

WORKPLACE MANAGEMENT

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Health and Safety Committee		8 th June 2022	
Links or overlaps with other procedures/policies:			
Health and Safety Policy			
Display Screen Equipment (DSE) Procedure			
Agile Working Policy			
Hot Desking SOP			
New and Expectant Mothers Risk Assessment Procedure			
Water Supply & Drainage Management Procedure			
Water Cooler and Vending Machine Management Procedure			
Management of Noise at Work Procedure			
Ventilation Systems Management Procedure			
Regulatory Reform (fire Safety) Order 2005			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
2.0	Review	June 2022	Changes to job titles throughout document	Health and Safety Committee
2.0	Review	June 2022	References to new Trust procedures and Policies	Health and Safety Committee

Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this procedure, please contact the Human Resources (HR) team on 01803 656680.

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1. Introduction

This management procedure is based on the Workplace (Health, Safety and Welfare) Regulations 1992 which place obligations on employers and others in control of workplaces to reduce the risks associated with work in or near buildings.

2. Roles and Responsibilities

2.1 All Managers

All managers must ensure that the provisions of the Regulations as specified above are adhered to, seeking advice from the Risk Management/Facilities/Occupational Health and Corporate Health and Safety advisors as necessary.

2.2 Head of Estates Operations

Provides specific advice as to possible control measures to comply with the Regulations.

2.3 Corporate Health and Safety Advisors

Provides specific advice to managers to support compliance with the Regulations

2.4 Occupational Health

Provides advice about the possible adverse health effects of non-compliance with the Regulations.

2.5 All staff

Should report to their manager if they have any concerns about non-compliance with the provisions of the Regulations as specified in this management procedure.

3. Provisions of the Regulations

3.1 Maintenance of workplaces, equipment, devices and systems

These must be cleaned, maintained in an efficient state, working order and good repair. If a fault in any equipment or device is liable to result in a breach of any of these Regulations, it must be subject to a suitable system of maintenance. For example, this would apply to emergency lighting and ventilation and would extend to arrangements to ensure its continuous and effective operation. These and other examples would be expected to be identified by the risk assessments made under the Management of Health and Safety at Work Regulations 1999.

3.2 Ventilation

Every enclosed workplace must be ventilated by a sufficient quantity of fresh or purified air. If engineering plant is necessary to achieve this, it must be properly maintained and include an effective device to give visible or audible warning of any failure where this is necessary for health and safety reasons.

3.3 Temperature

A 'reasonable' temperature should be maintained during working hours in all workplaces inside buildings to provide comfort without the need for special clothing. Suitable thermometers in sufficient numbers should be provided and maintained for workers to establish the temperature in any workplace inside a building. The Approved Code of Practice gives a sedentary minimum temperature of 16°C (and 13°C where there is severe physical effort). There is no maximum temperature specified in the Regulations.

If the temperature in a workroom is uncomfortably high, for example because of hot processes or building design, managers must take all reasonable steps to achieve a reasonably comfortable temperature, for example by:

- Insulating hot plants or pipes
- Providing air-cooling plant
- Shading windows
- Siting workstations away from places subject to radiant heat

If a reasonably comfortable temperature cannot be achieved throughout a workroom, local heating or cooling (as appropriate) should be provided. In extremely hot weather, fans and increased ventilation may be used instead of local cooling.

2.4 Suitable and sufficient lighting

Is required for every workplace, by natural light as far as is reasonably practicable. Additionally, where there is potential danger due to failure of any artificial light source, suitable and sufficient emergency lighting is required.

2.5 Cleaning and decoration

Floor, wall and ceiling surfaces inside buildings must be kept sufficiently clean. This provision also applies to all furniture, furnishings and fittings.

2.6 Space

Every room where persons work must have sufficient floor area, height and unoccupied space for purposes of health, safety or welfare. Personal space is defined in the Approved Code of Practice as 11 cubic metres (i.e. excluding furniture). There is a notional maximum ceiling height of 3 metres to be used in this calculation. There are also other specific space regulations to be considered, such as in the Regulatory Reform (Fire Safety) Order 2005.

2.7 Workstations

These must be arranged so as to be suitable for any person who is likely to work there and for any work likely to be done there. For those workstations outside buildings, there must be protection from adverse weather so far as is reasonably practicable, and so arranged that persons at the workstation are not likely to slip or fall. Also, the arrangement must enable anyone to leave it swiftly or receive assistance in an emergency. For each person

at work in the workplace where a substantial part of the work must be done sitting, a suitable seat must be provided, with a footrest where necessary (refer to the Trust Display Screen Procedure, Hot Desking SOP and Agile Working Policy).

2.8 Floor surfaces

These must be suitable for the purpose for which they are used, i.e. they should not expose people to health or safety risks through holes or slopes, uneven or slippery surfaces. Floors must have effective means of drainage where necessary. With respect to holes, adequate measures must be taken to prevent falls; for slopes, handrails should be considered. Except where a traffic route would be obstructed, suitable and sufficient handrails and guards must be provided.

2.9 Falls and falling objects

Suitable and effective safeguards are required to prevent any person falling a distance likely to cause personal injury, or being struck by a falling object likely to cause personal injury.

2.10 Indication of health and safety risks

Any area where there is a risk to health and safety from falling or being struck by a falling object must be clearly indicated as appropriate. So far as is reasonably practicable, every tank, pit or structure must be securely covered or fenced where there is a risk of falling into a 'dangerous substance' in it. Also, every traffic route over these must be securely fenced. 'Dangerous substances' are defined as those which are likely to burn or scald, and those which are poisonous, corrosive, or as fumes, gases or vapours are likely to overcome a person. Also included is any granular or free-flowing solid, or viscous substance, of a nature or quantity likely to cause danger to anyone.

2.11 Windows, doors, gates, walls and glazed partitions

These must, where necessary for health or safety, be of safe material and be appropriately marked. Windows, skylights and ventilators must be designed so that they cannot be opened, closed or adjusted in a way which causes danger to anyone. They are also not to be capable of remaining open in a dangerous position. Windows and skylights are to be designed or constructed so that they can be cleaned safely, taking account of equipment or devices fitted to the window, skylight or building.

All windows in patient areas, i.e. wards, departments and patient throughput corridors, need to adhere to the HSE recommendations and be restricted to a 100mm.

Where staff are concerned that their office is an uncomfortable temperature, the accommodation must be risk assessed by the designated person that has been given responsibility to undertake a workplace risk assessment. If the temperature is too high, then the restrictors may be removed, and this decision must be agreed by the department/service manager and added to department/service Risk Assessment. In taking this action, the occupants must agree to ensure that office doors are locked if a room is unoccupied for **any** period of time.

The Corporate Safety Manager will consider requests for removal of window restrictors following receipt of a completed risk assessment signed by the department Manager.

Recommendations for risk assessment issues are as follows:

- Proximity and access to patient areas
- Room size
- Number of people occupying the office
- Time spent in the office
- Equipment used in the office (essential and non-essential)

All other accommodation and meeting areas should also be risk assessed for the need to remove restrictors. If it is found to be necessary, individuals using the rooms should ensure that the doors are locked and windows closed when they complete the meeting. Responsibility for this will rest with the person making the booking.

2.16 Organisation of traffic routes

Traffic routes must be suitable and sufficient for the use made of them. They must be so arranged that vehicles using them do not endanger those at work nearby.

There should be enough traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty and special consideration must be given to the safety of people with impaired or no sight.

People in wheelchairs may be at greater risk than people on foot, so special consideration must be given to their safety. Traffic routes used by people in wheelchairs should be wide enough to allow unimpeded access, and ramps should be provided where necessary

The need for vehicles with poor rear visibility to reverse should be eliminated as far as possible, for example by using one-way systems.

Any traffic route which is used by both pedestrians and vehicles should be wide enough to enable pedestrians to pass safely, where it is not reasonably practical to make the route wide enough, traffic management systems should be provided as necessary.

In doorways, gateways, tunnels, bridges, or other enclosed routes, vehicles should be separated from pedestrians by a kerb or barrier. For safety purposes, separate routes should be provided for pedestrians and they should be guided to use the correct route by clear marking. Such routes should be kept unobstructed.

Appropriate crossing points should be provided and used where pedestrian and vehicle routes meet. Where necessary, barriers or rails should be provided to prevent pedestrians crossing at particularly dangerous points and to help guide them to designated crossing places.

2.17 Doors and gates

These must be suitably constructed, to include fitting with any necessary safety device, e.g. sliding and powered doors must not be able to cause injury by falling on or trapping people. Powered doors and gates require suitable features to prevent injury by trapping

anyone, and should be operable manually unless they open automatically if the power fails. Any door or gate, which can be pushed open from either side, must provide a clear view of both sides of the space when closed.

2.18 Sanitary conveniences and washing facilities

Sufficient toilet and washing facilities should be provided to allow everyone at work to use them without unreasonable delay and located so they are convenient. Provision must be made for any workers with a disability to enable them to have access to facilities which are adjusted for their use if necessary.

These must be suitable, sufficient and in readily accessible places for all persons at work. The rooms containing them must be adequately lit and ventilated. Rooms and conveniences must be kept clean and orderly, and separate rooms containing conveniences should be provided for men and women. The latter point does **not** apply where a convenience is in a room intended for use by one person at a time and which has a door that can be secured from inside.

Suitable and sufficient washing facilities are required for all persons in the workplace, and are to be readily accessible. This also includes showers if required for health or work reasons. Suitable is defined as those facilities which:

- Are provided in the immediate vicinity of every sanitary convenience (whether or not provided elsewhere as well)
- Are provided in the vicinity of any changing rooms required by these Regulations (whether or not provided elsewhere as well)
- Include a supply of clean hot and cold, or warm, water which is running water as far as practicable
- Include soap or other suitable cleanser
- Include towels or other suitable means of drying
- Are contained in rooms sufficiently ventilated and lit

Appendix 1 gives guidance on the minimum numbers of facilities required.

2.20 Drinking water

An adequate supply of wholesome drinking water should be provided and maintained for all persons in the workplace, and this should be readily accessible in suitable places and conspicuously marked by a sign where this is necessary for health and safety. An example would be where people could otherwise drink from a contaminated water supply. A sufficient number of drinking vessels is also required, unless a water jet is installed where persons can drink easily.

2.21 Changing facilities and accommodation for clothing

Suitable and sufficient changing facilities are required in all cases where special work clothing has to be worn and a person cannot be expected to change elsewhere for

reasons of health or propriety.

Suitable facilities will include separate facilities or separate use of facilities by men and women where necessary for propriety. Suitable and sufficient accommodation for clothing is required for personal clothing not worn during work hours, and for special clothing worn at work but not taken home. Where changing facilities are required as above, suitable accommodation is defined as being secure for clothes not worn; where necessary to avoid risks or damage to the clothing, it includes separate facilities for work clothes and for other clothes; allows or includes drying facilities so far as is reasonably practicable; and is in a suitable location.

2.22 Rest facilities

Suitable and sufficient rest facilities (i.e. one or more rest room) should be provided at readily accessible places. These must include one or more rest rooms. They must also include facilities to eat meals where food eaten in the workplace would otherwise become contaminated. Suitable and sufficient facilities are to be provided for persons at work to eat meals where meals are regularly eaten in the workplace.

2.23 Facilities for pregnant women and nursing mothers

Suitable facilities must be provided for any working pregnant women or nursing mothers to rest. These facilities should be conveniently situated in relation to toilets and, where necessary, include the facility to lie down.

2.24 People with disabilities

Regardless of their disability, people should be able to gain access to buildings and use the facilities. This could mean that the Trust may need to make some changes to a building or premises to take account of the disabled person's needs. This could include:

- Taking into account the structure of a building, for example steps, changes of level, emergency exits or narrow doorways
- Some disabled people who can walk find it easier to negotiate a flight of stairs rather than a ramp, and for those people handrails for support is essential
- Looking at the way the building has been fitted out, for example avoiding heavy doors, inaccessible toilets or inappropriate lighting
- There should be suitable toilets designed for wheelchair users and disabled people who can walk
- For disabled people, suitable toilet accommodation may take the form of specially designed cubicles in separate-sex toilet washrooms or a self-contained unisex toilet
- For disabled people who can walk, doors to compartments should be outward-opening
- Workers using wheelchairs may need to have workstation access widened and the height of their workstation modified

3. References

The following references and further reading are applicable to this document:

- Health and Safety at Work Act etc 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- COSHH (Control of Substances Hazardous to Health) 2002
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Equality Act 2010

4. Appendices

Appendix 1 – Guidance on the minimum numbers of facilities required.

Appendix 1

Guidance on the minimum numbers of facilities required

Table 1 below shows the minimum number of toilets and washbasins that should be provided where both men and women are working. Column 1 refers to the maximum number of workers likely to be in the workplace at any one time.

If separate toilets are provided for a group of workers (eg men, women, office workers or manual workers), a separate calculation should be made for each group.

More facilities may be necessary if, for example, breaks are taken at set times or workers finish work together and need to wash before leaving.

Table 1 Number of facilities needed per number of people at work

Number of people at work	Number of toilets	Number of washbasins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

An additional toilet and washbasin should be provided for every 25 people above a total of 100 (or fraction of 25).

If the facilities provided for workers are also used by members of the public, the number of toilets and washbasins specified above should be increased as necessary to ensure that workers can use the facilities without unreasonable delay.

Rapid Equality Impact Assessment *(for use when writing policies and procedures)*

Policy Title (and number)	Workplace Management Procedure TSP/S028		Version and Date	2.0 June 2022	
Policy Author					
An equality impact assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate or disadvantage people. EIAs also improve and promote equality. Consider the nature and extent of the impact, not the number of people affected.					
EQUALITY ANALYSIS: How well do people from protected groups fare in relation to the general population? PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below					
Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)					
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Sexual Orientation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Religion/Belief (non)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/ Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Marriage/ Civil Partnership	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.					
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion					
Is inclusive language ⁵ used throughout?					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are the services outlined in the policy/procedure fully accessible ⁶ ?					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the policy/procedure encourage individualised and person-centered care?					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If 'Yes', how will you mitigate this risk to ensure fair and equal access?					
EXTERNAL FACTORS					
Is the policy/procedure a result of national legislation which cannot be modified in any way?					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)					
Regular full review as required by legislation and Trust policy					
Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?					
Members of the Health and Safety Committee; Staffside; Deputy Director of Estates and Facilities Management; Executive Directors; System Directors					
ACTION PLAN: Please list all actions identified to address any impacts					
Action	Person responsible		Completion date		
AUTHORISATION:					
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them					
Name of person completing the form	Suzanne Ellis		Signature	<i>Suzanne Ellis</i>	
Validated by (line manager)	Kevin Wood		Signature	<i>K. Wood</i>	

Any issues Please contact Diversity & Inclusion Lead

Debbie Maynard on Debbie.maynard@nhs.net or Mobile Number 07976895349

¹ Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user

² Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them

³ Consider any provisions for those with no fixed abode, particularly relating to impact on discharge

⁴ Consider how someone will be aware of (or access) a service if socially or geographically isolated

⁵ Language must be relevant and appropriate, for example referring to partners, not husbands or wives

⁶ Consider both physical access to services and how information/ communication is available in an accessible format

⁷ Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy