

Whitepaper - Workplace Welfare Issues

Sanitary Conveniences and Washing Facilities

Suitable and sufficient sanitary conveniences should be provided at readily accessible places.

They should be kept clean, be adequately ventilated and sufficiently lit.

Washing facilities should have running hot and cold or warm water, soap and clean towels (or other means of washing and drying).

Showers should be provided if required by the type of work.

Separate facilities should be provided for use by men and women, unless each facility is in a separate room which has a lockable door and is only used by one person at a time.

The following tables show the minimum number of toilets and washbasins that should be provided:

Table 1: Number of toilets and washbasins for mixed use (or women only)

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

Table 2: Toilets used by men only

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

Drinking Water

Wholesome drinking water should be provided for all persons at work at readily accessible places and it should be conspicuously marked.

A sufficient number of cups should also be provided unless the drinking water is in the form of a drinking fountain.

Accommodation for Clothing

An adequate, secure space should be available for workers to store their own clothing and any special clothing that is required for work i.e. uniform, thermal clothing etc.

If possible these facilities should allow for the drying of clothing.

Facilities for Changing Clothing

Changing facilities should be provided for persons who have to change into special work clothing. Separate facilities should be available for men and women.

These facilities should be close to the workrooms and eating facilities.

Facilities for Rest and to Eat Meals

Rest facilities should be provided for employees in readily accessible places. Rest areas should be large enough for the number of employees likely to use it, with sufficient seats with backrests and tables.

Seats in work areas may be sufficient provided they are clean and there is space to place food on a surface. Eating facilities should include a facility for obtaining a hot drink, i.e. electrical kettle, vending machine or a canteen.

Eating facilities should be kept sufficiently clean.

Smoking

Employers have legal responsibilities to prevent people from smoking in relevant premises at work, as well as in certain workplace vehicles. Businesses must:

- Display 'no smoking' signs in all workplaces and vehicles.
- Make sure people don't smoke in enclosed work premises or shared vehicles

Staff smoking rooms aren't allowed - smokers must go outside.

A Workplace Facilities checklist form can be found on Guardian. This can be used by the employer/ responsible person to assess compliance with their obligations in relation to workplace requirements.

This information is provided for general reference purposes only. If you have a specific enquiry relating to this topic please contact Wirehouse on:

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