



## Health & Safety

# Workplace (Health, Safety & Welfare) Regulations

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## 1. Introduction

The Workplace (Health, Safety and Welfare) Regulations were introduced by the UK Government under the Health and Safety at Work Act. The implication of the Regulations in the University will require responsibilities to be allocated to appropriate members of staff. All Deans of Schools/Directors of Service will have a responsibility for ensuring that these Regulations are implemented within their areas of responsibility.

The Director of Property & Facilities, in addition to those responsibilities allocated to all Deans of Schools/Directors of Service under these Regulations, will have further responsibilities which are detailed separately.

The Regulations apply to all workplaces and expand on the general duty of employers contained in the Health and Safety at Work Act (HSAW Act) to ensure so far as is reasonably practicable the health, safety and welfare of their employees and non-employees using their premises. These regulations shall apply to all campuses, student accommodation, workshops and all other premises owned, hired or used by the University.

These Regulations are concerned with the working environment, safety, facilities and the cleaning of the workplaces and require the University to give consideration to the design of work areas with reference to room space and dimensions, the layout of areas to provide safe access and egress, safe storage, sufficient natural lighting in machine areas, and wall and ceiling surfaces which are easily cleaned.

The University is required to ensure workplaces or common parts, e.g. lifts, stairways, private roads/paths, under their control comply with this policy. Whilst the University does not have a duty under these Regulations for workplaces not under their control where they have staff working, they do have a general duty under the HSAW Act to take any steps necessary to ensure sanitary conveniences and washing facilities are available.

Where the University are tenants of premises the University is responsible for ensuring that the workplace complies with the Regulations' requirements to provide sufficient, suitable and clean sanitary conveniences. Landlords and owners of business premises are responsible however for ensuring that common parts, facilities, services and means of access within their control comply with the Regulations, e.g. maintenance of ventilation plant, general condition of stairs, shared toilets, etc.

Specific requirements contained in this policy are detailed below.

## 2. Maintenance of workplace, equipment, devices and systems

Workplaces, equipment, etc. are required to be maintained in an efficient state, efficient working order and in good repair. Efficient in this context relates to health, safety and welfare (not productivity or economy).

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Where potentially dangerous defects are noted in workplaces, equipment etc. they should be taken out of service and rectified immediately or measures taken to protect persons at risk. Equipment unsuitable for use, but not a danger, in terms of health, safety or welfare, e.g. faulty WC, should be removed from service until repaired. However, if the removal from use of the defective item reduces the facilities available to less than that required by the Regulations, the defect should be rectified without delay.

The University is to ensure that required suitable systems of maintenance are introduced where appropriate for certain equipment/devices, e.g. ventilation system, emergency lighting, window cleaning access equipment, safety harness anchorage points, window stops, etc. These systems should include regular maintenance at appropriate intervals, rectification of potentially dangerous defects, suitable records of work carried out, etc.

The frequency of the regular maintenance is dependent on the equipment concerned, the likelihood of defects developing, foreseeable consequences of defects, age and condition of the equipment etc. and its usage.

In all cases the policy requires the University to ensure that the maintenance is carried out properly.

### **3. Ventilation**

The University is obliged to make effective and suitable provision to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Stale air, hot or humid air arising from work processes or equipment should be replaced at a reasonable rate, i.e. fresh air supply should not normally fall below 5-8 litres per second per occupant of the particular workplace.

As air supplies have to be free from impurities likely to be offensive or cause ill health, the siting and filtering of inlet air is critical.

If work areas are without windows, mechanical ventilation should be provided where necessary. Whichever method is used, uncomfortable draughts are to be avoided. Where mechanical ventilation systems are installed they should be regularly and properly cleaned, tested and maintained.

Where the breakdown of the ventilation system would create risks to the health and safety of the room occupants, e.g. where a dilution ventilation system is used to reduce the concentration of fumes in the atmosphere of a workplace, a device to warn of a breakdown of the system must be installed.

This policy is not applicable to local exhaust ventilation (LEV) systems which are installed to control exposure to substances harmful to health. These are covered by the current Control of Substances Hazardous to Health Regulations (COSHH).

## 4. Temperature in indoor workplaces

The temperature in all internal rooms during working hours is required to be reasonable and this is specified in the Approved Code of Practice (ACOP) relating to the Workplace (HSWA) Regulations as a minimum of 16°C, or 13°C where severe physical work is involved. The objective of this policy is to achieve a temperature in workplaces where reasonable comfort is provided without the need for special clothing.

No maximum temperature is set by the Regulations, but the University needs to assess the risks to the health, safety and welfare to their employees of excessive high temperatures and take appropriate measures where reasonably practicable to reduce the temperatures to a comfortable working level.

In work areas where the temperature has to be kept well below the level recommended in the ACOP, e.g. in food cold stores etc. because of requirements set by other legislation, the obligation to maintain a reasonable temperature does not apply.

Where a reasonably comfortable temperature cannot be achieved throughout a workroom the use of local heating or cooling is acceptable provided it does not produce injurious or offensive fumes. Temporary heating should be provided if necessary to avoid discomfort if staff are required to work on occasions in rooms which are not normally occupied, e.g. storerooms, other than for short periods. Should employees continue to be exposed to temperatures which are uncomfortable, despite the provision of local heating or cooling, suitable clothing or rest facilities should be provided.

Heating systems are required to be installed and maintained to avoid any products of combustion entering the workplace. Where heating is produced by a combustion process a sufficient air supply must be provided.

To enable the University to measure the temperature on the workplace, thermometers must be available at convenient distances from every part of the workplace, but not necessarily in every workroom.

Reference and guidance with regard to heating and cooling is available in the detailed University [Heating Policy](#) - this will provide more detailed information.

## 5. Lighting

Suitable and sufficient lighting, appropriate for the tasks being undertaken must be provided in every workplace, preferably by natural light, so far as is reasonably practicable. The lighting should be sufficient to enable personnel to work, use facilities and move from place to place safely, without experiencing eye strain. Particular areas for attention are stairs, outdoor pedestrian traffic routes, especially where they cross vehicle routes. In addition to adequate levels of general lighting, local lighting may be required at individual workstations.

To maintain the lighting at sufficient and adequate levels, lights should be replaced, repaired and cleaned as necessary. Windows and skylights should also be cleaned regularly and kept free from

obstruction. Fittings or lights should be replaced immediately if they become dangerous electrically or otherwise.

Where the level of natural light creates excessive heat or glare, shading for the window should be provided e.g. blinds, curtains, film, etc. Where natural lighting may not be feasible and where windows have to be covered for security reasons, or where process requirements necessitate lighting conditions, then additional lighting may be required.

Light switches should be positioned to avoid risk.

Where artificial lighting is used, suitable and sufficient emergency backup lighting must be provided where persons may be exposed to danger in the event of the artificial lighting failing e.g. where potentially hazardous processes are in use. The emergency lighting is powered by an independent source from normal lighting and be immediately and automatically effective on the failure of normal power supplies. The level of the emergency lighting should provide sufficient light to enable action to be taken to ensure the health and safety of personnel. Emergency lighting will be visually checked during routine fire inspections. The emergency lighting is also linked to the BMS system which is monitored by Property & Facilities. The emergency lighting is inspected/tested on routine maintenance schedule by Property & Facilities.

All legislative testing requirements to be undertaken and recorded.

## **6. Cleanliness and waste material**

The University is required to ensure that all workplaces, furniture, furnishings and fittings are to be kept sufficiently clean and that floors, walls and ceilings must be capable of being kept sufficiently clean. The standard of cleanliness required will be dependent on the use of the work area, some areas requiring a higher level, e.g. food preparation areas, than others.

Floor and indoor traffic routes should be cleaned on a weekly basis. Interior walls, ceilings and work surfaces to be cleaned at suitable intervals up to a maximum height, which cannot be safely reached using a set of 5 metre ladders. Workplaces are to be kept free of offensive waste matter including discharges, e.g. leaks from drains and accumulations of dirt and refuse removed daily unless contained in suitable receptacles. The cleaning methods should be suitable and effective but without exposing anyone to health and safety risks from dust, harmful substances, etc.

Measures should be taken to eliminate traps for dirt and germs where high standards of cleanliness are needed, e.g. food preparation areas, by such means as sealing joints between surfaces and installing curved edging between work surfaces, floors and walls.

Waste materials must not be stored on emergency exit routes or outside emergency exit doors as this could hinder emergency escape. Whilst it is recognised that materials/equipment do build up in corridors awaiting disposal, it should be limited to as short a period of time as possible before uplift. No combustible materials should be stored on any emergency exit route.

## 7. Room dimensions

Every workroom must have sufficient floor area, height and unoccupied space for the purpose of health, safety and welfare. This policy does not apply to rooms used for meetings, lectures and similar purposes.

The Approved Code of Practice (ACOP) recommends a minimum of 11m<sup>3</sup> volume or 3.7m<sup>2</sup> of unoccupied space, i.e. without furniture etc. per occupant. Room height above 3m is discounted in these calculations.

Rooms may require to be larger or have fewer occupants than calculated by 11m<sup>3</sup> per person because of factors such as the layout and contents of the room and the nature of the work undertaken in the room.

## 8. Workstations and seating

Suitable workstations must be provided for those persons required to work there and for the type of work undertaken at them. This policy covers all types of workstations.

Where individuals work can or must be largely done sitting, suitable seating must be provided for each individual, i.e. the seat must be suitable for whom it is provided as well as the operations performed. A suitable footrest must be provided where requested.

Where workstations are sited outdoors they must be protected from adverse weather so far as is reasonably practicable and need to incorporate safe egress for emergencies.

The height of work surfaces should be at a height suitable to the person using those materials, controls and equipment most frequently and positioned within easy reach of the user without the need for undue bending and stretching. Height adjustable and standing desks are available, these can be requested through the workstation assessment process. The School or Service are required to purchase these.

Workstations should be so designed to enable adequate freedom of movement of user and enable them to stand upright. There should be clear unobstructed space to each workstation and adequate provision made for handling materials where required as part of the work tasks.

All staff are required to complete the workstation eLearning on an annual basis. Any workstation issue may require an [occupational health](#) assessment.

## 9. Conditions of floors and traffic routes

Every floor in the University and traffic route, i.e. routes used by pedestrians and/or vehicles including stairs, staircases, fixed ladders, doorways, loading bays, ramps etc. must be of sound construction and should have adequate strength and stability for its intended purpose, i.e. free from holes, slopes, unevenness or slippiness likely to:

- cause a person to slip, trip or fall; or
- cause a person to drop or lose control of anything being lifted or carried; or
- cause instability or loss of control of vehicles and/or their loads

The floors must be provided with suitable drainage and be free from obstructions, articles and substances likely to result in a slip, trip or fall.

Suitable and sufficient handrails and guards must be installed where appropriate on staircases and on traffic routes except where they would otherwise constitute an obstruction on the traffic route concerned.

It is recommended that where floors are likely to get wet, e.g. kitchens, labs, plant rooms etc., effective drainage should be provided. Consideration should also be given to rendering the surface with a slip-resistant coating. Where liquids or slippery substances are handled or where leaks are likely from processes, plant, containers etc., suitable drainage or enclosures should be provided to minimise the risk of slips or falls.

Where spillages occur immediate fencing of the spillage, then immediate steps to mop it up or the use of absorbent granules, is a legal requirement.

Measures such as the clearing of snow and ice, or gritting, or the closure of routes, external stairs, roof walkways etc. should be implemented during snow or ice conditions. Measures should be planned in advance of adverse weather warnings. The gritting policy has been put in place to cover this (Property & Facilities manage this policy).

Where equipment, furniture, etc. is being transferred from workrooms, etc. the removal should be completed in a single operation to avoid obstructing traffic and emergency evacuation routes.

The University recommends that secure fencing be installed in open-sided staircases and the provision of a secure and substantial handrail down the centre of particularly wide staircases or where considered necessary.

Floors should be of adequate strength and stability for the loads and traffic they are likely to carry. If repairs are being carried out on flooring, adequate precautions should be taken to prevent injury. In workshops, floor markings must be in place to delineate safe pedestrian routes from plant or equipment zones. Floors must be cleared of debris/spillages frequently and cleaned on a regular basis to avoid failure of the floor and accidents by users.



## 10. Falls and falling objects

Suitable and effective measures must be taken to prevent persons falling a distance likely to cause injury or being struck by a falling object, other than by the provision of personal protective equipment (PPE) so far as is reasonably practicable. The control measures must not rely on information, instruction or training. However, clear indication must be given of where the risks exist.

All tanks, pits or structures where there are risks of persons falling into dangerous substances, i.e. those likely to scald, burn, poison, corrode, etc. must be securely fenced and/or covered. These substances can be in the form of fumes, gases, vapours, granular, free flowing solids or viscous substances likely to cause danger to persons. Access to these areas will be controlled by a 'Permit to Work' system, managed by Property & Facilities. Where any of these risks exist, clear indication must be given of their presence and location.

All areas where there is the likelihood of a fall causing serious injury must be assessed and if required must have suitable and sufficient fencing provided. This may also be required because of other factors, e.g. falling onto a dangerous area (traffic routes, sharp or dangerous surface or substance). Fencing provided in compliance with these Regulations requires to be of sufficient strength and stability for the purpose intended and as a minimum to have a top and lower guard rail with the top rail set at a minimum of 1.1 metres. The use of un-tensioned chains, ropes, etc. is not an acceptable preventative measure. To prevent persons or objects falling through the fencing, it should be sufficiently in-filled.

Where openings or edges are used to transfer goods or materials from one level to another, these openings should be fenced so far as is reasonably practicable with secure handholds being provided for personnel. At other places where falls from a height would result in injury but to which general access is not normal e.g. roof edges, the requirements contained in this policy do not apply. However, controlled permit to access system is required for these areas.

Covers provided to prevent persons falling into a tank, pit, etc. should not be readily detachable or removable and should be capable of supporting the loads likely to be imposed on them and sufficient handholds require to be in place.

When fencing or covers cannot be provided, or have to be removed, effective measures should be implemented to prevent falls, e.g. limiting access to specified persons, operating safe systems of work (safety lines/harness) or in high risk situations, adopting a permit-to-work system.

Where persons are likely to be required to descend into pits, tanks or similar structures and the construction of a normal staircase is not practical then fixed ladders, including steep stairways where persons would normally have to descend facing the treads/steps, should be provided. The rungs of the fixed ladders should be horizontal and provide adequate footholds which are NOT supported solely by nails or screws.

Unless adequate footholds are made available the stiles of the ladders, or the highest rung in use, should extend at least 1.1 metre above the landing served by the ladders. Where ladders pass through a floor the opening should be as small as practicable and be properly fenced. Fixed ladders at angles less than 15° to the vertical and which are more than 2.5 metres high should, where possible, be fitted with suitable safety hoops or permanently fixed fall arrest systems. The hoops are to be positioned

at intervals of 2.5 metres from the base of the ladder with the top hoop being in line with the top of fencing on the platform served by the ladder. The maximum distance between landing platforms must not exceed 9m.

If the rise of the ladder is less than 2.5 metres but it is possible to fall more than 2 metres, a single hoop should be provided in line with the top of the fencing. For regular access routes, where possible, fixed staircase systems should be adopted in preference to a ladder.

Where regular access to roofs is needed, suitable permanent access should be installed. Fixed physical safeguards should be provided to prevent falls from roof edges and through fragile roofs. If only occasional access is required, other safeguards, e.g. crawling boards, temporary access equipment, should be made available. Fragile roofs should be clearly identified and must not be accessed unless a risk assessment is in place. Access to roofs will be controlled by an access permit.

Where materials/goods etc. are stored and stacked, the storage racking etc. should be of adequate strength and stability in relation to the loads being stored and safeguards to prevent people/materials falling.

Even in situations where safeguards have been adopted to protect persons from falling objects, persons should be excluded from the areas under overhead work where danger is present. Fans, decks, netting, etc should be considered.

## **11. Windows, transparent or translucent doors, gates and walls**

All windows, transparent and translucent surfaces in walls, partitions, doors or gates shall, where necessary for health and safety reasons, be of safety material or be protected and be appropriately and conspicuously marked to make it apparent. This does not apply to greenhouses nor to narrow panes up to 250mm wide measured between glazing beads.

In assessing whether it is necessary for the glazing to be replaced or protected, attention should be paid to whether the transparent/translucent surface in doors, gates and side panels is at shoulder height or below and whether the surface in windows, walls and partitions is at waist level or below. Specific nominal glass thickness and safety glass requirements can be found in the approved code of practice.

## **12. Windows, skylights and ventilators**

The University must not put people's health and safety at risk when they are opening, closing, adjusting a window, skylight or ventilator which is capable of being opened. Persons shall also not be at a health and safety risk from an open window, skylight or ventilator.

The bottom edge of opening windows should normally be at least 800mm from floor level unless there is a barrier to prevent falls. Open windows, skylights or ventilators should not project into areas where

persons are likely to collide with them. Measures should be adopted to prevent windows opening too far if there is a danger of falling from a height. Restrictors are in place for all the University's windows.

A British Standard on windows and skylights is available.

### **13. Cleaning windows**

Windows and skylights must be designed and constructed to enable cleaning to be carried out without risk to health and safety.

If the windows cannot be cleaned from the ground or by using other suitable surfaces then suitable provision should be made to allow windows to be cleaned safely e.g. cleaned from inside the building, use of access equipment, suitable and tested anchorage points for safety harnesses.

### **14. Organisation of traffic routes**

Vehicular and pedestrian traffic routes must be so arranged to permit safe circulation and be suitable for their purpose both in size, number, and position. There must be sufficient separation of vehicle and pedestrian traffic routes and all routes shall be suitably indicated for reasons of health and safety where necessary.

Included in traffic routes are stairs, fixed ladders, doorways, ramps, loading bays, workshops, etc. When conventional staircases cannot be accommodated in pedestrian routes and fixed ladders or steep stairs are provided, the use of these should be restricted to those capable of using them.

Sufficient and adequate warning signs and marking should be provided to advise drivers of hazards, restrictions and to provide directions. Prominent warning should be given of limited headroom on vehicle routes in advance. Safe speed limits should be determined and displayed on vehicle routes.

Where large vehicles are obliged to reverse, measures should be introduced to reduce risks.

On traffic routes shared by vehicles and pedestrians, the routes should be of sufficient width to allow vehicles to pass pedestrians safely. Where vehicle and pedestrian routes cross, it is advised that appropriate crossing points be provided including barriers to guide pedestrians.

At such points provision should be made for adequate visibility and open space.

When changing or creating new areas for vehicles and pedestrians please refer to the approved code of practice for specialist information on pedestrian/traffic management.

## 15. Doors and gates

Doors and gates must be suitably constructed, e.g. where double swing doors are installed it is recommended the provision of a transparent vision panel. Likewise where hinged doors are located on main traffic routes, a similar provision is advised. When installing such panels they should be positioned to take account of wheelchair users' needs.

Sliding doors must be fitted with devices to prevent the doors coming off their tracks. Upward swinging doors must have a device to prevent them dropping back.

Powered doors must have suitable and effective features to prevent injury being caused by persons being trapped and be capable of being operated manually if the power fails.

Swipe access doors are required to fail to safety if the fire alarm sounds so that people can safely egress in an emergency.

Emergency exit or fire safety doors from certain types of office or teaching spaces should not be propped open.

## 16. Sanitary conveniences

The University are required to ensure that readily accessible, suitable and sufficient sanitary conveniences are provided. Conveniences will not be considered suitable unless they are adequately ventilated, lit and are kept in a clean and orderly condition.

Separate conveniences are required for men and women except where each convenience is in a separate room equipped with a door secured from the inside.

## 17. Washing facilities

Suitable, sufficient and readily accessible washing facilities, including showers if required because of the nature of the work or for health reasons, will be provided within the campuses.

Washing facilities must also be provided within the immediate vicinity of every sanitary convenience or any changing rooms. These facilities must include a supply of hot and cold water, soap or other suitable means of cleaning and towels or other suitable means of drying. Such facilities must also be sufficiently illuminated, ventilated and maintained in a clean and orderly condition.

Separate washing facilities must be provided for men and women except in rooms furnished with doors which are lockable on the inside and intended for use by only one person. This condition does not apply if the facility is to be used for washing hands, forearms and face.

Where showers are installed and fed by both hot and cold water they should be fitted with thermostatic mixer valves.

“Sufficient” in terms of the provision of washing facilities is defined by the ACOP as being a level of provision where everyone at work can use the facilities without undue delay.

Consideration needs to be given to the requirements of disabled persons when addressing the suitability of washing facilities.

It is recommended that toilet paper, coat hooks, and where necessary to ensure adequate privacy, frosted glass, blinds, doors etc. are provided.

Rooms containing sanitary conveniences should not communicate directly with a room where food is processed, prepared or consumed.

**Table 1**

<b>1</b> <b>Number of</b> <b>people at work</b>	<b>2</b> <b>Number of cubicles</b>	<b>3</b> <b>Number of</b> <b>washbasins</b>
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Table 1 shows the minimum number of toilets and washbasins which should be provided. The number of people at work shown in column 1 refers to the maximum number likely to be in the workplace at any one time. Where separate sanitary accommodation is provided for a group of workers, for example, men, women, office staff or manual staff, a separate calculation should be made for each group.

**Table 2**

<b>1</b> <b>Number of men</b> <b>at work</b>	<b>2</b> <b>Number of cubicles</b>	<b>3</b> <b>Number of</b> <b>urinals</b>
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

An additional toilet and washbasin should be provided for every 25 people above 100 (or fraction of 25). For toilets used only by men, an additional cubicle for every 50 men (or fraction of 50) above 100 is sufficient provided at least an equal number of additional urinals are provided.

Where facilities provided for staff are also used by members of the public the number of conveniences and washing stations specified above should be increased as necessary to ensure that workers can use the facilities without undue delay.

## **18. Drinking water**

An adequate supply of wholesome drinking water, which is readily accessible and conspicuously marked with appropriate signage where necessary, must be provided for all persons at work.

A wholesome drinking supply is defined in the ACOP as that which is provided from public or private water supplies via a tap directly from a water main or alternatively from a storage cistern complying with the UK water bye-laws.

Where a supply cannot be obtained directly from a mains supply, an acceptable supply is that provided by refillable containers. The containers should be enclosed and refilled at least daily.

Drinking water taps should not be installed in places where contamination is likely, e.g. toilets, workshop areas. Drinking water taps should not be installed in sanitary accommodation as far as is reasonably practicable.

Drinking water supplies should be marked by a suitable sign, however, if non-drinkable cold water supplies are marked by a sign then drinking water taps do not need signage. Various water fountains are in place throughout our campuses.

Legionella testing to be carried out at required intervals and recorded with necessary actions taken.

## **19. Accommodation and clothing**

It is required that suitable and sufficient accommodation be provided for any person's at work own clothing which is not worn during working hours and for special clothing which is worn by persons at work but which is not taken home.

Accommodation will not be suitable unless it provides suitable security for the clothing where persons have to remove more than outer clothing to wear special work clothing and includes separate accommodation for clothing worn at work, and for other clothing where necessary to avoid risks to health or damage to the clothing. The provision of a lockable locker for each person would meet the security requirements. So far as is reasonably practicable the accommodation must allow or include facilities for drying clothes and be sited in a suitable location. Employees should have the facility to

hang their own personal clothing and work clothing in a clean, warm, dry, well ventilated place where it can dry out during a working day where necessary.

All clothing which is only worn at work, e.g. overalls, uniforms, thermal clothing and hats for food hygiene, is regarded as special work clothing for the purposes of this policy.

Separate policy deals with personal protective equipment and also with accommodation for clothing worn when handling substances hazardous to health.

## 20. Facilities for changing clothes

The policy requires that suitable and sufficient facilities must be provided for personnel who have to change clothing in order to wear special work-related clothing, and it is impractical for the persons to change in another room for reasons of health and propriety. These facilities must include separate facilities, or separate use of facilities by men and women, for reasons of propriety.

This policy applies where persons have to remove more than outer clothing to change into special work-related clothing. Changing rooms are also required where necessary to prevent workers' own clothing being contaminated by a harmful substance. The changing areas should be readily accessible from workrooms and eating facilities if provided and be furnished with adequate seating. These areas should also contain clothing accommodation, showers or baths if provided, or enable direct communication with the washing area. The changing areas should be of sufficient size to avoid overcrowding in use. They should be constructed and arranged to ensure the privacy of the user.

## 21. Facilities for rests and meals

Suitable and sufficient rest facilities must be provided at readily accessible places where necessary for reasons of health and safety in rest rooms/areas. These must include suitable facilities for eating where food is eaten in the workplace and would likely become contaminated if such provision was not made. Where meals are regularly consumed in the workplace suitable and sufficient facilities to eat meals must be provided.

Non-smokers must be protected from discomfort from tobacco smoke by provision of suitable arrangements in rest rooms/areas. Smoking, Health and Social Care (Scotland) Act states no smoking permitted in enclosed spaces and the University is required to comply with this legislation. The Policy also applies to e-cigarettes. ([University Smoking policy](#))

Suitable facilities must also be made for pregnant woman or nursing mothers at work to rest. First aid rooms on every main campus are the designated areas. Facilities provided for pregnant women or nursing mothers to rest should be located convenient to sanitary facilities.

It is advised in the ACOP that suitable seats are made available for persons to use during work breaks. Work seats and other seats in reasonably clean work areas e.g. offices is acceptable seating provided the person is not subject to excessive disturbance during breaks.

The eating facilities should include facilities for preparing or obtaining hot drinks, e.g. vending machine, electric kettle, etc. Likewise persons unable to obtain hot food in, or reasonably near to, the workplace should be provided with means of heating food, e.g. microwaves are provided in specific locations in the University. The cleanliness of microwaves is down to individual users being respectful to the next user.

## 22. Interpretation

### Workplace

Workplace means any premises or part of premises which are not domestic premises and are made available to any person as a place of work. A modification, extension or a conversion shall not be regarded as a workplace or form part of a workplace until the modification, extension or conversion is complete.

### Premises

Premises means any place including an outdoor place.

## 23. Allocation of responsibilities

### All Deans of School and Directors of Service

- The maintenance of workplaces, equipment, devices and systems including cleaning where appropriate except those areas cleaned by University cleaning services operated by Property & Facilities. (Regulation 5)
- The provision of local cooling equipment to maintain comfortable working temperatures where staff are required to work during periods of excessively high temperatures. (Regulation 7)
- The provision of suitable clothing or rest facilities for staff exposed to uncomfortable temperatures despite the provision of local heating/cooling. (Regulation 8)
- The provision of local or task lighting in work areas. (Regulation 8)
- The removal arrangements for specialised waste including hazardous waste will be the responsibility of the School or Service in consultation with Property & Facilities and Health & Safety. (Regulation 9)
- The provision of sufficient work area. (Regulation 10)
- Provision of suitable workstations, i.e. all types including DSE workstations, and seating where appropriate. (Regulation 11)
- Cleaning up of spillages in specialised departmental accommodation, e.g. laboratories, workshops with the exception of body fluid spillages. (Regulation 12)



- Avoidance of obstructing pedestrian routes, particularly emergency evacuation routes, when transporting furniture, equipment, supplies, waste, etc. (Regulation 12)
- The maintenance of floors and pedestrian routes free from obstructions, articles and substances in their departmental accommodation likely to result in slips, trips or falls. (Regulation 12)
- The safe storage of materials and goods within departmental accommodation. (Regulation 13)
- Provision of fixed ladders within departmental accommodation where required. (Regulation 13)
- The implementation of protective measures at tanks, pits and structures within departmental accommodation. (Regulation 13)
- The construction and siting of doors within the department. (Regulation 18)
- The provision of accommodation and facilities for staff clothing. (Regulation 23)
- The provision of facilities for changing clothes. (Regulation 24)

### **Property & Facilities**

- The maintenance of workplaces, equipment, devices and systems including where appropriate cleaning except those areas cleaned by University cleaning services operated by Property & Facilities. (Regulation 5)
- Provision of ventilation. (Regulation 6)
- Provision of reasonable working temperatures in all internal rooms. (Regulation 7)
- Provision of suitable and sufficient lighting in every workplace. (Regulation 8)
- Provision of sufficient workspace in every workroom. (Regulation 10)
- Provision of suitably constructed floors, ramps and stairs in all workplaces and traffic routes. (Regulation 12)
- Provision of suitable drainage in floors where necessary. (Regulation 12)
- Provision of suitable handrails and guards in staircases where required. (Regulation 12)
- Secure fencing in open sided staircases. (Regulation 12)
- Maintenance of pedestrian traffic routes including emergency evacuation routes free from obstruction. (Regulation 12)
- Removal of ice and snow from vehicle and pedestrian routes. (Regulation 12)
- Protection measures at tanks, pits and structures. (Regulation 13)
- Provision of fixed ladders where required. (Regulation 13)
- Provision of permanent roof access where required. (Regulation 13)
- Provision of safe glazing or protective barriers etc. at glazed areas as necessary. (Regulation 14)
- Provision of safe opening, closing, adjusting arrangements for windows, skylights and ventilators to prevent injury. (Regulation 15)
- Provision of windows safe to clean. (Regulation 16)
- Provision and organisation of vehicle and pedestrian traffic routes. (Regulation 17)
- Construction and siting of doors and gates. (Regulation 18)
- Provision of sanitary conveniences. (Regulation 20)
- Provision of washing facilities. (Regulation 21)
- Provision of drinking water. (Regulation 22)

- Provision of facilities for rest and meals. (Regulation 25)

#### **Campus Services – Property & Facilities**

- The general cleaning of departmental and public accommodation and areas. (Regulation 5)
- Dusting of room walls up to a pre-determined height. (Regulation 9)
- Cleaning of ceilings and washing of walls. (Regulation 9)
- Clean up of spillages including spillages of body fluids in general accommodation, e.g. classrooms, offices and public areas. (Regulation 12)
- Window cleaning. (Regulation 13)
- Servicing of toilets, e.g. cleaning, provision of soap, paper, etc. (Regulation 21)
- Provision of facilities for rest and meals. (Regulation 25)