



WORKPLACE HEALTH SAFETY AND WELFARE POLICY

June 2014

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Approved by	Health & Safety Forum
Date Approved	June 2014
Date for Review	June 2017
Version	3.0
Replaces previous version (if applicable)	2.0 (2011)

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1 Introduction/Policy Statement

NHS Greater Glasgow & Clyde (NHS GG&C) acknowledges its duty to make sufficient provision for health, safety and welfare in the workplace. It is the policy of NHS GG&C to fully implement the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 by providing facilities, fixtures and equipment that are safe and appropriately maintained, monitored and inspected.

This Policy is prepared in accordance with Sec 2 (3) of the Health & Safety at Work etc Act (HASAWA) 1974 (as amended 2014) with the intention of promoting a Safe Working environment that will, so far as is reasonably practicable (SFARP), ensure the Health and Safety of all employees and to enable the organisation to comply with relevant legislation.

A safe place of work can only be achieved by the co-operation of employees and management with determination to promote and maintain a strong Safety culture in all of the organisations activities.

2 Scope

This Policy applies to all NHS GG&C premises, workplaces, equipment, devices and systems. It forms an integral part of NHS GG&C's Health & Safety Policy and will operate in conjunction with other relevant policies.

3 Roles and Responsibilities

3.1 Directors / Heads of Service are responsible for ensuring that this Policy is complied with in all relevant circumstances within their area of control. In particular that Site Facility Managers are aware of their responsibilities with regard to the Policy and that Site Facility Managers are provided with adequate information, instruction and training in order that they can discharge their responsibilities.

3.2 Site Facility Manager (tenant) within or Premises Administrators (Owner). Both have duties which are limited to matters which are within their control. They are responsible for co-operating sufficiently with each other to ensure the requirements of the regulations and this policy are fully met. Site Facility Managers and Administrators must ensure regular inspections of the workplace for which they are responsible and are carried out at least quarterly and report all noted faults as per the reporting procedures. However there will also be certain fixtures and equipment that have to be maintained and inspected under contract from specialist competent persons. The arrangements in place for this maintenance and inspection should be clearly recorded and monitored by the person in control of the building.

Please note that within the scope of this guidance, 'workplace' refers to areas where people are 'at work' and includes rooms, lobby, corridor, staircase, or road or other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with the place of work other than a public road.

3.3 Managers / Supervisors having received the appropriate information, instruction and training are responsible for the day to day matters relating to this Policy, in particular the supervision of staff within their area of control. Managers/Supervisors must ensure that the quarterly inspection is carried out and recorded on the Workplace Inspection Checklist (Appendix 1).

3.4 All Staff having received the appropriate information, instruction and training are responsible for ensuring that they comply with this Policy and take reasonable care not to endanger themselves or anyone else who may be affected by their work activities, and to co-operate with management in meeting the requirements of this Policy.

4 Maintenance

4.1 Maintenance of workplace, equipment, devices and systems

The workplace including certain equipment and devices requires to be maintained in an efficient state, in working order and in good repair (including cleaning, as appropriate). Suitable systems of maintenance are required to be introduced and maintained thereafter, as appropriate. These maintenance requirements overlap with the Provision and Use of Work Equipment Regulations 1998 covered in the Policy on the Provision and Use of Work Equipment.

4.2 Suitable systems of maintenance

Regular maintenance and remedial work should be carried out by a competent person such as is required for the equipment being maintained.

Suitable records either written or electronic are kept recording work completed and detailing programmes for scheduled maintenance work.

Further details can be found within the hyperlink to the [PUWER](#) Policy.

4.3 Action required of Ward/Service Managers in conjunction with Estates or Hard Facilities Management Company

- Once identified the focus of responsibility will most likely lie with facilities/estates as part of a planned maintenance programme.
- Identify any equipment etc. that can affect health and safety in the workplace if it fails (including mechanical ventilation systems).
- Establish whether a system of maintenance is required to ensure their efficient operation.
- Ensure a safe system of maintenance.
- Ensure that the equipment etc. is maintained according to that system.

- Ensure that any potentially dangerous defects are rectified.
- Keep suitable written records of both maintenance work completed and maintenance schedules.

5 General Workplace Ventilation

Enclosed workplaces should be sufficiently well ventilated so that stale air, and air which is hot or humid because of the processes or equipment in the workplaces, is replaced at a reasonable rate.

The air to be introduced to the workplace should be free, as far as practicable, from any impurity likely to be offensive or cause ill health. Air taken from outside can normally be considered to be fresh.

Air inlets for ventilation systems should **not** be sited where they could draw in excessively contaminated air e.g. close to a flue, exhaust ventilation outlet, manoeuvring of vehicles area etc.

In most cases within premises used by NHS GG&C windows or other openings will provide sufficient ventilation in some or all parts of the building. Where necessary mechanical means of ventilation should be provided as appropriate to the circumstances.

Whichever means is provided to ventilate the work area, workers should not be subject to uncomfortable draughts. In the case of mechanical ventilation systems it may be necessary to control the direction or velocity of airflow. Workstations should be re-sited or screened as required.

Mechanical ventilation systems which re-circulate air, including air conditioning systems should be designed to include fresh air inlets and filtration where necessary.

All mechanical ventilation systems, including air conditioning systems, must be regularly and properly cleaned, tested and maintained to ensure that they are kept clean and free from anything that may contaminate the air. Records of maintenance require to be maintained by Estates Department or Hard Facilities Management Company.

6 Temperature – see Temperature Guidelines in Appendix 2

The law does not state a minimum or maximum temperature however a reasonable working temperature requires to be maintained in all workplaces during working hours. This temperature should provide reasonable comfort without the need for special clothing. Where this is impractical due to hot or cold processes, rooms open to the outside etc. then reasonable steps to achieve a temperature as close as possible to comfortable should be taken.

As per the NHS GGC temperature guide the recommended minimum temperature in a workroom should normally be at least **16°C** unless much of the work involves severe physical effort in which case the temperature should be at least **13°C**. These temperatures refer to readings taken by a dry bulb thermometer, close to workstations, at working height and away from windows.

It should be noted that the normal comfort range for sedentary office work is in the range **19°C to 22 °C**.

There is no stated maximum workplace temperature however suitable steps should be taken to reduce the temperature or to remove employees from exposure to work environments which are excessively hot. Steps to be taken to achieve a reasonably comfortable temperature should include the following:-

- Insulating hot plant and pipes.
- Shading windows.
- Locating workstations away from radiant heat.
- Providing air cooling plant where appropriate.

Further measures to adopt in the event of short term extremes of temperature might include:-

- Provision of suitable rest facilities.
- Task rotation to reduce or limit length of exposure times.
- Evacuation of affected area to an area with a controlled environment.
- Provision of protective clothing where appropriate.

6.1 Heating

Fixed heating systems should be installed and maintained in such a way that the products of combustion do not enter the workplace.

Temporary heating appliances brought into the workplace should be suitable for the purpose, sited in a safe location, provided with suitable guarding where appropriate and do not produce fumes that will be harmful or offensive. These appliances must only be sourced by the Estates Department or Hard Facilities Management Company.

6.2 Thermometers

Suitable non-mercury filled thermometers require to be provided in readily accessible positions in the workplace for the purpose of checking and monitoring temperatures.

7 Lighting

Lighting at work should be sufficient to enable people to work, use facilities and move from place to place safely without experiencing eyestrain. Stairs should be well lit in such a way as not to cast shadows over the main parts of the treads. Places of particular risk such as pedestrian crossing points on vehicular traffic routes should be adequately lit after dark.

The following points should be taken into account when assessing the lighting provision in a workplace:-

- Dazzling lights or lights causing glare should be avoided.
- Lights and light fittings should be of a type and so positioned so as not to present hazards e.g. electrical, fire, radiation or collision etc.
- Light switches should be positioned to be visible and readily accessible.
- Lighting should not be obscured by stacked goods or similar so that it becomes insufficient.
- Fittings or lights should be replaced immediately if they become dangerous, electrically or otherwise.
- Lighting levels and equipment should be visually checked on a regular basis as part of the regular recorded workplace inspections.

7.1 Requirements under other legislation

Specific requirements on lighting are contained within the **Provision and Use of Work Equipment Regulations 1998** and the **Health and Safety (Display Screen Equipment) Regulations 1992**, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. These are covered by separate Policies.

Specific advice on these requirements can be obtained from the Health & Safety Service.

7.2 Natural lighting

It is recognised that people generally prefer to work in natural rather than artificial light. It is recommended therefore that where practicable workstations are situated to take advantage of existing natural daylight. Windows and skylights should be cleaned regularly and kept free from unnecessary obstructions to admit maximum daylight. However where this would result in excessive heat or glare the workstation should be repositioned accordingly or the window / skylight suitably shaded. Natural lighting may also not be feasible where windows have to be covered for security reasons. Where no provision for natural light exists then suitable artificial light should be provided in line with advice above.

7.3 Emergency Lighting

Emergency lighting should be provided in work areas where the sudden loss of light would present a serious risk if normal lighting fails e.g. hazardous process to be made safe. Emergency lighting should be powered from a source separate from that of normal lighting and should be immediately effective without the need for action by anyone.

Emergency lighting may be required as part of the fire risk assessment of the premises.

7.4 External Lighting

Outdoor pathways and walkways used by staff, patients and visitors NHS GG&C premises should be adequately lit after dark. This lighting provision should be included in the regular recorded workplace inspections.

8 Cleanliness and Waste Materials

Every workplace including the furniture, furnishings and fittings require to be kept sufficiently clean. The level of cleanliness should be appropriate to the use of the room e.g. food preparation and eating areas should be of a higher standard than storage or plant rooms etc.

Waste and refuse should be removed at appropriate intervals in line with the Waste Management Policy.

Appropriate arrangements require to be made for the removal of waste in accordance with the Waste Management Policy.

8.1 Work surfaces

Floors, walls, ceilings and work surfaces require to be capable of being kept sufficiently clean. They should be painted, tiled or otherwise treated so that they can be kept clean and the surface treatment renewed when it can no longer be cleaned properly. Appropriate floor coverings capable of being cleaned should be provided in all workplaces with areas of absorbent floors such as untreated concrete or timber suitably sealed or coated where there is a risk of contamination by oils or other substances which are difficult to remove.

8.2 Cleaning arrangements

Suitable cleaning arrangements are required to be made for the workplace. These arrangements should be specified in a Service Level Agreement *and without creating or exposing anyone to a health and safety risk.*

In addition to normal cleaning arrangements provision should be made to clean up spillages and remove unexpected soiling of surfaces. The specific arrangements required should be appropriate to the individual workplace and the activities and processes carried out there.

8.3 Furniture and fittings

Furniture and fittings provided in the workplaces should be checked as part of the regular recorded inspections of the workplace. Torn, damaged or stained upholstery on seats should be suitably repaired / cleaned or the item replaced.

9 Room dimensions and space

Workrooms should have enough free space to allow people to access their workstations and move freely around the room. The number of people who can work in a particular room at any one time depends not only on the size of the room but should also take into account the space taken up by furniture, fittings, equipment and the room layout.

The total volume of a room, when empty divided by the number of people working in it should be at least 11 cubic metres per person. In making this calculation a room with a ceiling height more than 3 metres should be counted as 3 metres for the purposes of the calculation. The figure of 11 cubic metres is a minimum and may be insufficient space in the circumstances if much of the floor area is taken up by furniture and equipment.

This room dimension calculation does not apply to attendants' shelters, control cabs and similar small structures where space is necessarily limited. In addition it does not apply to rooms used for lectures, meetings and similar purposes.

In a typical room where the ceiling is 2.4 metres high a floor area of 4.6 m² (e.g. 2m x 2.3m) will be needed to provide a space of 11 cubic metres. Where the ceiling is 3 metres high or above then this would result in a minimum floor area of 3.7 m² (e.g. 2m x 1.85m). These figures are for illustrative purposes and are approximate.

10 Workstations and seating and general use of Display Screen Equipment.

Please refer to the [Display Screen Equipment Policy](#) for current best practice and guidance.

Workstations require to be arranged so that each task can be carried out safely and comfortably. *Each workstation should allow adequate freedom of movement for any person to work and arranged around the individual's needs.*

Specific advice for workstations utilising Display Screen Equipment is contained within Section 2 of the Health & Safety Management Manual.

11 Condition of floors and Organisation of traffic routes

'Traffic route' means a route for pedestrian traffic, vehicles, or both, and includes any stairs, fixed ladder, doorway, gateway, loading bay or ramp.

There should be sufficient traffic routes, of sufficient width and headroom, to allow people and vehicles to circulate safely with ease.

Horizontal swinging barriers used as gates at car park or similar entrances should be locked open or locked shut (preferably by padlock) so that they do not swing open and constitute a risk to oncoming vehicles. This guidance also relates to duties under the requirements of the Regulations covering doors and gates.

To allow people and vehicles to move safely, the best approach is to keep vehicles and pedestrians apart by ensuring that they use entirely separate routes.

If people and vehicles have to share a traffic route, use kerbs, barriers or clear markings to designate a safe walkway and, where pedestrians need to cross a vehicle route, provide clearly marked crossing points with good visibility, bridges or subways. Make sure the shared route is well lit.

It is often difficult for drivers to see behind their vehicle when they are reversing; as far as possible, plan traffic routes so that drivers do not need to reverse. This can be achieved by using one-way systems and drive-through loading areas.

Set appropriate speed limits, and make sure they, and any other traffic rules, are obeyed. Provide route markings and signs so that drivers and pedestrians know where to go and what rules apply to their route, so they are warned of any potential hazards.

Loading bays should have at least one exit point from the lower level, or a refuge should be provided to avoid people being struck or crushed by vehicles.

Where a load is tipped into a pit or similar place, and the vehicle is liable to fall into it, barriers or portable wheel stops should be provided at the end of the traffic route. Floors and traffic routes should be sound and strong enough for the loads placed on them and the traffic expected to use them. The surfaces should not have holes or be uneven or slippery, and should be kept free of obstructions and from any article or substance which may cause a person to slip, trip or fall.

Criteria for defects such as subsidence, unevenness, pot holes, collection of surface water, cracks and ruts should be determined and set, and maintenance systems developed to undertake repair when these limits are exceeded.

Open sides of staircases should be fenced with an upper rail at 900 mm or higher, and a lower rail. A handrail should be provided on at least one side of every staircase, and on both sides if there is a particular risk. Additional handrails may be required down the centre of wide staircases.

Access between floors should not be by ladders or steep stairs.

11.1 Condition of floors and traffic routes

- Where holes or other hazards are noted immediate arrangements should be made for their repair. In the meantime such temporary measures as are necessary require to be taken until suitable repairs have been effected e.g. barriers, conspicuous marking etc.
- All temporary holes such as for work in progress on paths or removed floorboards should be adequately guarded. Due account should be taken of persons with impaired or no sight.
- Steep slopes and ramps used by people with disabilities should be provided with a suitable secure handrail.
- Where floors are likely to become wet or subject to spillages then suitable non-slip flooring should be provided.

- Floors adjacent to machinery which could cause injury if anyone was to fall against it, e.g. woodworking or grinding machines, should be provided with a non-slip floor covering and be kept free from slippery substances or loose materials.
- Suitable arrangements require to be put in place to minimise risks from snow and ice. This will involve the gritting, snow clearance and where appropriate the closing of certain routes when affected. The arrangements made should be formalised into a procedure and directed to the attention of all relevant personnel.
- All floors and traffic routes should be kept clear of obstructions that may present a hazard or impede access. Where a temporary obstruction is unavoidable then access to it should be prevented or suitable warning measures appropriate to the hazard posted in a prominent position e.g., hazard warning cones.
- Effective drainage requires to be provided for all floor surfaces and traffic routes. The drain covers should be as near flush as possible with the surrounding area and regularly checked and maintained to ensure their efficient function.

11.2 Organisation of traffic routes

Every workplace requires to be suitably organised to ensure that pedestrians and vehicles using or visiting the premises can do so in a safe manner. It should be noted that in premises with traffic routes that pre-existed before 1 January 1993, the requirements to comply with the following guidance is to the extent that it is reasonably practicable. For most NHS GG&C premises this will make no difference to the actions required. Specific advice on this matter if required can be obtained from the Health & Safety Service.

11.3 Signs on traffic routes

Any signs used in connection with traffic should comply with the Traffic Signs Regulations and General Directions (SI 1981 No. 859) and the Highway Code for use on the public highway.

12 Falls or falling objects

NHS GG&C will take, so far as is reasonably practicable, suitable and effective measures to prevent any person falling which is likely to cause personal injury or to prevent any person being struck by a falling object likely to cause injury.

The consequences of falling into dangerous substances are so serious that a high standard of protection is required. Dangerous substances in tanks, pits or other structures should be securely fenced or covered. Traffic routes associated with them should also be securely fenced. Duties to prevent falls from height in general are covered by [the Work at Height Regulations 2005](#).

- As a guide secure barriers should be provided wherever possible at all places where a person could fall in hazardous circumstances such as traffic routes close to an edge, large numbers of people present, where the fall is into a traffic route or onto a dangerous surface etc. They should be sufficiently high, and filled in sufficiently, to prevent falls over or through the barrier and should be of adequate strength and stability to restrain any person or object liable to fall onto or against it.

- At minimum barriers should consist of two guardrails at suitable heights (top rail and a mid-rail) at suitable heights. The top of the barrier should be at least 1100mm.

12.2 Roof work

The majority of NHS GG&C personnel will not work on roofs as part of their work duties and therefore access to roofs should be secured and restricted to authorised personnel only.

12.3 Access to attics

Access to attics should be restricted to authorised personnel only.

13 Windows and transparent or translucent doors gates and walls.

Transparent or translucent doors, gates or walls and windows

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of people coming into contact with it, it should be marked or incorporate features to make it apparent.

Employers will need to consider whether there is a foreseeable risk of people coming into contact with glazing and being hurt. If this is the case, the glazing will need to meet the requirements of the Regulations.

Windows

Where applicable open able windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely.

When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

14 Doors and gates

Doors and gates should be suitably constructed and fitted with safety devices if necessary.

Doors and gates which swing both ways and conventionally hinged doors on main traffic routes should have a transparent viewing panel.

Power-operated doors and gates should have safety features to prevent people being struck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.

Upward-opening doors or gates need to be fitted with an effective device to prevent them falling back. Provided that they are properly maintained, counterbalance springs and similar counterbalance or ratchet devices to hold them in the open position are acceptable. Powered vertical opening doors that are powerful enough to lift an adult or child should be fitted with measures to prevent this.

15 Sanitary Conveniences

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying.

If required by the type of work, showers should also be provided. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

15.1 Minimum numbers of facilities

Table 1 shows the minimum number of sanitary conveniences and washing stations that should be provided. Column 1 refers to the maximum number of people likely to be in the workplace at any one time. Where separate sanitary accommodation is provided for males and females then a separate calculation should be made for each group.

TABLE 1

1 Number of people at work	2 Number of water closets	3 Number of wash stations
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

Reproduced from Workplace ACOP

In the case of sanitary accommodation used only for men then Table 2 can be followed as an alternative.

TABLE 2

1 Number of men at work	2 Number of water closets	3 Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

Reproduced from Workplace ACOP

16 Drinking Water

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups should be provided. Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply.

The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

Drinking water does not have to be marked unless there is a significant risk of people drinking non-drinking water.

17 Accommodation for clothing

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure the privacy of the user, be of sufficient capacity, and be provided with seating.

18 Facilities for changing and storing clothing

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure the privacy of the user, be of sufficient capacity, and be provided with seating.

19 Facilities for rest and to eat meals

Suitable and sufficient, readily accessible rest facilities should be provided.

Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.

Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose. Such facilities should also be provided where food would otherwise be likely to be contaminated.

Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food.

Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means for heating their own food (e.g. microwave oven). Canteens or restaurants may be used as rest facilities provided there is no obligation to purchase food.

Suitable rest facilities should be provided for pregnant women and nursing mothers. They should be near to sanitary facilities and, where necessary, include the facility to lie down.

Smoking is prohibited in almost all circumstances within premises and grounds under the control of NHS GG&C. Refer to the NHS GGC No Smoking Policy on StaffNet.

20 Facilities for pregnant women and nursing mothers.

It is good practice to provide a healthy and safe environment for nursing mothers to express and store milk, i.e. clean and secure fridge. Facilities provided for pregnant women and nursing mothers, i.e. suitable resting room, should be conveniently situated in relation to sanitary accommodation.

Appendix 1A



Quarterly Workplace Inspection Checklist - Generic

Site/Hospital: _____

Ward/Department: _____

Date: _____ **Time:** _____

	Yes/No/Not Applicable	Comment/Further Action
Building Fabric		
Are walls, floors and ceilings in sound condition?		
Are doors and windows maintained in good condition, e.g. no drafts		
If designed to be opened, can windows be opened safely?		
Windows in patient areas – should not open more than 100mm?		
Has any Refurbishment/ Estates work been undertaken recently?		
Ventilation		
Is ventilation adequate?		
Are ventilation or air conditioning units maintained?		
Heating		
Are heating units operational, sufficient and maintained?		
If required, are heat sources adequately guarded?		
Temperature		
Does the temperature and humidity allow for a comfortable working environment?		

Lighting		
Is lighting (both internal & external) suitable for the department's activities and enable safe movement?		
Electrical		
Are sockets overloaded?		
Are there damaged plugs, sockets or exposed wires?		
Are alarm or nurse call systems adequately maintained?		
Arrangements in place for checking of portable electrical equipment?		
Do staff know how to safely use isolation switches/cut offs (where applicable)?		
Are switch rooms/control panels locked to prevent unauthorised access?		
Equipment		
Are there suitable arrangements for the maintenance of equipment?		
Are there suitable arrangements for the removal from use of equipment that is defective, faulty or requires repair?		
If used, are ladders, steps, kicksteps etc, suitable for task?		
Room dimensions, workstations and space		
Are workstations suitable e.g. size, layout for the tasks and activities being undertaken?		
If required, is suitable seating provided?		
Is there adequate space for the safe storage of equipment and supplies?		
Gas cylinders		
Are gas cylinders properly stored and restrained?		
Are flow meters etc regularly maintained?		
Cleanliness and waste		
Are cleaning regimes adequate for the activities of your department?		
Are surfaces in sound condition to allow for cleaning?		
Are linen and waste receptacles suitable and are uplifts sufficient?		
Is waste correctly disposed of i.e. clinical, domestic, special waste?		
Are healthcare waste and sharps bins correctly labelled and not overfilled?		
Floors and traffic routes		
Is floor damaged or uneven?		
Are there suitable procedures for dealing with spills, leaks, inclement weather etc?		

Do trailing cables or leads pose a significant trip risk?		
Are doorways, corridors and other traffic routes free from obstruction?		
Sanitary Conveniences and washing facilities		
Are toileting and washing facilities (showers where required) adequate?		
Is drinking water easily accessible and of sufficient quality?		
Are staff provided with lockers or other secure storage for personal belongings?		
Emergency procedures		
Are staff aware of emergency procedures, including evacuation plans?		
Is emergency lighting and signage adequate?		
Are emergency telephone numbers displayed or readily available?		
Environmental Issues		
Are any dripping taps or other leakage visible?		
Is electrical equipment generally switched off rather than left on or on standby when not needed?		
Are light switches clearly labelled, and are lights switched off when not needed?		
Are heating units blocked by boxes and furniture restricting air circulation?		
Are doors or windows left open while heating/ air conditioning is on?		
Other Issues		

Checklist completed by: Sign _____ **Print:** _____
Counter signed by Dept. Manager: _____ **Date:** _____

Appendix1B



Workplace Inspection Checklist for Offices

Site/Hospital: _____

Department: _____

Date: _____ **Time:** _____

	Yes/ No/ Not Applicable	Comment/ Further Action
Building Fabric		
Are walls, floors and ceilings in sound condition?		
Are doors and windows maintained in good condition e.g. no drafts		
If designed to be opened, can windows be opened safely?		
Windows in patient areas – should not open more than 100mm?		
Is access and egress adequate, including for evacuation? Remember personal evacuation plans may be needed for some staff		
Has any Refurbishment/ Estates work been undertaken recently?		
Ventilation		
Is ventilation adequate?		
Are ventilation or air conditioning units maintained?		
Heating		
Are heating units operational, sufficient and maintained?		
If required, are heat sources adequately guarded?		

Temperature		
Does the temperature and humidity allow for a comfortable working environment?		
Lighting		
Is lighting (both internal & external) suitable for the department's activities and enable safe movement?		
Electrical		
Are sockets overloaded?		
Are there damaged plugs, sockets or exposed wires?		
Are alarm systems adequately maintained?		
Arrangements in place for checking of portable electrical equipment?		
Are there trailing electrical cables?		
Are staff personal electrical equipment checked before use?		
Are appliances (including kettles, toasters etc) adequately maintained and free from defects?		
Equipment		
Are furniture & fittings adequate and in good condition?		
Are there suitable arrangements for the maintenance of equipment?		
Are there suitable arrangements for the removal from use of equipment that is defective, faulty or requires repair?		
Are drawers kept closed whenever possible?		
Are staff aware of possible instability of filing cabinets?		
Room dimensions, workstations and space		
Are workstations suitable e.g. size, layout for the tasks and activities being undertaken?		
If required, is suitable seating provided?		
Is there adequate space for the safe storage of equipment and supplies?		
Is shelving adequate and secure?		

Can items be accessed without excessive stretching?		
If used, are ladders, steps, kicksteps etc, suitable for task?		
Cleanliness and waste		
Are cleaning regimes adequate for the activities of your department?		
Are surfaces in sound condition to allow for cleaning?		
Is waste correctly disposed of i.e. clinical, domestic, special waste?		
Floors and traffic routes		
Is floor damaged or uneven?		
Are there suitable procedures for dealing with spills, leaks, inclement weather etc?		
Do trailing cables or leads pose a significant trip risk?		
Are doorways, corridors and other traffic routes free from obstruction?		
Sanitary Conveniences and washing facilities		
Are toileting and washing facilities adequate?		
Is drinking water easily accessible and of sufficient quality?		
Do staff have secure storage for personal belongings?		
Emergency procedures		
Are staff aware of emergency procedures, including evacuation plans?		
Is emergency lighting and signage adequate?		
Are emergency telephone numbers displayed or readily available?		
Environmental Issues		
Are doors or windows left open while heating/air conditioning is on?		
Are heating units blocked by boxes and furniture restricting air circulation?		
Are light switches clearly labelled, and are lights switched off when not needed?		
Is electrical equipment generally switched off rather than left on or on standby when not needed?		
Are any dripping taps or other leakage visible?		

Other Issues		

Checklist completed by: Sign _____ **Print:** _____

Counter signed by Dept. Manager: _____ **Date:** _____

Appendix 2

NHS GREATER GLASGOW & CLYDE HEALTH AND SAFETY SERVICES TEMPERATURE GUIDELINES

1. INTRODUCTION

NHS Greater Glasgow & Clyde places great importance on the well-being of its primary asset, its staff, and is constantly striving to ensure that working conditions are reasonable and acceptable. This document lays out guidelines on working temperatures. In particular, it defines an acceptable range of temperatures, and lays down procedures to be followed when temperatures fall outside this range.

2. STATUTORY REQUIREMENTS

Under the Health & Safety at Work etc. Act 1974, an employer is required to provide a safe and healthy working environment, so far as is reasonably practicable. The requirements for temperature in indoor workplaces are contained in the Workplace (Health, Safety and Welfare) Regulations 1992, which came into force on 1 January, 1996. These regulations require only that “during working hours, the temperature in all workplaces inside buildings shall be reasonable”.

Until 1 January 1996, there was a statutory minimum temperature of 16°C, which had to be obtained within one hour of commencing work. This limit is now included in the Approved Code of Practice (ACOP) for the Workplace (Health, Safety and Welfare) Regulations, rather than in the Regulations themselves. The ACOP does not define a maximum temperature limit.

Many organisations including the ILO and TUC have recommended limits on temperature.

3. TEMPERATURE LIMITS

The acceptable temperatures, in most circumstances, recommended by the NHSGG&C Health and Safety Service are;

Minimum temperature - 16°C (62F) within one hour of starting work.

Maximum temperature - 25°C (80F)

The Chartered Institute of Building Services Engineers have recommended limits of 19 - 24°C. This is the range that most people would find comfortable.

Exceptions to these temperatures would be areas where the work involves severe physical effort, where it should be at least 13°C or areas which are open to the outside. The upper limit may also be exceeded in areas where the work processes involved create an environment where heat is inevitable e.g. kitchens, boiler rooms or IT server rooms.

4. IMPLEMENTATION

The implementation of the guidance will require the provision of thermometers to monitor workplace temperature, and this is a requirement of the Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 7(3)).

Departmental Managers will be responsible for:

Ensuring an adequate supply of thermometers. These should be alcohol and not mercury.

Ensuring that all staff are familiar with the location of the thermometers. When locating the thermometer avoid window frames and ledges, above radiators or next to doors.

Requesting the involvement of Estates or Hard Facilities Management Company and/or Health and Safety to help resolve temperature issues. E.g. monitoring of temperatures over several days

The implementation of the policy will be the responsibility of the Departmental Manager. This document seeks to address temperature related problems by dividing the guidelines into two categories; - short and long term procedures.

5. SHORT TERM PROCEDURES

It is accepted that during the summer and winter months or during breakdown of services, there may be periods of time when it is not practicable/possible to maintain the working temperatures within the recommended guidelines. During these times it will be the Departmental Managers responsibility to seek locally agreed solutions to alleviate the discomfort of staff.

These may include:

<u>Temperature above 25°C</u>	<u>Temperature below 16°C</u>
Temporary removal to another area. Portable fans.* Industrial cooling fans for larger areas.* Temperature breaks. Provision of cold drinks.	Temporary removal to another area. Localised heating.* Temperature breaks. Hot drink facility.

* Estates or Hard Facilities Management Company must be contacted if any of these solutions are being proposed. Also, Infection Control may need to be consulted with regard to the use of fans in clinical areas.

6. LONG TERM PROCEDURES

Problems which exist over the 'long term' are generally accepted to be over a period of months and not just periodic hot spells over the summer months.

Long term procedures or solutions are most probably required due to problems with heating/cooling/ventilation systems. The risk to the health and safety of staff increases when temperatures are excessive for long periods of time. If a potential problem has been identified temperature recordings must be taken for 3 to 5 consecutive days at the same time each day. If the readings are consistently on or below 16°C or above 25°C it is important that a full risk assessment is carried out to establish the extent of the risk to the health and safety of staff. Health and Safety staff can assist with aspects of the risk assessment process.

If it is clearly demonstrated that there is a significant problem with the temperature in a particular area then appropriate action must be taken by the Departmental Manager, depending on the outcome of the assessment. The Estates department or Hard Facilities Management Company must be contacted to establish if the current heating and / or ventilation system is operating within design parameters.

The NHSGGC Occupational Hygienist can be contacted to undertake monitoring using a 'thermo hygrograph', which can log temperature and humidity readings over time. This can take place over a 7 day period and should only be requested if deemed necessary in the risk assessment.

It would be appropriate to instigate short-term solutions (see Para 5) until the situation is resolved.

7. GENERAL

In the interests of managing the guidelines and as a measure of aiding risk assessment there should be consistent monitoring of workplace temperatures.

Temperature logs should be kept for each area where staff are working in temperatures at or around 16 degrees and above 25 degrees, for prolonged periods of time. The temperature should be noted in each area once per week on the same day and time. A note of any temperature related problems should also be kept.

8. OUTSIDE WORKING

For staff who are required to work outside for all or part of their working time, issues related to the provision of warm clothing would be covered by the Boards PPE Policy.

9. SHARED SPACE

Individuals have different thresholds of what they consider comfortable conditions. Staff working in areas which are shared workspaces are encouraged to work collaboratively with their co-workers in achieving a mutually acceptable working environment for all concerned, within the limits set out within this guidance.

Appendix 3

References: Sources of Further Information

The Workplace (Health, Safety & Welfare) Regulations 1992.

Waste Management Policy – see StaffNet

Policy on the Provision and Use of Work Equipment – see StaffNet.

Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.

Provision and Use of Work Equipment Regulations 1998.

No Smoking Policy – see StaffNet.

Health and Safety Miscellaneous revocations and amendment regulations 2013.