

# STAFF GENERAL WELFARE AND FACILITIES

<b>VERSION No</b>	3
<b>REVIEWED BY</b>	Manager (MP)
<b>NUMBER OF PAGES</b>	2



## Policy Statement

*As an organisation we recognise the importance of staff welfare, within the home environment, and the wider implications for all users of such premises.*

## Policy

### Toilets and washing facilities

We provide suitable toilets, washing facilities and rest facilities for people at work, meeting the Health and Safety executive requirements.

Sufficient toilets and washing facilities with lockable doors are provided for the maximum number of people likely to be at work at any time. The toilet area is clean, well-lit, adequately ventilated and supplied with hot and cold water, soap and drying facilities. Provision is made for the disposing of sanitary dressings where women use toilets.

### Changing areas and rest facilities

Rest facilities with seating are provided for employee to take breaks. Facilities to obtain cooled drinking water, and prepare refreshments such as coffee, tea, etc. for their use. There is a place for employees who eat their meals at work and they are provided with clean surfaces on which food can be placed. For those working during out of hours, such as night shift, meals are left by the chef.

## Smoking

Care homes are allowed to have designated rooms or areas that are only used for residents smoking, but there is no legal obligation for them to offer such designated smoking rooms if they do not wish to do so. The terrace has been fitted with wind and rain shielding surfaces as well as heaters for smokers.





## Working time

Although the Working Time Regulations do not come under Health and Safety at work Act, it is helpful for employers to be aware of the duties so we have included them here for information. The basic rights and protections that the Working Time Regulations provide for workers are:

- A limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to);
- For night workers, an average of 12 hours' work in each 24-hour period
- The right to 11 hours consecutive rest a day;
- The right to a day off each week;
- The right to rest break if the working day is longer than six hours;
- The right to 5 weeks paid annual leave pro rata to days worked.

A worker is someone who has a contract of employment, or someone who is paid a regular salary or wage and works for an organisation, business or individual. Workers can agree to work longer than the 48-hour limit. An agreement must be in writing and signed by the worker. This is generally referred to as an opt-out. It can be for a specified period or an indefinite period. The employer cannot force a worker to sign an opt-out. Workers cannot be dismissed or subjected to detriment for refusing to sign an opt-out.

Young workers have special rights under the Working Time Regulations. The rights of young workers (those over the minimum school leaving age but under 18) and those under the minimum school age on approved work experience schemes differ in the following ways:









-  A limit of eight hours working time a day and 40 hours a week (unless there are special circumstances)
-  Not to work either between 10 pm and 6 am or between 11 pm and 7 am (except in certain circumstances)
-  12 hours rest between each working day
-  Two days “weekly rest and a 30-minute in-work rest break when working longer than four and half hours.

### **Night workers**

As an organisation, it is our responsibility to ensure workers are fit for night work. A night worker cannot opt-out of the average of 12 hours in 24-hour period, although there are exceptions in healthcare where there is a need for continuity of service. HSE and local authorities are responsible for the enforcement of the maximum weekly working time limit, night work limits. Rest and leave entitlements are enforced through employment tribunals. Records are kept by this organisation to show compliance with the above regulations.

### **New and expectant mothers**

As an organisation we:

-  Initially assess risk to all employees, taking into account any specific risk to females of childbearing age who could become pregnant, and control these risks so far as reasonably practicable.
-  If an employee notifies us in writing that she is pregnant, has given birth in the previous six months or is breastfeeding we carry out further risk assessments as required
-  We have a duty to regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of the pregnancy.
-  We request a certificate from the employee’s GP or midwife confirming their pregnancy. If an employee fails to produce a certificate within a reasonable amount of time, then we are under no obligation to implement special control measures.
-  Identify any risk which go beyond the level of risk found outside the workplace wet take the following actions to remove the pregnant employee from those risks:
  -  **Action 1:** temporarily adjust her working conditions and/or hours of work, unless it is not reasonable to do so, or would not avoid the risk
  -  **Action 2:** offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
  -  **Action 3:** suspend her from work on paid leave for as long as necessary to protect her health and safety, and that of her child.

As an organisation we seek employment law advice concerning these areas from

### **First aid**

We provide adequate appropriate equipment, facilities and personnel to ensure that employees receive immediate attention if they are injured or taken ill at work.

*Related policies*  
*Accidents and Emergencies*  
*Accident and Incident reporting (RIDDOR)*  
*Environmental Management*  
*Equal Opportunities*  
*First Aid*  
*Health and Safety*  
*Maternity*  
*Smoking or Vaping*  
*Staff waking Night*  
*Stress management*