



The Spinney Primary School

Site Risk Management and Trip and Slip Hazard Policy

BACKGROUND

Educational premises are varied and often complex sites incorporating a wide variety of areas where slips, trips and other accidents may happen (external paths, corridors, classrooms, doors, windows, kitchens and dining areas etc.) When taking action to prevent accidents, there is a tendency to focus on protecting and educating children, but staff and others in educational establishments are equally as important and have a major role to play in preventing slips and trips.

All members of staff must take the following control measures to effectively control slips trip and other accident risks:

- identify the hazards (use accident records, talk to staff, observe people moving around the premises);
- decide who may be harmed (staff members, visitors, pupils, cleaners, etc) and how;
- consider the risks and decide if precautions already being taken are enough or if more needs to be done;
- record the findings;
- review the assessment regularly and revise if necessary.

Checklist

- Outside areas (car parks, entrances, defined walkways, playgrounds etc.) are level, free from holes and obstructions and controls in place to reduce slips due to ice, leaves etc.
- Classrooms, and cloakrooms are kept free from obstructions, trip hazards such as bags and coats and other potential slip hazards
- Control of slip and trip risks on exits from the school building are managed through e.g. good handrails at right level, easily visible edgings on steps, steps of equal height and length.
- Slips reduced/prevented at building entrances through – effective canopies to stop rain-entering buildings; adequate barrier matting to soak up water from shoe soles, no water is found on floors beyond mats.
- Doors, children are reminded to be careful near doors and to not play near them
- Stop access to wet floors through the use of signage, dry the area quickly and remove signage
- Good spillage control systems, especially in canteens, food preparation areas and teaching rooms.
- Carpets are stuck down at the edges where there is a possibility of trips, where this is the case children are reminded to be careful and not to run in school.
- Cables are not trailing and are tidied away to reduce likelihood of trips e.g. in assembly hall, during IT lessons

- A step stool is used by staff when mounting displays – staff must not stand on tables or chairs
- Effective cleaning regimes are properly carried out by staff.
- Appropriate floor coverings are used in areas where there is the potential for a water spillage e.g. The Team Room and toilets
- An understanding that managing the risks of Slips and Trips is everyone's responsibility – See it Sort It!

SNOW AND ICE CLEARANCE

During winter months, a high number of accidents involve slipping on ice and snow. Arrangements for the clearance of snow and ice and the gritting of pathways and external circulation areas are reviewed during and at the start of the winter months. Salt or grit are available during the winter months for use on the playground and walk ways to the school. Areas will be cleared and cordoned off to ensure that there is a safer route for pedestrians.

All reasonable efforts will be made to ensure that the school remains open as normal and reasonably practicable steps are taken to minimise the risks. This may involve closure of certain routes or in extreme circumstances the whole site. Staff with the exception of the Caretaking team and children should try to delay their arrival at school to ensure that there has been sufficient time to clear pathways and other areas.

KITCHENS

Many slip incidents occur in kitchens and food serving areas. Equipment and work surfaces should be suitable and adequately maintained to avoid contamination of the floor surface. The floor surface itself provides a relatively non-slip surface however, any spill must be addressed promptly.

Kitchens are a potentially hazardous environment, in particular during preparation, cooking and serving. Where possible kitchens should not be used for general access or storage by non catering staff. Access should be restricted to authorised personnel only and those wishing to access the school kitchen should seek authorisation from the headteacher. Because of the flooring, appropriate footwear must be worn.

CLEANING

The process of cleaning can create slip and trip hazards, both to cleaning staff and others. People often slip on floors that have been left wet after cleaning. On a smooth surface even a tiny amount of water can present a real slip problem, e.g. a smooth floor left wet after mopping. Warning signs and cones don't keep people out of an area and are often ignored.

Contamination is implicated in almost all slip accidents and can be introduced by the work activity or cleaning. The correct cleaning regime for the contamination type and floor is not properly cleaned and according to manufacturers instruction it may lose its slip resistance.

ADVICE TO STAFF

All staff

1. Take responsibility
 - Small spills on smooth floors are slip hazards. Don't just leave it, clean it up and leave floor dry.
2. Report any accommodation problems straight away to the headteacher e.g. potholes, uneven flooring, carpet edges, bad lighting
3. Attend to any slip or trip risks immediately
 - e.g. water spills, pupil accidents, leaks
4. Wear the right shoes
 - You are less likely to have a slip or trip accident if you wear sensible shoes
 - Use designated walkways and don't use shortcuts e.g. through the kitchen or hall
5. Carry hot drinks safely
 - unlidged hot drinks should not be carried around the school particularly when there are children around
6. Store bags and work equipment safely
 - all deliveries must be attended to as soon as possible. Boxes that have been emptied must also be disposed of promptly e.g. fruit boxes. These should not be deposited outside classrooms.
7. Avoid trailing wires when undertaking activities such as Computer lessons.
8. Encourage the pupils to follow same procedures and talk to them about safe practices in relation to accidents including safe movement around the school and slips and trips

Children

1. Children are expected to pick up coats, bags and other belongings so that they are not a trip hazard
2. Children are reminded to stand back for other children in crowded areas to avoid congestion and falls
3. Children are told not to run in school as this can cause themselves or others to trip
4. Children are reminded not to play near doors
5. Children are asked to point out any spills that may cause someone to slip

Midday Supervisors in the Hall and Playground

1. Report any concerns about slip and trip hazards on the playground area and address as necessary
2. Encourage pupils to put all their waste in the bins provided. Avoid clearing food waste from the work surfaces or lunch tables onto the floor
3. Clean up spillages straight away. For small spills spot clean with self absorbent paper
4. Prevent pupils and adults from walking on smooth wet floors where there have been spillages. Barrier off or close off the wet area and dry the floor after cleaning to reduce drying time
5. Wear the right shoes. The right non slip footwear can significantly lower the risk of slips in kitchens

Cleaners & Maintenance staff

1. Follow your floor-cleaning and floor equipment instructions
2. Clean up spills straight away
 - For small spills spot clean with some absorbent paper
 - Use a cone / sign to highlight the spill until it is removed
3. Deep clean at the end of each day

- Use the right cleaning method for the floor
 - Use the right cleaning product in the right quantity
4. Stop people from walking on smooth wet floors
 - Dry the floor after cleaning to reduce drying time
 - Barrier off or close off the wet area
 - Remove cones as soon as the floor is dry
 5. Don't create new hazards when you clean
 - Trailing wires from vacuum cleaners are a trip hazard
 - Bin bags in walkways are a trip hazard
 6. Report maintenance issues – floors and cleaning equipment

Senior staff

1. Get the design right
 - Provide designated walkways in the right place
 - Prevent rainwater etc. from entering the building e.g. Canopies over doorways leading outside, better entrance matting
 - Provide sufficient storage facilities
2. Fit the right floor & keep it maintained
 - Non slip floors needed for foreseeable wet or greasy areas
 - Keep floors level and free from holes and other trip hazards
3. Put in the right floor cleaning system
 - Spot cleaning is better for small spills
 - Different floors need different cleaning systems e.g. a nylon brush works better than a mop on non slip floors
 - Ensure it is carried out at the right time of day
 - Ensure cleaning systems do not create new hazards e.g. keep people off smooth wet floors
4. Provide the right cleaning equipment in the right place. Stops cleaners using shortcuts
5. Check cleaning and maintenance procedures are being followed
 - Cleaners given appropriate training
 - Supervision ensures procedures are followed
6. Supply sufficient rubbish bins

Appendix A

| Area | Practical measures for slips risk control |
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| External steps, paths and parking areas | <ul style="list-style-type: none"> • Suitable lighting – replace, repair or clean lights • Ensure steps are highlighted and paths are suitable for the volume of pedestrian traffic • Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface • Maintain parking area free of potholes • Mark edging of steps using visible paint • Provide handrails where appropriate and maintain • Discourage short cuts or use of grassed / muddy areas when wet • Clean leaves / mud from surfaces • Remove algal growth • Put in place effective procedures to deal with snow and ice |
| Playground, The Meadow, The Field and The EYFS Area | <ul style="list-style-type: none"> • Ensure the playground is well maintained and flat to avoid surface water • Ensure the field is free from any pot holes that are likely to cause the pupils to trip if they are running • Caretakers to assess play equipment, playground and playing field on weekly basis and complete assessment • Bring any concerns to the attention of the Headteacher/Deputy head teacher so that alternative play provision or access can be made and that other staff and children can be alerted to any other dangers • Ensure that smaller play equipment e.g. hula hoops are not left around when not in use and that trikes are returned to the “Car Park” area on the EYFS playground. • Particular care must be taken of Outdoor equipment in the EYFS Area as these could lead to trips e.g. tyres • Remove accumulations of mud / water and where not possible on the playground and cordon off larger puddles • Remove algal growth on the red brick area • Ensure users wear appropriate footwear and have a change of shoes to reduce puddles and mud inside the school building • Ensure the playground is suitable salted when it is icy |

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| <p>Building entrances / exits</p> <p>Doors</p> | <ul style="list-style-type: none"> • Properly positioned door canopies of good size can prevent rain and dirty water from entering the building and getting onto the floor, so preventing slip risks • Non slip water absorbing mats at entrances that are large enough to dry shoes • Maintain mats in good condition and change when saturated • Ensure temporary matting does not curl and so pose a trip risk • Display signs warning of hidden steps / changes in level • Display signs warning of slipping risk where appropriate • Site door catches and door stops safely • Children and adults to move safely around doors, corridors and entrance, exit points |
| <p>Internal stairs and corridors</p> | <ul style="list-style-type: none"> • Ensure a staggered release of students onto heavily used traffic routes • Put in place measures for traffic streaming and flow management in corridors e.g. only walking around school • Mark edging of steps using visible paint. • Handrails provided at suitable level where appropriate • Lighting- replace / repair or clean lights before levels become too low |
| <p>Classroom areas</p> | <ul style="list-style-type: none"> • Avoid trailing cables • Provide storage racks for pupils bags and coat hooks • Ensure that staff are aware of their responsibility to ensure children's bags, coats and shoes are off the floor • Provide anti-slip flooring in wet areas e.g. under drinking fountains • Avoid overcrowding of rooms • Control and manage the entry and exit of pupils from classes • Provide a clear walkway around the room |
| <p>Team and Resources Room</p> <p>The Learning Library</p> | <ul style="list-style-type: none"> • Provide suitable storage so that all resources are returned to their correct position and not left on the floor • Containers of bulk liquids e.g. glue and paint to be kept in restricted areas such as the Art Cupboard • Keep clear area around washing machines, kilns etc. • Use slip resistant flooring around sinks, water fountain and hot drinks tap • Wipe all spills quickly and effectively |

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| Kitchens | <ul style="list-style-type: none"> • Provide equipment to avoid spillages (from cooking, washing etc.) • Provide edged work surfaces to contain spillages • Ensure good ventilation to avoid steam and condensation • Ensure staff wear suitable footwear • Spot clean small spillages and pick up food contamination immediately • Ensure good housekeeping around bins e.g. spills from tea bags • Ensure floor surface is non slip • Clean floors with products appropriate for surface and contamination removal after work has finished • Prevent anyone from walking on wet floor e.g. use segregation barriers , lock doors • Only use cones / signage as a temporary warning device |
| Canteen areas | <ul style="list-style-type: none"> • Ensure staff wear suitable footwear • Spot clean small spillages and pick up food contamination immediately • Ensure floor surface is rough enough to cope with greasy contamination • Clean floors only when pupils have left area • Clean floors with products appropriate for surface and contamination removal after work has finished • Prevent anyone from walking on wet floor e.g. use segregation barriers , lock doors • Only use cones / signage as a temporary warning device |
| Offices | <ul style="list-style-type: none"> • Provide clear walkways • Avoid trailing cables • Provide adequate storage • Do not store/leave materials in the walkways and around equipment • Replace worn or damaged carpet tiles etc |
| Educational visits | <ul style="list-style-type: none"> • Assess location and anticipated weather • Modify visit depending on local conditions when on site • Wear suitable footwear • Ensure effective management of the visit. • Write specific risk assessments |

Policy written by R Snape Headteacher 13th March 2013

Policy reviewed by S Jelliman SBM January 2016

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