



'BE THE BEST YOU CAN BE!'

HEALTH & SAFETY Policy

Lead person responsible:

Ms M Loosemore

Date: November 2025

Review Date: November 2026

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Any printed copies or PDF versions should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.

General Policy Statement

The Governors and Head Teacher are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to the health and safety of the Pupils, Staff and others affected by the School's activities by identifying and then controlling hazards. We will:

- Provide and maintain a safe and healthy environment throughout the school
- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment and ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to perform their tasks and provide adequate training
- Maintain safe and healthy working conditions and review and revise this policy on an annual basis, if appropriate, depending on legislation changes

Organisation

- **Responsibilities**

The overall and final responsibility for health and safety is that of the Governing Board. The Head Teacher is responsible for putting this policy into practice to ensure that all pupils, staff and visitors in the school are in a safe environment.

The Head Teacher will, with the assistance of the Governing Board:

- Ensure that there is an effective policy for health and safety within the School and that it is correctly carried out
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made
- Ensure adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation
- Ensure responsibilities are properly assigned and accepted at all levels
- Take an interest in the health and safety programme and support all persons carrying it out
- Ensure all areas of the School are inspected, from a health and safety point of view, once a term and details recorded to provide an appropriate assessment.
- Review all health and safety reports and take corrective action where appropriate.
- Staff have adequate training for the tasks they are required to perform

- Ensure all staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them.

The staff listed below have responsibility to ensure health and safety standards are maintained and improved, in the following areas:

- **The Deputy and Assistant Head Teacher will:**
 - o Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time
 - o Ensure the responsibilities are properly assigned and accepted at all times
 - o Assist the Head Teacher to ensure all areas of the School are inspected, from a health and safety point of view, once per term, and make a written report/record of the assessment
 - o Assist the Head Teacher to ensure all staff have read and understood the Health and Safety Policy, either in its entirety or sections relevant to them.

The Governing Board and Head Teacher will appoint a Health and Safety Officer who is a member of a union. The Health and Safety Officer must attend courses run by the Local Authority to ensure they are familiar with all legislation concerning health and safety.

- **The Health and Safety Officer will:**
 - o Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time, and acquaint staff with them
 - o Ensure safe methods and procedures are adhered to for all operations under their remit
 - o Ensure personnel working under their remit have adequate training, have read and understood the Health and Safety Policy and have received induction where necessary
 - o Undertake inspections of the site at least once per term and report back to the Finance, Personnel and Premises Committee of the Governing Board by means of a signed audit report.
- **The Site Supervisor. Under the direction of the Head teacher and the Health and Safety Officer will:**
 - o Inspect all new plant, buildings and equipment, both mechanical and electrical for potential hazards
 - o Ensure all staircases, floors exits and entrances, toilets, etc. are maintained in a safe and clean condition by regular cleaning, maintenance and repair
 - o Ensure that all plant and equipment, both mechanical and electrical is regularly maintained or tested and adequate records are kept – see separate sections on pages 7 and 11.
 - o Ensure, in conjunction with the Head Teacher, that any reported hazardous or dangerous conditions or situations are remedied as soon as practical

- Ensure any piece of plant or equipment found to be defective is immobilized until such time as a repair can be affected
- Be responsible for familiarising all cleaning staff with the Health and Safety Policy, ensuring they carry out their duties in accordance with it and receive appropriate training
- Be responsible for the control of contractors within the grounds, ensuring that they are familiar with the Health and Safety Policy and have the relevant insurances, etc. in place

- Be responsible for ensuring all contractors conform to the procedures issued by Brent Council in the following documents:
 - Contract Procedure Rules dated August 2006
 - Control of Contractors - May 2007
 - Management of Contracts - June 2006
 - Permit to Work Procedures – September 2006
 - Construction Work – April 2007
 - General Safety Rules for Contractors – September 2006

- Review health and safety recommendations and take actions where necessary
- Minimize all health and safety risks on a daily basis
- Refer to Appendix 2 – Slips and Trips Hazard Spotting Checklist

- **The Science Subject Leader will:**
 - be responsible for ensuring all equipment used by staff and pupils conforms to the health and safety requirements of this policy.

- **The Design and Technology Subject Leader will:**
 - be responsible for ensuring all food and equipment used by staff and pupils conforms to:
 - The health and safety requirements of this policy and is designed to be used by children in a particular age group.

- **The P.E. Subject Leader will:**
 - be responsible for ensuring all equipment used by staff and pupils conforms to the health and safety requirements of this policy and that faulty equipment is immobilized until repaired or replaced.

Statements of Arrangements

- All Teaching Staff will:

- Familiarise themselves with the Health and Safety Policy and the Statutory Regulations, as issued from time to time. Training will also be provided
- Ensure all safe methods and procedures, where appropriate, are followed at all times
- Ensure that all classroom and work areas are safe before any person uses them
- Ensure all equipment is safe before any person uses it
- Ensure that protective equipment, where appropriate, is used at all times
- Ensure that any hazardous or dangerous conditions or situations are reported to the Health and Safety Officer, Deputy Head Teachers or Head Teacher
- At all times, endeavour to ensure the health and safety and welfare of all persons within their control
- Familiarise themselves with first aid and fire procedures
- Ensure the teaching and learning outdoor areas and play equipment used for teaching or play purposes meet health and safety requirements.

- All other Staff will:

- Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves
- Observe health and safety rules at all times
- Conform to all advice given by those responsible for health and safety and to instructions of others with specific areas of responsibility for Health and Safety
- Report all accidents, damage, hazardous and dangerous conditions or situations to the Health and Safety Officer, Head Teacher or Deputy Head Teacher without delay
- Wear appropriate personal protective clothing, safety equipment and use appropriate safety devices, as appropriate
- Ensure that working areas are kept clean and safe
- Inspect all equipment and plant before use to establish that it is safe to use
- Familiarise themselves with First Aid and Fire Procedures
- Look after all health and safety equipment properly and report any defects immediately.

- All pupils on School property will:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene
- Observe the safety rules of the school
- Observe the instructions of teaching staff in the event of an emergency

- Refrain from misusing, neglecting or interfering with equipment provided for safety purposes and follow procedures in line with the School's Behaviour Policy.
- **All other persons on School property will:**
 - Observe the health and safety rules and the instruction given by the persons enforcing the Health and Safety Policy.
 - **Not** work on the premises until the relevant rules are read, understood and accepted
 - **Not** work on the premises until covered by insurance against risk.

All companies and private individuals who rent school premises outside the school working day must have and will be responsible for their own health and safety policy.

Health and Safety Risks Arising from the School's Work Activities

The Governing Board and Head Teacher will appoint two Risk Assessment Officers who must be members of a union. The Risk Assessment Officers must attend the courses run by the Local Authority to ensure they are familiar with all legislation relating to risk assessments.

The Risk Assessment Officers cannot hold the position of Health and Safety Officer.

Risk assessments will be carried out by the Risk Assessment Officers on all hazardous work activities in line with the requirements of the Management of Health and Safety at Work Regulations, including display screen equipment.

- The assessment will establish the following:
 - The hazards associated with a particular activity on school property/grounds.
 - The potential frequency and severity of an accident
 - The control measures being employed to minimize the risk of an accident occurring
 - Any further action to be taken to adequately control the hazard
 - The dangers associated with manual handling and establish measures to minimize injury.

The assessments will be carried out by the Risk Assessment Officers and the findings reported to the Head Teacher, the Health and Safety Officer and the Finance, Personnel and Premises Committee of the Governing Board.

The Head Teacher and Health and Safety Officer will approve any action required to remove/control risks. The Head Teacher and Health and Safety Officer, Risk Assessment Officer and/or Finance, Personnel and Premises Committee will check that the recommended actions have been implemented. Assessments will be reviewed every twelve months on a rolling programme or when the work activity changes, whichever is soonest.

The Health and Safety Officer and the Risk Assessment Officers will jointly carry out regular inspections of the outside areas of the School, including outdoor play areas. Teachers will be responsible for carrying out assessments prior to undertaking outside activities.

There are separate policies for First Aid Procedures and School Visits.

Consultation with Employees

The School is aware of its obligation under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any change that substantially affects their Health and Safety at work – changes in procedures, equipment or ways of working, etc.
- Arrangements for using 'competent people' to assist in complying with health and safety legislation
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be resolved by direct consultation but the School may consult by way of a safety committee, if deemed appropriate.

Employee representative(s) are from the following unions:

- G. M. B. Union
- N.E.U.
- N.A.S.U.W.T
- A.T.L.
- Unison

Safe Plant and Equipment

Maintenance on all the School's equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2) (a) of the Health & Safety at Work Act 1974. The inspections and checks will be carried out as follows:

- The Site Supervisor will be responsible for identifying all equipment/plant needing maintenance.
- The Site Supervisor will be responsible for ensuring effective maintenance procedures are drawn up.
- The Site Supervisor will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to The Site Supervisor and confirmed in writing via e-mail or letter and records kept.

- The Site Supervisor keeps a record of all maintenance inspections and keeps the file in the main Reception Office.
- The Site Supervisor will check that new plant and equipment meets health and safety standards before it is purchased and complies with relevant legislative requirements.
- The Site Supervisor is responsible for carrying out a six monthly inspection of all outside areas and large P.E. equipment installed and located in the hall. Certificates issued are kept by the Bursar or Finance Officer.

Maintenance of Electrical Equipment

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Supervisor and removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing – PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (Class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an independent company (see register).

The Site Supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) will not be brought into Roe Green Junior School without prior authorisation and must be subjected to the same tests as School equipment.

A fixed electrical installation test (fixed wire test) will be conducted by **Sellecks Ltd** every 5 years or more frequent if deemed necessary following the results of the last test. The last fixed wiring inspection for the whole building was 27/10/21 and is due 27/10/26.

Fixed electrical wiring located within the school swimming pool environment will be inspected annually by a competent contractor - **Sellecks Ltd** in accordance with Health & Safety in Swimming Pools. The fixed wiring for the swimming pool build was carried out 17/02/25 and is due 17/02/26

Use of Substances and Safe Handling

Where substances are used that may be controlled under specific regulations, e.g. Control of Substances Hazardous to Health (COSHH), the Site Supervisor will be responsible for the following procedures:

- Identifying all substances, which need a COSHH assessment.
- Undertaking COSHH assessments.
- Ensuring all actions identified in the assessments are implemented.
- Ensuring all relevant employees are informed about the COSHH assessments.

- Checking new substances can be used safely before they are purchased.
 - Reviewing assessments as and when required or when the work activity changes, whichever is soonest.
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- Keeping the COSHH data sheet in a central location.

It is the responsibility of the Science and D & T Subject Leaders and First Aiders to be aware of COSHH regulations due to the nature of substances and chemicals (including household) used to clean, prepare food and work areas used for scientific investigations.

Safe Handling

Where possible, all boxes and large equipment should be handled by the Site Supervisor, e.g. deliveries and room set up.

Where staff move boxes and large equipment, e.g. books and P.E. equipment, the safe handling rules should be followed:

- Keep back straight
- Bend legs
- Lift with the legs and arms, not the back.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Staff Room and specific leaflets are available from the H.S.E office either online or by post.

Health and safety advice is available from The London Borough of Brent, the on-site Health & Safety Officer, on line at www.hse.gov.uk and the Site Supervisor.

Supervision of young workers/trainees will be arranged/undertaken/monitored under the direction of the Head Teacher or Deputy Head Teachers.

The Head Teacher and Deputy Head Teachers are responsible for ensuring that the School's employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

In addition to the general guidance given to all teaching staff employed by the School specific training will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate by the Head Teacher and Leadership Team.

Specific jobs requiring special training are First Aid, Manual Handling and Risk Assessment.

Training records are kept via staff and their CPD records. Lists are kept by the office and the Senior Leadership Team of any statutory training.

Accidents, First Aid and Work-Related Ill Health

First-aid boxes are kept in the following locations:

- Welfare Room
- Main office

- Site office
- Large hall
- Kitchen
- Mini-bus
- SMSAs room
- 4 School Trip bags

The Local Authority requires First Aiders to attend and pass a First Aid Course entitled either 'Emergency first Aid' or 'First Aid at Work' or 'Paediatric First Aid'. The names and certificates of the appointed First Aiders are displayed in the Welfare Room. The certificate is renewable every three years.

A record of any injury requiring treatment, however minor, is kept in the Welfare Room. A record of any injury occurring out of school hours is kept in the Site Supervisor's Office and reported to the appropriate Headteacher.

Details are passed to the Head Teacher as soon as possible.

All accidents and cases of work-related ill health are to be recorded on line according to HSE guidance.

Any accidents involving staff and pupils who require hospital attention will be recorded online according to HSE guidance.

The Head Teacher, Deputy Head Teachers and Welfare Officer are responsible for reporting accidents, diseases and dangerous occurrences to the Local Authority or HSE and/or RIDDOR.

The Governing Board receives a report on H&S at each meeting.

First aid and medication are under the direct control of the designated First Aiders. First Aid boxes are maintained on a regular basis by the First Aid staff. Please also see 'First Aid and Medicines Policy'.

Safe disposal of drugs and medical waste are placed in equipment bins which are situated in the Medical room.

First Aiders oversee the use by pupils of inhalers provided by parents. All inhalers must be clearly named and stored safely, as with any medication.

First Aiders are allowed to dispense medication in special circumstances, as agreed by the Head Teacher, i.e. medication that is required on a continuing daily basis. Pupil's medicines are kept in a locked cabinet and administered as directed in writing by the parent/carer of that pupil and a record kept, detailing the name of medication, amount, date and time given. Please also see 'First Aid and Medicines Policy'.

Monitoring

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects all activities.

The Governing Board, Head Teacher, Deputy Head Teachers, Health and Safety Officer, Risk Assessment Officers and Trade Union Representatives will check working conditions and ensure safe working practices are being followed.

The Head Teacher and Deputy Head Teachers are responsible for investigating accidents with the aid of the Health & Safety Officer and preventing a recurrence.

Occupational Health representatives are responsible for investigating work-related causes of sickness absences.

The Governing Board, Head Teacher, Safety Officers, Finance, Personnel and Premises Committee and Site Supervisor are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures

There is a separate policy for Responding to Critical Incidents, entitled the "Critical Incident Plan".

Smoking or vaping is not permitted in the school buildings and grounds.

The Governing Board is responsible for ensuring:

- The fire risk assessment is undertaken and implemented. All fire drills are overseen by the Head Teacher or Deputy Head Teachers. The Site Supervisor completes a Fire Drill record which is filed in the Site Supervisor's office.
- All fire doors and exits are signed appropriately.

Escape routes are regularly checked by the Head Teacher, Health and Safety Officer and Site Supervisor.

Teachers must familiarise themselves each year with the fire exit routes from their classrooms which are displayed clearly in each classroom.

The fire extinguishers are maintained and checked every 6 months by Firedon. Certificates of conformity are kept by the Site Manager.

Fire alarms are tested every quarter by a certified company (Honeywell). Certificates of conformity are kept by the Site Supervisor.

Emergency evacuation or lock down procedures will be tested every term or sooner, if appropriate.

It is policy that Staff should keep fire doors closed, however doors and windows may be kept open to provide healthy ventilation.

This Policy should be read in conjunction with “The Fire Safety Policy” which outlines specific evacuation procedures for staff and pupils, in addition specific details for evacuation of any person with physical disability is outlined.

Security Arrangements

- A security system is installed and maintained, there are CCTV cameras on the site.
- Staff enter the School car park and building via an electronically controlled security system, the codes for which are changed by the Site Supervisor monthly or as and when necessary.
- Entry to the School by others is gained via an intercom system which is maintained during school hours by the reception staff in the main reception area. There is an 'Out of Hours' button which notifies a member of staff (during holiday periods this will be the Site Manager)
- All visitors to the School must sign in the Visitors Sign in' located in the main reception office or Junior Office, giving date and time of their visit, details of their contact and car registration number. They will be given a pass that must be worn at all times. Visitors must sign out at the end of their visit.
- All staff have a Disclosure Barring check (DBS) carried out before starting their employment with the School.
- At no time is a parent/visitor/volunteer/student allowed to be left in sole charge of child/ren unless a DBS number has been logged by the reception staff for the Single Central Register.

APPENDIX 1 - Supervision of Children

• Classroom

- Children should never be left unsupervised in a classroom. If, in an emergency you have to leave, a member of staff in the adjacent classroom should be informed before you go.
- All sharp objects (scissors, compasses etc) must be put away in a safe place. At NO time should children be left on their own with these objects. Always check before play and lunchtimes.
- During wet playtimes the duty rota is followed. The member of staff on duty is responsible for patrolling the corridor and keeping a check on the classes. In the event of wet play after an assembly, the teacher on duty is responsible for collecting their year group and escorting the children back to class.
- All equipment must be made safe.
- Staff on playground duty may leave their classrooms 5 minutes before the bell, but they must inform another member of staff before they go.

• Around School

- Children should not be asked to go to unsupervised areas alone (e.g. teacher's resource rooms, PE cupboards etc)
- Children who have been 'split' due to staff absence should line up in their class place before school. After registration, work will be given and children can move to their 'split' classes. During break times 'split' children should play in the area of the year group they have been 'split' into. After lunch 'split' children will return to their own class to be registered and afternoon work set. At the end of the day 'split' children should return to their own classroom to be dismissed by the year leader, (H/AH)
- When classes are split, children's names should be put into the 'split' book of the class they enter (which should be clearly on display or on the teacher's desk). This book should be taken into the playground during fire drills or in an emergency. 'Split' children should remain with the class until collected or called for by a member of staff.
- A complete 'Split List' should be available in: the front of each class register, in the first section of teachers green planning files, with year leaders and with the Assistant Head.
- Children delivering messages around the school must always be in pairs.

Procedures for dealing with accidents during playtimes and lunchtimes

• Playtimes

- All children must be supervised during playtimes and lunchtimes.
- There is a playground timetable covering all the play areas around the school.
- Staff must be on duty for the entire duration of playtime.

- If a child is taken ill or injured in the playground a member of duty staff must send a child into the school to ask for a member of staff to come and collect the child and take them to the Welfare office.

The severity of the accident or illness and therefore care given is at the duty staff's judgement but no incident should ever be ignored.

- **Lunchtimes**

There are trained SMSAs on duty every lunchtime. A year 4 classroom is used as a first aid station every day.

- As with playtimes, if an accident or illness is thought to be serious, the SMSA will bring the child to the Welfare office or a member of SLT for further care.

Travelling to and from school in Year 6

Through Year 6, children are encouraged to travel to and from school without an adult. Parents and carers are informed in the Year 6 Autumn Newsletter and asked to inform the school only if their child will not be travelling alone. Year 5 children may also go home independently. A form is given to parents and carers giving permission for leaving school alone. This also applies to children attending after school clubs if they are in Years 5 or 6.

Carrying

No children should be asked to carry hot drinks or glass. All heavy equipment is to be carried by adults only

NB – Staff should always take the utmost care when carrying drinks around the building or when on playground duty. No hot drinks should be carried when there are children nearby.

Early morning

Only children given permission are allowed in school before 8.50 a.m. Those children must sign the 'early book' in the school office. This also applies to register monitors.

Lunchtime

At lunchtime no child should be in the building unless accompanied by an SMSA or with written permission from a teacher.

Strangers

Children approached by a stranger on site should refer them immediately to a known adult.

Any stranger found on site should be asked by staff to produce identification and this should be carefully checked. Do not assume that any stranger has the right to be on site. Visitors to the school will always sign in at the Junior office, wear a Visitor badge and carry a safeguarding leaflet.

Wards of court

Children who are wards of court will be made known to all relevant staff.

Children's health:

- The use of the following is not allowed by children (unless under very close adult supervision in exceptional circumstances) Strong glue e.g. Evostick, UHU Spirit based pens (permanent marker pens) especially broad-nib Tipex (or like products) of all types.
- All staff must be aware of children who are on the Medical Alert list.
- All children's medicines should be taken to the Welfare Officer at the start of the day. Clearly marked with name, class and dosage. These must be collected before the child goes home. Some medications (inhalers/Epi pens) stay in school if required, a consent form must be completed.
- Children who have knocks to the head must always be reported to the welfare officer and a note must be sent home to parents/carers.

Slips and trips

Hazard spotting checklist



This checklist will help you identify slip and trip hazards in your workplace and decide what action to take. It will be of benefit to anyone who assesses and manages slips and trips at work.

The checklist provides examples of hazards that can be found in and around workplaces, and suggests actions that you can take to resolve them. The list tries to cover as many slip and trip hazards as possible. Some may not apply to you, while you may come across others not mentioned here, but which you will need to consider. Room has been left on the checklist for you to add any hazards that are specific to your workplace.

To get the most from the checklist, you will need to walk through your workplace, including the outside grounds as appropriate, speak to union and employee safety representatives, workers and others to get their views of hazards and risks in the workplace, and then together decide what you could practically do to put them right. It is important to take action once a hazard has been identified.

Risk mapping tool

This checklist can be used in conjunction with the risk mapping tool www.hse.gov.uk/slips/mappingtool.pdf. The mapping tool can help you to identify high-risk locations and hazards in your workplace and people who may be at risk.

Assessing risk

You can also use this checklist to feed into your broader health and safety risk assessment process. More guidance on risk assessment can be found at www.hse.gov.uk/risk.

Slips and trips hazard spotting checklist

Potential issue	Tick if 'yes'	Suggested action
Outdoor areas		
Can anything be found on the paths, steps and fire escapes that could cause slips, eg build-up of leaves, wet grass, moss, mud etc?		Set up a regular work schedule for clearing paths, tackle busy routes first. Consider cutting back plants and trees that overlap paths.
Are paths prone to ice build-up during winter months?		Consider alternative, safer routes. Monitor weather conditions and put a winter procedure in place, eg gritting.
Are there any changes in level on the path that are not easy to see, eg small slopes?		Highlight hazard – improve lighting, apply contrasting eye-catching colour to slope (eg non-slip paint, flush-fitting bolt-on material).
Are there holes, potholes, or uneven paving on footpaths?		Barrier off area as a temporary solution, ensure barriers cannot be easily moved. Highlight hazard, eg improve lighting, use eye-catching colour on defective area as a temporary solution. Maintenance required – fill in holes, re-lay paving, replace broken paving stones.
Are fire escapes slippery when wet?		Improve grip – consider applying slip-resistant coating/strips or bolt-on slip-resistant material (caution – do not create a trip hazard).
Doorway		
Is the floor between the building threshold (entrance) and the entrance matting slippery when wet?		Improve grip – consider extending mat or exterior paving, applying slip-resistant coating/strips or changing to more slip-resistant material.
Entrances		
Is there water on the floor from rain etc? Is it making the floor slippery?		Stop water entering building – construct canopies over entrances, improve external drainage, keep doors closed when you can. Prevent water spreading – fit large and absorbent entrance mats to dry shoes. Remove water quickly – review cleaning system, introduce dry mopping, consider introducing heaters/underfloor heating to speed up drying time. Improve grip – consider fitting slip-resistant flooring.

Potential issue	Tick if 'yes'	Suggested action
Entrances (continued)		
Are there any trip hazards in the area, eg trailing cables, deliveries, mats with curled up edges, or other objects?		Housekeeping needed – tidy away cables, provide safe delivery storage area, clear away boxes and equipment, fix down mat edges or replace if necessary.
Corridors and offices		
Are there any subtle changes in floor level, eg slopes, small steps, abrupt changes from one flooring material to another?		Highlight hazard – improve lighting, use eye-catching colour on slope/step, clearly highlight change from one flooring material to another.
Are the floors smooth in areas where contamination can be found on the floor (eg liquids, food and food wrappers, dusts, polythene, condensation etc?)		<p>Stop contamination from getting onto floor – provide bins for litter, fix leaks, fit lids on containers, close doors leading from working areas.</p> <p>Prevent spreading – drip trays beneath plants/machines/water coolers.</p> <p>Remove contamination quickly – review cleaning system, spot clean spills, dry mop large wet areas, vacuum/brush up dry materials.</p>
Are the tiles or flooring becoming unstuck or curling at the edges? Are there holes?		Maintenance required – fix down tiles and carpet edges, replace if necessary, fill in holes, replace cracked tiles.
Is the anti-slip floor coating or grip tape worn smooth or damaged?		<p>Maintenance required – replace damaged and worn coatings.</p> <p>Consider changing flooring.</p>
Are there any trip hazards around workstations or in corridors and walkways, eg trailing cables, boxes, deliveries, equipment or other objects?		Housekeeping needed – keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.
Are light levels too low to see the floor surface clearly?		Improve lighting – new bulbs, additional lights.
Is light reflecting on the smooth flooring creating glare?		<p>Improve lighting – re-angle lights, install blinds or anti-glare grills or glazing films.</p> <p>Consider removing floor surface shine.</p>
Stairs and ramps		
Are step nosings (edge of step) hard to see, rounded, damaged or slippery?		<p>Check lighting is sufficient to see step edges clearly.</p> <p>Highlight the very edge of the step with a nosing that has a high visibility, square edge and non-slip finish.</p> <p>For difficult to replace round-edged nosing, ensure non-slip edging wraps right around the edge of the nosing.</p>

Potential issue	Tick if 'yes'	Suggested action
Stairs and ramps (continued)		
<p>Are handrails available?</p> <p>Are they easy to reach and useable?</p>		<p>Provide a handrail on at least one side of the stairs; if flight of stairs is wider than 1 m, provide handrails on both sides and a third, middle handrail if 2 m or wider.</p> <p>Handrail heights should be between 900 mm and 1000 mm and be parallel to the pitch line (slope) of the flight of stairs. On landings where the handrail provides guarding the height should be 1100 mm.</p> <p>Recommendations for handrail shape, diameter and distance from wall can be found in the Building Regulations and British Standards.</p>
Is the height (rise) of the steps or depth of tread (going) inconsistent throughout the flight?		<p>Highlight the problem, eg with warning notice.</p> <p>Correct the rise/going of the stairs so they are all of equal height.</p>
Are the stair treads slippery?		<p>Thoroughly clean on a regular basis to remove contaminants.</p> <p>Replace stair covering with one with better slip resistance.</p>
Are any ramps or slopes in or around the workplace difficult to see?		<p>Highlight ramp with contrasting colour and check lighting levels.</p> <p>Improve grip – consider fitting slip-resistant flooring.</p> <p>As with flights of stairs, consider providing handrails.</p>
Work areas and work platforms (eg kitchens, warehouses, storerooms)		
<p>As part of the work process, is contamination (fluids, solids, dust, debris etc) getting onto the floor?</p> <p>Is the floor slippery?</p> <p>People – spillages, overfilling containers, clearing waste off work surfaces onto the floor, discarding debris onto the floor.</p> <p>Machines – leaks, overspray, spills, by-product.</p> <p>Process – overspills, leaks, by-product.</p>		<p>Stop contamination from getting onto floor – change system of work, improve work area layout, provide bins, dust extraction, lids on containers, reduce quantity of product in containers, fix leaking machinery.</p> <p>Prevent contamination spreading – use drip trays, screens to stop splashes, good floor drainage, high-hipped sinks, bunding around machines.</p> <p>Remove contamination quickly – spot clean spills, dry mop large wet areas, vacuum/brush up dry materials.</p> <p>Improve grip – consider slip-resistant flooring; provide slip-resistant footwear.</p>

Potential issue	Tick if 'yes'	Suggested action
Work areas and work platforms (eg kitchens, warehouses, storerooms) (continued)		
<p>Is condensation forming on the floor?</p> <p>Is condensation forming on overhead pipework and dripping onto the floor.</p> <p>Is the floor slippery?</p>		<p>Improve ventilation – use extraction.</p> <p>Insulate overhead pipework.</p> <p>Improve grip – consider slip-resistant flooring; provide slip-resistant footwear.</p>
<p>Is poor drainage causing a pooling of fluids on the floor?</p>		<p>Improve floor drainage.</p>
<p>Cold store – is there ice build-up on the floor?</p> <p>Is the floor slippery?</p>		<p>Remove ice.</p> <p>Door maintenance – check door closes and seals properly – replace seals, fix door and frame.</p> <p>Prevent humidity, eg fit automatic doors, curtains, humidity controls.</p> <p>Consider supplying slip-resistant footwear.</p>
<p>Are designated walkways unusable or partially blocked?</p>		<p>Create a clear and even walkway through the workplace.</p> <p>Housekeeping needed – tidy away cables, provide additional storage, clear away clutter, boxes and equipment, safely store pallets.</p>
<p>Are walkways uneven, do they have holes or missing tiles?</p>		<p>Barrier off area as a temporary solution, ensure barriers cannot be easily moved.</p> <p>Highlight hazard, eg improve lighting, use eye-catching colour on defective area as a temporary solution.</p> <p>Maintenance required – fill in holes, relay/replace defective flooring.</p>
<p>Are there any raised carpet edges or holes?</p>		<p>Firmly stick down raised or loose edges.</p> <p>Maintenance required – replace all or damaged section of carpet.</p>
<p>Are the tiles or flooring becoming unstuck or curling at the edges?</p>		<p>Firmly stick down loose tiles and raised edges.</p> <p>Maintenance required – replace all or damaged section of flooring.</p>
<p>Are there any trip hazards around workstations, eg trailing cables, boxes, deliveries or other objects?</p>		<p>Encourage a 'see it, sort it' mentality among staff.</p> <p>Housekeeping needed – keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.</p>
<p>Are light levels too low to see clearly?</p> <p>Is light bouncing off the flooring creating glare?</p>		<p>Improve lighting – new bulbs, re-angle, additional lights, install antiglare grills.</p> <p>Stop glare – consider removing floor surface shine.</p>

Potential issue	Tick if 'yes'	Suggested action
Toilets, bath and shower rooms		
Is water getting onto the floor? Is the floor slippery when wet?		Stop water getting onto the floor – improve shower curtains/screens, position sufficient hand dryers close to sinks. Remove water quickly – regular monitoring, spot clean, dry mop wet areas. Improve floor drainage where possible. Improve grip – consider fitting slip-resistant flooring.
Are taps or pipes leaking?		Prevent contamination spreading – provide drip trays as a temporary solution. Maintenance required – fix leaks and taps.
Cleaning		
Are spillages left on the floor for some time before they are cleaned up?		Encourage a 'see it, sort it' mentality among staff. Ensure spills cleaning equipment is readily available for use. Review/improve cleaning regime and timings of cleaning schedule. Consider introducing a roving cleaner.
Are small spills wet mopped?		Spot clean small spills using absorbent cloth/paper towel. Provide training and then supervise. Ensure spills cleaning equipment is readily available for use.
Can people walk through areas during wet mopping or when floors are still wet? Is the floor smooth or slippery when wet?		Keep people off smooth wet floors – Barrier off/close off areas, wet mop out of hours when no-one is around. Reduce drying time – dry mop the floors with a clean, proprietary dry mop.
Are warning signs left out long after the spill has gone and floor has dried?		Remove cones and signs as soon as cleaning is completed and floor is dry. Provide training and then supervise.
Does the floor look dirty even though it has just been cleaned?		Check manufacturers'/suppliers' cleaning instructions are being followed. Review floor cleaning method, alter to suit floor type. Provide training on new method and then supervise.

Potential issue	Tick if 'yes'	Suggested action
Cleaning (continued)		
Are people slipping on the floor even though it has been cleaned and is dry?		Thoroughly clean to remove build-up of polish, grease etc. Review and alter floor cleaning method. Provide training on new method and then supervise.
Can cleaning equipment leads be seen crossing or blocking walkways, creating a trip hazard?		Coil up unused equipment cable. Change power source – provide additional power sockets; use socket nearest area being cleaned. Consider change to battery-powered equipment. Provide training on new method and then supervise.
Do bin bags/cleaning equipment in walkways create trip hazards?		Provide training on awareness of trip hazards and how to avoid them and then supervise.
Tasks		
Do tasks stop people seeing slip or trip hazards, eg carrying items that restrict view, upset people's balance, rushing?		Review and improve manual handling and moving procedures. Review work activity.

Further information

HSE's website www.hse.gov.uk/slips

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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