



Health & Safety in the Workplace – Frequently Asked Questions:

How many toilets should a workplace have?

Most Health & Safety requirements in relation to the working environment are covered in The Workplace (Health, Safety and Welfare) Regulations 1992.

In these regulations, Regulation 20 specifically relates to sanitary conveniences and states:

1. *Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.*
2. *Without prejudice to the generality of paragraph (1), sanitary conveniences shall not be suitable unless -*
 - a. *the rooms containing them are adequately ventilated and lit;*
 - b. *they and the rooms containing them are kept in a clean and orderly condition; and*
 - c. *separate rooms containing conveniences are provided for men and women except where and so far as each convenience is in a separate room the door of which is capable of being secured from inside.*

The Approved Code of Practice goes on to give minimum numbers of facilities – Please note that the number of people at work (shown in column 1) refers to the maximum number likely to be in the workplace at any one time:

Number of toilets and washbasins for mixed use (or women only):

Number of people at work	Number of toilets	Number of washbasins
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Toilets used by men only:

Number of men at work	Number of toilets	Number of urinals
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4