

INFORMATION NOTE 09/2000

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Introduction

SAFETY OF GLAZING: REMINDER ON REGULATION 14 OF THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

The purpose of this Information Note is to remind Departments, Agencies and Non-Departmental Public Bodies of the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992.

Action

Premises Managers should establish whether glazing in their premises meets the current standards and take the necessary remedial action where these standards have not yet been implemented.

Background

Information Note 3/95 advises of the implementation and application of Regulation 14 of the Regulations. A copy of the Information Note is reproduced here for ease of reference.

This reminder has been published because inspections of a number of Ministry of Defence Establishments have revealed that not all premises have been brought up to the requirements of the Regulations.

Further Information

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Departmental Policy

Recipients of this Information Note should consult adequately within their department to ensure that any action taken is at the appropriate delegation level and complies with their own departmental policy and procedures.



CENTRAL ADVICE UNIT

INFORMATION



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GLAZING - IMPLEMENTATION OF REGULATION 14 OF THE WORKPLACE (Health, Safety and Welfare) REGULATIONS 1992.

Introduction

This Information Note concerns the implementation and application of Regulation 14 of the 1992 Workplace (Health, Safety and Welfare) Regulations which deals with the safety of windows, transparent or translucent doors, gates and walls. It also contains technical information so that departments may provide guidance on their requirements to their managing agents.

Background

The Health and Safety Commission (HSC) have produced a series of approved codes of practice (ACOP) or guidance documents to enable the workplace to comply with the Workplace Regulations. These codes and guidance documents reproduce the Regulations they refer to and provide additional advisory information as to how the Regulations may be applied. Regulation 14 is covered within the Workplace (Health, Safety and Welfare) ACOP.

Guidance to Regulation 14 refers to British Standards BS 6262 and BS 6206 relative to glazing in buildings.

Action required

1. Contact your Managing Agent to discuss how best to implement Regulation 14 before 1st January 1996.
2. Discuss specific areas to determine whether any glazing needs to be replaced or otherwise protected.
3. If replacements is required, discuss what level of safety is needed.

Further Information

British Standard 6262 - *Code of practice for glazing in windows*

British Standard 6206 - *Specification for impact performance requirements for flat safety glass and safety plastics for use in buildings.*

Health & Safety Commission, (1992) - *Workplace (Health, Safety and Welfare) Approved Code of Practice*, publ: HSE Books

Any queries on this Information Note should be addressed to the Central Advice Unit at the above address.

Introduction

Regulation 14 is provided in support of the EU Workplace Directive which came into force on 1st January 1993. The Directive provides for the implementation of Health and Safety measures for **existing premises** by 1st of January 1996. The provision of safety glazing for new projects under Regulation 14 has been in place since 1st January 1993. This Information Note deals with **existing premises**.

Regulation 14 states that:-

(1) Every Window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety -

a.) be of safety material or be protected against breakage of the transparent or translucent material; and

b) be appropriately marked or incorporate features so as, in either case, to make it apparent.

Suggested action

The user advice in the ACOP is shown in appendix 1 of this Information Note.

1. Application of Regulation 14.

Departments manage their estates in different ways and consideration will need to be given as to how the Regulation will apply in different scenarios. Commonly, Departments run their estates by appointing a Supervising Professional (sometimes referred to as a Managing Agent) to manage packages of their properties. The Supervising Professional should be made aware of the contents of this information note to ensure that glazing meets the standards required by this Regulation.

2. Compliance with the ACOP

ACOPs and guidance documents are not "prescriptive" so as to restrict the user in their choice of action necessary to comply with the regulation. In this particular instance, a common misunderstanding is that BS 6262 and BS 6206 are the only means of complying with the ACOP. In certain situations other remedial action may be taken.

3. What constitutes safe glazing.

Appendix 1 suggests some types of glazing that will meet the requirements of the Regulation. It is not comprehensive and consideration should be given as to what other methods may be used to meet the Regulations requirements. Below are examples of some measures that can be taken:

- (a) where appropriate provide "Georgian wired glass";
- (b) cover the glazed area with the thick anti-blast flexible sheet, normally used on

- external glazing for bomb protection;
- (c) place barriers across the glass (see Appendix 2);
- (d) in addition to (b), for windows less than 900mm above floor level, place radiators in front to reduce immediate access.

4. Marking the glazing.

Where necessary for reasons of health and safety, the Regulation states that in addition to the glazing being made of safety material or protected, it should be marked or made noticeable. This is especially important for glass doors or where glazed areas cover a large un-interrupted area.

Marking of glazed areas often means the application of bright coloured tape, perhaps stripped diagonally across the glazed surface, to indicate the presence of a transparent surface.

Windows, and transparent or translucent doors, gates and walls.

(1) *Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety:-*

- (a) *be of safety material or be protected against breakage of the transparent or translucent material; and*
- (b) *be appropriately marked or incorporate features so as, in either case, to make it apparent.*

147. Transparent or translucent surfaces in doors, gates, walls and partitions should be of a safety material or be adequately protected against breakage in the following cases:

- (a) in doors and gates, and door and gate side panels, where any part of the transparent or translucent surface is at shoulder level or below;
- (b) in windows, walls and partitions, where any part of the transparent or translucent surface is at waist level or below, except in glasshouses where people there will be likely to be aware of the presence of glazing and avoid contact.

This paragraph does not apply to narrow panes up to 250 mm wide measured between glazing beads.

148. 'Safety materials' are:

- (a) materials which are inherently robust, such as polycarbonates or glass blocks; or
- (b) glass which, if it breaks, breaks safely; or
- (c) ordinary annealed glass which meets the thickness criteria in the following table:

Nominal thickness	Maximum size
8 mm	1.10 m x 1.10 m
10 mm	2.25 m x 2.25 m
12 mm	3.00 m x 4.50 m
15 mm	Any size

149. As an alternative to the use of safety materials, transparent or translucent surfaces may

be adequately protected against breakage. This may be achieved by means of a screen or barrier which will prevent a person from coming into contact with the glass if he or she falls against it. If a person going through the glass would fall from a height, the screen or barrier should also be designed to be difficult to climb.

150. A transparent or translucent surface should be marked where necessary to make it apparent. The risk of collision is greatest in large uninterrupted surfaces where the floor is at a similar level on each side, so that people might reasonably think they can walk straight through. If features such as mullions, transoms, rails door frames, large pull or push handles, or heavy tinting make the surface apparent, marking is not essential. Where it is needed, marking may take any form (for example coloured lines or patterns), provided it is conspicuous and at a conspicuous height.

151. The term 'safety glass' is used in a British Standard which is concerned with the breakage of flat glass or flat plastic sheet. Materials meeting that Standard, for example, laminated or toughened glass, will break in a way that does not result in large sharp pieces and will fulfill paragraph 148(b) above. 'Safety materials' as used in these Regulations includes safety glass, but also other materials as described in paragraphs 148(a) and (c) above. There is also a British Standard which contains a code of practice for the glazing for buildings.

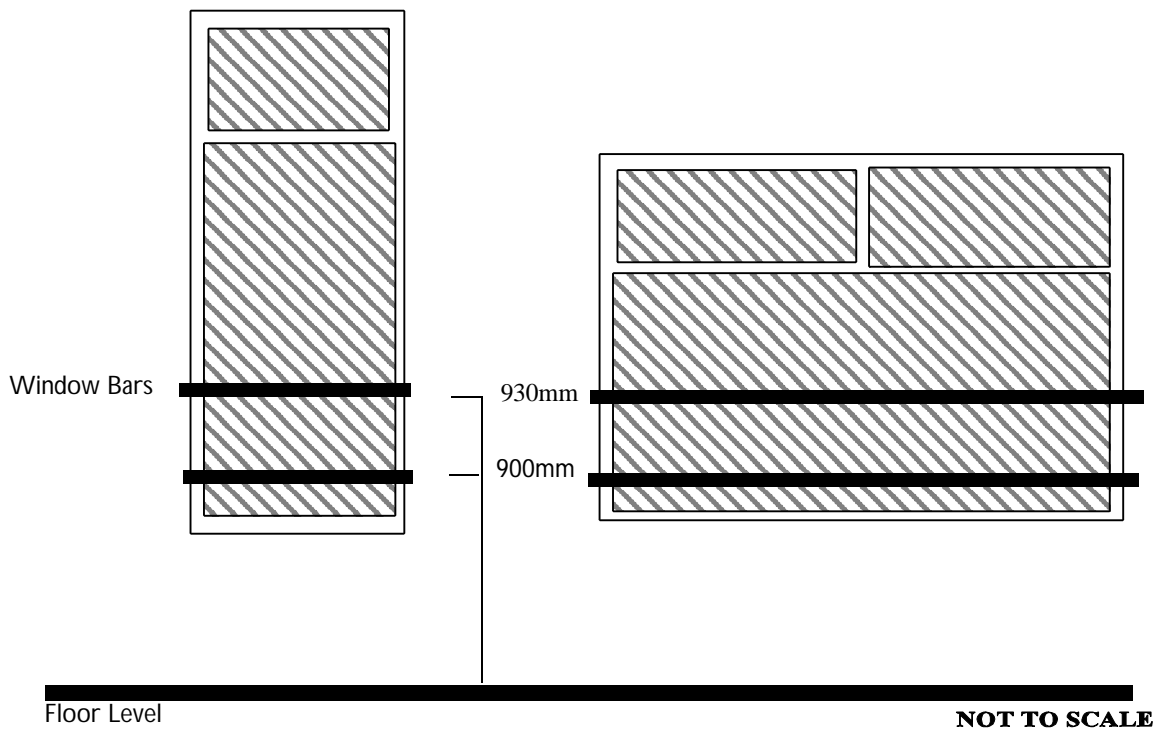
152. Building regulations also have similar requirements. Advice may be obtained from local authorities.

(Source: HSC (1992); *Workplace (Health, Safety and Welfare) Approved Code of Practice*, Pgs23.24, Publ: HSE Books.)

In order to reduce to an acceptable minimum the risk presented by glazing one solution is that each window, with a sill height of less than 800mm above floor level, be fitted with a suitable barrier or barriers, such as two rails, one at 1200mm above floor level and one 900mm above floor level. (Such rails could consist of say powder coated steel tube in order to minimise the visual impact they may have on the office environment).

Alternatively, barriers could be fitted within window reveals where this is practicable.

The following sketch indicates a possible arrangement of barriers:



Source; Benefits Agency (1995), *Health and Safety in the Workplace*, BA Personnel Directorate Circular