

WELFARE FACILITIES POLICY

Policy Statement: The McSence Group Welfare Facilities Policy provides information about welfare facilities and advice on the minimum standards prescribed in the workplace Regulations 1992 regarding heating, lighting, toilet facilities etc. Since 1st January 1996 it has been a requirement that all workplaces comply with the Workplace (Health, Safety & Welfare) Regulations 1992 which prescribe minimum standards regarding heating, lighting, toilet facilities, and so on. Below is a brief summary of the requirements:

- ✚ **Above Ground Level:** Where any workplace is above ground level precautions must be taken to prevent persons falling.
- ✚ **Access to the Workplace:** The routes used for staff get to and from any workplace must be safe and without hazard. Passages, floors, walkways, stairs, ladders etc., all of which should be in accordance with current safety standards and without hazard.
- ✚ **Cleanliness:** The workplace, furniture, fittings and furnishings, must be kept clean and waste material should not be allowed to accumulate.
- ✚ **Drinking Water:** A supply of drinking water and suitable cups must be provided.
- ✚ **Emergency Lighting:** In some instances, emergency lighting may be required.
- ✚ **Falling Objects:** Similarly, it must be ensured that people cannot be hurt by objects falling on them.
- ✚ **First Aid:** First aid boxes must be provided, regularly checked and supplies replenished.
- ✚ **Floors:** All floors and stairs must be maintained in a sound condition, free from holes, etc. where slip resistant floor coverings may be needed.
- ✚ **Glass Doors & Partitions:** These must be made of a safety material or adequately protected and where specifically relevant for health and safety protection they must be marked so that it is not possible to mistakenly walk into them.
- ✚ **Heating:** A reasonable temperature, normally at least 16°C, must be maintained in all workplaces with the means of heating must be safe and a sufficient number of thermometers must be provided.
- ✚ **Heights:** Precautions must be taken to ensure that people are not able to fall any distance and injure themselves.
- ✚ **Lighting:** All workplaces are adequately lit, usually by a combination of natural and artificial lighting.
- ✚ **Pregnant & Nursing Mothers:** Facilities must also be provided for pregnant women and nursing mothers.
- ✚ **Recycling:** The minimum standard recycling facilities must be available for paper, metal and plastic.
- ✚ **Rest Facilities:** In some instances, it will be necessary to provide a rest room to allow employees to take breaks, eat food, etc. away from the work area.
- ✚ **Seating:** If the work can be done sitting down then suitable seating and if necessary, a footrest must be provided otherwise suitable seats for staff to sit on when the opportunity arises must be provided.
- ✚ **Smoking:** for All Welfare facilities smoking is NOT permitted.
- ✚ **Space:** There must be sufficient space for employees to work safely and as a guide, there should be at least 11 cubic meters per person in each work room.
- ✚ **Stairs:** Stairs must be kept free from obstruction and provided with handrails.
- ✚ **Toilets:** Every workplace must have an adequate number of toilets and wash hand basins with adequate lighting.
- ✚ **Vehicles:** Where there are vehicles and pedestrians' arrangements should be made, wherever possible, to separate them.
- ✚ **Ventilation:** Sufficient ventilation is provided either by natural or mechanical means.
- ✚ **Washing Facilities:** Every workplace must have an adequate number of toilets and hand wash basins with adequate lighting and access to hot water and soap.
- ✚ organisations supplying agency workers will, as part of the agreed terms of working with the McSence Group, will be required to comply with this policy.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

In summary, suitable facilities, as required by all relevant Acts, Regulations and Codes of Practice will be provided within the premises. On all sites, arrangements will be made to use suitable facilities to be shared with the client.

These facilities will be assessed for suitability by the McSence Business Unit / Service Manager's and the McSence Group's Health & Safety consultant when and if required.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd*

T: 0131 454 1500 | E: mail@mcsence.co.uk | W: www.mcsence.co.uk | FB: www.facebook.com/McSenceGroup

Policy Amendments & Revisions: *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*