

# Welfare at Work What You Should Know



## Introduction

At GUK we always strive to ensure that our employees work in an environment that provides a healthy safe environment. As we mainly operate at our client sites, we do depend on the facilities that are provided.

The Workplace (Health Safety and Welfare) Regulations cover a wide range of basic health, safety and welfare issues that apply to most workplaces (apart from construction sites, on a ship or in mines).

## What you should expect

There are numerous requirements laid out in the Workplace Regulations, that cover all types of workplaces and work activities. Listed below are the issues that will impact on GUK and RUK staff.

### Temperature

Perhaps one of the most common causes for complaint at indoor workplaces. There is no minimum temperature by law, but recommendation is a minimum temperature of 16 degrees for sedentary working and 13 degrees for those undertaking manual work. 16 degrees may seem quite cool to some. Do not be tempted to use your own heaters or other equipment at site. This can cause insurance or other issues if things go wrong.

### Lighting

There should be sufficient lighting for people to work and move about safely. If necessary local lighting should be provided at individual workstations and places of particular risk.

### Cleanliness

Every workplace and the furniture, fittings, floors, and workspaces should be kept clean. Waste should be removed and stored in suitable containers.

### Workstations and Seating

Workstations should be suitable for the people using them and the work that they do. Remember that if you carry out work for a substantial amount of time in a day using a display screen (Computer) you should complete the GUK Display Screen Risk Assessment (DSE). If you have any doubt about timings complete the assessment.

### Floors and Traffic Routes

There should be sufficient traffic routes for pedestrian traffic as well as vehicles. This is relevant for GUK staff who operate in loading bays and areas with traffic movement. Floors should be kept clear and free of trip hazards.

### Personal Protective Equipment (PPE)

GUK and RUK provide our staff with PPE to carry out specific work activities. This can range from warm clothing to High Visibility vests. The requirement for PPE will usually be detailed in the Risk Assessments.

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## Risk Assessment

GUK and RUK have several standard Risk Assessments that are completed by Contract Managers. These are relevant to the sites we operate at, and the work activities carried out. Please ensure that you read them carefully.

If you are asked to carry out a work activity outside of our normal service by a client or tenant, ensure that you inform your Contract Manager as this task may need its own Risk Assessment.



## Use of Personal Electrical and Other Equipment

Under no circumstances should members of staff bring to the workplace or use any personal equipment that operates a naked flame for heating or cooking. If any such equipment is found in possession of employees, it is likely to be regarded as gross breach of health and safety and will lead to disciplinary action being taken.

If you find your workplace to be cold or you don't have the means to boil water or heat food, you should in the first instance inform your contract manager. If you fail to obtain a satisfactory response you should contact GUK HR at [hr@guk.co.uk](mailto:hr@guk.co.uk)

Any electrical or other equipment provided for your use must be correctly fitted and subject to annual inspections. To use equipment that is not approved or inspected places you and colleagues at risk and is also likely to void building insurance.

## Conclusion

As providers of security and reception services there may be times, such as power outages or equipment failure, when we may have to operate in less than ideal conditions. Security may be the only operation left at a building or site in such circumstances. We should plan for emergencies and have equipment such as torches and appropriate clothing to hand. In cases such as this, there will not be a contravention of the regulations.

If you have any concerns about long term welfare issues at your site, please contact your Contract Manager or the GUK Compliance Manager Norman Blight [norman.blight@guk.co.uk](mailto:norman.blight@guk.co.uk)