



# SAFETY, HEALTH & ENVIRONMENTAL FACT SHEET



## TOILET FACILITIES FOR STAFF



safeguarding the future

Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice (ACOP) that goes with these Regulations state that employees must be provided with "adequate" washing and toilet facilities. This means that they must meet the following criteria:

- be clean, well lit and ventilated;
- contain toilet paper and sanitary disposal facilities;
- have hot and cold running water and soap;
- have a wash basin and a method of drying hands;
- contain showers where the nature of the business makes showering necessary.

Both men & women may use the same toilet facilities provided they are lockable from inside. You should ensure that toilet facilities for disabled people are adequately designed to allow unrestricted access, including for wheelchair users, and that special facilities such as grip handles and accessible sinks/hand dryers are incorporated in the design.

The ACOP gives precise details as to numbers of toilets and hand basins required for the number of employees:

No. of workers	No. of toilets and washbasins
■ 1-5	1
■ 6-25	2
■ 26-50	3
■ 51-75	4
■ 76-100	5

Thereafter one additional toilet for every 25 additional staff employed.

*Disclaimer: The above information is given in good faith and is a brief summary of more detailed information. No liability is accepted for any inaccuracies in respect of information provided without charge. Clients should seek specific advice on any Safety, Health and Environmental matter that might affect them.*