

# HOW TO PROVIDE EFFECTIVE WASHROOMS

## Check List

Adequate lighting & ventilation



Protected from the weather

Clean & orderly



Clean running water (hot, cold or warm)

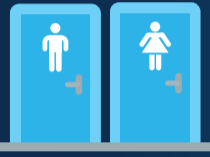
Lockable doors



Soap & drying facilities

### Shared facilities?

Each toilet must be in a separate cubicle and the door must be lockable from the inside.



### Location

Toilet facilities should be provided in a location that allows everyone to access them in a timely manner. Hand washing facilities should be located close to the toilet facilities or changing rooms.



### Take a shower

Showers should be available if required by the nature of the work or for health reasons.



### Waste disposal for all!

Consider offensive waste units in male washrooms to help make it easy for men to dispose of incontinence products and babies nappies.



### Toilets

Need to be flushable and connected to sewers. Toilet paper should be provided in a holder. Don't forget a coat hook.



### Female Toilets

Provide sanitary product disposal.

### Accessible Washrooms

Provision should be made for any workers with a disability to access facilities that are adjusted to their needs.



### Wash Basins

Must have hot, cold or warm running water. Need to be large enough to wash face, hands and forearms.



### I'm a tenant and don't own the building

Don't worry; the owner of the building still needs to meet the requirements of the code.



### Safe & Hygienic

Don't forget to have systems in place to assess and manage legionella bacteria.



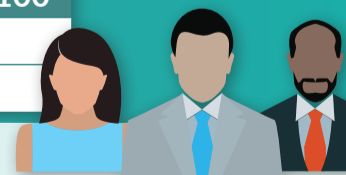
## Your privacy matters

Entrances and exits into washrooms should provide adequate privacy. Urinals and showers shouldn't be visible from outside the washroom when doors are opened. Each toilet cubicle should have a door with a lock on the inside. Washroom windows should be opaque or have blinds or curtains.

## Number of facilities needed per number of people at work in mixed workplaces:

No. of Employees	1 to 5	6 to 25	26 to 50	51 to 75	76 to 100
No. of Cubicles	1	2	3	4	5
No. of Washbasins	1	2	3	4	5

Provide an extra toilet and washbasin for every additional 25 employees. This guidance should be adapted to the workforce profile and nature of work undertaken. Used by the public or visitors? Increase provision as necessary.



This guidance is prepared based on: Workplace (Health, Safety and Welfare) Regulations 1992 L24 (Second edition) Published 2013

Other guidance can be found in: The Environmental Protection Act 1991 (including Duty of Care regulations) Equality Act 2010 & Care Act 2014 Access to and use of buildings: Approved Document M