

Toolbox Talk Details		
Title	B10 - Welfare facilities, including personal hygiene	
Reason	Adequate welfare facilities are a legal requirement and should be provided on all sites. Adequate toilets, washbasins, drying rooms and rest areas are essential for the wellbeing of everyone on site.	
Outline	This talk covers the factors that will determine whether site welfare facilities are adequate.	
General welfare		
<ol style="list-style-type: none"> 1. There must be an adequate number of toilets, washbasins, drying spaces and rest areas provided, in relation to the number of people on site. Showers may have to be provided on some sites. 2. Toilets and washbasins must be properly maintained and kept clean. Hot (or warm) and cold running water must be provided. 3. Soap and a way of drying your hands must be provided. 4. An adequate supply of wholesome drinking water must be provided at readily accessible places. 5. If you need to change out of 'street' clothes, a changing area must be provided with storage for your 'street' clothes. 6. Rest areas should be maintained at an appropriate temperature and include seats with back support. 7. Suitable areas should be provided for you to store clothing not worn during site hours and for drying wet clothes. 8. Plant, equipment, tools or materials should not be stored in designated welfare areas. 		
Employees' responsibilities		
<ol style="list-style-type: none"> 1. Welfare facilities should not be dirty, vandalised or covered in graffiti – leave them as you wish to find them. 2. Tell your supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused. 		
Food safety		
<ol style="list-style-type: none"> 1. Larger sites may provide hot or cold food as part of their welfare arrangements. 2. All food must be stored, handled and prepared in hygienic conditions. 3. Anyone preparing food for others must be trained and observe good standards of personal hygiene. 4. Where a cooker or microwave oven is provided for you to prepare your own food, ensure the food is thoroughly cooked – undercooked food can lead to food poisoning. 5. You should only consume food in authorised areas. 6. Dispose of food waste properly in the designated areas to avoid attracting rats or other vermin. 		
Revision Date	Assessed By	Signature
January 2021	Michael Reddan	