


GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: SLIPS AND TRIPS


PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: **Charlesworth Primary School**

Date of Assessment	23.09.20	Date of Issue	23.09.20
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	NEIL FLINT (HEADTEACHER)
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contaminated Floors	Appropriate non slip water absorbing barrier matting provided at each external entrance to premises and maintained in good condition.	✓	Caretaker	➤ Non slip surface in toileting areas and kitchens		
	Barrier matting thoroughly cleaned at regular intervals and changed when saturated.	✓	Caretaker			
	Barrier matting replaced when worn/damaged.	✓	Caretaker			
	Suitable non slip flooring in place in all areas at high risk of contamination or where water is present/used (eg. <i>Laboratories, workshops, changing rooms, showers, swimming pools, bathrooms, kitchens, (list areas in space opposite).</i>	✓	HT			
	All liquids transported in suitable contained with lids.	✓	Staff			
	All spillage items cleaned up immediately – all staff instructed to ensure this happens.	✓	Staff			
	Boot scrapers provided at entrances to building from sports areas.					
	Muddy footwear is removed before entering building.	✓	Staff			
	All other contaminates (eg dust in workshops) is suitably cleaned up before it becomes a slipping hazard.	✓	Staff			
Cleaning	All floors subject to regular cleaning in accordance with a cleaning schedule.	✓	Caretaker	➤ See procedures outlined by Veritas and Derbyshire Catering		
	Halls, canteen floors and sports halls are not over polished and correct polish is used to ensure they do not become slippery.	✓	Caretaker			
	Cleaning chemicals appropriate to the floor surface type are used.	✓	Caretaker			
	Scheduled cleaning is undertaken when pupils/clients/service users are not in the premises or at times of low usage.	✓	Caretaker			
	Dry walkway always maintained when mopping stairs and corridors.	✓	Caretaker			
	Appropriate signage used to indicate dry walkways.	✓	Caretaker			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Internal Stairs / Corridors / Floors	Where necessary staggered release of students/clients to be used to reduce congestion in heavily used traffic routes.	✓	SMT	<ul style="list-style-type: none"> ➤ See Covid19 risk assessment in relation to amended temporary measures for travel around school premises ➤ Check yellow paint on steps is anti-slip ➤ If extension cable on floor, suitable tape used to secure to the floor (e.g., mobile projector) 		
	Measures in place for direction and flow management along corridors and up/down stairs.	✓	SMT			
	Step nosings clearly marked with anti slip material.	✓	HT			
	Handrails provided on all changes of level (slopes and stairs).	✓	HT			
	Low level handrails provided for small children as necessary.	✓	HT			
	Rules in place to prevent running in stairs/corridors.	✓	SMT			
	All stairs and corridors adequately lit and lighting maintained.	✓	HT			
	Condition of corridors, floors and stairs regularly inspected and any defects made safe until rectified.	✓	Staff			
	Clear designated walkways maintained in working/teaching/traffic flow areas.	✓	Staff			
	Appropriate storage provided for coats, bags, equipment etc.	✓	HT			
	Good housekeeping maintained to prevent debris/rubbish accumulating in walkways.	✓	SMT			
	Bins provided in suitable numbers to allow rubbish to be cleared away.	✓	HT			
	Sufficient sockets provided to avoid need for long extension cables.	✓	HT			
	Electrical cables and extensions routed so they don't present tripping hazard.	✓	Staff			
Proprietary cable covers used where necessary.	✓	Staff				
External areas	External areas are inspected regularly (and findings recorded)	✓	SMT			
	Any defects found are made safe e.g. cordoned off until they can be repaired at the earliest opportunity.	✓	SMT			
	Effective measures in place to deal with snow and ice (see adverse weather risk assessment). This to include rules regarding when playground can be used and when it will be taken out of use.	✓	SMT			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
External areas	All drains are covered with an appropriate cover which is flush to the surface.	✓	HT	➤		
	All drains are kept clear.	✓	HT			
External steps and pathways	Steps and paths are suitable for the volume of pedestrian traffic.	✓	HT	➤ Please see communications related to area outside front of junior building. Land is unsuitable but High Peak/DCC prevent third parties from making the surface good. ➤ Need to check the anti-slip qualities of the yellow marker paint on steps		
	All traffic routes and other paved and tarmac areas are maintained in a good condition to give a flat even surface.	✓	HT			
	All changes in level i.e. steps and slopes are provided with handrails at a height appropriate to all users	✓	HT			
	Non slip surfaces provided on slopes as necessary	✓	HT			
	Traffic routes are well lit and lighting is maintained in good condition and works at appropriate times (this includes lettings, parents evenings, concerts etc.)	✓	HT			
	Nosing of steps marked with an anti-slip coating (not smooth gloss paint) which is a contrast to the colour of the steps.	✓	HT			
	Short cuts across grass/muddy areas not allowed.	✓	SMT			
	Leaves, mud, debris, moss, litter etc. removed from surfaces on a regular basis.	✓	Caretaker			
Playgrounds	Playground surface is maintained in good condition (free from potholes, areas of loose gravel or 'glassy' areas of tarmac)	✓	Caretaker	➤ See Play Area RA		
	Regular inspections of playground condition carried out and recorded.	✓	SMT			
	Any areas to be found unsafe taken out of use until repaired.	✓	SMT			
	If playground slopes, appropriate rules are in place to reduce likelihood of tripping/slipping accidents.	✓	SMT			
	Regularly clean playground of algal growth or loose debris (eg mud, leaves, litter etc.)	✓	Caretaker			
	Playground is adequately supervised whilst in use.	✓	SMT			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
All Weather Sports Surfaces	Surface is well maintained to avoid tripping hazards (eg tears in surface or areas of standing water).			➤ NONE		
	Surface is checked before use.					
	Accumulations of mud/water and algal growth removal on a regular basis.					
	Users wear footwear appropriate to the type of surface.					
	Adequate supervision in place at all times.					
Car Parks	Parking areas maintained so they are free from potholes.			➤ NONE		
	Car parking areas are gritted and/or cleared appropriately in adverse weather or closed if this is not possible.					
	Parking areas are suitably lit.					
	Clearly marked areas for pedestrians separate from traffic areas are in place.					
Kitchen/Canteen Areas	Suitable equipment to avoid spillages (from cooking, washing etc.) provided	✓	DCC	➤ See DCC Catering Manuals		
	Edged work surfaces to contain spillages in place.	x	DCC			
	Good ventilation to avoid smoke/steam and condensation in place and staff instructed to use it.	✓	DCC			
	Rules are in place regarding suitable footwear and these are enforced.	x	DCC			
	Liquid spillages and dropped food cleaned up immediately.	✓	DCC			
	Floors effectively dried after cleaning.	✓	DCC			
	Good housekeeping enforced.	✓	DCC			
	Floor surface is appropriate for a kitchen area.	✓	DCC			
	Floors cleaned with appropriate products for surface after work has finished, staff fully instructed in mopping procedure.	✓	DCC			
	Suitable warning signs re wet floors used whilst cleaning is in progress. Non authorised person excluded from area and a designated and marked dry route put in place whilst cleaning.	✓	DCC			
	Areas to be mopped at appropriate times (ie not at times of high usage) eg after school.	✓	DCC			
	Cleaning signs removed when cleaning / drying is complete.	✓	DCC			