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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**Introduction**

Slips and trips are the most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. It is therefore important that the College puts in place management systems to eliminate or minimise risks from slips and trips. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility. This policy aims to achieve this and sets out responsibilities for individual roles.

**Policy statement**

The St. Andrews College will:

* Provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
* Adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
* Ensure that appropriate risk assessments and risk reduction methods are in place.
* Encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
* Ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
* Ensure that College premises are designed and maintained to minimise the risk of slips and trips.

Principal, Wayne Marshall
College Health and Safety Committee

Date July 2018

**Slips and Trips Procedures**

**Staff responsibilities**

* Staff will be made aware of policies and procedures relating to slips and trips in their work area, and are expected to follow them.
* Staff will take a proactive role in preventing slips and trips by:
* acting to remove slip and trip hazards from their work area e.g. cleaning up spillages, rerouting trailing cables etc.
* maintaining a tidy office/work area.
* reporting any defects to their line manager or directly to Estates Manager

**Key roles and responsibilities for Health and Safety Officer**

Health & Safety Officer will:

* Develop policies, procedures and guidance on managing slip and trip risks.
* Raise awareness through targeted communications.
* Monitor trends from accident statistics.
* Investigate major accidents involving slips and trips and make recommendations for improvement to appropriate parties.
* Monitor compliance with this policy through regular audits.

 **Key roles and responsibilities for Managers**

 Heads of the School/Directors will ensure that:

* Risk assessments are carried out for the management of risks from slips and trips and are recorded (see example risk assessment on H&S website on DROPBOX).
* The risk assessment will include suitable control measures to eliminate or minimise the risk of slips and trips. This would include:
* Checking surfaces are in good condition.
* Reducing floor contamination.
* Defining an appropriate footwear policy where necessary (e.g. laboratories, kitchens and where external work is carried out).
* Checking that lighting is adequate.
* All relevant staff are made aware of the risk assessment and what is expected of them.
* Areas that they control are inspected for slip and trip hazards at least twice annually e.g. as part of workplace inspections, and that corrective action is taken where necessary.
* Any incidents involving slips or trips or near misses are reported and investigated.
* They lead by example by following policies and good practice, challenging inappropriate behaviour and dealing with issues regarding slips and trips.

**Key roles and responsibilities for Maintenance Department Staff**

Maintenance Staff will:

* Implement an action plan for dealing with unsafe conditions arising from:
* holes, bumps and uneven or worn out surfaces on paths and roads.
* snow, ice and leaves on external paths and road.
* inadequate drainage systems.
* defective matting and flooring surfaces within common areas of buildings.
* All maintenance staff will apply good housekeeping standards and make appropriate use of barriers during works on College premises.
* Ensure that specifications for new or replacement floors are for a material that is suitable for limiting the risk of slips and trips.
* Ensure that the design of buildings prevents contamination of floors, as far as reasonably practicable e.g. rainwater ingress is limited by the provision of suitable protected entrances and the provision of fixed matting.
* Ensure that contractors apply good housekeeping standards and appropriate use of barriers when working on campus to prevent slips, trips and falls.

**Key roles and responsibilities for House Managers and cleaning contractors**

Cleaning staff will ensure that:

* They follow an appropriate slips/trips risk assessment.
* Prevent access when wet floors are drying.
* Ensure the cleaning task is done at the appropriate times to minimise risks to students and staff for instance wet floors.
* Use the correct cleaning methods and chemicals according to the type of flooring
* The safe use of electrical power, extension leads and other equipment that might cause a trip hazard.
* All rooms are maintained in a condition that will reduce the risk of slips and trips.

**When selecting flooring, give consideration to the following guidance:**

* Health and Safety Executive (HSE) guidance on the selection of walking surfaces – see Further Information.

When selecting flooring consider:

* the flooring materials
* likely contaminants
* use of the area
* predicted user behaviour
* the surrounding environment and overall design of the space
* the footwear likely to be worn.

Further Information:

1. www.hse.gov.uk/slips/information.htm

**Next review: August 2020**