



# Office & Workplace Washroom Guide

How many staff toilets? | Regulations and guidelines | Sizes and layouts

[www.washroomcubicles.co.uk](http://www.washroomcubicles.co.uk)

# A Washroom Guide for your Workplace

This guide has been created by Cubicle Centre to provide you with the best information for your office and workplace washrooms.

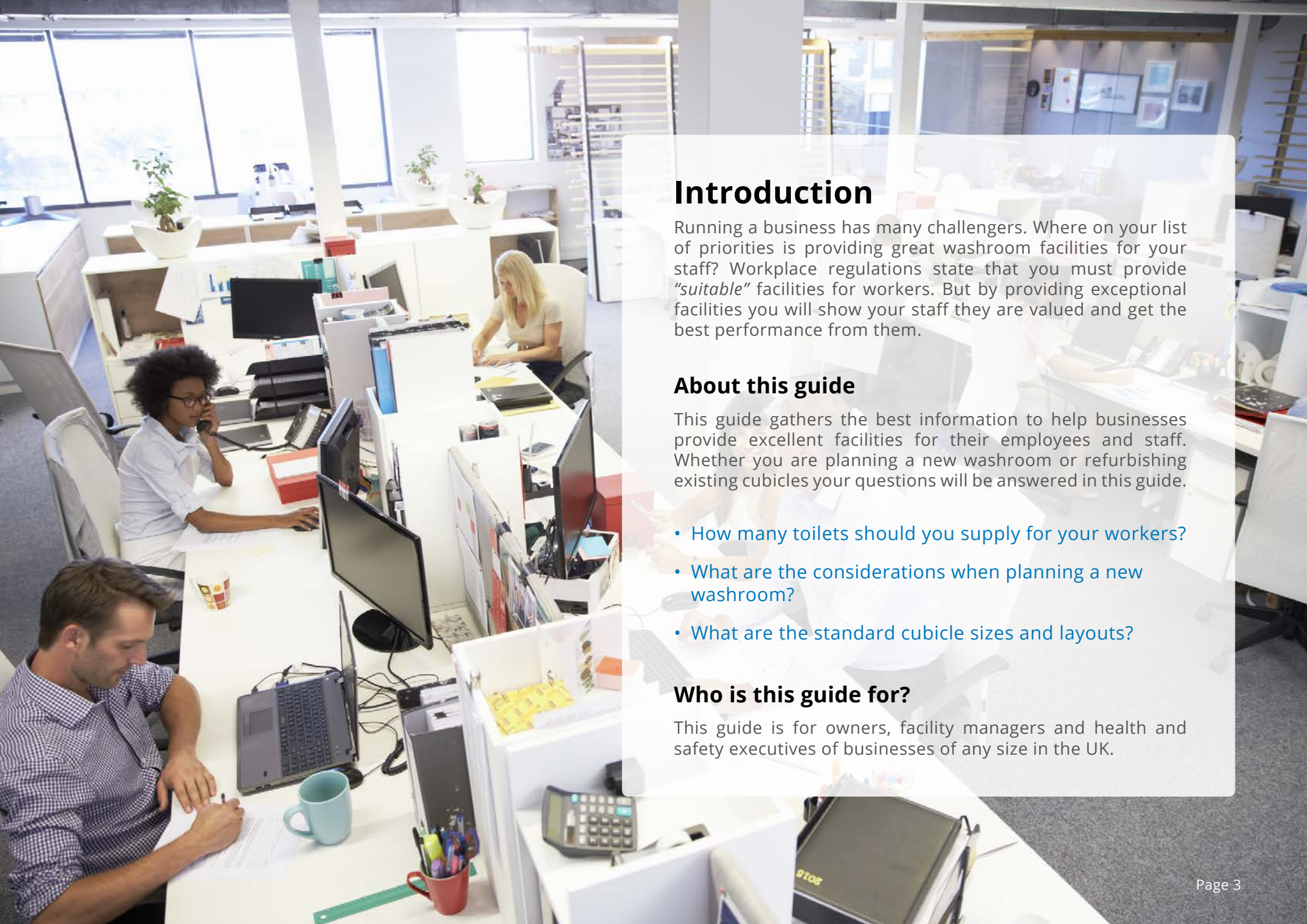
Common questions are answered, such as:

- [How many toilet cubicles should you provide?](#)
- [What is the correct size for the toilet cubicles?](#)
- [What do you need to consider when planning a refurbishment?](#)

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## Introduction

Running a business has many challengers. Where on your list of priorities is providing great washroom facilities for your staff? Workplace regulations state that you must provide “suitable” facilities for workers. But by providing exceptional facilities you will show your staff they are valued and get the best performance from them.

## About this guide

This guide gathers the best information to help businesses provide excellent facilities for their employees and staff. Whether you are planning a new washroom or refurbishing existing cubicles your questions will be answered in this guide.

- How many toilets should you supply for your workers?
- What are the considerations when planning a new washroom?
- What are the standard cubicle sizes and layouts?

## Who is this guide for?

This guide is for owners, facility managers and health and safety executives of businesses of any size in the UK.



“Such a good looking washroom. Myself and everyone at Ashland are very happy with how clean and high class this washroom looks.”

Jason Mellor, Tolling Manager, Ashland Inc.

## Case study

### Ashland Chemicals

Ashland are a fortune 500 company who create speciality chemicals. They employ over 10,000 people in more than 100 countries.

The Ashland laboratory in Bradford recently improved the washrooms for their employees. Cubicle Centre supplied the toilet cubicles, wall panels and vanity units.

The full height Privacy system offers functionality combined with durability. Manufactured from CGL (Compact Grade Laminate) the cubicles are impervious to water and easy to clean. Also a wide selection of colour choices makes Privacy ideal for modern commercial washrooms.



# What toilet and washing facilities do I need to provide?

You have to provide adequate toilet and washing facilities for your employees.  
'Adequate' means you have to provide:



## The right amount of toilets

For those expected to use them. People should not have to queue for long periods to go to the toilet.



## Hot and cold running water

All the taps should provide hot and cold running water, ideally from a mixer tap.



## The right amount of washbasins

The basins should be large enough to wash hands and forearms if necessary.



## Well lit facilities

Facilities that are well lit and ventilated.



## Separate facilities for men and women

Where possible. Failing that, rooms with lockable doors.



## Hand washing and drying facilities

Enough soap or other washing agents. A means for drying hands, eg paper towels or a hot air dryer.



## Clean facilities

To help achieve this walls and floors should preferably be tiled (or covered in suitable waterproof material) to make them easier to clean.



## Provide showers (if necessary)

Showers should be provided where necessary, eg for particularly dirty work.



## Supply of toilet paper

A supply of toilet paper and, for female employees, a means of disposing of sanitary dressings.



## Accessible washroom with grab rails

You must always consider the needs of those with disabilities.

For more information view the document  
[Health and Safety Executive - Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

# Washroom planning considerations

When planning a washroom for your workplace there are some important aspects to consider.



## Layout

Facilities should be located so they are convenient. Separate washrooms should be provided for men and women. There is advice on the [minimum amount of facilities on page 7](#).

If separate toilets are provided for a group (e.g. office staff / factory workers) a separate calculation should be made for each group.



## Durability

Compact Grade Laminate (CGL) cubicle panels are recommended. These are tough enough to withstand continual use without breaking.

Cubicle locks, legs and hinges should all be sturdy. This will reduce “out-of-order” time and expensive replacements.

[View our panel test video.](#)



## Hygiene

Regular cleaning of the washrooms is important due to continual use. Supply hand washing facilities and hand drying towels or air dryers.

The cubicle panels and legs should be durable enough to withstand constant cleaning with detergents.

[Recommended product on page 8.](#)



## Appearance

A well presented and clean washroom will give a good impression to staff and any visitors.

Colourful cubicles, clean sanitary ware, a well ventilated and well lit space, all help create a positive workplace.

[Sanitary ware products on page 14.](#)

# How many toilets do you need to provide in your workplace?

Minimum scale of provision of sanitary appliances for staff toilets in offices, shops, factories and other non-domestic premises used as place of work.

Alternative scale of provision of sanitary appliances for use by male staff only.

## Where both men and women are working

No. of people at work	Toilets	Washbasins
1 - 5	1	1
6 - 15	2	2
16 - 30	3	3
31 - 45	4	4
46 - 60	5	5
61 - 75	6	6
76 - 90	7	7
91 - 100	8	8

Above 100 - 8, plus 1 WC and washbasin for every unit or fraction of a unit of 25 persons

### Additional Notes

“Number of people at work” refers to the maximum number of workers likely to be in the workplace at any one time.

If separate toilets are provided for a group of workers (eg men, women, office workers or manual workers), a separate calculation should be made for each group.

More facilities may be necessary if, for example, breaks are taken at set times or workers finish work together and need to wash before leaving.

## Where just men are working

No. of men at work	Toilets	Urinals	Washbasins
1 - 15	1	1	1
16 - 30	2	1	2
31 - 45	2	2	2
46 - 60	3	2	3
61 - 75	3	3	3
76 - 90	4	3	4
91 - 100	4	4	4

Above 100 - 4, plus 1 WC urinal and washbasin for every unit or fraction of a unit of 50 males

### Additional Notes

A urinal may either be an individual urinal or a section of urinal space which is at least 600mm long.

For dirty work which results in the heavy soiling of the face, hands and forearms, the number of washbasins should be increased to one for every 10 people at work (or fraction of 10) up to 50 people, and one extra for every additional 20 people (or fraction of 20).

The information in these tables was taken from the document *British Standards 6465-1:2006+A1:2009 6.4.1*

# Recommended product range for staff washrooms

## Cairngorm® Anti-Vandal Cubicles

*Cairngorm* is made-to-measure to optimise the space you have available. The durability of this range means it can be thoroughly cleaned regularly without any deterioration to the fittings or panels.



### Why are these cubicles great for your staff?

- ✓ Kick-proof panels – sold for over 10 years
- ✓ Anti-vandal fittings to keep your washrooms in working order
- ✓ Resistant to most detergents for easy cleaning and hygiene
- ✓ Anti-rust fittings and waterproof panels to prevent mildew and bacteria growth
- ✓ Disabled friendly door latches

We know it can be frustrating to have cubicles that are out-of-order. That's why these panels are so strong and sturdy that even a sledgehammer can't break them. We call them vandal-proof.

These cubicles are manufactured to order so you can adjust dimensions to suit your space. Nationwide dispatch is usually within 10 to 15 working days.

I'D LIKE A QUOTE



# Recommended Product for Private Staff Washrooms

## Privacy™ Full Height Toilet Cubicles

Durability combined with a functional, clean design make this full height WC cubicle system a winning formula for modern commercial washrooms. Panels are secured with full length aluminium wall and floor channels and no fixings are visible from the the exterior of the cubicles.

### Why these cubicles are perfect for your Workplace?

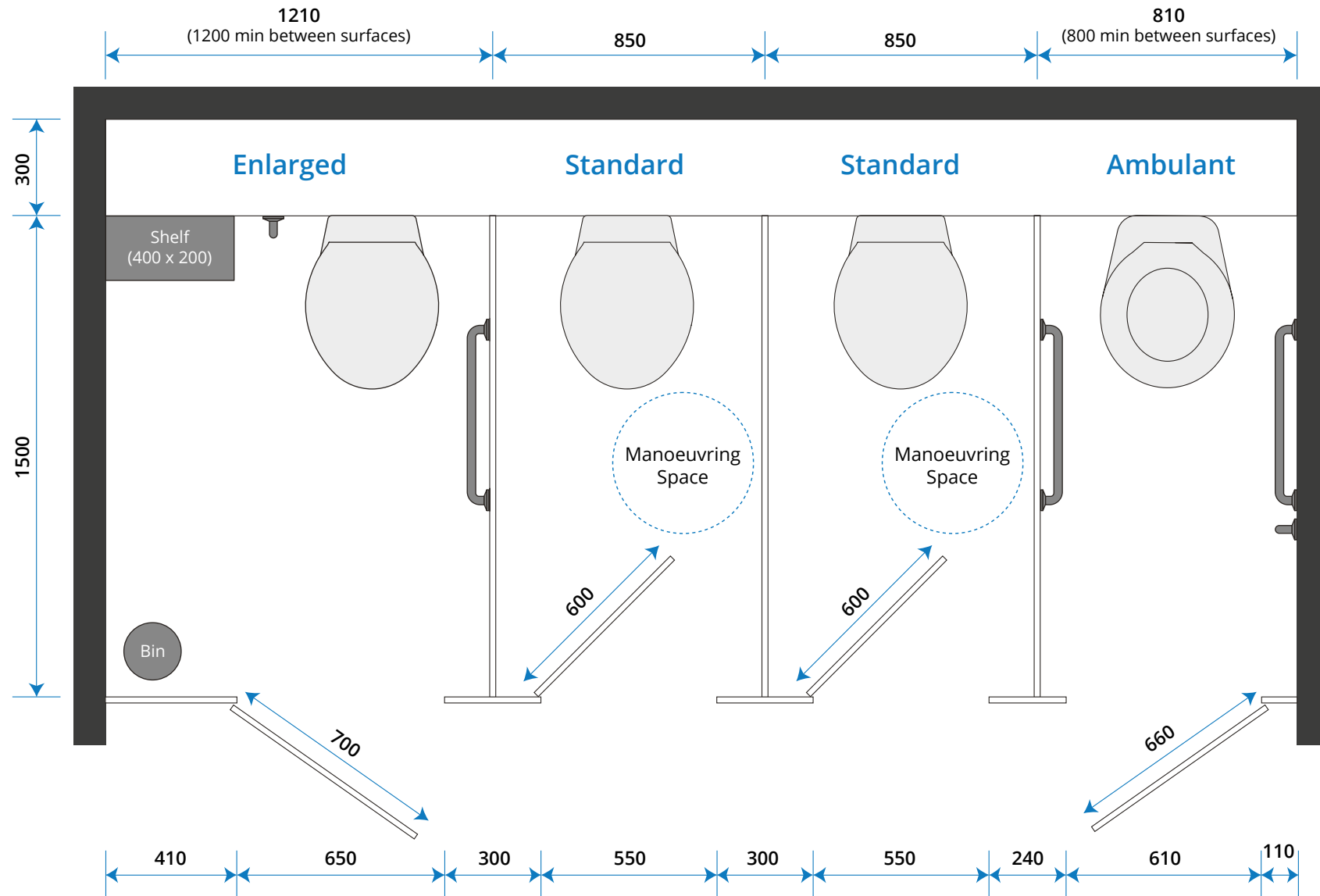
- ✓ Full height system for complete user privacy
- ✓ Kick-proof panels – sold for over 10 years
- ✓ Anti-vandal fittings to keep your washrooms in working order
- ✓ Resistant to most detergents for easy cleaning and hygiene – you can even wash off graffiti
- ✓ Anti-rust fittings and waterproof panels to prevent mildew and bacteria growth



I'D LIKE A QUOTE

These cubicles are manufactured to order so you can adjust dimensions to suit your space. Nationwide despatch is usually within 15 to 20 working days.

# Toilet cubicle sizes - Universal access guidelines



# Toilet cubicle sizes - Explained



## Enlarged WC Cubicles:

Where there are 4 or more cubicles in a washroom, one of these must be an enlarged cubicle.

Enlarged cubicles must be a minimum width of 1200mm and include an outward opening door.

A horizontal and vertical grab rail set is required around the WC.

## Standard Toilet Cubicles:

All standard cubicles must now have a minimum of 450mm diameter manoeuvring space within the cubicle.

Indicator-bolts must be capable of being operated with a closed fist (single action) - and doors must allow for emergency access should the user collapse and become trapped in the cubicle.

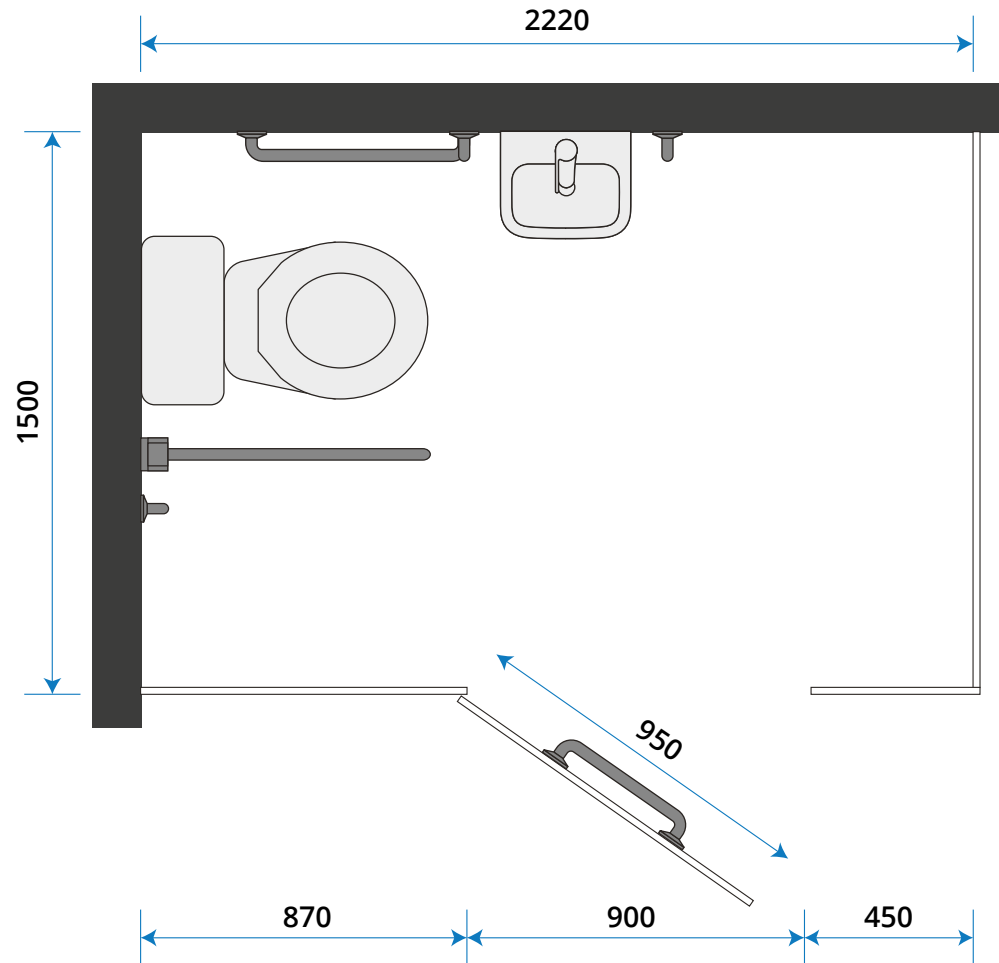
## Ambulant Disabled Cubicles:

Every same-sex washroom must have at least one wc cubicle that is suitable for the ambulant disabled.

If there is only one cubicle in the washroom this must be suitable for an ambulant disabled person.

The ambulant disabled cubicle must include an outward opening door.

# Toilet cubicle sizes - Wheelchair accessible cubicles



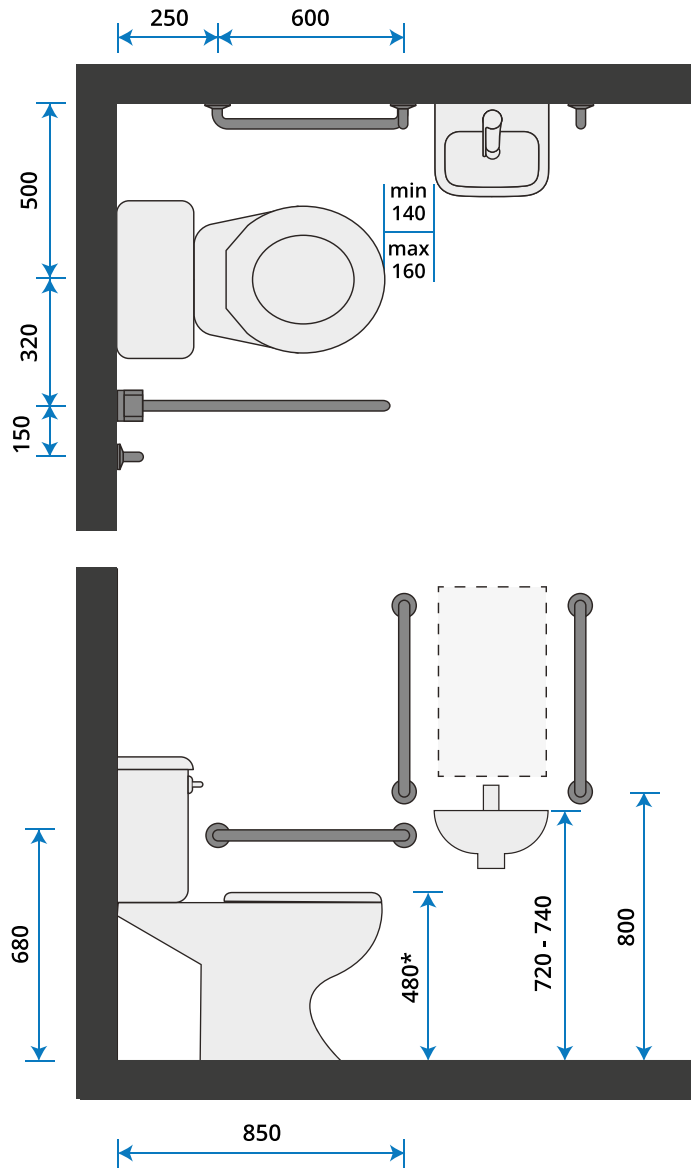
## Wheelchair Accessible Cubicles:

The wheelchair accessible layout has been modified to accommodate an overall toilet cubicle length of 2220mm (previously 2000mm).

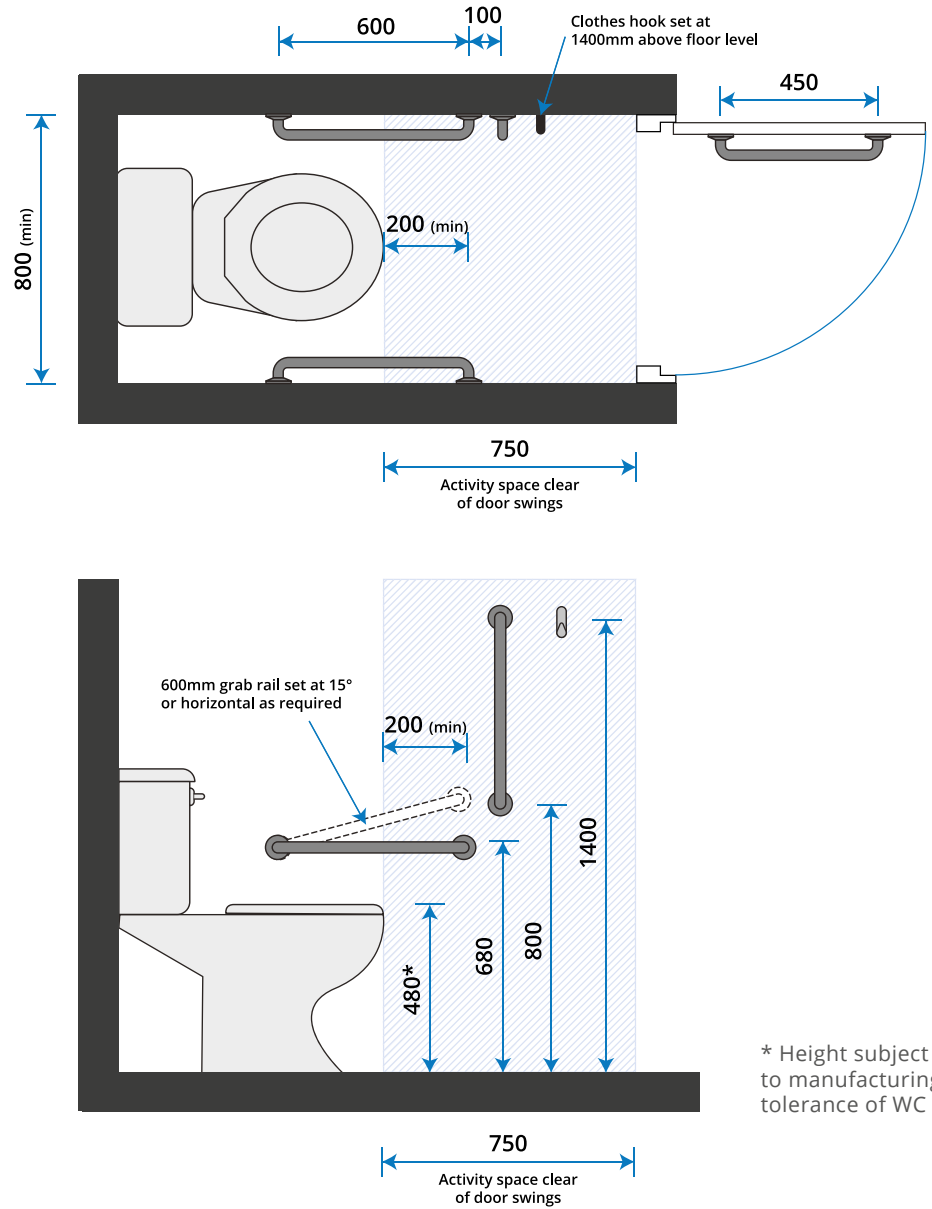
The door opening needs to be 900mm with a 950mm (wide) outward opening door.

# Approved Document M

## Wheelchair Accessible Toilet



## Ambulant Disabled Cubicles



\* Height subject to manufacturing tolerance of WC pan

Buy Doc M Packs Online

# Sanitary ware for your workplace



## Toilet Pans

A range of toilet pans are available in either back-to-wall or close coupled. Various pan heights also include junior, infant and low-level sizes.

[BUY ONLINE](#)



## Hand Dryers

A full range of air hand dryers and disposable towel dispensers to fit any budget are available.

[BUY ONLINE](#)



## Urinals

A full range of ceramic urinal bowls are available including waterless urinals and infrared flush urinals. This will keep them clean during the day.

[BUY ONLINE](#)



## Washroom Accessories

All the accessories you will need for your facilities. Hooks, soap dispensers, hand dryers and toilet roll holders.

[BUY ONLINE](#)



## Vanity Wash Basins Packs

Supplied with your choice of INSET or SEMI-RECESSED type wash basins and also includes Taps, Basin Waste, and Bottle Trap.

[BUY ONLINE](#)



## Doc M Packs

In commercial washrooms, at least one WC cubicle in a range of separate sex WC's should be provided for use by the ambulant disabled.

[BUY ONLINE](#)

[plumbware.co.uk](http://plumbware.co.uk)

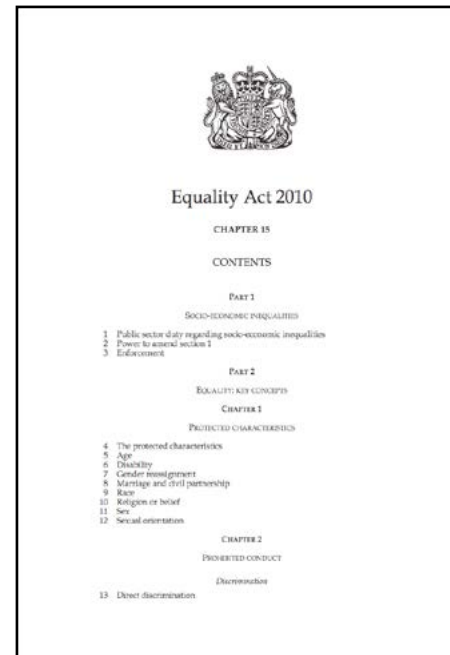
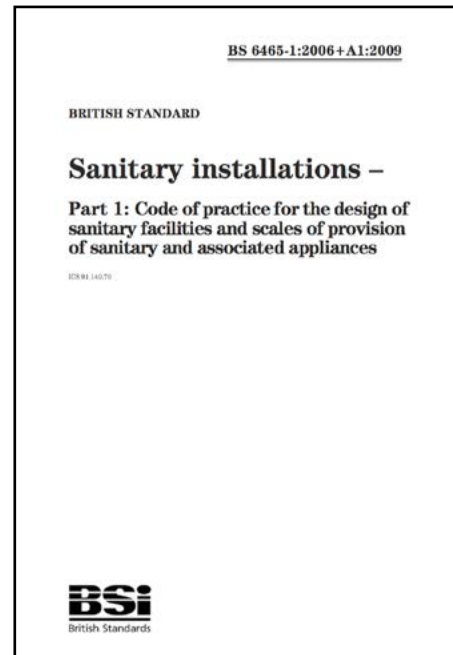
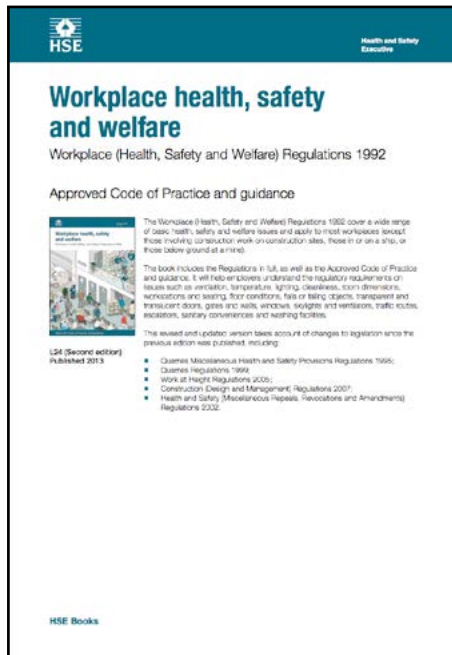
# Source of information

Health and Safety  
Executive - Workplace  
(Health, Safety and  
Welfare) Regulations 1992

British Standard  
6465-1:2006+A1:2009:  
Sanitary Installations

Equality Act 2010

Access to and use of  
buildings- Approved  
document M



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