

70 Detailed guidance on workplace temperature and thermal comfort is available on HSE's website (www.hse.gov.uk/temperature/thermal).

71 The Personal Protective Equipment at Work Regulations 1992[12,13] apply to the protective clothing provided for workers' use (www.hse.gov.uk/contact/faqs/ppe.htm).

72 Information about Food Hygiene Regulations is available from the Environmental Health Departments of local authorities.

73 CIBSE publish design data relevant to workplace temperatures (www.cibse.org).

Thermal insulation

74 Necessary thermal insulation can be achieved by constructing or refurbishing in accordance with requirements in Building Regulations[1,2] for new buildings or where alterations or substantial change of use takes place. These represent standards of good practice design and materials that minimise the risk of a building overheating.

Guidance 7

Solar radiation

75 Protection from the excessive effects of solar radiation in buildings can be achieved by introducing shading and using reflective materials. Some examples of the measures which can achieve this, either in isolation or in combination, are:

- introducing awnings;
- internal or external louvered blinds;
- using dense vegetation, eg trees to provide shading;
- use of anti-reflective glazing, eg by using films or upgrading glazing;
- introducing overhangs or recesses to windows;
- reducing unnecessary glazing on the sides of the building receiving the most sunshine;
- improving the overall thermal mass of the building by using energy-efficient materials which allow heat to be stored and released at cooler times of the day.

76 Air movement is also an important control measure so do not restrict this by using the measures set out in paragraph 75. Further information and advice is available from CIBSE (www.cibse.org/).

77 When commissioning the design and construction of a new building, consider minimising solar effects by suitable positioning, type of glazing and the materials used – see Building Regulations.[1,2]

Harmful or offensive fumes

78 Fixed heating systems should be installed and maintained so that the products of combustion do not enter the workplace. Any heater which produces heat by combustion should have a sufficient air supply to ensure complete combustion. Ensure that portable paraffin and liquefied petroleum gas heaters do not produce fumes which will be harmful or offensive.

79 The Regulations do not prevent the use of proprietary unflued heating systems designed and installed to be used without a conventional flue.

80 Take care when siting temporary heaters to prevent burns from contact with hot surfaces – in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.[9,10]

Regulation 8 Lighting

Regulation 8

(1) Every workplace shall have suitable and sufficient lighting.

(2) The lighting mentioned in paragraph (1) shall, so far as is reasonably practicable, be by natural light.

(3) Without prejudice to the generality of paragraph (1), suitable and sufficient emergency lighting shall be provided in any room in circumstances in which persons at work are specially exposed to danger in the event of failure of artificial lighting.

ACOP 8

81 Lighting should be sufficient to enable people to work, use facilities without experiencing eye-strain, and safely move from place to place.

82 Where necessary, artificial lighting should be provided at individual workstations, and at places of particular risk such as pedestrian crossing

ACOP 8

points on traffic routes. Stairs should be kept well lit and the lighting should not cast shadows over the main part of the treads. Outdoor traffic routes used by pedestrians should be adequately lit after dark.

83 Lights and light fittings must be selected, positioned and maintained, so that they avoid annoying glare and do not cause a hazard (eg electrical, fire, radiation or collision).

84 Lights and windows should be cleaned, repaired or replaced, as necessary, before the level of lighting becomes insufficient. Avoid obscuring light by placing items in front of lights and windows (eg stacked goods). Light switches should be positioned so that they may be found and used easily and without risk.

85 Where possible, position workstations to take advantage of the natural daylight available. However, where this would result in excessive heat or glare at a workstation, it should be repositioned or the window or skylight should be shaded.

86 Emergency lighting should be provided in workrooms where sudden loss of light would present a serious risk, for example if a potentially hazardous process needs to be made safe, and this cannot be done safely without lighting, or if there is no natural lighting.

87 Emergency lighting should be powered by a source independent from that of normal lighting. It should be immediately effective in the event of failure of the normal lighting, without need for action by anyone. It should provide sufficient light for workers to take any action necessary to ensure their, and others', health and safety.

Guidance 8

88 More detailed guidance on lighting is given on HSE's website (www.hse.gov.uk/humanfactors/topics/lighting.htm). CIBSE produce a number of lighting guides for specific applications.[26]

89 Requirements on lighting are also contained in the Health and Safety (Display Screen Equipment) Regulations 1992.[27,28] The electrical safety of lighting installations is subject to the Electricity at Work Regulations 1989.[14,15]

Regulation 9 Cleanliness and waste materials

Regulation 9

(1) Every workplace and the furniture, furnishings and fittings therein shall be kept sufficiently clean.

(2) The surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept sufficiently clean.

(3) So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles.

ACOP 9

90 Sufficiently clean means that workplaces should be regularly cleaned to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits are removed or cleaned up as soon as possible. The frequency of this activity and standard of cleanliness will depend on the nature of the business.

ACOP 9

91 The surfaces of floors, walls and ceilings should be maintained, treated and repaired so they can be cleaned properly.

92 Cleaning should be carried out by an effective and suitable method and without creating, or exposing anyone to, a health or safety risk.

Guidance 9

93 Ensure that cleaning methods do not expose anyone to substantial amounts of dust, including flammable or explosive concentrations of dusts, or to health or safety risks arising from the use of cleaning agents. To prevent harm from exposure, the Control of Substances Hazardous to Health Regulations 2002[19] may need to be considered (www.hse.gov.uk/coshh/).

94 Absorbent floors, such as untreated concrete or timber, which are likely to be contaminated by oil or other substances that are difficult to remove, should preferably be sealed or coated, for example with a suitable non-slip floor paint. Carpets should also be avoided in such situations.

95 Washable surfaces, and high standards of cleanliness, may be essential for infection control (eg in post-mortem rooms and pathology laboratories), for controlling exposure to substances hazardous to health or for hygiene in processing or handling food. More information about food hygiene is available from Environmental Health Departments of local authorities.

Regulation 10 Room dimensions and space

Regulation 10

(1) Every room where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.

(2) It shall be sufficient compliance with this regulation in a workplace which is not a new workplace, a modification, an extension or a conversion and which, immediately before this regulation came into force in respect of it, was subject to the provisions of the Factories Act 1961, if the workplace does not contravene the provisions of Part I of Schedule 1.

ACOP 10

96 Workrooms should have enough free space to allow people easy access to and from workstations, to move within the room with ease and not to restrict their movements while performing their work. This includes ceilings being high enough to allow safe access to workstations unless the work is only for a short duration. Obstructions such as low beams should be clearly marked.

97 In most workplaces 11 cubic metres (11 m^3) of space per person should be taken as a minimum. This calculation should not take into account ceiling heights in excess of 3 m. A space of 11 m^3 per person may be insufficient if much of the space is taken up with furnishing or equipment.

98 The minimum space referred to in paragraph 97 does not apply to:

- **retail sales kiosks, attendants' shelters, machine control cabs or similar small structures, where space is necessarily limited;**
- **rooms being used for lectures, meetings and similar purposes.**

Guidance 10

99 In a typical room, where the ceiling is 2.4 m high, a floor area of 4.6 m^2 (for example 2.0 x 2.3 m) will be needed to provide a space of 11 m^3. Where the ceiling is 3.0 m high or higher, the minimum floor area will be 3.7 m^2 (for example 2.0 x 1.85 m). (These floor areas are only for illustrative purposes and are approximate.)

Guidance 10

100 The floor space per person indicated in paragraphs 97 and 99 will not always give sufficient unoccupied space, as required by the regulation. Rooms may need to be larger, or to have fewer people working in them, than indicated in those paragraphs, depending on such factors as the contents and layout of the room and the nature of the work. Where space is limited, careful planning of the workplace is particularly important.

101 The number of people who may work in any particular room at any one time will depend not only on its size, but on the space taken up by furniture, fittings, equipment, and the layout of the room. Workrooms, except those where people only work for short periods, should be of sufficient height (from floor to ceiling) over most of the room to enable safe access to workstations.

Regulation 11 Workstations and seating

Regulation 11

(1) Every workstation shall be so arranged that it is suitable both for any person at work in the workplace who is likely to work at that workstation and for any work of the undertaking which is likely to be done there.

(2) Without prejudice to the generality of paragraph (1), every workstation outdoors shall be so arranged that –

(a) so far as is reasonably practicable, it provides protection from adverse weather;
(b) it enables any person at the workstation to leave it swiftly or, as appropriate, to be assisted in the event of an emergency; and
(c) it ensures that any person at the workstation is not likely to slip or fall.

(3) A suitable seat shall be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done sitting.

(4) A seat shall not be suitable for the purposes of paragraph (3) unless –

(a) it is suitable for the person for whom it is provided as well as for the operations to be performed; and
(b) a suitable footrest is also provided where necessary.

ACOP 11

102 Workstations should be arranged so that each task can be carried out safely and comfortably. Work surface heights should be arranged so that they are appropriate for the work and the worker. Work materials and frequently used equipment or controls should be within convenient reach, without the need for undue bending or stretching.

103 Workstations including seating, and access to workstations, should be suitable for any special needs of the individual worker, including workers with disabilities.

104 There should be sufficient clear and unobstructed space to enable the work to be done safely and to allow people adequate freedom of movement. This should also allow for the manoeuvring and positioning of materials.

105 Each workstation should allow any person who is likely to work there adequate freedom of movement and the ability to stand upright. Spells of work which unavoidably have to be carried out in cramped conditions should be kept as short as possible and there should be sufficient space nearby to relieve discomfort.

ACOP 11

106 Seating provided in accordance with regulation 11(3) should, where possible, provide adequate support for the lower back, and a footrest should be provided for any worker who cannot comfortably place his or her feet flat on the floor.

Guidance 11

107 This regulation covers all workstations. Those with display screen equipment, process control screens, and similar display units are subject to the Health and Safety (Display Screen Equipment) Regulations 1992.[27,28] There is more advice on HSE's website (www.hse.gov.uk/msd/dse/).

Regulation 12 Condition of floors and traffic routes

Regulation 12

(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.

(2) Without prejudice to the generality of paragraph (1), the requirements in that paragraph shall include requirements that –

(a) the floor, or surface of the traffic route, shall have no hole or slope, or be uneven or slippery so as, in each case, to expose any person to a risk to his health or safety; and
(b) every such floor shall have effective means of drainage where necessary.

(3) So far as is reasonably practicable, every floor in a workplace and the surface of every traffic route in a workplace shall be kept free from obstructions and from any article or substance which may cause a person to slip, trip or fall.

(4) In considering whether for the purposes of paragraph (2)(a) a hole or slope exposes any person to a risk to his health or safety –

(a) no account shall be taken of a hole where adequate measures have been taken to prevent a person falling; and
(b) account shall be taken of any handrail provided in connection with any slope.

(5) Suitable and sufficient handrails and, if appropriate, guards shall be provided on all traffic routes which are staircases except in circumstances in which a handrail can not be provided without obstructing the traffic route.

ACOP 12

108 Floor and traffic routes should be of sound construction and should have adequate strength and stability, taking account of the loads placed on them and the traffic passing over them. Floors should not be overloaded.

109 The surfaces of floors and traffic routes should be free from any hole, slope, or uneven or slippery surface which is likely to cause:

- **a person to slip, trip or fall;**
- **a person to drop or lose control of anything being lifted or carried;**
- **instability or loss of control of vehicles and/or their loads.**

110 Damaged surfaces that may cause a person to trip or fall should be made good and conspicuously marked or protected until this can be done. Temporary holes should be adequately guarded. Take account of people with disabilities. Surfaces with small holes (for example metal gratings) are acceptable provided they are not likely to be a hazard. For deep holes where

ACOP 12

there is a risk of a fall, you should refer to regulation 13 and associated ACOP text, and the Work at Height Regulations 2005.

111 Slopes should not be steeper than necessary. Moderate and steep slopes, and ramps used by people with disabilities, should have a secure handrail where necessary.

112 Surfaces of floors and traffic routes likely to get wet, or to be subject to spillages, should be of a type which does not become unduly slippery. Floors near hazards that could cause injury if anyone were to fall against them (for example a woodworking or grinding machine) should be slip-resistant and be kept free from slippery substances or loose materials.

113 Where a leak, spillage or other type of contamination occurs and is likely to be a slipping hazard, take immediate steps to fence it off, clean it up, or cover it with something to stop it being slippery (eg absorbent granules).

114 Where a floor is liable to be made wet through work activity, drains and channels should be provided and positioned to minimise the area of wet floor, and the floor should slope slightly towards the drain. Where necessary to prevent tripping hazards, ensure drains and channels have covers which should be as near flush as possible with the floor surface.

115 Where reasonably practicable, processes and plant that may discharge or leak liquids should be enclosed (for example by bunding), and leaks from taps or discharge points on pipes, drums and tanks should be caught or drained away. Stop valves should be fitted to filling points on tank-filling lines. Where work involves carrying or handling liquids or slippery substances, as in food processing and preparation, the workplace and work surfaces should be arranged to minimise the likelihood of spillages.

116 Arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes, particularly outside stairs, ladders and walkways on roofs.

117 Floors and traffic routes should be kept free of obstructions that may present a hazard or impede access. This is particularly important in any place where an obstruction is likely to cause an accident, for example near emergency routes, stairs, corners or junctions.

118 Where a temporary obstruction is unavoidable and is likely to be a hazard, prevent access or take steps to warn people (including drivers) by, for example, the use of hazard cones. Vehicles should not be parked where they are likely to be a hazard. Materials that fall onto traffic routes should be cleared as soon as possible.

119 Every open side of a staircase should be securely fenced. As a minimum, the fencing should consist of an upper rail at 900 mm or higher, and a lower rail.

120 A secure and substantial handrail should be provided and maintained on at least one side of every staircase, except at points where a handrail would obstruct entry or exit, such as steps in a theatre aisle. Handrails should be provided on both sides if there is a particular risk of falling, for example where stairs are heavily used, or are wide, have narrow treads, or where there are liable to be spillages on them. Additional handrails should be provided down the centre of particularly wide staircases where necessary.

Guidance 12

121 A traffic route means a route for pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp.

122 Slips and trips are the most common cause of injury at work. Most slips occur when floors become wet or contaminated and many trips are due to poor housekeeping.

123 To prevent slips and trips:

- stop floors getting wet or contaminated in the first place;
- have effective arrangements for both routine cleaning and dealing with spills;
- remove spillages promptly;
- leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry;
- use the right cleaning methods for your floor;
- look out for trip hazards (eg uneven floors, trailing cables);
- keep walkways and work areas clear of obstructions;
- encourage your workers to keep the workplace tidy;
- consider the use of slip-resistant flooring material.

124 Consider providing slip-resistant footwear where slipping hazards arise despite the precautions set out in paragraph 123. Further guidance is available from HSE on slips, trips and falls (www.hse.gov.uk/slips/) and also on flooring types (www.hse.gov.uk/slips/flooring-selection-tool.htm).

125 Building Regulations have requirements on floors, stairs and ramps.[1,2] Advice is available from local authorities.

126 Steep stairways are classed as fixed ladders and are dealt with under the Work at Height Regulations 2005 (www.hse.gov.uk/falls/).

Regulation 13 Falls or falling objects

Regulation 13

(1)-(4) [Regulation 13(1)-(4) was revoked by the Work at Height Regulations 2005 (SI 2005/735) Schedule 8, paragraph 1.]

(5) So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure, shall be securely covered or fenced.

(6) Every traffic route over, across or in an uncovered tank, pit or structure such as is mentioned in paragraph (5) shall be securely fenced.

(7) In this regulation, "dangerous substance" means –

(a) any substance likely to scald or burn;
(b) any poisonous substance;
(c) any corrosive substance;
(d) any fume, gas or vapour likely to overcome a person; or
(e) any granular or free-flowing solid substance, or any viscous substance which, in any case, is of a nature or quantity which is likely to cause danger to any person.

ACOP 13

127 The tanks, pits and structures mentioned in regulation 13(5) are referred to here as 'vessels' and include sumps, silos, and vats which people could fall into.

ACOP 13

128 Every vessel containing a dangerous substance should be adequately fenced or covered to prevent a person from falling into it.

129 Barriers should be sufficiently high, and filled in sufficiently, to prevent falls over or through the barrier. It should be of adequate strength and stability to restrain any person or object liable to fall onto or against it. Untensioned chains, ropes and other non-rigid materials should not be used.

130 As a minimum, barriers should consist of two guardrails (a top rail and a mid-rail) at suitable heights. The top of the barrier should be at least 1100 mm above the surface from which a person might fall.

131 Covers should be capable of supporting all loads liable to be imposed upon them, and any traffic liable to pass over them. They should be of a type which cannot be readily detached and removed, and should not be capable of being easily displaced.

132 Covers should be kept securely in place except when they have to be removed for inspection purposes or in order to gain access. Covers should be replaced as soon as possible.

133 When barriers or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to specified people and others kept out, for example by barriers; in high-risk situations adopt suitable formal written permit-to-work systems. A safe system of work should be operated which may include the provision and use of a personal fall-protection system. Give adequate information, instruction, training and supervision.

Guidance 13

134 This regulation requires the covering or fencing of tanks, pits and other storage where the risk from a trip or fall into it would require protection. Additional safeguards may be necessary in places where unauthorised entry is foreseeable.

Other Regulations and standards

135 Duties relating to falls from height in general are covered by the Work at Height Regulations 2005. Falls from height remain one of the biggest causes of work-related fatalities and major injuries.

136 Employers must make sure that all work at height is properly planned, supervised and carried out by competent people (see www.hse.gov.uk/falls/).

137 Building Regulations also have requirements on protection from falling[1,2] and there is a British Standard on barriers[29]. More information is available from local authorities.

Regulation 14 Windows and transparent or translucent doors, gates and walls

Regulation 14

(1) Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety –

(a) be of safety material or be protected against breakage of the transparent or translucent material; and
(b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

ACOP 14

138 When assessing whether it is necessary for transparent or translucent surfaces in doors, gates, walls and partitions to be of a safety material or be adequately protected against breakage, pay particular attention to the following cases:

- **in doors and gates, and door and gate side panels, where any part of the transparent or translucent surface is at shoulder level or below;**
- **in windows, walls and partitions, where any part of the transparent or translucent surface is at waist level or below, except in glasshouses where people are likely to be aware of the presence of glazing and avoid contact.**

This paragraph does not apply to narrow panes up to 250 mm wide measured between glazing beads.

139 'Safety materials' are:

- **materials which are inherently robust, such as polycarbonates or glass blocks;**
- **glass which, if it breaks, breaks safely;**
- **ordinary annealed glass which meets the thickness criteria in Figure 1 below.**

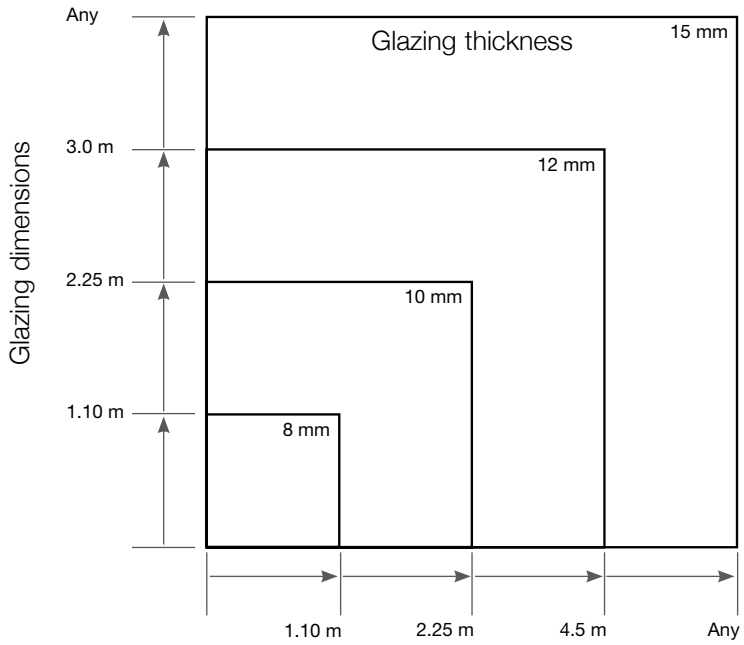

Figure 1 Glazing thickness requirements

ACOP 14

140 As an alternative to using safety materials, transparent or translucent surfaces can be adequately protected from breakage by a screen or barrier which will prevent people from contacting the glass if they fall against it. The screen or barrier should also be designed to prevent anyone climbing it, in case they fall through the glass from a height.

141 A transparent or translucent surface should be marked where necessary to make it apparent. The risk of collision is greatest in large, uninterrupted surfaces where the floor is at a similar level on each side, so people might reasonably think they can walk straight through. If features such as mullions, transoms, rails, door frames, large pull or push handles, or heavy tinting make the surface apparent, marking is not essential. Where marking is needed, it should be conspicuous and at an appropriate height (for example with coloured lines or patterns).

Guidance 14

142 The term 'safety glass' is used in a British Standard,[30] which is concerned with the breakage of flat glass or flat plastic sheet. Materials meeting that Standard, for example laminated or toughened glass, will break in a way that does not result in large, sharp pieces and will fulfil the second bullet point in paragraph 139. The term 'safety materials' as used in these Regulations includes safety glass, but also other materials as described in the first and third bullet point of paragraph 139.

143 Building Regulations[1,2] also have similar requirements and advice is available from local authorities.

Regulation 15 Windows, skylights and ventilators

Regulation 15

(1) No window, skylight or ventilator which is capable of being opened shall be likely to be opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to his health or safety.

(2) No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to his health or safety.

ACOP 15

144 It should be possible to reach or operate openable windows, skylights and ventilators safely. Where necessary, keep window poles or similar equipment available, or provide a stable platform or other safe means of access. Controls should be placed so that people are not likely to fall through or out of windows. Where there is a danger of falling from a height, devices should be provided to prevent the window opening too far.

145 Open windows, skylights or ventilators should not project into an area where people are likely to collide with them. The bottom edge of opening windows should normally be at least 800 mm above floor level, unless there is a barrier to prevent falls.

Guidance 15

146 Building Regulations[1,2] also cover opening and closing windows and there is a British Standard (BS 8213) that covers windows and skylights.[18] Further information is available from HSE's website (www.hse.gov.uk/falls/window.htm).

Regulation 16 Ability to clean windows etc safely

Regulation 16

(1) All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely.

(2) In considering whether a window or skylight is of a design or so constructed as to comply with paragraph (1), account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

ACOP 16

147 Make suitable provision for windows and skylights to be cleaned safely, particularly if they cannot be cleaned from the ground or other suitable surface.

148 Suitable provision includes:

- **fitting windows which can be cleaned safely from the inside, for example windows which pivot so that the outer surface is turned inwards;**
- **providing access equipment such as suspended cradles, travelling gantries or travelling ladders;**
- **providing suitable conditions for the future access and use of mobile/ portable access equipment, for example mobile-elevating work platforms, ladders etc. Suitable conditions include adequate access for the equipment, a firm and level surface in a safe place on which to stand it, and suitable points for tying or fixing a ladder;**
- **suitable and suitably placed anchor points or lines for use in conjunction with personal fall-protection equipment (eg harnesses, lanyards etc).**

Guidance 16

149 The Work at Height Regulations 2005 set out requirements for safe access. A British Standard covers anchor points[31] and HSE has more guidance on safe window cleaning and access equipment (www.hse.gov.uk/falls/window.htm).

Regulation 17 Organisation etc of traffic routes

Regulation 17

(1) Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.

(2) Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.

(3) Without prejudice to the generality of paragraph (2), traffic routes shall not satisfy the requirements of that paragraph unless suitable measures are taken to ensure that –

(a) pedestrians or, as the case may be, vehicles may use a traffic route without causing danger to the health or safety of persons at work near it;
(b) there is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it; and
(c) where vehicles and pedestrians use the same traffic route, there is sufficient separation between them.

(4) All traffic routes shall be suitably indicated where necessary for reasons of health or safety.

(5) Paragraph (2) shall apply so far as is reasonably practicable, to a workplace which is not a new workplace, a modification, an extension or a conversion.

ACOP 17

Definition

150 'Traffic route' is defined in regulation 2 as a 'route for pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp'.

151 Paragraphs 152, 158, and 162 include special provision for the management of the width and height of traffic routes in existence before 1 January 1993. These provisions reflect the requirements of regulation 17(5) that compliance with regulations 17(2) and (3) is only necessary if it is reasonably practicable to do so. This is because it might be difficult, in a few cases, for some routes in existence before the introduction of the ACOP to comply with the requirements for sufficient organisation and separation of traffic routes.

General requirements for traffic routes

152 There should be enough traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty. Features that obstruct routes should be avoided. On traffic routes in existence before 1 January 1993, obstructions such as limited headroom are acceptable provided they are indicated by, for example, the use of conspicuous tape. Give special consideration to the safety of people with impaired or no sight.

153 People in wheelchairs may be at greater risk than people on foot, so give special consideration to their safety. Traffic routes used by people in wheelchairs should be wide enough to allow unimpeded access, and ramps should be provided where necessary. Regulation 12(4) and paragraph 111 of this Code also deal with ramps.

154 Access between floors should not normally be by way of ladders or steep stairs. Fixed ladders or steep stairs may be used where a conventional staircase cannot be accommodated, provided they are only used by people who are capable of using them safely and any loads can be carried safely.

155 Inadequate or unsuitable routes should not be used by vehicles. Any restrictions should be clearly indicated. Uneven or soft ground should be made smooth and firm if vehicles could overturn or shed their loads. Sharp or blind bends on vehicle routes should be avoided as far as possible. If they are unavoidable, measures such as one-way systems or using mirrors to improve vision should be considered.

156 Prominent warning should be given to limited headroom, both in advance and at the obstruction itself. Any potentially dangerous obstructions should be shielded, such as overhead electric cables or pipes containing, for example, flammable or hazardous chemicals. Screens should be provided where necessary to protect people at risk from exhaust fumes at work, or to protect people from materials likely to fall from vehicles.

157 Sensible speed limits should be set and clearly displayed on vehicle routes except those used only by slow vehicles. Where necessary, suitable speed retarders should be provided. These should always be preceded by a warning sign or a mark on the road. Forklift trucks should avoid having to pass over road humps unless the truck is of a type which can negotiate them safely.

ACOP 17

158 Traffic routes used by vehicles should be wide enough to allow vehicles to circulate freely without having to leave the route. One-way systems or restrictions on parking should be introduced as necessary. Traffic management systems should be provided where it is not reasonably practicable to make the route wide enough for traffic routes in existence before 1 January 1993.

159 The need for vehicles with poor rear visibility to reverse should be eliminated as far as possible, for example by using one-way systems. There is further guidance on reversing in paragraph 172.

160 Traffic routes used by vehicles should not pass close to anything that is likely to collapse or be left in a dangerous state if hit (such as hollow, cast-iron columns and storage racking), or to any edge, unless they are fenced or adequately protected.

161 Where a load has to be tipped into a hopper, waste pit, or similar place, and the vehicle is liable to fall into it, provide substantial barriers or portable wheel stops at the end of the traffic route to prevent this.

Separation of people and vehicles

162 Any traffic route which is used by both pedestrians and vehicles should be wide enough to enable pedestrians to pass safely. On traffic routes in existence before 1 January 1993, where it is not reasonably practical to make the route wide enough, traffic management systems should be provided as necessary. In buildings, lines should be drawn on the floor to indicate routes followed by vehicles such as forklift trucks.

163 On routes used by automatic, driverless vehicles which are also used by pedestrians, take steps to ensure that pedestrians do not become trapped by vehicles. The vehicles should be fitted with safeguards to minimise the risk of injury and sufficient clearance provided between vehicles and pedestrians. Ensure that fixtures along the route do not create trapping hazards.

164 In doorways, gateways, tunnels, bridges, or other enclosed routes, vehicles should be separated from pedestrians by a kerb or barrier. For safety purposes, separate routes should be provided for pedestrians and they should be guided to use the correct route by clear marking. Such routes should be kept unobstructed. Similar measures should be taken where the speed or volume of vehicles would put pedestrians at risk.

165 Workstations should be adequately separated or shielded from vehicles.

Crossings

166 Appropriate crossing points should be provided and used where pedestrian and vehicle routes meet. Where necessary, barriers or rails should be provided to prevent pedestrians crossing at particularly dangerous points and to help guide them to designated crossing places. At crossing points where volumes of traffic are particularly heavy, consider providing suitable bridges or subways.

167 Where pedestrian and vehicle routes meet, there should be adequate visibility and open space. For example, where an enclosed pedestrian route (or a doorway or staircase) joins a vehicle route, there should be an open space of at least 1 m from which pedestrians can see along the vehicle route

ACOP 17

in both directions. In the case of a one-way route, the pedestrian should be able to see in the direction of oncoming traffic. Where such a space cannot be achieved, barriers or rails should be provided to prevent pedestrians walking directly onto the vehicle route.

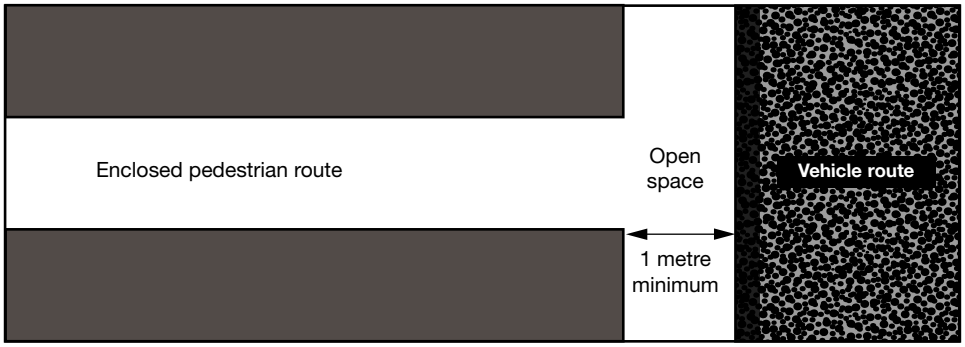

Figure 2 An enclosed pedestrian route

Loading bays

168 Loading bays should have at least one exit point from the lower level. Wide loading bays should have at least two exit points, one at each end. Alternatively, a refuge should be provided which can be used to avoid being struck or crushed by a vehicle.

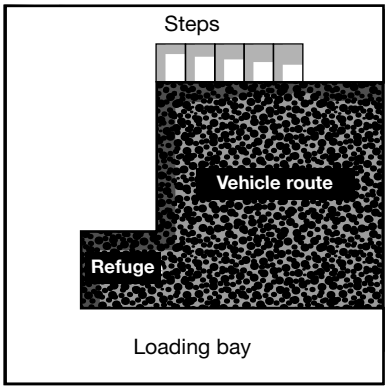

Figure 3 A refuge for a loading bay

Signs

169 Potential hazards on traffic routes used by vehicles and people should be indicated by suitable warning signs. Such hazards may include sharp bends, junctions, crossings, blind corners, steep gradients or roadworks.

170 Suitable road markings and signs should also be used to alert drivers to any restrictions which apply to the use of a traffic route. Adequate directions should also be provided to relevant parts of a workplace. Buildings, departments, entrances etc should be clearly marked, where necessary, so that unplanned manoeuvres are avoided.

171 Signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, although any signs used in connection with traffic should comply with the Traffic Signs Regulations and General Directions 2002 (as amended) (SI 2002 No 3113) and the Highway Code for use on public roads.

Guidance 17

172 Where large vehicles have to reverse, consider measures for reducing risks to pedestrians and any people in wheelchairs, such as:

- restricting reversing to places where it can be carried out safely;
- keeping people on foot or in wheelchairs away;
- providing suitable high-visibility clothing for people who are permitted in the area;
- fitting reversing alarms to warn the driver of an obstruction or apply the brakes automatically;
- employing banksmen to supervise the safe movement of vehicles; or
- built-in CCTV devices.

173 Whatever measures are adopted, a safe system of work should operate at all times. Take account of people with impaired sight or hearing.

174 If crowds of people are likely to overflow on to roadways, for example at the end of a shift, consider stopping vehicles from using the routes at such times.

175 Building Regulations have requirements on protection from falling, collision and impact[1,2] and further guidance is available from HSE's workplace transport safety website (www.hse.gov.uk/workplacetransport) and in related HSE publications.[32,33]

Regulation 18 Doors and gates

Regulation 18

(1) Doors and gates shall be suitably constructed (including being fitted with any necessary safety devices).

(2) Without prejudice to the generality of paragraph (1), doors and gates shall not comply with that paragraph unless –

(a) any sliding door or gate has a device to prevent it coming off its track during use;
(b) any upward opening door or gate has a device to prevent it falling back;
(c) any powered door or gate has suitable and effective features to prevent it causing injury by trapping any person;
(d) where necessary for reasons of health or safety, any powered door or gate can be operated manually unless it opens automatically if the power fails; and
(e) any door or gate which is capable of opening by being pushed from either side is of such a construction as to provide, when closed, a clear view of the space close to both sides.

ACOP 18

176 Doors and gates which swing in both directions should have a transparent panel except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels. Panels should be positioned so a person in a wheelchair can be seen from the other side.

177 Sliding doors should have a stop or other effective means to prevent the door coming off the track. They should also have a retaining rail to prevent the door falling should the suspension system fail or the rollers leave the track.

178 Upward opening doors should be fitted with an effective device such as a counterbalance or ratchet mechanism to prevent them falling back in a manner likely to cause injury.

ACOP 18

179 Doors and gates should be constructed and maintained in accordance with Building Regulations,[1,2] and maintained as required by regulation 5.

180 Power-operated doors and gates should have safety features to prevent people being injured as a result of being struck or trapped. Safety features include:

- **a sensitive edge, or other suitable detector, and associated trip device to stop, or reverse, the motion of the door or gate when obstructed;**
- **a device to limit the closing force so that it is not enough to cause injury;**
- **an operating control which must be held in position during the whole of the closing motion. This will only be suitable where the risk of injury is low and the speed of closure is slow. Such a control, when released, should cause the door to stop or reopen immediately and should be positioned so that the operator has a clear view of the door throughout its movement.**

181 Where necessary, power-operated doors and gates should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency. Normal on/off controls may be sufficient.

182 It should be possible to open a power-operated door or gate if the power supply fails, unless it opens automatically in such circumstances or there is an alternative way through. This does not apply to lift doors and other doors and gates which are there to prevent falls or access to areas of potential danger.

183 Where tools are necessary for manual opening they should be readily available at all times. If the power supply is restored while the door is being opened manually, the person opening it should not be put at risk.

Guidance 18

184 When new powered doors or gates are installed, including situations where existing manually operated doors/gates are fitted with powered actuators (whether controlled automatically or by an operator), before first use they must meet the requirements of the Supply of Machinery (Safety) Regulations 2008.[34]

185 Those Regulations require all machinery to be designed and constructed for safety. As well as the provision of suitable safety devices and CE marking, the machinery must be accompanied by comprehensive instructions for use and maintenance, and a Declaration of Conformity issued by the manufacturer (usually the installer of the complete product). The appropriate use of a product which complies with a European Technical Assessment, as defined in the (EU) Construction Products Regulation 305/2011, should meet the relevant requirements (http://ec.europa.eu/enterprise/sectors/construction/legislation/).

Regulation 19 Escalators and moving walkways

Regulation 19

(1) Escalators and moving walkways shall –

(a) function safely;
(b) be equipped with any necessary safety devices;
(c) be fitted with one or more emergency stop controls which are easily identifiable and readily accessible.

Guidance 19

186 Further information on the safe use and periodic thorough examination of escalators is available from HSE's website.[16]

Regulation 20 Sanitary conveniences

Regulation 20

(1) Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.

(2) Without prejudice to the generality of paragraph (1), sanitary conveniences shall not be suitable unless –

(a) the rooms containing them are adequately ventilated and lit;
(b) they and the rooms containing them are kept in a clean and orderly condition; and
(c) separate rooms containing conveniences are 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.

(3) It shall be sufficient compliance with the requirements in paragraph (1) to provide sufficient sanitary conveniences in a workplace which is not a new workplace, a modification, an extension or a conversion and which, immediately before this regulation came into force in respect of it, was subject to the provisions of the Factories Act 1961, if sanitary conveniences are provided in accordance with the provisions of Part II of Schedule 1.

Guidance 20

187 There is additional information on the numbers and provision of toilet facilities in the ACOP text accompanying regulation 21 below.

Regulation 21 Washing facilities

Regulation 21

(1) Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided at readily accessible places.

(2) Without prejudice to the generality of paragraph (1), washing facilities shall not be suitable unless –

(a) they are provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere as well;
(b) they are provided in the vicinity of any changing rooms required by these Regulations, whether or not provided elsewhere as well;
(c) they include a supply of clean hot and cold, or warm, water (which shall be running water so far as is practicable);
(d) they include soap or other suitable means of cleaning;
(e) they include towels or other suitable means of drying;
(f) the rooms containing them are sufficiently ventilated and lit;

Regulation 21

(g) they and the rooms containing them are kept in a clean and orderly condition; and

(h) separate facilities are provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

(3) Paragraph (2)(h) shall not apply to facilities which are provided for washing hands, forearms and face only.

ACOP 21

188 Sufficient toilet and washing facilities should be provided to allow everyone at work to use them without unreasonable delay.

189 Provision must be made for any workers with a disability to enable them to have access to facilities which are adjusted for their use if necessary.

190 Facilities should be located so they are convenient. They do not have to be within the workplace, but they should, if possible, be within the building. If the facilities are being provided by someone else, for example the owner of the building, they should still meet the provisions of this Code and be available at all times when workers might be expected to be in the workplace. The use of public facilities is only acceptable as a last resort, where no other arrangement is possible.

191 Facilities should provide adequate protection from the weather.

192 Toilets should be connected to a suitable drainage system and have an effective means for flushing with water. Toilet paper should be provided in a holder or dispenser. A coat hook should also be provided. In toilets used by women, suitable means for the disposal of sanitary dressings should also be provided.

193 Washbasins should have hot and cold, or warm, running water, and be large enough to allow a worker to wash their face, hands and forearms. Showers or baths should also be provided where the work is:

- **particularly strenuous;**
- **dirty; or**
- **results in contamination of the skin by hazardous or offensive materials.**

194 Man-made water systems are a potential source for legionella bacteria growth, and risks from legionella in such systems should be appropriately assessed and managed.

195 Showers which are fed by both hot and cold water should be fitted with a device such as a thermostatic mixer valve to prevent users being scalded.

196 Facilities should be arranged to ensure adequate privacy for the user. In particular:

- **each toilet should be in a separate room or cubicle, with a door that can be secured from the inside;**
- **it should not be possible to see urinals, or into communal shower or bathing areas, from outside the facilities when any entrance or exit door opens;**
- **windows to toilets, showers or bathrooms should be of opaque material or have blinds or curtains unless it is not possible to see into them from outside;**

ACOP 21

- **the facilities should be fitted with doors at entrances and exits unless other measures are taken to ensure an equivalent degree of privacy.**

Minimum numbers of facilities

197 Table 1 shows the minimum number of toilets and washbasins that should be provided where both men and women are working. Column 1 refers to the maximum number of workers likely to be in the workplace at any one time. If separate toilets are provided for a group of workers (eg men, women, office workers or manual workers), a separate calculation should be made for each group. More facilities may be necessary if, for example, breaks are taken at set times or workers finish work together and need to wash before leaving.

Table 1 Number of facilities needed per number of people at work

1 Number of people at work	2 Number of cubicles	3 Number of washbasins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Guidance 21

198 Table 1 provides advice on provision for mixed workplaces. However, where it may be necessary to provide urinals for use by men, then the advice in Table 2 may be followed.

ACOP 21

199 Table 2 may be followed as an alternative to column 2 of Table 1 if toilets are only used by men. A urinal may either be an individual urinal or a section of urinal space which is at least 600 mm long.

Table 2 Number of facilities needed per number of men at work

1 Number of men at work	2 Number of cubicles	3 Number 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

ACOP 21

200 An additional toilet and washbasin should be provided for every 25 people above a total of 100 (or fraction of 25). For toilets only used by men, an additional cubicle for every 50 men (or fraction of 50) above 100 is sufficient, provided at least an equal number of additional urinals are provided.

201 For dirty work which results in the heavy soiling of the face, hands and forearms, the number of washbasins should be increased to one for every 10 people at work (or fraction of 10) up to 50 people, and one extra for every additional 20 people (or fraction of 20).

202 If the facilities provided for workers are also used by members of the public, the number of toilets and washbasins specified above should be increased as necessary to ensure that workers can use the facilities without unreasonable delay.

Remote workplaces and temporary work sites

203 For remote workplaces without running water or a nearby sewer, provide enough water in containers for washing, or other means of maintaining personal hygiene, and enough chemical toilets. As far as possible, avoid chemical toilets that have to be emptied manually. If chemical toilets must be used, provide a suitable deodorising agent and ensure they are emptied and recharged at suitable intervals.

204 For temporary work sites, regulation 3(2) requires dutyholders to provide suitable and sufficient toilets and washing facilities, so far as reasonably practicable. In other cases, mobile facilities should be provided wherever possible. These should, if possible, include flushing toilets and running water for washing and meet the other requirements of this Code.

Ventilation, cleanliness and lighting

205 Any room containing a toilet should be well ventilated, so that offensive odours do not linger. Measures should also be taken to prevent odours entering other rooms. It should not be possible for air from a room containing a toilet to enter a room where food is processed, prepared or eaten.

206 Arrangements should be made to ensure that rooms containing toilets or washing facilities are well lit and kept clean. The frequency and thoroughness of cleaning should be adequate for this purpose. Responsibility for cleaning should be clearly established, particularly where facilities are shared by more than one workplace. The surfaces of internal walls and floors of the facilities should normally have a surface which permits wet cleaning, for example ceramic tiling or a washable surface.

Other Regulations and publications

Guidance 21

207 Any water system, with the right environmental conditions, could be a source for legionella bacteria growth. Further guidance is available on HSE's website (www.hse.gov.uk/legionnaires/).

208 Other Regulations and Approved Codes of Practice on the control of substances hazardous to health[19-23] also deal with washing facilities. More information about the requirements of food hygiene legislation is available from the Environmental Health Departments of local authorities. Building Regulations also set specifications and standards for toilet and washing facilities.[1,2]

Regulation 22 Drinking water

Regulation 22

(1) An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace.

(2) Every supply of drinking water required by paragraph (1) shall –

(a) be readily accessible at suitable places; and
(b) be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

(3) Where a supply of drinking water is required by paragraph (1), there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

ACOP 22

209 Drinking water should normally be obtained directly from a suitable public or private mains supply. If a cistern, tank or vessel is used as a supply, it should be well covered, kept clean and tested and disinfected as necessary. If refillable containers need to be used, they should be suitably enclosed to prevent contamination and refilled at least once a day.

210 Drinking water taps should not be installed in places where contamination is likely, for example in a workshop where lead is handled or processed. As far as is reasonably practicable, they should also not be installed in toilets.

211 Drinking cups or beakers should be provided unless the supply is through a drinking fountain. In the case of non-disposable cups, a facility for washing them should be provided nearby.

Guidance 22

212 Bottled water/water dispensing systems may be provided as a supplementary source of drinking water. Further information on drinking water is available from the Department for Environment, Food and Rural Affairs (DEFRA).[35]

Regulation 23 Accommodation for clothing

Regulation 23

(1) Suitable and sufficient accommodation shall be provided –

(a) for the clothing of any person at work which is not worn during working hours; and
(b) for special clothing which is worn by any person at work but which is not taken home.

(2) Without prejudice to the generality of paragraph (1), the accommodation mentioned in that paragraph shall not be suitable unless –

(a) where facilities to change clothing are required by regulation 24, it provides suitable security for the clothing mentioned in paragraph (1)(a);
(b) where necessary to avoid risks to health or damage to the clothing, it includes separate accommodation for clothing worn at work and for other clothing;
(c) so far as is reasonably practicable, it allows or includes facilities for drying clothing; and
(d) it is in a suitable location.

ACOP 23

213 Provide accommodation for work clothing and workers' own personal clothing so it can be hung in a clean, warm, dry, well-ventilated place, where it can dry out during the course of a working day if necessary. If the workroom is unsuitable for this purpose, then provide accommodation in another convenient place.

214 Where facilities to change clothes are required by regulation 24, take effective measures to ensure the security of clothing. This may be achieved, for example, by providing a lockable locker for each worker.

215 Where work clothing (including personal protective equipment) becomes dirty, damp or contaminated due to the work, it should be accommodated separately from the worker's own clothing. If it becomes wet, the facilities should enable it to be dried by the beginning of the following work period, unless other dry clothing is provided.

Guidance 23

216 Special work clothing includes all clothing that is only worn at work, such as overalls, uniforms, thermal clothing and hats worn for food hygiene purposes.

217 Separate Regulations deal with personal protective equipment at work in greater detail.[12,13]

218 Other Regulations and Approved Codes of Practice on the control of substances hazardous to health also deal with accommodation for clothing.[19-23]

219 More information about the requirements of food hygiene legislation is available from the Environmental Health Departments of local authorities.

Regulation 24 Facilities for changing clothing

Regulation 24

(1) Suitable and sufficient facilities shall be provided for any person at work in the workplace to change clothing in all cases where –

(a) the person has to wear special clothing for the purpose of work; and
(b) the person can not, for reasons of health or propriety, be expected to change in another room.

(2) Without prejudice to the generality of paragraph (1), the facilities mentioned in that paragraph shall not be suitable unless they include separate facilities for, or separate use of facilities by, men and women where necessary for reasons of propriety and the facilities are easily accessible, of sufficient capacity and provided with seating.[(a)]

(a) Words added by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(g)

ACOP 24

220 A changing room or rooms should be provided for workers who change into special work clothing (see paragraph 213) and where they remove more than outer clothing. Changing rooms should also be provided where necessary to prevent workers' own clothing being contaminated by a hazardous substance.

221 The changing facilities should be fitted with adequate seating and contain, or connect directly with, clothing accommodation and showering/bathing facilities. They should be accessible from workrooms and eating facilities, and ensure the occupier's privacy.

ACOP 24

222 The facilities should be large enough to allow the maximum number of workers expected to use them at any one time to do so without overcrowding or unreasonable delay.

Guidance 24

223 Further guidance is available from HSE in the Approved Codes of Practice on the Control of Substances Hazardous to Health Regulations.[19-23]

Regulation 25 Facilities for rest and to eat meals

Regulation 25

(1) Suitable and sufficient rest facilities shall be provided at readily accessible places.

(2) Rest facilities provided by virtue of paragraph (1) shall –

(a) where necessary for reasons of health or safety include, in the case of a new workplace, an extension or a conversion, rest facilities provided in one or more rest rooms, or, in other cases, in rest rooms or rest areas;
(b) include suitable facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated.

(3) Rest rooms and rest areas shall –

(a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke; and
(b) be equipped with –
(i) an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time; and
(ii) seating which is adequate for the number of disabled persons at work and suitable for them.[(a)]

(4) Suitable facilities shall be provided for any person at work who is a pregnant woman or nursing mother to rest.

(5) Suitable and sufficient facilities shall be provided for persons at work to eat meals where meals are regularly eaten in the workplace.

Disabled persons

25A 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.[(b)]

(a) Substituted by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(h)
(b) Added by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (SI 2002/2174) regulation 6(i)

ACOP 25

224 Provide suitable seats for workers who have to stand to carry out their work, if the type of work gives them an opportunity to sit from time to time.

225 Provide suitable seats for workers to use during breaks, within areas in which personal protective equipment need not be worn. In offices and other reasonably clean workplaces, seats in the work area will be sufficient,

ACOP 25

provided workers are not subject to excessive disturbance during breaks, for example by contact with the public. In other cases, one or more separate rest areas should be provided (which for new workplaces, extensions and conversions should include a separate rest room).

226 Rest areas or rooms provided in accordance with regulation 25(2) should be large enough, and have sufficient seats and tables, for the number of workers likely to use them at one time.

227 If there is any requirement for workers to frequently leave their work area then provide a suitable rest area where they can wait.

228 Where workers regularly eat meals at work, provide suitable and sufficient facilities. Such facilities should also be provided where food would otherwise be likely to be contaminated, including by dust or water.

229 Seats in work areas can be counted as eating facilities provided they are in a sufficiently clean place and there is a suitable surface on which to place food. Eating facilities should include a facility for preparing or obtaining a hot drink, such as an electric kettle, a vending machine or a canteen. 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.

230 Eating facilities should be kept clean to a suitable hygiene standard. Clear responsibility for cleaning should be allocated.

231 Where necessary, ensure the facilities do not become contaminated by substances brought in on footwear or clothing. Adequate washing and changing facilities should be provided in a conveniently accessible place.

232 Canteens or restaurants may be used as rest facilities, providing there is no obligation to buy food in order to use them.

233 Good hygiene standards should be maintained in those parts of rest facilities used for eating or preparing food and drinks.

Facilities for pregnant women and nursing mothers

234 Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to toilets and, where necessary, include the facility to lie down. Separate guidance is available on working safely with ionising radiation for expectant or breastfeeding mothers.[36]

Preventing discomfort caused by tobacco smoke

235 Where smoking in any area of the workplace or any rest area is not prohibited by law (for example some care homes or prisons), non-smokers should be protected from experiencing discomfort from tobacco smoke. Staff who provide care or other services in residential rooms where the users are permitted to smoke must be provided with a separate, smokefree rest room or rest area.

Guidance 25

236 The Smoking, Health and Social Care (Scotland) Act 2005 (for Scotland) and the Health Act 2006 (for England and Wales) prohibit smoking in workplaces, including rest rooms and many rest areas. Any area where smoking is permitted should be sited, where possible, far enough from work areas and non-smoking rest areas to prevent tobacco smoke getting into them – taking into account doors and windows that may open.

237 The subject of eating in the workplace is also dealt with in other Regulations concerning asbestos, lead, and ionising radiations, and in Approved Codes of Practice on the control of substances hazardous to health, and on work in potteries.[19-23]

People with disabilities

238 Regardless of their disability, people should be able to gain access to buildings and use the facilities. This could mean that an employer may need to make some changes to a building or premises to take account of the disabled person's needs. This could include:

- taking into account the structure of a building, for example steps, changes of level, emergency exits or narrow doorways;
- some disabled people who can walk find it easier to negotiate a flight of stairs rather than a ramp, and for those people handrails for support is essential;
- looking at the way the building has been fitted out, for example avoiding heavy doors, inaccessible toilets or inappropriate lighting;
- there should be suitable toilets designed for wheelchair users and disabled people who can walk;
- for disabled people, suitable toilet accommodation may take the form of specially designed cubicles in separate-sex toilet washrooms or a self-contained unisex toilet;
- for disabled people who can walk, doors to compartments should be outward-opening;
- workers using wheelchairs may need to have workstation access widened and the height of their workstation modified.

239 Building Regulations[1,2] may be relevant and more information is available from the Equality and Human Rights Commission (www.equalityhumanrights.com).

Regulation 26 Exemption certificate

Regulation 26

(1) The Secretary of State for Defence may, in the interests of national security, by a certificate in writing exempt any of the home forces, any visiting force or any headquarters from the requirements of these Regulations and any exemption may be granted subject to conditions and to a limit of time and may be revoked by the said Secretary of State by a further certificate in writing at any time.

(2) In this regulation –

(a) "the home forces" has the same meaning as in section 12(1) of the Visiting Forces Act 1952;
(b) "headquarters" has the same meaning as in article 3(2) of the Visiting Forces and International Headquarters (Application of law) Order 1999;[(a)]
(c) "visiting force" has the same meaning as it does for the purposes of any provision of Part I of the Visiting Forces Act 1952.

(a) to which there are amendments not relevant to these Regulations

Regulation 27 Repeals, saving and revocations

Regulation 27

(1) The enactments mentioned in column 2 of Part I of Schedule 2 are repealed to the extent specified in column 3 of that Part.

(2) Nothing in this regulation shall affect the operation of any provision of the Offices, Shops and Railway Premises Act 1963 as that provision has effect by virtue of section 90(4) of that Act.

(3) The instruments mentioned in column 1 of Part II of Schedule 2 are revoked to the extent specified in column 3 of that Part.

Schedule 1 Provisions applicable to factories which are not new workplaces, modifications, extensions or conversions

Schedule 1

Regulations 10 and 20

Part I – Space

1 No room in the workplace shall be so overcrowded as to cause risk to the health or safety of persons at work in it.

2 Without prejudice to the generality of paragraph 1, the number of persons employed at a time in any workroom shall not be such that the amount of cubic space allowed for each is less than 11 cubic metres.

3 In calculating for the purposes of this Part of this Schedule the amount of cubic space in any room no space more than 4.2 metres from the floor shall be taken into account and, where a room contains a gallery, the gallery shall be treated for the purposes of this Schedule as if it were partitioned off from the remainder of the room and formed a separate room.

Part II – Number of sanitary conveniences

4 In workplaces where females work, there shall be at least one suitable water closet for use by females only for every 25 females.

5 In workplaces where males work, there shall be at least one suitable water closet for use by males only for every 25 males.

6 In calculating the number of males or females who work in any workplace for the purposes of this Part of this Schedule, any number not itself divisible by 25 without fraction or remainder shall be treated as the next number higher than it which is so divisible.

Schedule 2 Repeals and revocations

Schedule 2 contains repeals and revocations enacted when these Regulations came into force. Further repeals and revocations are made by amending legislation as part of regulatory reform.

More information can be found at www.legislation.gov.uk

Schedule 2

Regulation 27

Part I – Repeals

1 *Chapter*	*2* *Short title*	*3* *Extent of repeal*
1961 c.34	*The Factories Act 1961*	*Section 1 to 7, 18, 28, 29, 57 to 60 and 69*
1963 c.41	*The Offices, Shops and Railway Premises Act 1963*	*Sections 4 to 16*
1956 c.49	*The Agriculture (Safety, Health and Welfare Provisions) Act 1956*	*Section 3 and 5 and, in section 25, sub-sections (3) and (6)*

Part II – Revocations

1 *Title*	*2* *Reference*	*3* *Extent of revocation*
The Flax and Tow Spinning and Weaving Regulations 1906	*SR & O 1906/177, amended by SI 1988/1657*	*Regulations 3, 8, 10, 11 and 14*
The Hemp Spinning and Weaving Regulations 1907	*SR & O 1907/660, amended by SI 1988/1657*	*Regulations 3 to 5 and 8*
Order dated 5 October 1917 (the Tin and Terne Plates Manufacture Welfare Order 1917)	*SR & O 1917/1035*	*The whole Order*
Order dated 15 May 1918 (the Glass Bottle, etc Manufacture Welfare Order 1918)	*SR & O 1918/558*	*The whole Order*
Order dated 15 August 1919 (the Fruit Preserving Welfare Order 1919)	*SR & O 1919/1136, amended by SI 1988/1657*	*The whole Order*

Schedule 2

Part II Revocations (continued)

1 *Title*	*2* *Reference*	*3* *Extent of revocation*
Order dated 23 April 1920 (the Laundries Welfare Order 1920)	*SR & O 1920/654*	*The whole Order*
Order dated 28 July 1920 (the Gut Scraping, Tripe Dressing etc Welfare Order 1920)	*SR & O 1920/1437*	*The whole Order*
Order dated 9 September 1920 (the Herring Curing (Norfolk and Suffolk) Welfare Order 1920)	*SR & O 1920/1662*	*The whole Order*
Order dated 3 March 1921 (the Glass Bevelling Welfare Order 1921)	*SR & O 1921/288*	*The whole Order*
The Herring Curing (Scotland) Welfare Order 1926	*SR & O 1926/535 (S. 24)*	*The whole Order*
The Herring Curing Welfare Order 1927	*SR & O 1927/813, amended by SI 1960/1690 and 917*	*The whole Order*
The Sacks (Cleaning and Repairing) Welfare Order 1927	*SR & O 1927/860*	*The whole Order*
The Horizontal Milling Machine Regulations 1928	*SR & O 1928/548*	*The whole Regulations*
The Cotton Cloth Factories Regulations 1929	*SI 1929/300*	*Regulations 5 to 10, 11 and 12*
The Oil Cake Welfare Order 1929	*SR & O 1929/534*	*Articles 3 to 6*
The Cement Works Welfare Order 1930	*SR & O 1930/94*	*The whole Order*
The Tanning Welfare Order 1930	*SR & O 1930/312*	*The whole Order*
The Kiers Regulations 1938	*SR & O 1938/106, amended by SI 1981/1152*	*Regulations 12 to 15*

Schedule 2

Part II Revocations (continued)

1 *Title*	*2* *Reference*	*3* *Extent of revocation*
The Sanitary Accommodation Regulations 1938	*SR & O 1938/611, amended by SI 1974/426*	*The whole Regulations*
The Clay Works (Welfare) Special Regulations 1948	*SI 1948/1547*	*Regulations 3, 4, 6, 8 and 9*
The Jute (Safety, Health and Welfare) Regulations 1948	*SI 1948/1696, amended by SI 1988/1657*	*Regulations 11, 13, 14 to 16 and 19 to 26*
The Pottery (Health and Welfare) Special Regulations 1950	*SI 1950/65, amended by SI 1963/879, 1973/36, 1980/1248, 1982/877, 1988/1657, 1989/2311 and 1990/305*	*Regulation 15*
The Iron and Steel Foundries Regulations 1953	*SI 1953/1464, amended by SI 1974/1681 and 1981/1332*	*The whole Regulations*
The Washing Facilities (Running Water) Exemption Regulations 1960	*SI 1960/1029*	*The whole Regulations*
The Washing Facilities (Miscellaneous Industries) Regulations 1960	*SI 1960/1214*	*The whole Regulations*
The Factories (Cleanliness of Walls and Ceilings) Order 1960	*SI 1960/1794, amended by SI 1974/427*	*The whole Order*
The Non-ferrous Metals (Melting and Founding) Regulations 1962	*SI 1962/1667, amended by SI 1974/1681, 1981/1332 and 1988/165*	*Regulations 5, 6 to 10, 14 to 17 and 20*
The Offices, Shops and Railway Premises Act 1963 (Exemption No 1) Order 1964	*SI 1964/964*	*The whole Order*
The Washing Facilities Regulations 1964	*SI 1964/965*	*The whole Regulations*
The Sanitary Conveniences Regulations 1964	*SI 1964/966, amended by SI 1982/827*	*The whole Regulations*
The Offices, Shops and Railway Premises Act 1963 (Exemption No 7) Order 1968	*SI 1968/1947, amended by SI 1982/827*	*The whole Order*

Schedule 2

Part II Revocations (continued)

1 *Title*	*2* *Reference*	*3* *Extent of revocation*
The Abrasive Wheels Regulations 1970	*SI 1970/535*	*Regulation 17*
The Sanitary Accommodation (Amendment) Regulations 1974	*SI 1974/426*	*The whole Regulations*
The Factories (Cleanliness of Walls and Ceilings) (Amendment) Regulations 1974	*SI 1974/427*	*The whole Regulations*
The Woodworking Machines Regulations 1974	*SI 1974/903, amended by SI 1978/1126*	*Regulations 10 to 12*
The Offices, Shops and Railway Premises Act 1963 etc (Metrication) Regulations 1982	*SI 1982/827*	*The whole Regulations*

Appendix 1 Notice of Approval

By virtue of section 16(4) of the Health and Safety at Work etc Act 1974 (the 1974 Act), and with the consent of the Secretary of State for Work and Pensions, following consultation in accordance with section 16(2) of the 1974 Act, the Health and Safety Executive has on 25 September 2013 approved the revision to the Code of Practice entitled *Workplace health, safety and welfare* (Second edition, 2013, L24). The Code of Practice gives practical guidance with respect to the Workplace (Health, Safety and Welfare) Regulations 1992.

The revised Code of Practice comes into effect on 18 November 2013.

Signed

SUE JOHNS
Secretary to the Board of the Health and Safety Executive

14 November 2013

Appendix 2 Extracts from relevant health and safety legislation

Health and Safety at Work etc Act 1974 – Section 2

'(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees.

(2) Without predjudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular –

- *(a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*
- *(b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances:*
- *(c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*
- *(d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;*
- *(e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.'*

Health and Safety at Work etc Act 1974 – Section 4

'(1) This section has effect for imposing on persons duties in relation to those who –

- *(a) are not their employees; but*
- *(b) use non-domestic premises made available to them as a place of work or as a place where they may use plant or substances provided for their use there,*

and applies to premises so made available and other non-domestic premises used in connection with them.

(2) It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means to access thereto or egress therefrom or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.

(3) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to –

(a) the maintenance or repair of any premises to which this section applies or any means of access thereto or egress therefrom; or
(b) the safety of or the absence of risks to health arising from plant or substances in any such premises;

that person shall be treated, for the purposes of subsection (2) above, as being a person who has control of the matters to which his obligation extends.

(4) Any reference in this section to a person having control of any premises or matter is a reference to a person having control of the premises or matter in connection with the carrying on by him of a trade, business or other undertaking (whether for profit or not).'

Factories Act 1961 – Section 175(5)

'Any workplace in which, with the permission of or under agreement with the owner or occupier, two or more persons carry on any work which would constitute a factory if the persons working therein were in the employment of the owner or occupier, shall be deemed to be a factory for the purposes of this Act, and, in the case of any such workplace not being a tenement factory or part of a tenement factory, the provisions of this Act shall apply as if the owner or occupier of the workplace were the occupier of the factory and the persons working therein were persons employed in the factory.'

References

Where reference is made to a British Standard, there may also be an equivalent European Standard.

1 Building Act 1984 (England and Wales): www.legislation.gov.uk/ukpga/1984/55
Building (Scotland) Act: www.legislation.gov.uk/asp/2003/8/contents

2 Approved Documents for Building Regulations in England and Wales: www.planningportal.gov.uk/buildingregulations/
Approved Documents for Building Regulations in Scotland: www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards

3 Health and Safety at Work etc Act 1974 (c.37) The Stationery Office 1974 ISBN 978 0 10 543774 1 www.legislation.gov.uk/ukpga/1974/37

4 *Management of Health and Safety at Work Regulations 1999* SI 1999/2051 www.legislation.gov.uk/uksi/1999/3242/contents/made

5 *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm

6 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice* L144 HSE Books 2007 ISBN 978 0 7176 6223 4 www.hse.gov.uk/pubns/books/l144.htm

7 *Working alone: Health and safety guidance on the risks of lone working* Leaflet INDG73(rev3) HSE Books 2013 www.hse.gov.uk/pubns/indg73.htm

8 Advice on HSE's website about organising transport delivery: www.hse.gov.uk/workplacetransport/information/cooperation.htm

9 *Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance* L22 (Third edition) HSE Books 2008 ISBN 978 0 7176 6295 1 www.hse.gov.uk/pubns/books/l22.htm

10 HSE's work equipment and machinery website: www.hse.gov.uk/work-equipment-machinery/puwer.htm

11 *Maintenance engineering and management: Guide M* Chartered Institution of Building Services Engineers CIBSE 2008 ISBN 978 1 9032 8793 4

12 *Personal protective equipment at work (PPE): A brief guide* Leaflet INDG174(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg174.htm

13 *Personal protective equipment at work (Second edition). Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations* L25 (Second edition) HSE Books 2005 ISBN 978 0 7176 6139 8 www.hse.gov.uk/pubns/books/l25.htm

14 HSE's electricity at work website: www.hse.gov.uk/electricity/information/law.htm

15 *Memorandum of guidance on the Electricity at Work Regulations 1989. Guidance on Regulations* HSR25 (Second edition) HSE Books 2007 ISBN 978 0 7176 6228 9 www.hse.gov.uk/pubns/books/hsr25.htm

16 HSE guidance on passenger lifts and escalators: www.hse.gov.uk/work-equipment-machinery/passenger-lifts.htm

17 BS 5656-1:1997 *Safety rules for the construction and installation of escalators and passenger conveyors. Specification and proformas for test and examination of new installations* British Standards Institution

18 BS 8213-1:2004 *Windows, doors and rooflights. Design for safety in use and during cleaning of windows, including door-height windows and roof windows. Code of practice* British Standards Institution

19 *Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance* L5 (Sixth edition) HSE Books 2013 ISBN 978 0 7176 6582 2 www.hse.gov.uk/pubns/books/l5.htm

20 *Control of substances hazardous to health in the production of pottery. The Control of Substances Hazardous to Health Regulations 1994. The Control of Lead at Work Regulations 1998. The Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice* L60 HSE Books 1995 ISBN 978 0 7176 0849 2 www.hse.gov.uk/pubns/books/l60.htm

21 *Work with materials containing asbestos. Control of Asbestos Regulations 2006. Approved Code of Practice and guidanc*e L143 HSE Books 2006 ISBN 978 0 7176 6206 7 www.hse.gov.uk/pubns/books/l143.htm

22 *Control of lead at work. Control of Lead at Work Regulations 2002. Approved Code of Practice and guidance* L132 (Third edition) HSE Books 2002 ISBN 978 0 7176 2565 9 www.hse.gov.uk/pubns/books/l132.htm

23 *Work with ionising radiation. The Ionising Radiations Regulations 1999. Approved Code of Practice and guidance* L121 HSE Books 2000 ISBN 978 0 7176 1746 3 www.hse.gov.uk/pubns/books/l121.htm

24 *Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations* L8 (Fourth edition) HSE Books 2013 ISBN 978 0 7176 6615 7 www.hse.gov.uk/pubns/books/l8.htm

25 *Environmental design: Guide A* Chartered Institution of Building Services Engineers CIBSE 2006 ISBN 978 1 9032 8766 8

26 Lighting guides from the Chartered Institution of Building Services Engineers: https://www.cibseknowledgeportal.co.uk/search.html?st=lighting

27 *Work with display screen equipment. Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Guidance on Regulations* L26 (Second edition) HSE Books 2003 ISBN 978 0 7176 2582 6 www.hse.gov.uk/pubns/books/l26.htm

28 *Working with display screen equipment (DSE): A brief guide* INDG36(rev4) HSE Books 2013 www.hse.gov.uk/pubns/indg36.htm

29 BS 6180:2011 *Barriers in and about buildings. Code of practice* British Standards Institution

30 BS 6262-4:2005 *Glazing for buildings. Code of practice for safety related to human impact* British Standards Institution

31 BS 7883:2005 *Code of practice for the design, selection, installation, use and maintenance of anchor devices conforming to BS EN 795* British Standards Institution

32 *Workplace transport safety: An employers' guide* HSG136 (Second edition) HSE Books 2005 ISBN 978 0 7176 6154 1 www.hse.gov.uk/pubns/books/hsg136.htm

33 *Workplace transport safety: A brief guide* Leaflet INDG199(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg199.htm

34 *Supplying new machinery: A short guide to the law and some information on what to do for anyone supplying machinery for use at work* Leaflet INDG270(rev1) HSE 2011 www.hse.gov.uk/pubns/indg270.pdf

35 DEFRA advice on drinking water: http://dwi.defra.gov.uk/consumers/advice-leaflets/standards.pdf

36 *Working safely with ionising radiation: Guidance for expectant or breastfeeding mothers* Leaflet INDG334 HSE Books 2001 www.hse.gov.uk/pubns/indg334.pdf

Further reading

HSE's workplace health, safety and welfare website: www.hse.gov.uk/whsw/

Workplace health, safety and welfare: A short guide for managers Leaflet INDG244(rev2) HSE Books 2007 www.hse.gov.uk/pubns/indg244.htm

Ergonomics and human factors at work: A brief guide Leaflet INDG90(rev3) HSE Books 2013 www.hse.gov.uk/pubns/indg90.htm

Health and safety in roof work HSG33 (Fourth edition) HSE Books 2012 ISBN 978 0 7176 6527 3 www.hse.gov.uk/pubns/books/hsg33.htm

Minimising the risk of legionnaires' disease TM 13 Chartered Institution of Building Services Engineers CIBSE 2013 ISBN 978 1 9068 4633 6

Warehousing and storage: A guide to health and safety HSG76 (Second edition) HSE Books 2007 ISBN 978 07176 6225 8 www.hse.gov.uk/pubns/books/hsg76.htm

BS EN 365:2004 *Personal protective equipment against falls from a height: General requirements for instructions for use, maintenance, periodic examination, repair, marking and packaging* British Standards Institution

BS EN 1991-1-1:2002 *Actions on structures: General actions* British Standards Institution

BS EN 1991-1-3:2003 *Actions on structures: General actions* British Standards Institution

BS 5395-3:1985 *Stairs, ladders and walkways. Code of practice for the design of industrial type stairs, permanent ladders and walkways* British Standards Institution

BS 4211:2005+A1:2008 *Specification for permanently fixed ladders* British Standards Institution

BS 6206:1981 *Specification for impact performance requirements for flat safety glass and safety plastics for use in buildings* British Standards Institution

The Smoking, Health and Social Care (Scotland) Act 2005 (for Scotland) www.legislation.gov.uk/asp/2005/13/contents

The Health Act 2006 (for England and Wales) www.legislation.gov.uk/ukpga/2006/28/contents

BS 8210:2012 *Guide to facilities maintenance management* British Standards Institution

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This ACOP is available online at: www.hse.gov.uk/pubns/books/l24.htm

British Standards

British Standards can be obtained in PDF or hard copy formats from BSI: http://shop.bsigroup.com or by contacting BSI Customer Services for hard copies only Tel: 0845 086 9001 email: cservices@bsigroup.com.

Publications from The Stationery Office

The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0870 600 5522 Fax: 0870 600 5533 email: customer.services@tso.co.uk Website: www.tsoshop.co.uk/ (They are also available from bookshops.) Statutory Instruments can be viewed free of charge at www.legislation.gov.uk/, where you can also search for changes to legislation.

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