

FW/07: Welfare facilities at work

1.0 Introduction

- 1.1 Welfare facilities are those that are necessary for the well-being of your employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.
- 1.2 Employees must be provided with adequate and appropriate welfare facilities, 'so far as is reasonably practicable', whilst they are at work (however short the period), unless it is clearly unreasonable in terms of time, trouble, cost and physical difficulty
- 1.3 Food handlers must have access to toilet and wash facilities at all times whilst on duty.

2.0 Sanitary conveniences

- 2.1 An adequate amount of toilets for those expected to use them are to be provided and people should not have to queue for long periods to go to the toilet.
- 2.2 Where possible, separate facilities for men and women shall be provided, failing that, rooms with lockable doors must be provided. Wherever possible staff toilets should be separate to those of customers.
- 2.3 The staff toilet should be near the working area but must not open into a food used for the preparation, storage or consumption of food. A ventilated lobby between two self-closing doors must be located between any toilet facility and any food room.
- 2.4 Facilities must be well-lit and clean at all times.
- 2.5 A supply of toilet paper and, for female employees, a means of disposing of sanitary dressings must be made readily available at all times.
- 2.6 It is important that all food handlers wash their hands after visiting the toilet. Mandatory signage in line with (*Health & Safety (Safety Signs & Signals) Regulations 1996*) for example, 'now wash your hands' or similar wording should be displayed in order to encourage food handlers to wash their hands.

3.0 Washing and drying facilities

- 3.1 Hot and cold running water must be available to facilitate the effective washing of hands
- 3.2 An adequate amount of soap must be readily available at all times.
- 3.3 Wash basins should be large enough to wash hands and forearms if necessary.
- 3.4 The means for drying hands, e.g. paper towels or hot air dryer must be available at all times.

4.0 Legal requirements for provision of toilets and washbasins

- 4.1 The Workplace (Health, Safety and Welfare) Regulations 1992. Regulation 20, Sanitary conveniences, of which requires a minimum number of facilities.
- 4.2 The number of people at work shown in column 1 refers to the maximum number of people likely to be in the workplace at any one time.

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4.3 Number of toilets and washbasins for mixed use or women only:

Number of people at work	Number of toilets	Number of wash basins
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3

4.4 Number of 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

5.0 Changing rooms

- 5.1 Where a work activity requires employees to change into and wear specialist clothing (overalls, uniform, thermal clothing etc.), then adequate changing facilities for the number of people expected to use them must be provided.
- 5.2 Separate use of changing facilities should be available to men and women, however where this is not possible then lockable doors must be provided. Privacy of the user needs to be considered.
- 5.3 Where appropriate, separate storage should be provided for both clean and contaminated clothing.
- 5.4 The means for hanging clothes should be provided, the minimum expected would be a hook or peg.

6.0 Rest facilities

- 6.1 Employees should be provided with a suitable seating area for use during meal and break-times.
- 6.2 Rest areas should be clean and not give rise to contamination of food.
- 6.3 The means to heat food and water for hot drinks should be provided.

7.0 Provision of drinking water

- 7.1 The law requires that an adequate supply of drinking (potable) water be provided to employees - free of charge and made readily accessible.
- 7.2 Water must be free from contamination and preferably direct from the public water supply, however bottled water dispensers can be used as a secondary supply.

Version	Date of issue	Author	Endorsed by
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