



WELFARE POLICY

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Destroy All Previous Issues

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Glossary

Term	Description

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1 PURPOSE

To ensure that all work locations comply with European and local Workplace and Welfare Regulations.

2 SCOPE

All Badger offices and sites.

3 REFERENCES

- EU Directive 89/654/EEC “Minimum Health & Safety Requirements For Workplaces”
- Workplace (Health, Safety and Welfare) Regulations.

4 DEFINITIONS

- DSE – Display Screen Equipment
- Good housekeeping – Keeping a place for everything and everything in its place
- Workplace – Means the place intended to house workstations on the premises of the undertaking and/or establishment and any other place within the area of the undertaking and/or establishment to which the worker has access in the course of his/her employment.

5 GUIDANCE

Welfare requirements include;

5.1 Maintenance

All workplaces; equipment and devices will be maintained in an efficient state; in an efficient working order, and; in a good state of repair

5.2 Temperature

Temperature in all workplaces inside buildings will be reasonable during working hours, for working and for visiting sanitary conveniences, without the need for special clothing. Although no maximum temperature is stated the minimum temperatures should be within the acceptable level of the approved code of practice (ACoP) i.e. 16°C at the workstation, except where work involves considerable effort, when it reduces to 13°C.

5.3 Lighting

Badger will ensure that suitable and sufficient lighting is provided (natural lighting where practicable) and emergency lighting where necessary.

Lighting levels will be sufficient to enable all employees to carry out their work effectively and safely.

5.4 Cleanliness and waste storage

Badger will ensure that all furniture and fittings are kept sufficiently clean. Suitable receptacles will be provided for all waste.

5.5 Workstations and Seating

Badger will ensure that every workstation is arranged so that it is suitable for;

- a) Any person at work who is likely to work at the workstation.
- b) Any work likely to be done there.

A suitable seat will be provided for each person at work whose work (or a substantial part of it) can or must be done seated. The seat will be suitable for the person doing the work and the work to be done.

Badger will ensure that it is possible to carry out work safely and comfortably; that work materials and equipment in frequent use (or controls) are within easy reach without bending or stretching unduly. Workstations will allow workers to have adequate freedom of movement and the ability to stand upright. Where seating is provided a footrest will also be provided if feet cannot be placed onto the floor. Badger will make suitable adjustments to workstations for any disabled members of staff where possible.

5.6 Windows / glass partitions etc

Badger will ensure that windows and glass partitions etc. are constructed of safety material or are adequately protected against breakage where any part is at shoulder level or below in doors and gates; or any part is at waist level or below in windows, walls and partitions.

5.7 Welfare Facilities

The following facilities will be provided and need to be suitable and sufficient;

1. Sanitary conveniences – adequately ventilated and lit, clean and in an orderly condition and separate facilities for men and women except where there is a separate convenience which can be locked from the inside
2. Washing facilities – in the immediate vicinity of every sanitary convenience and in the vicinity of changing rooms. A supply of clean hot and cold or warm water; soap and towels; rooms which are well-ventilated and well-lit; kept clean and orderly; be provided for men and women, except where they are provided in a lockable room intended to be used by one person at a time – or for the washing of hands, forearms and face only where separate provision is not necessary.

5.8 Drinking Water

An adequate supply of drinking water will be provided for all persons at work in the workplace, be accessible at suitable places and conspicuously marked. Where water cannot be supplied from the mains supply it will be provided in refillable containers.

5.9 Rest Facilities

Appropriate facilities will be provided for resting during breaks and for eating meals, where food eaten in the workplace would otherwise be likely to become contaminated. Badger are also required to ensure that suitable arrangements are made for protecting non-smokers from tobacco smoke (i.e. smoking is prohibited in all areas within the building – this is also a legal requirement).

5.10 Eating Facilities

Adequate facilities will be provided for eating meals at work. In other areas rest areas or rooms will be provided which will be large enough, and have enough seats (with backrests) and tables for the number of workers likely to use them at one time. Consideration will also be given to disabled staff. There will be the means to obtain a hot drink and for heating food where hot food cannot be readily obtained.