

WELFARE FACILITIES

It is the policy of the company to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences.

Provision of facilities – Main Workplace

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 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 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 have been 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.

Use of facilities by contractors and visitors

Visitors and contractors must ensure that facilities are left in clean and tidy order.

Provision of facilities – Site Work

When setting up a new site, the Managing Director will ensure that suitable welfare facilities are provided in accordance with the Construction (Design & Management) Regulations 2007. When taking on works as a subcontractor, the Managing Director will establish what welfare facilities have been provided by the Principal Contractor, before works starts.

As a minimum, the following is to be provided:

- A suitable number of sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing and facilities for changing
- Facilities for rest and to eat meals
- A means to heat food or somewhere that hot food can be bought

Supervision

Where the Company has arranged to use the facilities provided by the Principal Contractor the Site Supervisor will report to the site management any deficiencies in facilities provided.

Special welfare arrangements

Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:

- Drinking water containers.
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used).
- Hand wash basin and cleaner in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective and other clothing.
- Adequate first aid equipment.

Before work commences, the Managing Director must make arrangements for the use by operatives of convenient sanitary facilities throughout the duration of the work.

Reporting problems

Any defects in washing and sanitary facilities must be reported immediately to a responsible person for investigation and action.

Procedures

In order to assist the company in maintaining suitable washing and sanitary facilities the following procedures must be followed.

1. Only use those facilities that you are authorised to use and for the intended purpose. Hand basins should not be used for rinsing of mops or soiled rags, etc.
2. Leave the facilities in clean and tidy condition after use.
3. Report any defects or problems to a responsible person.
4. Ensure that spillages of water or other slip hazards are cleared up immediately.
5. Use sanitary disposal units for their intended purpose.
6. Do not leave spare toilet rolls or towels, etc on the floor. Keep them in their designated locations.
7. Inform management of any special needs in relation to provision or use of sanitary or washing facilities.
8. Do not smoke in toilets or washrooms.
9. Inform visitors and contractors of facilities which are available to them.