



ST. ANDREW'S COLLEGE Cambridge

Trip and slip Hazard policy

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BACKGROUND

Educational premises are varied and often complex sites incorporating a wide variety of areas where there are a number of hazards potentially leading to slips and trips (external paths, corridors, bedrooms, kitchens and dining areas etc.) When taking action to prevent accidents, there is a tendency to focus on protecting and educating students, 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 slip and trip hazards:

- 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.

APPENDIX A identifies practical measures for slip hazard control by area.

Checklist

- Outside areas (car parks, entrances, defined walkways etc.) level, free from holes and obstructions and controls in place to reduce slips due to ice, leaves etc.
- Classrooms, laboratories etc. kept free from obstructions, trip hazards and slip hazards
- Control of slip and trip risks on stairs - good handrails at right level, easily visible nosings 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.
- Stop access to wet floors.
- Good spillage control systems, especially in canteens, food preparation areas and teaching rooms.
- Effective cleaning regimes that are properly carried out by staff/ contractors
- Fit for purpose, anti slip floors in new builds and refurbished premises in areas prone to water and oils (shower rooms, entrances to buildings, canteens, kitchens etc.)

SNOW AND ICE CLEARANCE

During winter months, a high number of accidents involve slipping on ice and snow. Staff should review their arrangements for the clearance of snow and ice and the gritting of pathways and external circulation areas during the winter months. It will be the responsibility of each property to make available salt and grit during the winter months.

All reasonable efforts should be made to ensure that the establishment 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.

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 should provide a non-slip surface.

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.

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 to leave floor dry.
2. Report flooring problems straight away to the right person
 - e.g. leaks, spills, food debris, bad lighting, obstacles in walkways, uneven flooring, worn carpets and potholes.
 - Put out cones / barriers on visible hazards
3. Wear the right shoes
 - You are less likely to have a slip or trip accident if you wear sensible shoes
4. Use designated walkways, don't use shortcuts
 - Don't block walkways
 - Store bags and work equipment safely
 - Avoid trailing wires
5. Encourage students to follow same procedures

House Managers

1. Prevent contamination from getting onto the floor
 - Avoid clearing food waste from the work surface onto the floor
 - Before moving trays and baskets, shake off drips or leave to drain.
2. Clean up spills straight away
 - For small spills spot clean with self absorbent paper
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
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
7. Provide leadership
 - Display behaviours and actions with regard to safety in the work place and deal with problems as they arise.

Review:

September 2012, August 2013, June 2014 ,July 2015 and July 2016.

Next review: 1st August 2017

| 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 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 nosings of steps using anti slip coating • Provide handrails where appropriate and maintain • Discourage short cuts across grassed / muddy areas • Clean leaves / mud from surfaces • Remove algal growth • Put in place effective procedures to deal with snow and ice |
| Playgrounds and all weather sport surfaces | <ul style="list-style-type: none"> • Ensure well maintained and flat to avoid surface water • Remove accumulations of mud / water • Remove algal growth • Ensure users wear appropriate footwear |
| Building entrances / exits | <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 |
| Sports halls | <ul style="list-style-type: none"> • Suitable footwear worn • Maintain floor mats in good condition and ensure they remain flat • Keep smooth floors clean and completely free of wet or dust contamination • Don't make smooth sports hall floors |

| Area | Practical measures for slips risk control |
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| | smoother by polishing and buffing |
| Changing rooms/ swimming pools | <ul style="list-style-type: none"> • Avoid contamination of the floor surface with mud/water from pupils: • Provide shoe cleaning brushes / scrapers • Provide suitable entrance matting • Provide non-slip flooring • Provide non slip surfaces in shower areas • Provide handholds for people with disabilities • Display no running signage |
| Internal stairs and corridors | <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 up / down stairs and corridors • Mark nosings of stairs using anti-slip coating. • Handrails provided at suitable level • Lighting- replace / repair or clean lights before levels become too low • Apply anti-slip coatings to areas of smooth flooring which may become wet |
| Classroom areas | <ul style="list-style-type: none"> • Avoid trailing cables • Provide storage racks for pupils bags and coat hooks for drying wet clothing- consider sitting such areas on specialist anti-slip flooring • Provide anti-slip flooring in wet areas • Avoid overcrowding of rooms • Control the entry and exit of people from classes • Provide a clear walkway around the room |
| Preparation rooms, technician areas and storage rooms | <ul style="list-style-type: none"> • Provide suitable storage • Containers of bulk liquids to be kept in bonded areas • Keep clear area around machines, kilns etc. • Use slip resistant flooring around machines • Remove all floor contamination quickly and effectively |
| 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 |

| Area | Practical measures for slips risk control |
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| | <ul style="list-style-type: none"> ● Spot clean small spillages and pick up food contamination immediately ● Ensure good housekeeping around bins ● 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 <p>Replace worn or damaged carpet tiles etc.</p> |
| Events | <ul style="list-style-type: none"> ● Ensure temporary cabling is routed safely and protected from damage ● Provide sufficient lighting |
| 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. |