

### 1. Haringey Council Policy

- 1.1 It is the policy of Haringey Council to ensure the health, safety and welfare of all its employees at work, of students while they are engaged in activities in our schools, contractors with whom we partner to deliver services, as well as members of the public who live within or access our properties.
- 1.2 It is recognised that every service and school will have the potential for slips, trips and falls to occur. It is therefore council policy that suitable controls are maintained, so that associated risk levels are both acceptable to avoid harm and to ensure legal compliance. It is mandatory that all staff of all services and schools to adhere to this safety procedure.

### 2. Scope of Procedure

- 2.1 This document aims to provide instruction and guidance for all staff on the standards adopted by the council and to be followed by staff to avoid the establishment of circumstances that have the potential to cause slips, trips and falls. Working at height is covered by a different procedure.

### 3. Key Terms & Summary Information

#### 3.1 Key Terms

Accident statistics relating to slips and trips	Over a third of all major injuries reported each year are caused as a result of a slip or trip (the single most common cause of injuries at work). Slips and trips also account for over half of all reported injuries to members of the public.
Common Slips & Trips Hazards	<p>There are a variety of hazards in the workplace that can cause slips and trips, including:</p> <ul style="list-style-type: none"><li>• Spillages of wet and dry substances</li><li>• Trailing cables</li><li>• Miscellaneous rubbish, e.g. plastic bags</li><li>• Rugs/mats (loose, ill-fitting etc.) or worn floor coverings</li><li>• Poor lighting</li><li>• Slippery surfaces</li><li>• Changes from wet to dry surfaces</li><li>• Changes of level (particularly small changes)</li><li>• Slopes</li><li>• Smoke/steam obscuring view</li><li>• Unsuitable footwear</li><li>• Poor housekeeping or maintenance</li><li>• Inadequate cleaning regimes / procedures</li></ul>

### 4. Responsibilities for Implementation

- 4.1 Directors, Heads of Service and Head Teachers are responsible for implementing and monitoring compliance with this procedure in their area or school.

#### 4.2 Managers

- 4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility, and where appropriate providing the necessary resources to others for its implementation.
- 4.2.2 Ensure that all staff who report to them are made aware of the content of this procedure.
- 4.2.3 Ensure that all risk assessments for areas under their control have due regard to the content of this procedure and the risk assessments are reviewed periodically when there has been any significant change. Significant risks can also be cascaded and highlighted to senior management.
- 4.2.4 Appropriate arrangements are in place for the reporting and investigation of accidents which do occur.

#### 4.3 Staff

- 4.3.1 Staff are required to work in a safe manner and adhere to the content of this safety procedure.
- 4.3.2 Maintain a clear and tidy workplace to reduce the likelihood of slip, trip or fall accidents occurring.
- 4.3.3 Ensure that incidents / accidents are reported to their line manager and also complete an accident/incident reporting form.

### 5. Specialist Advice

- 5.1 The council provide specialist advice by employing competent qualified health and safety practitioners, who are part of the Corporate Health and Safety Team. They can be contacted by telephone or email: 020 8489 4520, [health.safetyadvice@haringey.gov.uk](mailto:health.safetyadvice@haringey.gov.uk)

#### 6.1 Legislation and Guidance (hyperlinks)

- [Workplace \(Health, Safety & Welfare\) Regulations 1999](#)
- [Workplace Regulations - A short guide for managers - HSE INDG244](#)
- [Preventing slips and trips at work](#)

### 7. Action to Take

- 7.1 Directors, Heads of Service and Head Teachers shall ensure that suitable and sufficient risk assessments are undertaken by their team members for work areas and activities under their control, which include the assessment of floors and traffic routes for slip and trip hazards.
- 7.2 Directors, Heads of Service and Head Teachers shall ensure arrangements are in place within workplaces to ensure the maintenance of floors and traffic routes, which must be of sound construction with adequate strength and stability, taking account of the

loads to be placed on them and the traffic passing over them. Floors must not be overloaded.

- 7.3 Directors, Heads of Service and Head Teachers shall ensure that arrangements are in place to monitor the condition of floors to ensure they are kept free from any hole, uneven or slippery surface which is likely to:
- cause a person to slip or fall;
  - cause a person to drop or lose control of anything being lifted or carried; or
  - cause instability or loss of control of vehicles and/or their loads.
- 7.4 There shall be arrangements in place to ensure that where a leak or spillage occurs and is likely to be a slipping hazard, immediate steps are taken to fence it off, mop it up, or cover it with absorbent granules. All employees have a part to play in ensuring this happens through a positive health & safety culture.
- 7.5 Arrangements must be in place to minimize the risk from snow and ice. This may involve gritting and snow clearing. It may also involve closure of some routes, particularly outside stairs, ladders and walkways on roofs.
- 7.6 Floors and traffic routes must be kept free of obstructions which may present a hazard or impede access. This is particularly important on or near stairs, steps escalators and moving walkways, on emergency routes, in or near doorways or gangways, and in any place where an obstruction is likely to cause an accident.
- 7.7 A secure and substantial handrail should be provided and maintained on at least one side of every staircase, except at points where a handrail would obstruct access or egress.
- 7.8 Arrangements should be in place to ensure that the level of risk from people falling and /or being struck by falling objects is minimised so far as is reasonably practicable.
- 7.9 The provision of information, instruction, training and supervision as is necessary to ensure the safety at work of employees and all who may be affected by its activities.
- 7.10 Managers shall ensure monitoring checks of the condition of workplaces are recorded and filed. The frequency of the monitoring checks will be dependent on the nature and use of the workplace, as frequently as daily may be appropriate in certain situations.

## 8. Monitoring and Review

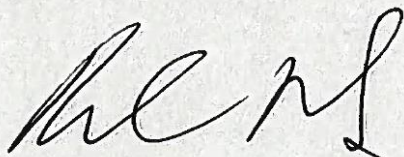
- 8.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.
- 8.2 This safety procedure must be reviewed yearly and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

## 9. Approval of the Procedure

- 9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 17<sup>th</sup> October, 2018. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek

Signature:



Date: 17<sup>th</sup> October, 2018