

Slips, Trips and Falls (General) – Risk Assessment Template No.12 (List additional hazards, risks and controls particular to your school using Template No.74)

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/ exits ⁶ 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

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/

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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.

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Risk Assessment carried out by: _____

Date: / /