

# Specified Areas of Control within the Workplace

For each of the following regulations, more detail is identified within [L24 – ‘Workplace Health, Safety and Welfare’ \(HSE\)](#) and it is recommended that you consult this document when considering the application of controls in relation to these areas of workplace safety.

## Ventilation (Regulation 6)

Managers will need to ensure that there is suitable ventilation is in place and a sufficient quantity of fresh or purified air is provided.

Where windows or other openings do not provide adequate fresh air, mechanical ventilation systems will need to be considered.

## Temperature in Indoor Premises (Regulation 7)

Managers need to ensure the temperature within workplaces inside building is reasonable.

Unless the temperature of the environment is an identified control measure (ie a refrigerated cold store) or a room that has to be open to the outside, the minimum temperature within the regulations is considered to be normally 16°C.

It should be noted that this does not guarantee thermal comfort as relative humidity and types of work may also impact on the comfort of people within the workplace.

There is no maximum temperature identified within the requirements, however, any workplace that is identified as having excessive heat should take measures to effectively reduce temperature so thermal comfort can be achieved.

This can also be taken to include temporary heating or cooling for workplaces not normally used as workplaces but where the temperature is such that injury may occur.

Thermometers should also be provided at suitable locations within the workplace to allow people to measure temperature. Thermometers should not be located near heat sources or adjacent to windows.

## Lighting (Regulation 8)

Managers must ensure that workplaces have suitable and sufficient lighting and that where reasonably practicable, this is by natural light. Lighting levels will be dependent upon the location within the workplace and the activities that are being undertaken.

CIBSE also give additional guidance on lighting levels and which give higher minimum and average lux levels and could also be given consideration in the decision of lighting requirements.

### Minimum Lighting Recommendations

Activity	Typical locations / types of work	Average illuminance (lux) 1x	Minimum measured Illuminance (lux) 1x
Movement of people, machines and vehicles	Lorry park, corridors, circulation routes	20	5
Movement of people, machines and vehicles in hazardous areas; rough work not requiring any perception of detail	Construction site clearance, excavation and soil work, loading bays, bottling and canning plant	50	20
Work requiring limited perception of detail	Kitchens, factories, assembling large components	100	50
Work Requiring perception of detail	Offices, sheet metal work	200	100
Work requiring perception of fine detail	Drawing offices, factories assembling fine components	500	200

Information from HSG38 – Lighting at Work

Additional lighting on steps may need to be considered where shadows may be present on a location where a change of height is present.

## **Cleanliness and Waste Materials (Regulation 9)**

Managers need to ensure that the workplace is kept sufficiently clean. This will include:

- furniture, furnishings and fixtures
- surfaces of walls, floors and ceilings
- managing waste materials so build up does not occur.

To support the cleaning regime, where reasonably practicable, surfaces should be provided with sealed or washable surfaces to maintain appropriate hygiene and cleanliness.

## **Room Dimensions and Space (Regulation 10)**

Managers need to consider room dimensions and space for colleagues.

The regulations identify that rooms where persons work shall have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare.

Workplaces should be able to access their workstations with ease and not have any obstruction that would impose a potential safety risk.

To assist managers, the legislation identifies a recommended minimum space of 11m<sup>3</sup>. This calculation includes a ceiling height up to a maximum of 3m.

## **Workstations and Seating (Regulation 11)**

Managers need to ensure that each workstation that is used by any person within the workplace provides adequate protection from adverse weather, enables for safe evacuation in the event of an emergency and does not create a slip or trip risk.

The seat shall be of suitable construction and enable the user to sit comfortably without risk to their health.

Where a person's work is done primarily sat down, the chair provided must provide adequate back support and a footrest shall also be provided where identified as being required by assessment.

The seat and workstation should be arranged so tasks can be undertaken safely and comfortably.

The workstation including seating and access to the workstation should be suitable for any special needs of an individual worker.

## **Condition of floors and Traffic Routes (Regulation 12)**

The most common type of accident in the workplace is a slip or trip incident.

Managers need to ensure the floors in a workplace and the surface of every traffic route is of a suitable construction for the use to which it is to be put to.

The surface of floors and traffic routes should be free from holes, slopes, uneven or slippery conditions and is likely to cause injury or ill health

Slopes should not be steeper than necessary and ramps used by persons with disabilities should be fitted with a handrail.

Where the floor or traffic route is liable to get wet or be subject to liquid spillages, it should be of a surface that is not going to become unduly slippery.

## **Falls or Falling Objects (Regulation 13)**

Managers need to ensure that barriers are sufficiently high and filled in as to prevent falls through or over the barrier of either people or objects.

The barriers should be of suitable strength and rigidity to prevent such falls. (un-tensioned chains or ropes and other non rigid materials is not acceptable)

As a minimum, barriers must consist of 2 guardrails (top and mid rail) and the top barrier must be at least 1100mm above the surface from which a person might fall.

When barriers or covers are removed, effective measures must be implemented to prevent falls.

## **Windows and Transparent or Translucent Doors, Gates and Walls (Regulation 14)**

Managers need to ensure that any windows or transparent / translucent features within a building are of such construction that they will not break.

Specific consideration should be given to any windows or transparent/ translucent features which people could come into contact with and are located at shoulder level or below.

### **Windows, Skylights and Ventilators (Regulation 15)**

Managers must ensure that no window, skylight or ventilator which is capable of being opened, closed or adjusted is likely to do so in such a manner as to cause an injury.

When in an open position, they should not encroach into a working area in such a manner as to cause injury.

### **Ability to Clean Windows etc Safely (Regulation 16)**

Managers must make provision for windows and skylights to be cleaned safely. This is a particular requirement where the cleaning cannot be completed from the ground or other suitable surface.

### **Organisation of Traffic Routes (Regulation 17)**

Managers must ensure that the workplace is organised in such a manner as to prevent uncontrolled public and vehicle interaction.

Consideration of physical separation should be implemented but where this is not possible, sufficient separation must be introduced to prevent an incident from occurring.

Other aspects of traffic routes would also identify speed limits for vehicles and measures where bad weather lead to injury i.e a car park in icy/snowy conditions.

Appropriate crossing points need to be identified which give adequate visibility for safe access. Signage should also be in place to identify the potential risks that may be in place.

Details on various control measures for pedestrian / vehicle interaction is identified within L24 and should be referred to for workplaces that have pedestrian / vehicle interaction.

### **Doors and Gates (Regulation 18)**

Managers must ensure that gates are constructed to a suitable level and are fitted with the required safety devices.

Doors and gates which open in both directions must be fitted with a vision panel except where they are low enough to be seen over.

Consideration for wheelchair users with regard to vision panels should also be given.

Any powered gate or door must be fitted with a safety feature that prevents a person being injured as a result of being struck or trapped.

### **Escalators and Moving Walkways (Regulation 19)**

Managers must ensure that escalators and moving walkways function correctly and are fitted with any required safety devices.

### **Sanitary Conveniences (Regulation 20)**

Managers must ensure that staff have access to sanitary conveniences at readily accessible locations.

These rooms should be ventilated and lit and kept in a clean and orderly condition and there are separate facilities for males and females unless each convenience is in a separate room and the door can be secured from the inside.

L24 gives specific reference to the number of sanitary conveniences that should be provided.

### **Washing Facilities (Regulation 21)**

Managers must ensure that there are readily accessible suitable and sufficient washing facilities including showers if the nature of work or health reasons identifies its necessity.

Washing facilities must also be located at sanitary conveniences and shall include hot / cold water as well as soap or other cleaning medium and a means of drying is also in place.

**Drinking Water (Regulation 22)**

Managers must ensure that there is an adequate supply of wholesome drinking water for all persons in the workplace.

Drinking water taps should not be installed in places where contamination is likely and as far as is reasonably practicable should not be installed in toilets.

**Accommodation for Clothing (Regulation 23)**

Managers need to provide accommodation for work clothing and workers personal clothing so it can be hung in a clean, warm, dry and ventilated place where it can dry out during the course of a working day.

**Facilities for changing Clothing (Regulation 24)**

Changing rooms should be provided for workers who change into special work clothing.

Facilities should also be provided to prevent cross contamination of workers own clothing by hazardous substances

**Facilities for Rest and to Eat Meals (Regulation 25)**

Managers need to provide seats for workers who have to stand to carry out their work to give them an opportunity to sit from time to time.

Seating should be available for breaks and should enable the worker to utilize without the need of protective equipment.

Seating can be within the work area if they are sufficiently clean and provide a suitable surface on which food can be placed.

**Facilities for Pregnant Women and Nursing Mothers (Regulation 26)**

Facilities for pregnant and nursing mothers to rest, located conveniently to toilets and where necessary should enable the worker to lie down.