

# WELFARE IS YOUR RESPONSIBILITY



## TOILET FACILITIES FOR WORKERS

As an employer it is **YOUR** responsibility to ensure that measures are in place to safeguard the health, safety and welfare of your employees while they undertake the duties of their employment.

### ADVICE TO EMPLOYERS

The Workplace (Health, Safety and Welfare) Regulations 1992 state specific legal requirements for toilet facilities in workplaces.

#### Regulation 20 Sanitary Conveniences

This states:

- Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.
- The rooms containing them should be adequately ventilated and lit.
- The sanitary conveniences and rooms should be kept clean and tidy.
- There should be separate rooms containing conveniences for men and women except where each convenience is in a separate room and is capable of being locked.

#### Regulation 21 – Washing Facilities

Requires the following:

- Suitable and sufficient washing facilities at readily accessible places.
- Washing facilities in the immediate vicinity of every sanitary convenience.
- A clean supply of hot and cold water.
- Facilities should include soap, towel or other means of cleansing and drying hands.
- The rooms containing facilities should be adequately ventilated and lit.
- Separate facilities should be provided for men and women.

**More advice overleaf →**

## Minimum number of toilet facilities



**Table 1**

Indicates the minimum numbers of sanitary conveniences and washing facilities that should be provided at the workplace.

NUMBER OF PEOPLE AT WORK	NUMBER OF WATER CLOSETS	NUMBER OF WASHING FACILITIES
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

**Table 2**

Shows the number of facilities used only by men, which may be used as alternative to column 2 of table 1.

NUMBER OF PEOPLE AT WORK	NUMBER OF WATER CLOSETS	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

**NB:** An additional water closet and washing facilities should be provided for every 25 people above 100 (or fraction of 25). Where water closets are used by men only, an additional closet is required for every 50 men and above 100 (or fraction of 50) and equal number of additional urinals.

This is an abbreviation of the law. For more details you should refer to the actual Regulations or Approved Code of Practice. These are available through HSE books at [www.hsebooks.co.uk](http://www.hsebooks.co.uk) or telephone (01787) 881165.

For further advice on employment welfare issues or any other aspect of health and safety, you can contact the Health and Safety section of Environmental Health Services on **(0113) 24-77791** or [env.health@leeds.gov.uk](mailto:env.health@leeds.gov.uk)