



OFFICE OF **RAIL REGULATION**

Responsibility for the regulation of health and safety on the railways was transferred from the Health and Safety Commission (HSC) and Health and Safety Executive (HSE) to the Office of Rail Regulation (ORR) on 1 April 2006.

This document was originally produced in 1996 by HSC/E but responsibility for the subject/work area in the document has now moved to ORR. Because ROTS has been revoked for main line operators there are no plans to update this document.

If you would like any further information, please contact the ORR's Correspondence Section - contact.cct@orr.gsi.gov.uk



Provision of welfare facilities at transient railway-infrastructure maintenance and renewals sites

Railway Information Sheet No 1 (rev2)

Introduction

This information sheet is aimed at employers, contractors, subcontractors, self-employed people and those who control maintenance and renewals work on the railway infrastructure. It gives guidance on the provision of welfare facilities at railway worksites. Employees and trade union and employee representatives will also find this guidance useful.

If you employ people and they are under your control, you must provide adequate and appropriate welfare facilities or arrangements for them while they are at work. If you control a worksite where other employers or self-employed people work, you must ensure, so far as is reasonably practicable, that these requirements are met.

'Welfare' means the provision or making available of facilities that are necessary for the well-being of people at work, such as adequate washing, toilet, rest and changing facilities and somewhere clean to eat and drink during breaks.

Planning

Welfare facilities should be planned for all work except regular short-duration maintenance or short-duration emergency activities. Access to the facilities must be via a safe route.

Toilet facilities

Unless the work is of short duration (up to four hours), facilities should be provided or made available by other arrangements. 'Provided' means accessible within no more than ten minutes of the worksite. This could be a portable toilet facility on site or towed behind/built into a crew van; in a signal box or at a station; or (in urban areas) in fixed facilities, for example at a depot. The longer the worker is away from a base with fixed facilities, the greater the need for providing facilities rather than making other arrangements. Where workers move from one site to another but are never on any site for more than four hours or so, they should be provided with portable facilities unless the work is planned to allow a depot call between sites. Where short periods of work are involved and the work is at the same site for a series of consecutive shifts (for instance weekday night shifts or two or more weekends) then facilities on site should be included in the work plan.

Where the work is of short duration, whether regular maintenance or emergency work, you will still need to make arrangements for adequate welfare facilities to be available.

There are some parts of the railway where renewals work is carried out by gangs from different employers, operating in and around the same location. Here it is preferable to provide a fixed facility. This could be operated by one employer, who would take on responsibility for keeping them clean and stocked with consumables, but used by others for an agreed fee. This allows the full benefits of a fixed facility.

It is important that all companies and their management co-operate in providing or making available existing facilities that may be present at stations, depots, or signal boxes. In these cases managers should ensure that arrangements are in place to replenish supplies and that extra cleaning is carried out as necessary. Where toilets are provided in a crew vehicle, management arrangements should be made for cleaning and maintenance - this should not be left to the workers to arrange.

For short-duration work where it is not practicable to provide facilities, employers should arrange for staff to use other facilities nearby and clearly communicate the arrangements to them. It is not acceptable to leave the provision of toilet facilities to personal ad hoc arrangements.

Employers should take into account likely journey times to reach such facilities.

Washing facilities

Washing facilities must be provided (or made available) and accessible in the same way as toilets. They are very important for those people carrying out maintenance and relaying tasks, and for those who may be exposed to oil, grease, dust, hazardous chemicals and effluent from train toilets in the work area. Washing facilities are required in or immediately adjacent to toilets. Additional washing facilities may be needed where food is prepared, particularly when food is eaten or prepared some distance from the toilets.

Soap and water should be provided. Industrial wipes may not be used as an alternative to soap and water except as an interim arrangement in the very early stages of emergency maintenance work in remote areas until proper provision or arrangements have been made. Means of

heating the water should be provided. Twelve-volt heaters are now available and can be effective. The bowl or sink should be large enough for people's forearms to be submerged, if necessary. Soap and, where necessary, other cleaning materials should be provided, together with towels or other means of drying. Where the work is likely to involve heavy contamination, showers should be provided (except for short-duration work where provision can be made at the depot or work base). All washing facilities should be robust enough to withstand day-to-day usage.

Employers will need to consider the provision of separate facilities for men and women. However, with respect to washing facilities, this will only apply where people want to wash more than their face, arms and hands. Where showers are provided, separate facilities for men and women will not be needed if they can be securely locked from the inside.

Facilities for clothing

There are several factors to be considered, including provision, storing, drying and changing. Attention should be given to the clothing that people come to work in; normal work clothing; and any special clothing provided. The nature of work/special clothing depends on the work activities. However, high-visibility clothing which is kept clean and serviceable is a prerequisite of almost all work covered by this information sheet. Storage for work clothing should be provided (or made available) and accessible, as for toilet facilities, and should be secure, clean and dry.

Means of drying work-clothing should be provided, so that it is usable by the start of the next shift. There should be some means of drying clothing while employees are resting or eating, or a change of clothing should be provided, with a main facility at a base (or other arrangements made) for overnight drying. Changing clothing is less of a problem where employees come in their work clothes to site, or are able to change in the depot. But where they need to change, on-site facilities to store clothing will be required. In addition, separate arrangements for changing must be made for men and women.

Rest facilities

Rest facilities must be provided (or made available) and accessible, as for toilet facilities. They should have sufficient seating and facilities for heating food. Non-smokers should be able to use the rest facilities without suffering discomfort from tobacco smoke. You may need to provide separate areas or ban smoking in the presence of non-smokers.

Drinking water

A supply of drinking water must be provided (or made available) and accessible, as for toilet facilities. If

supplied in a container, this must be clearly labelled and the water changed often enough to prevent it becoming stale or contaminated.

Useful reading

Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice L24 HSE Books 1992 ISBN 0 7176 0413 6

Welfare at work: Guidance for employers on welfare provisions Leaflet INDG293 HSE Books 1999 (single copy free)

A guide to the Construction (Health, Safety and Welfare) Regulations 1996 Leaflet INDG220 HSE Books 1996 (single copy free or priced packs of 10 ISBN 0 7176 1161 2)

Provision of welfare facilities at fixed construction sites Construction Information Sheet CIS18(rev1) HSE Books 1998

Provision of welfare facilities at transient construction sites Construction Information Sheet CIS46 HSE Books 1997

Health and safety in construction HSG150 (Second edition) HSE Books 2001 ISBN 0 7176 2106 5

Further information

HSE produces a wide range of documents. Some are available as printed publications, both priced and free, and others are only accessible via the HSE website, www.hse.gov.uk.

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This document is available web only at www.hse.gov.uk/pubns/rais1.pdf

This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

© Crown copyright This publication may be freely reproduced, except for advertising, endorsement or commercial purposes. First published 07/05. Please acknowledge the source as HSE.