| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Spills, e.g.  liquid spills,  ingredient  spills (home-  economics  room) or chemical spills |  | Slips, trips  and falls | H | Spills are dealt with immediately |  |  |  |  |
| Absorbent material used to soak up the spill |
| Spill kits or absorbent materials located near high spill risk areas |
| Hand-held squeegee vacuum available for smaller  spills |
| High-risk slip trip, and fall areas  **(See footnotes)** |  | Slips, trips and falls | H | High risk areas for slips, trips, and falls are identified and dealt with, e.g. walkways, stairs/steps, entrances/ exits6  Floor areas inside and outside the entrance are slip resistant when wet |  |  |  |  |
| Higher risk slip, trip or fall periods |  | Slips, trips and falls | H | Higher risk identified (e.g. during break time/1pm to 2pm lunch time) and particular precautions put in place as needed |  |  |  |  |
| Slippery surfaces  **(See footnotes)** |  | Slips and falls | H | Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk |  |  |  |  |
|  |
| Surfaces screened to see if they feel slippery underfoot when wet |
| Surfaces of concern can be researched to identify the typical or claimed slip-resistance for that surface (e.g. supplier information, technical reports)7  If necessary, the actual slip-resistance of the surface of concern can be tested.8 |
| Steps are taken to restore slip resistance of flooring where possible, e.g. deep cleaning |
| Consideration given to changing or treating floor surfaces - this might include provision of slip resistant materials |
| Particular attention is paid to areas that may become slippery during severe weather |
| Adverse weather plan is in place |

6 Further information at [**www.hsa.ie/slips**](http://www.hsa.ie/slips)

 7 This may indicate but does not confirm the actual slip-resistance of the floor in use. Several test methods are available but a non-slip floor should ultimately have a wet Pendulum Test Value (PTV) of less

than 36 (or a comparable result from another test).

8 Machines that screen for slip-resistance can be hired and used by the building occupier. More rigorous tests are also available if required. See further information on ‘Slippery Surfaces: Safeguards to control Slips (Trips and Falls)’ on [**http://www.hsa.ie/eng/Topics/Slips\_Trips\_Falls/High-risk\_Areas/Slippery\_Surfaces/**](http://www.hsa.ie/eng/Topics/Slips_Trips_Falls/High-risk_Areas/Slippery_Surfaces/)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stairs, steps |  | Slips, trips and falls | H | Stairs and steps identified |  |  |  |  |
| Operational controls put in place, e.g. rushing prohibited, hand held devices prohibited, reading prohibited |
| Environmental controls put in place, e.g. lighting ensured, dangers and safeguards visually clear, distractions removed, only safety signs permitted |
| H | Controls in place for hazardous steps (slippery, surprise, short  or irregular) put in place |
| Handrail(s) are visually contrasting and permit a power grip  (Contrasting materials on the step edge/nosing and handrail can provide a very effective visual safety trigger) |
| Cleaning and washing floors |  | Slips, trips and falls | M | As far as possible, dry cleaning replaces wet cleaning |  |  |  |  |
| Wet cleaning occurs when buildings unoccupied with sufficient drying time (e.g. overnight) |
| A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers |
| Cleaning is organised to provide dry paths through areas being cleaned |
| H | Where wet cleaning, correct amount of detergent is used and water is at the right temperature |
| Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Over-used warning signs |  | Slips, trips and falls | M | Where warning signs are used these are removed when no longer required |  |  |  |  |
| Entrances, exits |  | Slips, trips and falls | H | Entrance/ exits are identified. The safest approach may be to ensure the floor areas inside and outside the entrance are slip resistant when wet. |  |  |  |  |
| Precautions are taken to remove excess moisture from footwear |
| Mats are properly designed and installed |
| Full controls in place for stairs or steps at entrances, exits |
| Ice (and snow) |  | Slips and falls | H | Monitor for ice (and snow), especially around December and January |  |  |  |  |
| Full safeguards are ensured to provide safe access and egress |
| Inadequate storage  of school equipment and personal belongings |  | Slips, trips and falls | H | School bags are stored tidily  (A system for managing and storage of bags should be considered) |  |  |  |  |
| School equipment is stored tidily |
| Students’ belongings are stored safely on hooks, placed in lockers or safely under desks |
| Floor and access routes are kept clear |
| Inadequately fitted mats or rugs |  | Slips, trips and falls | M | Mats and rugs are properly designed/fitted |  |  |  |  |
| Heavy mats are used as necessary |
| Mats are recessed into flooring where possible |
| Weighted edges are used where possible or edges are fixed in place |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Wet areas |  | Slips, trips and falls | H | Wet areas are identified |  |  |  |  |
| There are slip-resistant surfaces and adequate local drainage |
| Cables and hoses |  | Slips, trips and falls | H | No trailing cables and hoses |  |  |  |  |
| Electrical outlets sited to avoid trailing cables |
| Retractable cables used |
| Damaged flooring/ paving |  | Slips and falls | H | Poorly maintained or damaged floors or paving are identified during routine maintenance and checks |  |  |  |  |
| Repairs are carried out, and steps taken to prevent future damage |
| Shoes/ footwear with poor slip resistance |  | Slips, trips and falls | M | Suitable slip resistant footwear is provided where required, and worn as needed |  |  |  |  |
| Broken, tables, chairs or other furniture items |  | Falls and related injuries | M | 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: / /

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