



5.0 Work Environment

The company shall ensure the provision and maintenance of a safe and healthy workplace and working environment, safe access and egress, and suitable and sufficient welfare facilities at all its offices and premises.

5.1 Ventilation

The office is adequately ventilated and wherever possible, fresh, clean air is drawn from a source outside the building and circulated through the office. Ventilation shall remove and dilute warm, humid air. Windows or other openings are provided to allow sufficient natural ventilation.

The company shall ensure that employees are not exposed to uncomfortable draughts, i.e. by controlling the direction and velocity of air flow of air conditioning systems or rearranging or screening workstations as necessary.

5.2 Temperature

The company ensures that the temperature in offices provides a reasonable level of thermal comfort. Thermostatic controls are provided to allow heating systems to be adjusted. Other factors such as air movement and relative humidity are also considered.

Thermometers are provided on each floor of the office to enable persons at work to determine the temperature in any room inside the building.

The maximum level recommended for heating is 19°C and costs rise by about 8% for every 1°C of overheating. Money is wasted when windows and doors are opened when the heating is turned on.

Employees are encouraged to turn down the heating when they are too hot instead of opening windows and doors.

5.3 Lighting

Office lighting should be sufficient to enable people to work and move about safely and without experiencing eyestrain.

Natural lighting shall be provided wherever possible and artificial lighting shall be so arranged to avoid direct glare and distracting reflections. Sufficient illumination shall be provided at places of particular risk, e.g. stairs and task lighting shall be provided at workstations where necessary.

5.4 Workspace

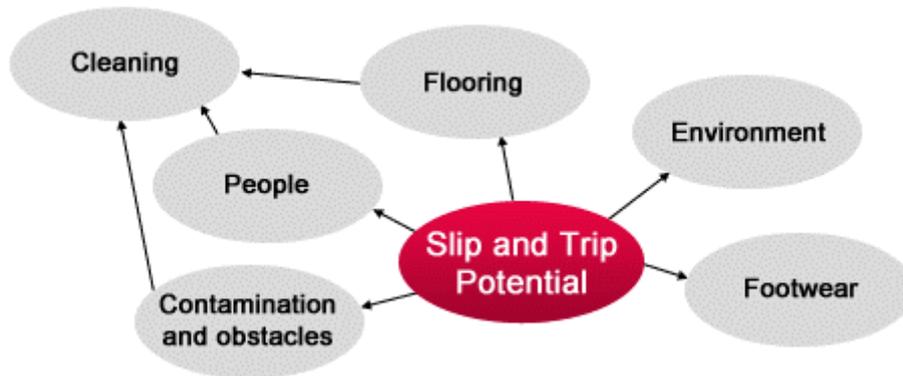
The company shall ensure that sufficient workspace is provided at every office to allow people to move about with ease.

5.5 Cleanliness

Cleaners are employed to ensure that the workplace, furniture, furnishings and surfaces are kept clean. Waste bins are provided at various locations throughout the office and are emptied at regular intervals to ensure that waste material is not allowed to accumulate. Waste paper is collected separately for recycling.



5.6 Slips, Trips And Falls



The company shall ensure that the risk of slips, trips and falls is prevented or reduced to as low a level as reasonably practicable by good housekeeping around the office and regular maintenance of any external walkways.

Employees must wear appropriate footwear while at work and adopt a pace of walking that is suitable to the conditions in the workplace.

Examples of appropriate footwear include:

- Shoes that properly support the foot and ankle.
- Shoes with closed toes and heels.
- Low heels that provide good ankle support and stability.
- Shoes with non-slip soles.

Examples of inappropriate footwear include:

- Flip flops/beach shoes.
- Shoes with open toes and heels.
- High heels or spiked heels.

Over a third of all major injuries reported each year are the result of a slip, trip or fall on the same level, the most common causes are;

- Wet surfaces, e.g. after cleaning.
- Surface contamination, e.g. algae, wet leaves, etc.
- Weather conditions, e.g. rain, snow, ice.
- Accidental spillages, e.g. when carrying drinks.
- Obstacles in the walkway, e.g. trailing cables.
- Worn or loose carpeting.
- Bottom drawers of filing cabinets not being closed.
- Uneven walking surfaces, e.g. steps, thresholds, changes in level.
- Inappropriate footwear.
- Obstructed view.
- Inadequate lighting.



5.7 Office Inspections

The safety advisor shall carry out annual inspections of the office and record the findings. The inspections shall check that;

- Floors are cleaned correctly to ensure they do not become slippery.
- Walkways are maintained in good order to ensure there are no trip hazards.
- Accidental spills are cleaned up as soon as possible.
- Stairs have non slip nosings, a suitable handrail and steps of equal height and width.
- Mats, rugs and carpets are adequately secured to prevent trips.
- Worn carpets are repaired or replaced as necessary.
- Filing cabinet drawers are closed when not in use.
- Trailing cables are positioned to avoid crossing pedestrian routes or cable covers used where necessary to securely fix cables to the floor.
- Working areas and walkways are adequately lit.
- Lamps and tubes are replaced as necessary.

5.8 Traffic Routes

Traffic routes include routes for pedestrians, vehicles, or both. The company ensures that the surfaces of floors and traffic routes are kept free from any holes, slopes or uneven or slippery surfaces that are likely to cause a person to slip, trip or fall, or drop or lose control of anything being carried. Traffic routes shall be kept clear of obstructions at all times.

5.8.1 Vehicles And Pedestrians

Traffic routes shall be arranged to segregate pedestrians and vehicles wherever possible and there shall be sufficient traffic routes of adequate width and headroom to allow people and vehicles to circulate safely and with ease.

5.8.2 Hazards

Any hazards on traffic routes shall be clearly indicated, i.e. yellow and black chevron tape fixed to overhead ducting and signs posted to warn persons of height restrictions. Other measures shall include fitting mirrors to blind corners, introducing one way systems and setting speed limits.

5.8.3 Staircases

Open sides of staircases shall be fenced with an upper rail at 900 mm or higher. A handrail shall be provided on at least one side of every staircase and on both sides if there is a particular risk. Staircases shall be kept clear of obstructions at all times.

5.9 Falls And Falling Objects

The consequences of falling from heights are serious and high standards of protection are required. Where any person could fall from a distance liable to cause personal injury, secure fencing shall be provided to prevent a fall and to prevent objects falling onto persons below. The fencing shall be at least 1100 mm high and have two guard-rails. Where fencing cannot be provided, other measures shall be taken to prevent falls, e.g. safety harness.

5.10 Fragile Surfaces

Any fragile surface, i.e. which would be liable to fail if any reasonably foreseeable loading were to be applied to it, shall be clearly marked with hazard warning signs. The company shall ensure that no



person passes across or near, or works on, from or near, a fragile surface where it is reasonably practicable to carry out the work safely without doing so.

5.10.1 Glazing

The company shall ensure that every window or other transparent or translucent surface in a wall, partition, door or gate is, where necessary for reasons of health or safety, made of a safety material or protected against breakage and appropriately marked to make it apparent.

5.10.2 Risk Assessment

The safety advisor shall carry out a risk assessment for any glazed areas in the workplace to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or if it breaks. If there is a risk then appropriate action should be taken to;

- Prevent people or objects coming into contact with the glazing.
- Upgrade it so that if it breaks, it breaks safely.
- Mark large expanses of glazing in some way so that people know it is there.

The risk assessment shall take into account all relevant factors such as the location of the glazing, the activities taking place nearby, the volume of traffic and pedestrians, and any previous experience of incidents. What needs to be done should depend on the extent of the risk in individual circumstances;

5.10.3 Control Measures

The following control measure should be taken into account;

- Putting up suitable barriers or screens to prevent people from coming into contact with the glazing, particular attention shall be required where any person could fall from height.
- Modifying the glazing to reduce risk of injury, e.g. by applying a safety film which prevents it shattering in a dangerous manner, or by marking it to prevent people bumping into it.
- Replacing the glazing with a safety material.
- Reorganising traffic routes to avoid the risk of glazing being broken.
- Limiting the area of glazing if possible.

5.10.4 Safety Materials

The following are deemed to be safety materials;

- Materials which are inherently robust such as polycarbonates or glass blocks.
- Glass which if it breaks, breaks safely, in a way that does not result in large sharp pieces, e.g. toughened or laminated glass.
- Ordinary annealed glass which meets the following thickness criteria;

Nominal thickness	Maximum size
8 mm	1.1 m x 1.1 m
10 mm	2.25 m x 2.25 m
12 mm	3 m x 4.5 m
15 mm	Any size



5.10.5 Windows, Skylights And Vents

Windows, skylights and vents should be capable of being opened or adjusted safely and when open should not be dangerous to persons. Safety catches should be fitted where necessary. Windows or skylights should be able to be cleaned safely. The safety advisor should ensure that window cleaning contractors are provided with sufficient information to enable them to carry out their work safely. Contractors shall also be asked to provide the company with their risk assessments and method statements for cleaning the windows safely, particularly their control measures for working at height. Many contractors can now clean the windows from the ground using telescopic poles and de-ionised water systems, thus eliminating working at height.

5.10.6 Doors and Gates

Doors and gates shall be suitably constructed and fitted with safety devices if necessary, e.g. self-closing devices and/or vision panels on fire doors.

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