



LONG FIELD ACADEMY

Health & Safety at Work (HSW) Service Guidance: Workplace Regulations

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Senior Team Responsibility

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and links

1. EDUCATION (SCHOOL PREMISES) REGULATIONS 1999

1.1 General:

All premises, including schools, should meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. In addition, schools have to also meet the requirements of the Education (School Premises) Regulations 1999.

1.2 Guidance:

These regulations came into force at the beginning of 1993 and in 1999 respectively, and require certain standards to be provided and maintained in workplaces, including schools.

Due to many of the provisions requiring an upgrade of existing workplaces, a transitional period up until 1st January 1996 was written into the Workplace Regulations.

Any modifications, extensions and conversions will need to comply as soon as they are brought into use.

The responsibility to comply with these Regulations rests ultimately with the Academy as the employer, although any maintenance or development work being financed through delegated or locally raised finances will still need to comply, with certain responsibilities resting, where appropriate, with the Governing Body.

To ensure that Governors are aware of these regulatory procedures that may affect the Academy development plans or day to day procedures, the following guidance is offered for maintenance - A positive, pro-active system of maintenance should be formulated which ensures that any building and equipment functions efficiently and without risks to health and safety. Appropriate records should be kept as a way of confirming the action planned and taken.

2. THE WORKPLACE REGULATIONS

2.1 Environmental Standards

The Regulations require that all workplaces are provided with adequate facilities to ensure suitable provision is made for their ventilation, their temperature and levels of illumination. The Regulations are not specific on actual standards but the associated guidance suggests that for ventilation an adequate provision would be sufficient to replace stale air. Operable windows, doors or, where appropriate, mechanical ventilation will usually suffice.

For temperature, the Regulations require a reasonable level to be maintained. The guidance defines reasonable as at least 16°C for normal activities and excessive heat should also be minimised.

For lighting, the Regulations require suitable and sufficient provision, taking into account the activities engaged in. Specific guidance produced by the Chartered Institution of Building Services Engineers details appropriate levels.

Specific provisions relate to emergency lighting, where buildings are operating in the hours of darkness provision for lighting if the main power fails must be provided.

2.2 Cleanliness

Appropriate standards of cleanliness, taking into account the use of the workplace, should be maintained.

Redecoration is required when the internal finishes can no longer be maintained in a clean state.

Appropriate arrangements for the management of waste materials should be provided and maintained so as to prevent accumulation. Disposal of any waste should be in accordance with the environmental protection arrangements laid down.

2.3 Room Dimensions and Workstations

All rooms used as workplaces will have to be of an adequate size and suitably arranged so that health, safety and welfare is maintained. Account will need to be taken of the room dimensions, its layout, furniture, provision and its usage. As a guide, 11 cubic metres per person is considered the minimum, though this figure is not applicable in classrooms.

2.4 Floors, Footpaths and Roadways

Floors and traffic (pedestrian/vehicles) routes are required to be suitable construction, well-maintained and free from obstructions so as to prevent or minimise risks to the health and safety of users.

Arrangements are also required to ensure that pedestrians and vehicles can circulate in a safe manner.

New or modified roadways will have to meet specific standards regarding the separation of vehicles from pedestrians.

All existing provision is required to be assessed to ensure that the risks presented are adequately managed. Where it is not reasonably practicable to physically modify existing roads and footpaths, measures such as speed restrictions and limiters, supervision, restrictions on movement etc. will require to be considered.

2.5 Falls and Falling Objects

The Regulations require that suitable and effective measures be taken to prevent persons falling or being struck by falling objects.

Areas that will need to be considered are fencing to changes in level, correct use of access equipment, correct methods of storage, security of scaffolding, contractors working overhead etc.

2.6 Windows, Doors and Glazing

Glazing in doors and side panels where any part is at or below shoulder level and in windows, walls and partitions where any part is at or below waist height requires to be either of appropriate safety material or be protected against breakage. Large expanses of glass should be clearly marked to prevent the risk of collision.

All windows should be capable of being operated safely and when open should not expose any other person to a risk to health and safety. They should also be capable of being cleaned safely. Glazing shall where necessary for reasons of health and safety be of safety material or be protected against breakage

All doors and gates require to be constructed so that they operate safely.

2.7 Windows, walls and partitions at or below waist height (800mm)

Although various types of safety material are available, the cost of replacing existing glazing with these is likely to be prohibitive. An alternative is the application of safety film to the existing glass, which ensures protection in the event of breakage. This option meets the requirements of the Regulations and the cost is approximately 1/3rd that of replacement glazing, is relatively quick to apply and involves less disruption. Most companies undertaking this work offer guarantees against defects varying from five to seven years.

It is the responsibility of Governing Bodies to ensure that their school glazing complies with the requirements of the Regulations and the Approved Code of Practice. In order to establish whether existing glazing complies and to determine what action is necessary, school should carry out a risk assessment. Various glazing companies offer to undertake a survey and produce a glazing report with costs. This survey is normally either free, subject to the company being asked to undertake the necessary work, or the survey fee is subsequently credited against the cost of the work.

2.8 Welfare Provisions

Suitable and sufficient sanitary conveniences and washing facilities are required for staff.

Minimum facilities

NUMBER OF STAFF	NUMBER OF W.C's	NUMBER OF WASHSTATIONS
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Minimum facilities where accommodation is used by men

NUMBER OF MEN AT WORK	NUMBER OF W.C'S	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

(Wash stations as per previous table)

An adequate supply of wholesome drinking water requires being provided, as well as sufficient cups, unless a water fountain is provided.

Facilities for accommodating and changing clothing as appropriate should be provided.

Suitable and sufficient facilities for rest and to take refreshment should be provided.

These Regulations will require Governors to formally assess their existing buildings, equipment, arrangements and contracts to enable a development plan to be formulated so that any deficiencies are properly addressed.

3. THE SCHOOL PREMISES REGULATIONS

These regulations make sure that noise insulation, lighting, heating and ventilation in all occupied areas are appropriate to the normal use of the room or space. There must also be adequate supplies of water (including drinking water) and proper drainage. The technical specifications for lighting and heating are set out below.

3.1 Acoustics

The acoustic conditions and noise insulation of rooms and other spaces in the academy should be appropriate for their normal use.

3.2 Lighting

The technical requirements for lighting are that the work surfaces in teaching areas should receive at least 300 Lux of illumination. In areas where visually demanding tasks are carried out, a higher level of illumination, of at least 500 Lux is needed.

Light fittings should produce a glare index no higher than 19. Glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work.

3.3 Heating

The minimum standards for heating systems state that the system should be capable of maintaining the temperatures shown in the table below, when the external air temperature is minus 1°C. For the purpose of the regulations, temperatures in the academy should be measured at 0.5m above floor level.

Appropriate temperatures for different areas

Areas where there is a normal level of physical activity, such as classrooms, exam rooms, libraries and private study areas.	18°C
Areas where occupants are inactive for physical or medical reasons (but not sleeping accommodation)	21°C
Areas where the level of physical activity is higher than normal (e.g gyms, drama workshops) and also washrooms, sleeping accommodation and circulation spaces.	15°C

If a part of the academy is occupied, has a heating system and is colder than the temperature appropriate to its normal use, then it must be heated up to that temperature.

3.4 Ventilation

The Regulations set out standards for:

A normal level of ventilation in all occupied areas; and
The capability of a higher level of ventilation in certain areas, which might be needed under particular circumstances.

3.4.1 Normal level of ventilation

All occupied areas should have controllable ventilation at a rate of at least 3 litres of fresh air per second for each of the maximum number of persons the area will accommodate. This means that rooms should not become too stuffy in normal use. In many newer buildings, the background ventilation can be controlled by opening or closing small air vents to take account of different numbers of occupants.

The prescribed rate is 3 litres per second per occupant. There should normally be no difficulty in meeting this requirement without using mechanical ventilation, and in older buildings there may be sufficient air infiltration even when doors and windows are closed.

3.4.2 Extra ventilation when it is needed

Over and above this background level, there should be the capability to ventilate certain areas at a higher rate. It will only be necessary to use the higher rate of ventilation under certain circumstances (for example, to cool rooms on a very hot, sunny day, or to clear fumes if solvent has been spilt in a practical area).

In most rooms this additional level of ventilation can be achieved simply by opening windows, doors or air vents. Only if this is not possible should the academy consider using mechanical ventilation.

This additional capability to provide at least 8 litres of fresh air per second for each of the usual number of occupants is required for all teaching areas, medical examination and treatment rooms.

For washrooms a different standard applies; this is because the “usual number” of occupants of a washroom is not easy to define. All washrooms should be capable of being ventilated, by whatever means, at a minimum rate of 6 air changes an hour.

In areas where there is likely to be heavy condensation, such as kitchens and shower rooms, adequate measures should be taken to prevent it. There should also be adequate means of removing noxious fumes from every room where these may occur.

3.5 Water Supplies and Drainage

The academy should have water for domestic purposes, e.g. washing, cleaning floors and washing up crockery and drinking water.

Washbasins, sinks, baths and showers should have adequate supplies of both hot and cold water. To minimise the risk of scalding, temperature of hot water supplies to baths and showers should not exceed 43°C.

4. WELFARE PROVISIONS

Separate arrangements exist for sanitary conveniences provided for students as detailed below:

4.1 Students' washrooms – water closets and urinals

School washrooms should have, in total, at least the “basic number of sanitary fittings”. The basic number is 5% of the number of students in a school who are 5 years old or over. Sanitary fittings are water closets or, in some circumstances, urinals. In all cases the final result of calculations should be rounded up to the nearest whole, even number.

Sometimes, the basic number of facilities may not be sufficient. The Regulations say that washroom facilities must be adequate having regard not only to the ages, sex and numbers of students, but also to any special requirements they may have.

4.2 Students' washrooms – washbasins

The minimum number of washbasins depends on several factors, including the number and ages of students.

For schools where most students are 11 or older (Yr 7 and above)

Washrooms with one sanitary fittings should contain at least one washbasin and washrooms with two sanitary fittings contain at least two washbasins. In all other washrooms the number of washbasins should be at least two thirds of the number of sanitary fittings.

Separate washrooms for male and female students

Exceptions may be made for facilities for disabled users.

In washrooms which are solely for male students, the sanitary fittings may include urinals. The Regulations do not specify the balance between urinals and water closets. Guidance suggests at least one third of all the sanitary fittings available to male students should be water closets.

5. CHANGING ACCOMMODATION

The academy must have accessible changing accommodation, which should include showers, for students of 11 years and older (Yr 7 and above) who take part in physical education.

Washrooms for disabled students, staff and visitors

The academy must provide washroom facilities adequate to meet any special requirements of disabled students. These facilities may include a separate washroom, suitable for access by disabled people, which can be used by anyone among students, staff and visitors. A single washroom which meets

the criteria set out below will be exempt from the requirement that staff and students' washroom facilities must be separate from each other.

To be exempt, a washroom should make provision for disabled users of the premises and have:

One water closet as its only sanitary fitting:

One washbasin: and

A door which can be secured from the inside, and which opens directly onto a circulation space, i.e. a passageway, corridor, entrance hall or upstairs landing, but not stairs.

A washroom as described above counts towards the total number of sanitary fittings that a school environment must provide for students. However, if the academy has male and female students aged 8 years or above (Yr 4 and above), there must be at least two other students' washrooms in addition.

The facilities should be kept in a clean and orderly condition, properly resourced and adequately ventilated and lit.

Separate arrangements should be made for male and female staff unless individual units capable of being secured from the inside are provided.