



Welfare Standards

Contents

TITLE	SECTION
Introduction	1
Welfare Assessment	2
Responsibilities for Welfare Facilities	3
Welfare Facilities Required	4
Toilets and Washing Facilities	4.1
Changing and Drying Rooms	4.2
Lockers	4.3
Rest and Eating	4.4
Drinking Water	4.5
Site Set Up and Closure	4.6
Electrical Safety	5
Fire Safety	6
Cleaning	7
Monitoring	8
Further Reading	9

1. Introduction

The purpose of these welfare standards is to give guidance to all levels of management of the welfare requirements that must be provided on a construction site.

The welfare facilities must be fit for purpose, kept clean and sufficient for the amount of workers on site.

2. Welfare assessment

At pre-start planning stages, the location and amenities of welfare facilities through the lifecycle of the development must be planned out to ensure they meet the requirements of these standards. Locating the main compound in the centre of the site must be considered, to ensure that it is readily accessible to as many workers as possible without the need for additional satellite welfare facilities.

Prior to a site commencing the Contract Manager responsible for the site set up must complete a welfare assessment. This will help establish the size of the welfare facilities that will be required, and detail:

- Type of welfare facility
- Average number of operatives
- Who will provide these facilities

The welfare assessment must be re-assessed when mains water and electricity become available, to ensure the minimum standards are met. Then bi-annually or there is a change in welfare requirements, i.e. less or more operatives on site.

Refer to HSMS form [013](#) – Welfare Assessment

3. Responsibilities for welfare facilities

It is ultimately the Principal Contractors (PC) responsibility to supply suitable welfare facilities on site, at the early stages of a project this could be us or the Groundwork Contractor.

Regardless of who is PC, we must as the Client for the project check that these facilities are in place before work commences. The local Group HS&E Advisor will carry out a Client health and safety visit within 48 hours of a site starting to check that these facilities have been installed. The

Authorised by: HS&E Director	Version date: 25/07/2024	Version: 2	STD: Welfare
Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			



Advisor must close the site if these are not place and will not authorise for it be re-opened until the appropriate welfare facilities have been provided.

4. Welfare facilities required

The minimum welfare requirement required for each operational construction site outside of site set up and closure arrangements must include:

4.1 Toilets and washing facilities

Flushing toilets

Wherever possible flushing toilets must be provided on all sites that are connected to mains water and the foul drainage systems. If this is not possible, then toilets with a built-in water supply and drainage tanks can be used for this duration of constrains of water and drainage connection.

Chemical toilets

Portable chemical toilets (also known as plastics) are only acceptable for short periods where flushing toilets cannot be provided. They may be the only achievable way of providing toilet facilities at the start and end of some projects. They may also be used in addition to permanent facilities on more remote parts of larger sites. If portable chemical toilets are provided they must have hot/ warm running water, so an Oasis style unit with a generator or a solar loo must be used.

Arrangements for mixed use or female only

All sites must have at least one separate designated lockable toilet and washbasin for alternative to male gender workers and those with health issues. A bin with a lid and sanitary waste disposal facilities must be provided, Only on smaller sites (5 or less people at work) this can be a designated lockable toilet and washbasin for the use of all site workers.

Unisex shower facilities can be provided if they are in a separate, lockable room, which only one person can use at a time.

Number of toilets and washbasins

The following minimum number of toilets and washbasins in ratio to the number people at work must be:

Mixed use toilet blocks (or women only)

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

Men only toilet blocks

Number of people at work	Number of toilets	Number of urinals
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



Readily accessible

Unlike rest breaks, toilet needs cannot be planned in. Workers should not have any significant wait when they need to use the toilet. Such wait can cause distress or exacerbate health issues. Construction workers and site visitors should not have to walk more than 150 metres to reach toilet facilities. On larger sites this may therefore necessitate the provision of satellite conveniences in more remote parts of the site/ away from central compounds.

For very remote sites or sites covering a large distance it may not be possible for workers to access a convenience without transport. However, in those instances that transport should always be available, and the journey time should be equitable to the time taken to walk 150 metres. All satellite conveniences need to have hot/ warm and cold running water for washing, options would include a portaloo with a generator or connected to the electricity of a plot or a solar loo. A stock plot can be used to provide facilities for a small number of workers for a short duration of time. Arrangements must be then be made to clean/ replace the sanitary ware after use.

In addition to being readily accessible for workers, the positioning of conveniences needs to be such that they can be easily delivered and emptied by a vehicle.

Washing facilities

Washing facilities must be next to all toilets (including satellite facilities) and any changing rooms. They should include:

- Clean hot/ warm and cold, running water.
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.
- Bin with a lid.
- Adequate ventilation and lighting.
- Showers may also be needed depending on the work being done, but this is generally not the case for our sites. If showers are going to be in place, a Legionnaires disease risk assessment will be required. Please seek the advice of the local Group HS&E Advisor.

Sinks / washbasins need to allow workers to wash their hands, face and forearms properly. The Sink size and tap location must be checked to allow this.

Hand washing should not take place in the same areas that are used for eating and drinking. It is particularly important to provide washing facilities separate from canteen areas where workers are exposed to hazardous substances such as cement, lead or micro-organisms, this is to control the risk of contamination.

4.2 Changing and Drying Rooms

Changing rooms that double up as drying rooms must be provided, these must be sufficient to accommodate the amount of operatives on site. The heaters must be left on overnight to ensure that clothing is dry in the morning.

4.3 Lockers

Workers need to be able to keep their clothing and personal effects safe. This may be in the site office or even a van on smaller sites, providing they are secure. Lockers may need to be provided for larger sites.

4.4 Rest and Eating

Workers need an area to rest and eat. These areas must have:

- Enough tables and seats (with backs) for the number of workers likely to use them at any one time, the site team may stagger breaks to facilitate this.
- Facilities to prepare and eat food and a way of boiling water.

Authorised by: HS&E Director	Version date: 25/07/2024	Version: 2	STD: Welfare
Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			



- Ventilation in the summer.
- Heating in the winter.

Rest areas must be kept clean and tidy and should not be used to store plant, equipment or materials.

4.5 Drinking water

Drinking water must always be available, clearly identified and easy to access, mains supply water should be used where possible. Stored or bottled water must not be allowed to become stale or contaminated. Clean cups/ drinking vessels must be provided unless the water comes from a drinking fountain etc.

4.6 Site set up and closure

At the beginning and the end of a project, water and electricity can be limited because the infrastructure is not in place or has been removed. Mains supply of running water and electricity, must be installed as soon as possible and arrangements for these services must be made early in the pre-start process.

The following facilities must always be provided on site (an Oasis type unit with a generator or solar luo will normally suffice during these stages):

- Portable chemical toilet
- Portable cabins
- Hot/ warm washing water (with soap and towels and a bin to dispose of waste)
- Drinking water
- Facilities for cooking and heating food

If a semi-permanent water supply cannot be installed then a gravity fed system, such as a water cube, can be used but this should only be in place as a very short term solution.

Sewerage tanks can also be used as a temporary arrangement, but transfer to the main sewage system must be a priority.

Generators for electricity can be used in the short term, however they must be able to run over night to power the heaters in the drying rooms. Acoustic screens may need to be installed to screen any nuisance noise from the generators. If generators are required then solar alternatives should be considered.

These facilities must also be readily accessible to workers and site visitors (within 150 metres or their work area or equitable time to travel this distance via transport).

5. Electrical Safety

The welfare facilities and site offices must be electrically tested on installation and annually unless moved or damaged, then additional testing will be required.

The electrical feed and consumer unit must be suitable and sufficient for the number of items that could potentially be run off them e.g. office equipment, welfare units, silos, heaters, computers, kettles etc. to ensure that they are not overloaded which could result in a power outage and / or fire.

6. Fire Safety

Smoke detectors should be present in all site offices, canteens and drying rooms. Where possible, they should be hard wired into the electrical supply. If this is not possible then, battery operated detectors should be installed and checked on a monthly basis. In addition, there should be a means of raising the alarm if there was a fire such as an air horn.



Suitable fire extinguishers should be present within the offices, drying rooms and canteens. In addition, a fire blanket should be provided in the canteen.

7. Cleaning

It is site management responsibility to ensure that the facilities remain clean by ensuring that there is a suitable cleaning regime in place, which must be documented. On busier sites a contract cleaner should be considered.

The nature of the work and conditions on site should be taken into account, as daily cleaning may not be sufficient, e.g. if the site is muddy.

The worker responsible for cleaning the facilities must use a separate colour coded mop and bucket for cleaning the toilet floor to the floors of the canteen, drying room and offices.

Toilet paper, soap, paper towels etc. can quickly run out, it is the responsibility of site management to ensure this does not happen and there are sufficient supplies on site.

A COSHH storage unit must be available for storing hazardous cleaning materials such as bleach.

Toilets and washing areas also need good ventilation and lighting.

8. Monitoring

Site management must carry out continuous monitoring of welfare facilities throughout the day, to ensure that they remain at an acceptable level.

Contracts Managers and other operating business management, should monitor and report on welfare condition during their regular site visits.

A review of welfare arrangements must also be undertaken by site management when completing weekly checks.

Refer to HSMS form [014](#) – Weekly Site Manager's Checksheet

The Group HS&E Department will monitor compliance with these standards, via regular site HS&E inspections.

If welfare standards do not meet the minimum requirements of these standards, then the site must be closed until adequate facilities are provided.

9. Further reading

[HSE - construction welfare](#)

[HSE - provision of welfare facilities during construction work](#)

[HSE - Workplace health, safety and welfare ACOP](#)

[HSE - Legionnaires disease: a guide for dutyholders](#)



VERSION ISSUED	Date
<u>Version 1</u> 1,2,3,4,4.1-6,5,6,7,8,9,10	31.05.2023
<u>Version 2</u> Section 5 – changed electrical testing to on installation and annually to align with electrical standards	25.07.2024