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| **School Name:** |  | | | | | | | | | |
| **Activity Description:** | **Slips, trips and falls** | | | | | | | | | |
| **Person Completing:** |  | | | | | | | | | |
| **Hazards** | **Who is at risk?** | **L** | **S** | **Risk**  **(L\*S)** | **Current Control Measures** | **L** | **S** | **Risk**  **(L\*S)** | **Additional Requirements** | **Timescale** |
| Slips, trips and falls in the classroom. | Staff  Pupils |  |  |  | Clear walkways are maintained between seating areas.  Clear walkways are maintained to emergency exits.  Where possible, storage is provided for bags and coats to avoid storing under chairs.  Staff reminded to be vigilant, especially around younger pupils who may stand behind them or cross their path without looking.  Sufficient storage is provided for staff to avoid items accumulating around workstations.  Maintenance issues, which may result in a fall, are reported via the schools maintenance reporting system (loose carpet, damaged chairs, lips on fire exits etc.).  Cable tidies are used wherever trailing cables cannot be avoided.  Displays should be placed at head height to ensure they are accessible.  Staff are instructed not to use tables or chairs when needing to work at height. Steps will be provided for this purpose.  Where tasks need the use of a ladder, staff will complete basic working at height training. |  |  |  | Any staff required to use ladders or steps as part of their work will be given a suitable level of training and instruction for that task. |  |
|  | Staff  Pupils |  |  |  | The play areas are regularly inspected for trip hazards such as damaged surfaces, loose ironmongery, ice, bulges caused by root growth etc.  Wooden surfaces such as decking or gazebos are regularly inspected for build-up of algae, decay or visible damage.  Play equipment is regularly inspected by a competent person, and necessary repairs are made.  Grass areas will be taken out of bounds during heavy rain to reduce slips.  Playtime supervision ratios for Early Years are in line with the EYFS Statutory Framework.  Supervision ratios throughout the rest of the day will be sufficient based on our risk assessment for break times. |  |  |  |  |  |
|  | Staff  Pupils  Visitors  Contractors |  |  |  | Corridors and walkways will be kept clear of trip hazards at all times.  Escape routes will be kept clear of obstructions at all times.  Pupils will be instructed not to run/push/overtake when returning to or leaving the classroom.  Spillages will be cleaned up promptly, and signposted where cleaning is delayed.  Entrances are fitted with suitable matting/carpets to absorb moisture and minimise slipping in hard-floored corridors.  Heavily trodden surfaces will be monitored for damage such as lifting vinyl/carpet or wearing grip.  All areas will be adequately lit to minimise trips. |  |  |  |  |  |
|  | Staff  Contractors |  |  |  | Plant rooms will not be used for storage.  Storage areas will be adequately shelved to reduce the need to store items on the floor.  Storage areas and plant rooms will be adequately lit to minimise trips.  Items that could fall and cause a trip hazard such as shovels, stepladders, cable reels etc. will be secured in place to prevent trips. |  |  |  |  |  |
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| Initial Assessment  Review Date | **Risk Assessment assessed, reviewed by the following competent person:** | **Tasks and control measures reviewed by the Governing Body:** |
| Name  (PRINT) |  | Name (PRINT): |
| Signature: |  | Signature:  Date: |
| Next Review Date: | Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.  You should review your risk assessment:   * if it is no longer valid * if there has been a significant change | |