



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- SLIPS, TRIPS & FALLS POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

SLIPS, TRIPS AND FALLS POLICY

The purpose of this policy is to state how our establishment deals with the particular problem of slips, trips and falls, which is one of the commonest forms of accidents in any type of establishment. Distinction does need to be made between accidents that occur as a result of:

- An unsafe condition that could have been avoided
- Accidents that occur as a result of (acceptable, authorised or planned) physical activities that may result in slips or trips or falls as part of that activity.

There will be occasions where some external physical activities may become increasingly hazardous under certain conditions (such as icy surfaces) that may require careful evaluation and treatment before proceeding or that require monitoring during the course of the activity. This is an example of an unsafe condition that could be avoided, as the (playing) surface may clearly have been affected significantly.

Slips, trips and falls as well as collisions, are likely to occur in playgrounds, sports fields and gymnasiums for any number of reasons whilst partaking in any number of games and sporting activities, but should not occur purely as a direct result of an unsafe condition that could readily have been avoided, such as:

- a wet and/or slippery floor in a gymnasium (or any internally located area, for that matter)
- holes in a playground (or any other surface) as a result of lack of maintenance or excessive wear and tear of the surface.

Whilst every effort is made to avoid conditions that would increase the risk of a slip, trip or fall, there are certain responsibilities that all staff must be fully aware of and attention is drawn to the appropriate section of this policy.

RESPONSIBLE PERSONS: Headteacher / Premises Officer / School Business Manager

The primary function of the named persons is to co-ordinate all issues and controls regarding the potential for slips, trips and falls to occur with appropriate parties, to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with slips, trips and falls and the selection of suitable persons and methods of dealing with them are adhered to.

In addition, the above named persons is responsible for ensuring that all reported issues of slips, trips and falls are taken seriously and followed through in the appropriate manner. This includes establishing the causes and the monitoring and reviewing of developments and any solutions on a regular basis.

The Policy:

- To provide an establishment where the risks from slips, trips and falls have been assessed and reduced to as low as reasonably practicable.
- To provide effective surfaces, flooring and carpets appropriate to the use for which they are intended.
- To monitor the conditions of all areas within the establishment on a regular basis to prevent the conditions that may result in a slip, trip or fall.
- To provide an effective cleaning and/or maintenance programme to all walking surfaces, activity areas and onsite pathways.
- To provide adequate lighting and visibility to all walking surfaces and activity areas at all times that the establishment is open.
- To provide adequate hand rails and other supporting structures to all steps and stairs wherever practicable.
- To provide adequate storage facilities that minimise the need to store anything on open floors.

- To ensure that only suitable footwear is allowed in specialised areas such as sports halls and gymnasiums, kitchens and food halls.
- To ensure a system of control is imposed for all areas used by pedestrians, internally and externally, that encourages a normal walking pace at all times.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements.

- A reporting procedure for incidents involving slips, trips and falls and for observed conditions that may lead to such an incident.
- The provision of competent cleaning services for all internal pedestrian access areas of the establishment.
- The use of approved floor treatment methods and materials for minimising the risks of slipping in all relevant areas.
- Display of various signs and posters around the establishment to raise awareness of common causes of slips, trips and falls.
- Appropriate means of warning and dealing with spillages of all kinds and slippery surfaces.
- Housekeeping routines, supported by regular check and monitoring procedures, that seek to maintain clear access in corridors and on steps and stairs at all times.
- The avoidance, wherever possible, of trailing cables and the use of protective strips wherever cables have to run along or across walkways and other pedestrian access points.
- Classroom rules that require each class to clear up after them and to enter and exit in an orderly fashion.
- The provision of adequate supplies of salt and grit for the treatment of all external areas used by pedestrians.
- Provision of non-slip tiles, mats and other suitable anti-slip devices in areas of particular risk, such as showers and changing rooms, gymnasiums and sports halls, kitchens and food halls etc.
- Provision of appropriate carrying and transporting equipment and/or additional personnel for awkward and/or heavy loads.

Responsibilities:

All staff have the following responsibilities:

- To ensure that any issues or problems that they become aware of or are reported to them regarding unsafe conditions that may result in a slip, trip or fall to anyone are noted and reported to the responsible person named at the front of this policy and/or their appointed deputy or support staff.
- To take appropriate steps to stop and/or report any unacceptable activities in areas that are clearly not for the purpose of that activity. ***Examples of these are given at the end of this policy.***
- To ensure that all pupils are reminded of the need to maintain a sensible walking pace along all internal corridors and on steps and stairs whenever examples of transgression are observed.

Teaching staff also have additional responsibilities, including:

- Ensuring that classrooms are entered and vacated in an orderly fashion.
- Ensuring that before dismissing the pupils at the end of a lesson, appropriate standards of tidiness and general housekeeping are applied. This includes ensuring that all equipment and materials are stored correctly and desks, chairs, tables and any other equipment are in their designated spots.

Maintenance Staff have the following responsibilities:

- To maintain all external walkways and pedestrian areas (including playgrounds) during icy and snowy conditions by appropriate clearing and salt/grit application.
- To monitor the general state of repair of the above and to isolate/section off and post appropriate signs around any parts that are considered to be potentially dangerous until they have been repaired.
- To monitor and do likewise as above for internal areas where any water leaks or spillages are found until such time as the affected area has been cleared up and any leaks repaired.
- To ensure that all hand rails and other support aids on stairs and steps are in good condition and promptly repaired where required.

Training:

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be made aware of the typical causes of slips, trips and falls and of the common hazards to look out for.
- All staff will be informed of what is considered to be acceptable and unacceptable forms of footwear and in what areas they apply to.
- All maintenance staff will be trained in understanding the standards of condition and repair expected for all walkways, corridors, carpets, tiling etc and external pedestrian areas in and on the premises.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

Examples of Unacceptable Activities:

The following are examples but the list is by no means exhaustive. Staff are expected to report any other examples that they may come across, whether listed here or not.

- Running along any internal corridors or in and around any rooms.
- Running up or down stairs or taking more than one step at a time up or down.
- Playing any sort of physical games or activities in any locations other than purpose-designed areas, such as gymnasiums, playgrounds, sports fields etc.
- Standard activities being carried out in inappropriate footwear.