

General School Risk Assessments - No.12 Slips, Trips and Falls (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Spills, e.g. liquid spills, ingredient spills (home-economics room) or chemical spills		Slips, trips and falls	H	Spills dealt with immediately				
			H	Absorbent material used to soak up the spill				
			H	Absorbent materials located near high spill risk areas				
High-risk slip and trip areas		Slips, trips and falls	H	High risk areas for slips, trips, and falls are identified and dealt with				
Inadequate storage of school equipment and personal belongings		Slips, trips and falls	H	School equipment is stored tidily				
			H	School bags stored tidily				
			H	Pupil belongings on hooks, placed in lockers or safely under desks				
			H	Floors and access routes are kept clear				

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Inadequately fitted mats or rugs		Slips, trips and falls	H	Mats and rugs are properly designed/fitted				
			H	Heavy mats are used as necessary				
			H	Mats are recessed into flooring where possible				
			H	Weighted edges are used where possible or edges are fixed in place				
Areas prone to constant wetting		Slips, trips and falls	H	All areas prone to constant wetting are identified				
			H	There is adequate local drainage				
Transition areas (Transition areas are areas with a sudden change in the level of grip)		Slips, trips and falls	H	Areas where pedestrians move between surfaces with very different levels of grip are identified, e.g. from wet surface to a dry surface or vice versa				
			H	Precautions are taken to remove excess moisture from footwear				
			H	Mats are properly designed and installed				

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Level changes		Slips, trips and falls	H	Areas are identified where levels change, e.g. slopes, ramps, steps/ stairs, unexpected holes, bumps, drainage channels				
			H	Slip resistant surfaces are ensured				
			H	Proper lighting is provided				
			H	Changes in levels are highlighted				
			H	Drain covers are in place				
			H	The top and bottom of stairways are kept clean and tidy				
Cables and hoses		Slips, trips and falls	H	No trailing cables and hoses				
			H	Electrical outlets sited to avoid trailing cables				
			H	Retractable reels used				
Damaged flooring/ paving		Slips, trips and falls	H	Poorly maintained or damaged floors or paving identified				
			H	Repairs carried out and steps taken to prevent future damage				
Slippery surfaces		Slips, trips and falls	H	Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk				
			H	Consideration is given to changing or treating floor surfaces - this might include addition of slip resistant materials				
			H	Particular attention is paid to areas that may become slippery during severe weather				

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Cleaning and washing floors		Slips, trips, and falls	H	As far as possible, dry cleaning replaces wet cleaning				
			H	A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers				
			H	Cleaning is organised to provide dry paths through areas being cleaned				
			H	Where wet cleaning, detergent is used and water is at the right temperature				
			H	Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry				
Over-used warning signs		Slips, trips and falls	H	Where warning signs are used these are removed when no longer required				
Shoes/ footwear with poor slip resistance		Slips, trips and falls	H	Suitable slip resistant footwear is provided and worn as needed				
Broken, tables, chairs or other furniture items		Falls and related injuries	H	Broken furniture removed from service until repaired or replaced				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /