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Registered Charity No. 1152188

Equality of Opportunity

16a. Provision of Toilet facilities at Sunbeams Community Hub

In terms of toilet provision, legislation provides a basis on which enforcement decisions are made and British Standards provide guidance to determine the number and type of toilet facilities businesses will need.

When determining toilet facilities, Sunbeams needs to consider other matters such as when they will need to provide toilets for service users, suitable locations for toilets and the provision of wheelchair accessible facilities.

It has been identified that it would be useful to have a policy relating to toilet provision within Sunbeams Community Hub.

The relevant legislation is known by the catchy title 'Workplace (Health, Safety and Welfare) Regulations 1992. Regulation 20, Sanitary Conveniences.' It prescribes the number of loos you need depending on the size of your workforce. There are different rules for mixed, women-only and men-only spaces.

DfE Regulations: At A Glance

Washrooms should be suitable for the number, age, and sex of pupils, as well as any additional requirements of users.

At a glance, plans should incorporate the following in order to be DfE compliant:

- **Separate toilet facilities are provided for boys and girls aged 8 years or over, **unless the toilet can be secured from the inside and is intended for one child/young person at a time.****

Number of Fittings

Regulations don't specify a minimum number of fittings; however, this can be calculated based on the ages and numbers of pupils:

- For children under 5 years old, one toilet and washbasin for every ten pupils would be appropriate.
- This ratio can be doubled for pupils aged 5-11, with one toilet and washbasin for every 20 pupils.

- For students over 11, one toilet per 20 pupils is sufficient, with the option to reduce the number of washbasins if washing facilities are shared.

Toilets and Washing Facilities for Staff

- Regulations for staff facilities are set out in Workplace (Health, Safety and Welfare) Regulations.
- Staff toilets and washrooms should be readily accessible, with separate facilities for men and women **except where the toilet is designated for single occupancy use and can be locked from the inside.**

For mixed or women-only spaces the minimum requirements

- **1-5 employees**

- 1 toilet cubicle & 1 washbasin

- **6-25 employees**

- 2 toilet cubicles & 2 washbasins

- **26-50 employees**

- 3 toilet cubicles & 3 washbasins

The HSE also prescribes minimum features that have to be included in bathrooms. So as well as bathroom cubicles and hand-washing basins, the following needs to be considered:

- separate facilities for male and female employees **except where each toilet is in a room that can be locked from the inside***
- a safe place to dispose of sanitary dressings
- cleanliness including tiled surfaces
- toilet paper supply
- good lighting and ventilation
- hot and cold running water
- hand soap or other washing agents
- a way of drying hands, such as paper towels or a hot-air dryer

***Sunbeams has three separate toilet areas, downstairs has two disability toilets, both lockable from the inside and as such can be accessed by staff, children and visitors. There is no requirement to have designated toilets for gender or age.**

Upstairs has one toilet area, which has three toilets in individual cubicles and two wash basins. The addition of a lock to the main door accessing the toilet area allows this bathroom provision to also be used by staff, children and visitors.

Sunbeams does not require a separate toilet for staff, as both of the toilets that are situated downstairs meet the legal requirements for toilets and access

This policy was adopted on

20th July 2025

Policy updated

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Sue Carr

Role of Signatory CEO

Reviewed By	Date
Sue Carr	19 th July 2025
Sue Carr	27 th April 2026