

1964 No. 966

SHOPS AND OFFICES

The Sanitary Conveniences Regulations 1964

<i>Made - - - -</i>	<i>25th June 1964</i>
<i>Laid before Parliament</i>	<i>3rd July 1964</i>
<i>Coming into Operation</i>	<i>1st January 1966</i>

The Minister of Labour by virtue of the powers conferred on him by sections 9 and 80(3) of the Offices, Shops and Railway Premises Act 1963(a) (hereafter in these Regulations referred to as "the Act") and of all other powers enabling him in that behalf, hereby makes the following Regulations :—

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Sanitary Conveniences Regulations 1964 and shall come into operation on 1st January 1966.

(2) The Interpretation Act 1889(b) shall apply to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

(3) In these Regulations, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them respectively, that is to say :—

“chemical closet” means a closet having a receptacle for the reception of faecal matter and its deodorisation by the use of suitable chemicals ;

“drainage system” means a drainage system connected to a sewer, to a cesspool or to a settlement tank or other tank for the reception or disposal of foul matter ;

“urinal” means a urinal which is connected to a drainage system and which has provision for flushing from a supply of clean water either by the operation of mechanism or by automatic action ; and

“watercloset” means a closet which has a separate fixed receptacle connected to a drainage system and separate provision for flushing from a supply of clean water either by the operation of mechanism or by automatic action.

Application of Regulations

2.—(1) Subject to paragraph (2) of this Regulation, these Regulations shall apply to all office premises, shop premises and railway premises to which the Act applies.

(2) Nothing in these Regulations shall apply to any premises to which the Act applies which are aggregated in a market, being either—

(a) a market held by virtue of a grant from the Crown or of prescription or under statutory authority and which is maintained or regulated by a local or other authority ;

(a) 1963 c. 41.

(b) 52 & 53 Vict. c. 63.

- (b) any market (other than as aforesaid) held in a market place of which the sole or principal use is for and in connection with the sale of horticultural produce by wholesale ; or
- (c) any market (other than a market specified in sub-paragraph (a) or (b) of this paragraph) which is a covered market place to which section 51 (power to adapt Act in relation to covered markets) of the Act relates.

Provision of sanitary conveniences

3.—(1) Except as otherwise provided in these Regulations, in the case of premises to which these Regulations apply the provision of sanitary conveniences for the use of persons employed to work therein shall not be suitable and sufficient provision for the purposes of section 9(1) of the Act—

- (a) unless provision is made—
 - (i) in the case of premises other than those to which sub-paragraph (ii) of this paragraph applies, in accordance with the appropriate provisions of Part I of the Schedule to these Regulations (which relates to the provision of waterclosets and urinals) ; or
 - (ii) where it is not reasonably practicable in the case of any premises to provide a drainage system for, and a supply of clean water for flushing, waterclosets and urinals, in accordance with the appropriate provisions of Part II of the said Schedule (which relates to the provision of chemical closets) ; and
- (b) unless the following provisions of these Regulations are observed.

(2) Sanitary conveniences available for use by all members of the public (or all members of the public of the same sex) and provided by a county council or local authority by virtue of powers contained in any enactment shall not constitute the provision of suitable and sufficient sanitary conveniences for the purposes of section 9(1) of the Act.

(3) Subject to paragraph 4 of this Regulation, in reckoning, for the purposes of Regulations 4, 5 and 9 and paragraphs 1(a), 2, 4(a) and 5 of the said Schedule, a number of persons, no account shall be taken of any person whose daily hours of work in the premises do not normally exceed two.

(4) In its application to persons employed by railway undertakers, who, by virtue of section 90(3) of the Act, are deemed to be employed to work in the premises at which the general control of the doing of their work is exercised, the last foregoing paragraph shall have effect as if the expression “ in the premises ” were omitted.

Sanitary conveniences the use of which is shared

4.—(1) Where in the case of any premises to which these Regulations apply—

- (a) there are in operation arrangements made in pursuance of section 9(5) of the Act for enabling all or any of the persons employed to work in the premises to have the use of sanitary conveniences provided for the use of others ; or
- (b) sanitary conveniences provided for the use of all or any of the persons employed to work in the premises are made available for regular use by other persons (not being members of the public) ;

then in either of such cases, in determining the number of sanitary conveniences required by these Regulations to be provided in the case of the said premises for the said employed persons, the total number of persons for whose regular use the said sanitary conveniences are made available during the periods during which persons are employed to work in the said premises shall be treated as if that were the number of persons regularly employed to work in the said premises at any one time.

(2) Where in any of the following cases, that is to say—

- (a) in the case of a building to which section 42 of the Act applies containing two sets or more of premises to which the Act applies ;
- (b) in the case of a part in single ownership of a building to which section 43 of the Act applies containing two sets or more of premises to which the Act applies ; or
- (c) in the case of a parcel of land in single ownership containing two sets or more of fuel storage premises to which section 44 of the Act applies ;

all or any of the persons employed to work in any two sets or more of any such premises have the use of the same sanitary conveniences provided in pursuance of section 9 of the Act, the total number of the persons regularly so employed at any one time for whose use the conveniences are provided shall, for the purpose of applying these Regulations, be treated as if that were a number of persons all of whom are employed to work in one set of premises to which the Act applies.

Sanitary conveniences used by the public

5. Where in the case of any premises to which these Regulations apply in which the number of persons employed to work therein at any one time regularly exceeds ten, the sanitary conveniences provided for the use of, or used by arrangements by, all or any of such persons are also ordinarily made available for general use by members of the public resorting to the premises, the number of waterclosets or chemical closets (as the case may be) required by the other provisions of these Regulations to be provided, or to be provided separately according to their sex (as the case may be), for the use of those persons shall in every case be increased by one.

Situation of sanitary conveniences

6.—(1) No sanitary convenience provided in pursuance of these Regulations shall be situated in any room in which any person (other than a lavatory attendant) is employed to work.

(2) Except as provided in paragraph (3) of this Regulation, no water-closet and chemical closet, no accommodation in which a urinal is provided and no accommodation containing a watercloset or chemical closet which, in either case, is not wholly enclosed shall be so situated that access to it is obtained directly from any room in which any person (other than a lavatory attendant) is employed to work.

(3) The requirements of paragraph (2) of this Regulation shall not apply where—

- (a) it is not reasonably practicable to comply with such requirements in the case of any watercloset, chemical closet or accommodation of any kind referred to in the said paragraph (as the case may be) ; and
- (b) the watercloset, chemical closet or accommodation (as the case may be) was first installed or constructed before the date of the making of these Regulations in a building for use therein ;

and in any such case the watercloset, chemical closet or accommodation shall be provided with effective mechanical means of ventilation which shall discharge directly into the open air and which shall be kept in operation during the periods during which any person is employed to work in the room from which access is obtained directly to the watercloset, chemical closet or accommodation (as the case may be).

(4) Any enclosed space between a watercloset, chemical closet or accommodation where a urinal is provided and any room in which any person (other than a lavatory attendant) is employed to work shall be provided with effective means of ventilation.

Protection and privacy of sanitary conveniences

7.—(1) All accommodation where any watercloset, chemical closet or urinal is provided in pursuance of these Regulations shall be covered to an extent sufficient to ensure protection from the weather for persons using it.

(2) Every watercloset and chemical closet provided in pursuance of these Regulations shall be enclosed to an extent sufficient to ensure privacy and be fitted with a suitable door and door fastening.

(3) Every urinal provided in pursuance of these Regulations shall be so placed or so screened as not to be visible from outside the accommodation where the urinal is situated.

Marking of sanitary accommodation

8. Where in accordance with these Regulations separate accommodation is provided for persons of each sex, the accommodation shall be clearly marked to show for persons of which sex it is so provided.

Disposal of sanitary dressings

9.—(1) Where in any case the total number of female persons (not being members of the public) for whose regular use sanitary conveniences are made available exceeds ten, suitable and effective means for the disposal of sanitary dressings shall be provided.

(2) All means provided for the disposal of sanitary dressings in accordance with the foregoing paragraph of this Regulation shall be constantly maintained in proper condition and where the means provided consist of or include bins the contents of the bins shall be disposed of at suitable intervals.

Dated 25th June 1964.

Joseph Godber,
Minister of Labour.

SCHEDULE

Regulation 3

PART I

WATERCLOSETS AND URINALS TO BE PROVIDED IN ACCORDANCE WITH
SECTION 9 OF THE ACT

1. In the case of premises (whether or not persons of both sexes are employed to work therein) where—

(a) the number of persons employed to work therein does not regularly exceed five at any one time ; or

(b) of the number of persons regularly employed to work therein there is none whose daily hours of work in the premises normally exceed two ;
one watercloset.

2. In the case of premises other than premises to which paragraph 1 of this Schedule applies—accommodation in accordance with the following scales, which accommodation shall be provided separately for persons of each sex—

- (a) for females, and
(b) for males (where urinal accommodation is not provided in accordance with the scale set out in sub-paragraph (c) of this paragraph)—

<i>Number of persons of each sex regularly employed to work in the premises at any one time</i>	<i>Number of waterclosets</i>
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1 to 15	1
16 to 30	2
31 to 50	3
51 to 75	4
76 to 100	5
Exceeding 100	5, with the addition of one for every unit of 25 persons by which the number of persons exceeds 100 (any fraction of a unit of 25 persons being treated as one).

(c) for males (where urinal accommodation is provided)—

<i>Number of male persons regularly employed to work in the premises at any one time</i>	<i>Number of waterclosets</i>	<i>Units of urinal accommodation</i>
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1 to 15	1	—
16 to 20	1	1
21 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4
Exceeding 100	4	4

with the addition of one sanitary convenience (being either a watercloset or a unit of urinal accommodation) for every unit of 25 persons by which the number of persons exceeds 100 (any fraction of a unit of 25 persons being treated as one) of which additional number of sanitary conveniences not less than three-quarters shall be waterclosets (any fraction being treated as one).

3. For the purposes of this Part of this Schedule, the expression “unit of urinal accommodation” means one stall of a urinal or, where stalls are not provided, two feet of space of a urinal.

PART II

CHEMICAL CLOSETS TO BE PROVIDED IN ACCORDANCE WITH SECTION 9 OF THE ACT

4. In the case of premises (whether or not persons of both sexes are employed to work therein) where—

- (a) the number of persons employed to work therein does not regularly exceed five at any one time ; or

(b) of the number of persons regularly employed to work therein there is none whose daily hours of work in the premises normally exceed two ;
one chemical closet.

5. In the case of premises other than premises to which paragraph 4 of this Schedule applies—accommodation in accordance with the following scales, which accommodation shall be provided separately for persons of each sex—

*Number of persons of each sex
regularly employed to work in
the premises at any one time*

Number of chemical closets

1 to 15
16 to 30
31 to 50
51 to 75
76 to 100
Exceeding 100

1
2
3
4
5

5, with the addition of one for every unit of 25 persons by which the number of persons exceeds 100 (any fraction of a unit of 25 persons being treated as one).

EXPLANATORY NOTE

(This Note is not part of the Regulations, but is intended to indicate their general purport.)

Section 9(1) of the Offices, Shops and Railway Premises Act 1963 requires that there shall be provided, at places conveniently accessible to persons employed to work in premises to which the said Act applies, suitable and sufficient sanitary conveniences for their use. These Regulations determine for premises to which the said Act applies (other than premises aggregated in certain markets) what is suitable and sufficient provision for the purposes of the said section 9(1).

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