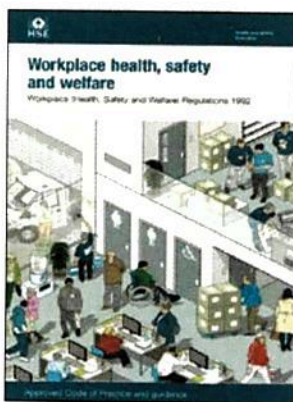


Workplace health, safety and welfare

Workplace (Health, Safety and Welfare) Regulations 1992

Approved Code of Practice and guidance



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The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces (except those involving construction work on construction sites, those in or on a ship, or those below ground at a mine).

The book includes the Regulations in full, as well as the Approved Code of Practice and guidance. It will help employers understand the regulatory requirements on issues such as ventilation, temperature, lighting, cleanliness, room dimensions, workstations and seating, floor conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, escalators, sanitary conveniences and washing facilities.

This revised and updated version takes account of changes to legislation since the previous edition was published, including:

- Quarries Miscellaneous Health and Safety Provisions Regulations 1995;
- Quarries Regulations 1999;
- Work at Height Regulations 2005;
- Construction (Design and Management) Regulations 2007;
- Health and Safety (Miscellaneous Repeals, Revocations and Amendments) Regulations 2002.

Regulation 14 Windows and transparent or translucent doors, gates and walls

Regulation 14

(1) Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety –

- (a) be of safety material or be protected against breakage of the transparent or translucent material; and
- (b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

ACOP 14

138 When assessing whether it is necessary for transparent or translucent surfaces in doors, gates, walls and partitions to be of a safety material or be adequately protected against breakage, pay particular attention to the following cases:

- in doors and gates, and door and gate side panels, where any part of the transparent or translucent surface is at shoulder level or below;
- in windows, walls and partitions, where any part of the transparent or translucent surface is at waist level or below, except in glasshouses where people are likely to be aware of the presence of glazing and avoid contact.

This paragraph does not apply to narrow panes up to 250 mm wide measured between glazing beads.

139 'Safety materials' are:

- materials which are inherently robust, such as polycarbonates or glass blocks;
- glass which, if it breaks, breaks safely;
- ordinary annealed glass which meets the thickness criteria in Figure 1 below.

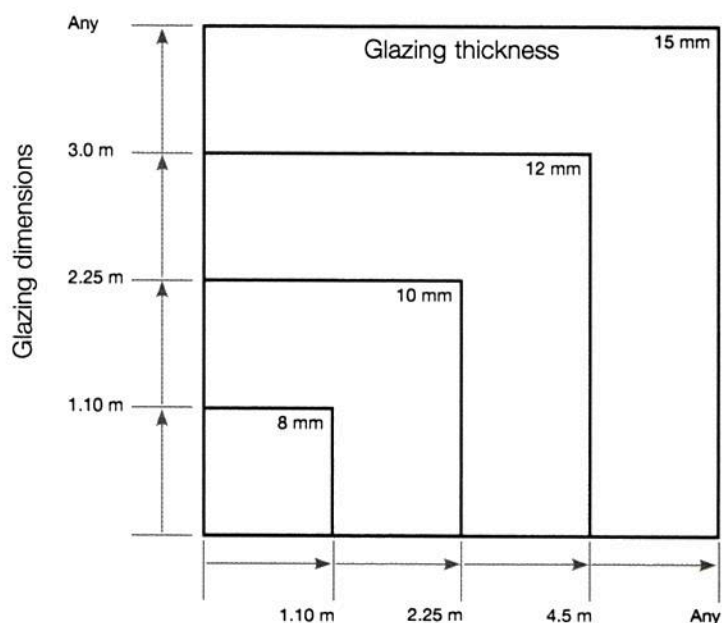


Figure 1 Glazing thickness requirements

ACOP 14

140 As an alternative to using safety materials, transparent or translucent surfaces can be adequately protected from breakage by a screen or barrier which will prevent people from contacting the glass if they fall against it. The screen or barrier should also be designed to prevent anyone climbing it, in case they fall through the glass from a height.

141 A transparent or translucent surface should be marked where necessary to make it apparent. The risk of collision is greatest in large, uninterrupted surfaces where the floor is at a similar level on each side, so people might reasonably think they can walk straight through. If features such as mullions, transoms, rails, door frames, large pull or push handles, or heavy tinting make the surface apparent, marking is not essential. Where marking is needed, it should be conspicuous and at an appropriate height (for example with coloured lines or patterns).

Guidance 14

142 The term 'safety glass' is used in a British Standard,³⁰ which is concerned with the breakage of flat glass or flat plastic sheet. Materials meeting that Standard, for example laminated or toughened glass, will break in a way that does not result in large, sharp pieces and will fulfil the second bullet point in paragraph 139. The term 'safety materials' as used in these Regulations includes safety glass, but also other materials as described in the first and third bullet point of paragraph 139.

143 Building Regulations^{1,2} also have similar requirements and advice is available from local authorities.

Regulation 15 Windows, skylights and ventilators

Regulation 15

(1) *No window, skylight or ventilator which is capable of being opened shall be likely to be opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to his health or safety.*

(2) *No window, skylight or ventilator shall be in a position when open which is likely to expose any person in the workplace to a risk to his health or safety.*

ACOP 15

144 It should be possible to reach or operate openable windows, skylights and ventilators safely. Where necessary, keep window poles or similar equipment available, or provide a stable platform or other safe means of access. Controls should be placed so that people are not likely to fall through or out of windows. Where there is a danger of falling from a height, devices should be provided to prevent the window opening too far.

145 Open windows, skylights or ventilators should not project into an area where people are likely to collide with them. The bottom edge of opening windows should normally be at least 800 mm above floor level, unless there is a barrier to prevent falls.

Guidance 15

146 Building Regulations^{1,2} also cover opening and closing windows and there is a British Standard (BS 8213) that covers windows and skylights.¹⁸ Further information is available from HSE's website (www.hse.gov.uk/falls/window.htm).