



LEIA Safety Information Sheet

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

Prepared by the LEIA Safety and Environment Committee

DRAFT

Contents

PREAMBLE.....	3
THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992	3
Involving workers	3
THE REGULATIONS	4
Maintenance of Workplace.....	4
Ventilation.....	4
Temperature	4
Lighting.....	4
Cleanliness and Waste Materials	4
Room Dimensions and Space.....	4
Workstations and Seating	5
Conditions of Floors and Traffic Routes	5
Falls or Falling Objects (Revocation of Regulation 13(1) to (4) by the WAH Regulations)	5
Windows and Transparent or Translucent Doors, Gates and Walls	5
Windows, Skylights and Ventilators.....	6
Ability to Clean Windows etc Safely	6
Organisation etc of Traffic Routes	6
Doors and Gates.....	6
Escalators and Moving Walkways.....	6
Sanitary Conveniences	6
Washing Facilities.....	6
Drinking Water	7
Accommodation for Clothing.....	7
Facilities for Changing Clothing.....	7
Facilities for Rest and to Eat Meals.....	7
FURTHER GUIDANCE	8

PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

They regulations apply to a broad range of workplaces including factories, offices, shops, schools, hospitals, hotels etc. The term 'workplace' incorporates common parts of shared premises such as lifts, stairways, roads, paths, etc. The regulations do not apply to domestic premises and exclude home workers, but the requirements of the Management of Health and Safety at Work in the premises will apply.

The regulations ensure that the workplace meets the health, safety and welfare needs of the workforce, including people with disabilities. The definitions also include those coming under the definitions from The Equality Act 2010. Several of the regulations require arrangements to be "suitable" and this includes suitable for anyone. Where necessary, parts of the workplace particularly doors, passageways and stairs etc should be made accessible for disabled people. Regardless of any disability people, including visitors, should be able to gain access to buildings and make use of the facilities. Disability law is a complicated subject and you may need to seek help from your HR advisor.

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 2015 will both apply.

Employers have a duty to ensure premises under their control comply with these Regulations. This duty is extended to owners and landlords who have control over any workplace. Landlords and managing agents in control of common areas also have a duty under these Regulations.

Involving workers

Workplaces where employees are involved in the decisions making process are generally safer and healthier. Employers must consult employees in a timely manner about health and safety matters. In workplaces where a Trade Union is recognised Union health and safety representative must be involved. In non-unionised workplaces, or where only part of the workforce in unionised, consultation should be either direct or through representatives.

THE REGULATIONS

Maintenance of Workplace

Equipment and devices such as emergency lighting, safety equipment, safety device anchorage points, and escalators etc, must have a planned maintenance system. A suitable system should include:-

- Regular checks;
- Tests etc at suitable intervals;
- Remedial action procedures and suitable records.

Guidance has been prepared by the [Safety Assessment Federation \(SAFed\)](http://www.safed.co.uk/technical-guides/machinery-lift-and-crane/) covering safe operation of Escalators, Moving walks.

<http://www.safed.co.uk/technical-guides/machinery-lift-and-crane/>

Ventilation

Enclosed workplaces should be sufficiently ventilated with fresh or purified air. If a mechanical system is used it must include a failure warning device. It is suggested that in many cases opening a window will provide sufficient ventilation, though this should not cause any uncomfortable draughts to workers.

Temperature

The temperature in indoor workplaces should provide reasonable comfort, without the need for special clothing. Any system used for heating or cooling must not give off fumes, gases etc causing discomfort to the workers. A sufficient number of thermometers are to be provided to enable workers to determine the temperature in any place inside the building.

The Code of Practice, to the Regulations, states that a minimum temperature of 16°C (or 13°C where severe physical work is carried out) is acceptable, subject to other conditions such as humidity and ventilation. There is no maximum temperature specified. Where the temperature cannot be controlled by other means, suitable protective clothing may be used.

Lighting

Lighting provided at work must be suitable and sufficient, natural light, so far as is reasonably practicable, should be used. Where failure of artificial lights could create a hazard, emergency lighting powered by an independent energy source to the normal lighting, must be provided.

Where natural light is used, any windows or skylights must be regularly cleaned, although they may be shaded to reduce any glare or heat.

Cleanliness and Waste Materials

Workplaces and any furniture, furnishings and fittings must be kept sufficiently clean.

Waste materials should not be allowed, so far as reasonably practicable, to accumulate in a workplace except in suitable containers.

The standard of cleanliness, inside of buildings, will depend on the use to which the workplace is put. The ACOP recommends that floors and indoor traffic routes should be cleaned at least once a week and that dirt and refuse accumulated in a workplace should be removed at least daily when suitable containers are not available. The frequency of cleaning, to maintain a reasonable standard of cleanliness, will be dependent upon the use to which the workplace is put.

Room Dimensions and Space

Every work room should have enough free space for people to get to and from workstations and to move within the room at ease.

11m³ of space per person is the minimum acceptable, the maximum height acceptable in the calculation would be 3m. However consideration must be taken to account of the space occupied by furniture fittings and equipment. Whilst 11m³ may be the minimum allowed it may not be adequate to ensure your employees are comfortable, consultation with affected employees should take place when considering any office changes.

Workstations and Seating

Workstations are arranged so that it is suitable for the workers using them and the tasks performed there. Outdoor workstations should be arranged to:-

- Provide protection from adverse weather;
- Enable workers to vacate in an emergency.

A suitable seat is to be provided if work includes operations (or a substantial part of it) that can be carried out sitting. The seat must be suitable for the person for whom it is provided and it must have a suitable footrest where necessary.

Information on seating is given in HSE publications and further information on workstations can be found in the Display Screen Equipment Regulations.

Conditions of Floors and Traffic Routes

Traffic routes are defined as a route for pedestrian traffic, vehicles or both and includes any stairs, staircases, fixed ladders, doorways, gate way, loading bay or ramp.

Floors and traffic routes should be of sound construction and have adequate strength and stability taking account of the loads placed on them and the traffic passing over them.

Floor services and traffic routes should be free of any defects that could cause a person to slip, trip, fall or cause a person to drop or lose control of a load being lifted or carried.

The risks of snow and ice becoming a hazard should be minimised and could include gritting, snow clearing and maybe the closure of some routes.

All stairways should be securely fenced to a minimum height of 900mm. A handrail should be provided on at least one side of every stairway, except where it obstructs the traffic route.

Falls or Falling Objects (Revocation of Regulation 13(1) to (4) by the WAH Regulations)

If there is a risk of a person falling into a tank, pit or similar containing a dangerous substance, it must be securely covered or fenced, so far as is reasonably practicable. Dangerous substances can be defined as something that is likely to scald, burn, be poisonous, corrosive etc.

Windows and Transparent or Translucent Doors, Gates and Walls

All transparent or translucent areas in doors, gates, walls and partitions should, where necessary for reasons of health and safety, be made from a safety material or protected against breakage and be marked or incorporate a feature to make the area apparent.

This applies to areas in doors and gates and their side panels that are shoulder level or below, and for windows, walls and partitions where any part of an area is at waist height or below, except for glass houses.

Windows, Skylights and Ventilators

Any window, skylight or ventilator must be capable of being opened, closed or adjusted without a risk to a person's health or safety. Opened windows, skylights or ventilators must not in themselves create a risk to a person's health and safety.

Ability to Clean Windows etc Safely

All windows and skylights in a workplace must be designed or constructed so that they can be cleaned safely.

Where ladders over 6m long are to be used, suitable points for tying or fixing a ladder should be provided however in line with the Working at Height Regulations 2005, alternative, safer, access methods should be considered

Organisation etc of Traffic Routes

Workplaces must be organised to allow the safe movement of pedestrians and vehicles. Account must be taken to ensure that the use of traffic routes does not increase the risk to persons working nearby and that vehicle routes are separated from pedestrian routes as far as is practicable, traffic routes must be clearly indicated where necessary.

Consideration must be taken into account of any disabled employees when organising any traffic routes.

Doors and Gates

Sliding doors and gates must be fitted with devices to prevent them from leaving their tracks, upward opening doors and gates must be fitted with devices to prevent them falling back, powered doors and gates must have a suitable and effective system to prevent trapping and must be able to be opened or closed manually during a power failure unless they are designed to open automatically should a failure occur. Any swing doors that can be opened from either direction must be provided with a clear view of both sides when the door is closed.

Escalators and Moving Walkways

Escalators and moving walkways must function safely, be equipped with any necessary safety devices and be fitted with one or more emergency stop controls which are easily identifiable and readily accessible.

Sanitary Conveniences

There shall be suitable and sufficient sanitary conveniences provided at accessible places. They must be adequately ventilated, lit, maintained and kept clean. Separate conveniences must be provided for male and female workers except where the convenience is in a separate room and the door can be locked from the inside.

The ACOP suggests the number of sanitary conveniences that should be provided for workers.

Washing Facilities

Washing facilities, including showers if required, due to the nature of work, shall be provided. These facilities should be located in the immediate vicinity to the sanitary conveniences. These conveniences should be provided in the vicinity of any changing rooms and that they have a supply of clean hot and cold water with soap and towels or other means of drying. The facilities should be sufficiently ventilated, lit and kept in a clean condition. Separate facilities are to be provided for male and females,

unless they are provided in a room where a door can be secured from the inside, this does not apply where the facilities are for washing hands, forearms and faces only.

The minimum number of washing facilities is outlined in the ACOP to the Regulations.

Drinking Water

An adequate supply of wholesome drinking water must be provided. This should normally be from a public or private mains supply. Supplementary sources can be from bottled water or water dispensing systems. As far as is reasonably practicable drinking water facilities should not be installed in toilets. Drinking water must be provided with sufficient cups unless the water is supplied by a drinking fountain. The water supply should be conspicuously marked.

Accommodation for Clothing

Accommodation is provided for people who do not wear their own clothes during working hours and for any special clothing which is only worn at work and not taken home.

Facilities for Changing Clothing

If a person has to change clothing at work because he/she has to wear special clothing for work another room shall be provided. Separate rooms or separate use of the rooms by men and women must be taken into account.

Facilities for Rest and to Eat Meals

Rest facilities that are readily accessible must be provided. Where food is eaten in a workplace and it could become contaminated, suitable facilities for eating must be included in the rest facilities.

When meals are regularly eaten in a workplace then facilities must be provided for their consumption.

Rest facilities must be provided for pregnant women and nursing mothers if applicable.

Seats in offices or other clean environments may be acceptable as rest facilities provided that workers are not subjected to excessive disturbance during their rest period.

FURTHER GUIDANCE

Further guidance and essential reading for The Workplace Regulations 1992.

L24 (Second edition) Approved Code of Practice - Workplace (Health, Safety and Welfare) Regulations 1992. <http://www.hse.gov.uk/pubns/books/l24.htm>

INDG 244 Workplace Health, Safety and Welfare Guidance
<http://www.hse.gov.uk/pubns/indg244.htm>

Work at Height Regulations 2005 (as amended)

<https://www.hse.gov.uk/work-at-height/index.htm>

Coronavirus working safely

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Working Safely with Display Screen Equipment (DSE)

<https://www.hse.gov.uk/msd/dse/assessment.htm>

For any clarification of this Information Sheet contact your own Safety Advisor or the LEIA Training and Safety Manager