



# Slips and Trips Policy Guidance

## Introduction

'The Health and Safety at Work Act 1974 (HSW ACT)' requires employers to ensure the health and safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes steps to control slip and trip risks.

Employees have a duty not to put themselves or others in danger and must use the safety equipment provided.

'The Management of Health and Safety at Work Regulations 1999' require employers to assess risks, including slip and trip risks, and, where necessary, take action to address them.

'The Workplace (Health, Safety and welfare) Regulations 1992' require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

## Risk Assessment

The Health and Safety Coordinator will conduct risk assessments to consider what risks may lead to slip or trip injuries in the workplace and decide what suitable and effective control measures are required. These risk assessments will be shown to the staff member/s responsible for the risk assessed areas eg classrooms.

## Practical steps to prevent slips and trips

Stop floors becoming contaminated

- Use entrance matting
- Fix leaks from machinery or buildings
- Design tasks to prevent spillages
- Plan pedestrian and vehicle routes to avoid contaminated areas

Use the right cleaning methods

- Use the cleaning method that is effective for floor type and ensure the appropriate detergent is mixed at the correct concentration
- Let smooth floors dry after cleaning and exclude pedestrians until floor is dry
- Remove spillages promptly

### Flooring and work environment

- Check for loose, damaged and worn flooring and replace as needed
- Floors likely to get wet should be of a type that does not become unduly slippery
- Ensure lighting is sufficient and that slopes and steps are clearly visible
- Keep walkways and work areas clear of obstructions

### Organisational factors

- Consider work area organisation and manage to avoid rushing, overcrowding, and trailing cables
- Ensure staff are involved in decisions that affect them

### Responsibilities

All staff must take responsibility in the workplace:

- Report and record all accidents or near misses promptly by logging it in the Health and Safety concerns book in the staff room.
- If there is a spillage, clean it up or make arrangements for it to be cleaned
- Report any damaged floors or mats
- Keep your work area tidy
- If there are items on the floor that could be hazardous remove them or arrange for them to be removed or for the area to be made safe
- If you are given PPE, wear it and look after it. Report any faults or damage to the PPE and make arrangements for replacement as appropriate
- Report and record any situation that you think is dangerous or puts staff, pupils and visitors at risk

Approved By: .....Date.....

S Bottomley on behalf of the GHS Health and Safety Committee

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References	

