

# Washroom and Toilet Facilities

## Introduction

The Council will ensure the health, safety, and welfare of all employees, so far as is reasonably practicable and recognises the need to provide a safe working environment which includes the provision of sufficient washing and sanitary conveniences.

## **Arrangements for ensuring the health and safety of employees**

Service Area management will need to ensure the following:

**Provision of facilities;** appropriate sanitary conveniences will be provided throughout the workplace. Sufficient numbers of conveniences will be available for men and women.

Where employees are required to work off site, arrangements will be made by a responsible person to ensure that the facilities are available. These arrangements will be communicated to employees before commencement at the workplace concerned.

Where showers and/or baths are required for reasons of health and safety these will be provided and maintained in a safe condition and must only be used by authorised personnel. Appropriate facilities for disabled personnel will be provided where the need arises.

**Maintenance of facilities;** arrangements will be made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented.

Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled to ensure the health and safety of users. Where adequate temperatures are not maintained a responsible person must be notified immediately.

**Reporting problems;** any defects in washing and sanitary facilities must be reported immediately to a responsible person for investigation and action.

## **Safe system of work**

To assist Service Areas in maintaining a suitable washing and sanitary facilities the following procedures must be followed:

- only facilities authorised for use and for the intended purpose are to be used. Hand basins should not be used for rinsing of mops or soiled rags, etc.
- facilities are to be kept in a clean and tidy condition.
- any defects or problems must be reported to a responsible person.
- spillages of water or other slip hazards are to be cleared up immediately.
- sanitary disposal units must only be used for their intended purpose.

- spare toilet rolls or towels, etc. are not to be left on the floor. They must be stored in designated locations.
- management must be informed of any special needs in relation to provision or use of sanitary or washing facilities.
- smoking is not allowed in toilets or washrooms.
- visitors and contractors should be informed of facilities which are available to them.

**Record keeping**

Records of cleaning and maintenance schedules for sanitary and washing conveniences should be kept as evidence that required standards are adhered to. These may form part of the paperwork associated with a cleaning contract for the premises.

Where employees work away from the normal workplace, for example on temporary work sites, records should be kept of sanitary and washing facilities which are available in each location. Where these are not readily available, suitable alternatives should be agreed and recorded.

Records of water quality testing are appropriate where employees have the use of showers and baths, etc. where the Legionella bacterium could be present.

Typical records which should be kept include:

- numbers of staff by gender
- numbers and locations of sanitary and washing facilities
- details of facilities provided at each location
- arrangements for employees working off site
- disposal arrangements for sanitary dressings in female toilets
- cleaning schedules, including the testing of water outlets for the presence of organisms
- refurbishment/maintenance of ventilation
- temperature controls of hot water.

The following tables show the minimum number of sanitary conveniences and washing stations which should be provided as specified in regulations 20 and 21 of the Workplace Regulations. The number of people at work shown in column 1 refers to the maximum number likely to be in workplace at any one time. Where separate sanitary accommodation is provided for a group of workers, for example men, women, office workers or manual workers, a separate calculation should be made for each group.

**Sanitary Conveniences and Wash Stations for both Sexes**

Number of people at work	Number of cubicles	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

In the case of sanitary accommodation used only by men, the table below may be followed if desired as an alternative to column 2 of the table above. A urinal may either be an individual urinal or a section of urinal space which is at least 600mm long.

### **Sanitary Conveniences and Wash Stations for Men**

<b>Number of men at work</b>	<b>Number of cubicles</b>	<b>Number of urinals</b>
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

### **Further Information and references**

HSE Website – [www.hse.gov.uk](http://www.hse.gov.uk)

The Health and Safety at Work etc. Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)

Control of Substances Hazardous to Health Regulations 2002 (as amended)

Legionella Management and Control

Reviewed by Health and Safety Team March 2023