Welfare Facilities Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- Suitable and sufficient toilets must be provided — the ratio depends on the number of workers on site
- Washing facilities with hot and cold running water, soap, and drying must be provided close to toilets and work areas
- An adequate supply of wholesome drinking water must be available, clearly marked, and not stored in containers that could be contaminated
- A heated rest area with tables and chairs must be provided where workers can eat meals and take breaks away from the work area
- Changing rooms and lockers must be provided where workers need to change into or out of work clothing or PPE
- Welfare facilities must be kept clean, maintained, and in good working order throughout the project

Do's and don'ts

Do

- Wash your hands thoroughly before eating, drinking, or smoking
- Use the designated rest area for all breaks and meals
- Report broken toilets, lack of hot water, missing soap, or empty drinking water supplies
- Change out of contaminated work clothing before entering the rest area
- Use the lockers provided to store personal clothing separately from work clothing

Don't

- Never eat or drink in the work area — dust, chemicals, and contaminants can be ingested
- Never use drinking water containers for any other purpose
- Never vandalise or misuse welfare facilities
- Never block access to toilets or washing facilities with stored materials
- Never accept substandard welfare provision — you are legally entitled to proper facilities

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. What welfare facilities must be provided on every construction site?

Answer: Flushing toilets (or suitable alternatives), washing facilities with hot and cold running water plus soap and drying, wholesome drinking water, a heated rest area with tables and seating for eating meals, and changing rooms where needed. These must be available from the start of the construction phase.

Q2. Why is it important not to eat or drink in the work area?

Answer: Construction work areas contain dust, chemicals (including lead, silica, and cement), and biological hazards that can contaminate food and drink. Ingesting these substances can cause serious health problems including poisoning and respiratory disease. Always wash your hands and eat in the designated rest area.

Q3. Who is responsible for providing and maintaining welfare facilities under CDM 2015?

Answer: The principal contractor is responsible for providing, maintaining, and monitoring welfare facilities throughout the construction phase. On single-contractor projects, the contractor holds this duty. Facilities must be suitable from day one and adjusted as the workforce changes.

Q4. What should you do if the welfare facilities on site are inadequate?

Answer: Report the issue to your supervisor or the principal contractor. If the issue is not resolved, raise it with your safety representative or contact the HSE. Workers are legally entitled to proper welfare provision and should never accept inadequate facilities.

Attendance sign-off sheet: Welfare Facilities Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

No.	Name (print)	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 26 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/welfare-facilities.