



Slips and Trips Policy and Guidance

2025

Government of Jersey policies

St Luke's school works within the framework of the Government of Jersey policies and codes of practice. Please access the latest published copies of these via the link below:

[Children, Young People, Education and Skills Policies \(gov.je\)](https://www.gov.je/children-young-people-education-and-skills-policies)

Introduction

Slips and trips resulting in falls are the most common cause of injuries in UK workplaces. Employers have a responsibility to ensure that their employees and anyone else who could be affected by their work (such as pupils and visitors, etc.) are kept safe from harm and that their health and safety is not affected. This means slip and trip risks must be identified and controlled to ensure that people do not slip, trip and fall. This policy concentrates on environmental risks of slips and trips.

Over the last three years UK schools have reported a significant number of slipping and tripping accidents, many of which could have been prevented if more consideration had been given to the hazards and risks.

Slip and trip incidents can be controlled and the measures needed are often simple and low - cost, but will bring significant reductions both in human suffering and costs.

Statement of Intent

This policy outlines St Luke's School requirement to assess the risks to employees and others who may be affected by their work, e.g. staff, pupils and visitors associated with slips and trips on its premises and to make provision for suitable controls designed to remove or reduce the risk of harm occurring.

St Luke's School is committed to preventing or minimising the risk of slips and trips to staff, pupils and visitors who visit or use School premises. It aims to do this by:

- Providing a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to slips and trips.
- Ensuring any slip and trip hazards in the workplace are identified, reported and rectified.
- Ensuring, where deficiencies are identified, appropriate risk assessments and risk reduction action plans are in place to reduce risks and ensure the best practice principles are applied
- Ensuring hazard awareness training is provided as part of mandatory health and safety training to all staff.

St Luke's School recognises its responsibilities under Health & Safety legislation and the importance of providing a working environment that is safe and healthy for all employees, pupils, contractors, visitors and members of the public.

St Luke's School will endeavour to protect staff and other persons, to whom it has third party liability at law, from the effects of slip and trip hazards, by good management and risk assessment.



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Responsibilities

Head Teacher:

1. The health and safety at work of all employees, staff, pupils, contractors, visitors and others.
2. Risk assessments are carried out for the management of risks from slips and trips in their School and that this is recorded and reviewed (see risk assessment).
3. The risk assessment includes suitable control measures to eliminate or minimise the risk of slips and trips. This would include:
 - a. checking surfaces are in good condition
 - b. reducing floor contamination
 - c. defining an appropriate footwear policy where necessary (e.g. Community Room cooking sessions, DT sessions and where external work is carried out)
 - d. checking that lighting is adequate.
 - e. housekeeping is in order
 - f. cable management is in place
4. All relevant staff are made aware of the risk assessment and what is expected of them.
5. A winter maintenance plan is designed and implemented when severe weather warnings are forecast for ice and snow, which includes gritting of high usage areas first and in extended adverse weather conditions ensure gritting is extended to other areas of lower risk.
6. Areas that they control are inspected for slip and trip hazards at least termly, e.g. as part of workplace inspections, and that corrective action is taken where necessary.
7. Any incidents involving slips or trips or near misses are reported and investigated.
8. They lead by example by following policies and good practice, challenging inappropriate behaviour and dealing with issues regarding slips and trips.

All staff:

1. Take responsibility 'See it - Sort it - Report it' - small spills on smooth floors are slip hazards don't just leave it, clean it up to leave floor dry.
2. Report any premises problems straight away to the head teacher e.g. potholes, uneven flooring, carpet edges, bad lighting,
3. Attend to any slip or trip risks immediately, e.g. water spills, pupil accidents, leaks, etc.
4. Wear the right shoes - you are less likely to have a slip or trip accident if you wear sensible shoes
5. Use designated walkways - don't use shortcuts e.g. through the kitchen or hall.
6. Carry hot drinks safely - clean up any spills promptly.
7. Store bags and work equipment safely - all deliveries must be attended to as soon as possible. Boxes that have been emptied must also be disposed of promptly - these should not be deposited outside classrooms.
8. Avoid trailing cables when undertaking activities such as IT lessons.
9. Encourage pupils to follow same procedures and talk to them about safe practices in relation to accidents including safe movement around St Luke's School and slips and trips.



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Lunch & Play - Hall and Playground:

1. Report any concerns about slip and trip hazards on the playground area and address as necessary
2. Prevent contamination from getting onto the floor in the lunch hall
3. Clean up spills straight away - for small spills spot clean with self-absorbent paper
4. Stop pupils and adults from walking on smooth wet floors where there have been spills
5. Dry the floor after cleaning to reduce drying time
6. Barrier off or close off the wet area
7. Wear the right shoes - the right non slip footwear can significantly lower the risk of slips in kitchens

Cleaners & Maintenance staff:

1. Follow your floor-cleaning and floor equipment instructions
2. Clean up spills straight away - for small spills spot clean with some absorbent paper - use a cone / sign to highlight the spill until it is removed.
3. Deep clean at the end of each day - use the right cleaning method for the floor and the right cleaning product in the right quantity.
4. Stop people from walking on smooth wet floors - dry the floor after cleaning to reduce drying time, warn and barrier off or close off the wet area. Don't forget to remove cones as soon as the floor is dry.
5. Don't create new hazards when you clean - trailing cables from vacuum cleaners and bin bags in walkways are a trip hazard.
6. Report maintenance issues - floors and cleaning equipment.

Pupils:

1. are expected to pick up coats, bags and other belongings so that they are not a trip hazard
2. are reminded to stand back for other children in crowded areas to avoid congestion and falls
3. are told not to run in school as this can cause themselves or others to trip
4. are reminded not to play near doors
5. are asked to point out any spills that may cause someone to slip

Reporting Slip and Trip Accidents

Without exception, all employees are required to report work-related accidents/incidents as soon as possible.

Any senior staff who are notified of an accident/incident concerning an employee must inform the Business Manager & Headteacher (or Deputy in his absence) as soon as possible so that the incident can be logged on the online system.



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Managing the Risk of Slips and Trips

There are many simple measures that can be taken to reduce or eliminate slip, trip or fall risks. The following table gives some suggestions.

Area	Practical measures for slips risk control
External steps, paths and parking areas	<ul style="list-style-type: none"> ● Suitable lighting – replace, repair or clean lights ● Ensure steps, paths and ramps are suitable for the volume of pedestrian traffic ● Ensure steps, paths and ramps are secure and tarmac paths in good condition to give a flat, even surface ● Maintain parking area free of potholes ● Clean leaves / mud from surfaces ● Remove algal growth ● Put in place effective procedures to deal with snow and ice
Playgrounds and all weather sport surfaces	<ul style="list-style-type: none"> ● Ensure well maintained and flat to avoid surface water ● Remove accumulations of debris / water ● Remove algal growth ● Ensure users wear appropriate footwear
Building entrances / exits	<ul style="list-style-type: none"> ● Non slip water absorbing mats at entrances that are large enough to dry shoes ● Maintain mats in good condition and change when saturated ● Ensure temporary matting does not curl and so pose a trip risk ● Display signs warning of slipping risk where appropriate ● Site door catches and door stops safely
Hall	<ul style="list-style-type: none"> ● Suitable footwear worn ● Keep smooth floors clean and completely free of wet or dust contamination
Internal stairs and corridors	<ul style="list-style-type: none"> ● Ensure a staggered release of pupils onto heavily used traffic routes



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	<ul style="list-style-type: none"> ● Put in place measures for traffic streaming ● and flow management up / down stairs and corridors ● Handrails provided at suitable level ● Lighting- replace / repair or clean lights before levels become too low
Classroom areas	<ul style="list-style-type: none"> ● Avoid trailing cables ● Provide anti-slip flooring in wet areas ● Avoid overcrowding of rooms ● Control the entry and exit of people from classes ● Provide a clear walkway around the room
Storage rooms	<ul style="list-style-type: none"> ● Provide suitable storage ● Keep clear area around machines, kilns etc. ● Remove all floor contamination quickly and effectively
Offices	<ul style="list-style-type: none"> ● Provide clear walkways ● Avoid trailing cables ● Provide adequate storage ● Do not store/leave materials in the walkways and around equipment ● Replace worn or damaged carpet, etc
Educational visits	<ul style="list-style-type: none"> ● Assess location and anticipated weather ● Modify visit depending on local conditions when on site ● Wear suitable footwear ● Ensure effective management of the visit.