



Slips, Trips and Falls Prevention Policy:

Slips and trips resulting in falls are one of the most common causes of major injuries in the workplace. They are not inevitable, and their likelihood can be reduced, with associated risks mitigated, through effective housekeeping, suitable footwear and correct selection of flooring.

The purpose of this policy is to enable Ducklings Childcare Ltd to ensure that it provides a safe working environment, free from slip and trip hazards as far as reasonably practicable by ensuring where necessary, the appropriate risk assessments and risk reduction methods are in place.

The aim of this policy is to ensure that workplaces are kept free from obstructions and where spills occur they are managed to minimise the risks to all those in the vicinity.

Manager

The specific responsibilities in relation to this policy are:-

The manager is responsible for ensuring that all employees within their area of control are aware of the potential hazards and the safe systems of work in place to prevent slips and trips. The manager is to make sure all staff has read all the nursery policy and procedures.

Undertake investigations on accidents and near miss incidents; implementing and monitoring the effectiveness of measures put in place to prevent reoccurrence. The manager should ensure all employees within their area of responsibility are:-

- Familiar with the nursery's housekeeping procedures
- Their duties and responsibilities in relation to slips and trips and monitor standards and ensure adherence
- Provide support to ensure that slip/trip hazards are effectively dealt with in areas such as internal corridors/stairs etc

Employees

The specific responsibilities in relation to this policy are:-

All employees are accountable to their manager, to assist with making the Nursery a safe and healthy place in which to work by ensuring:

- Adherence to measures set out in Ducklings Childcare Ltd policies and procedures file which describe measures put in place to prevent accidents and ill health to themselves and others



- Any slip and trips hazard that they are aware of are reported to their manager as a minimum requirement
- They appropriately clear up any spillages that they are witnesses to or come across, or ensure that the area is made as safe as possible
- They do not carry drinks around work areas if they are likely to create a hazard
- They report incidents appropriately
- They wear suitable footwear for the task they are carrying out
- Nursery external pathways are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce the risk of slips and trips.

Nursery Owners

The specific responsibilities in relation to this policy are:-

- Ensure assessments of all internal 'non-designated/public' floor surfaces are undertaken with respect to their condition and potential for slip/trip incidents
- There is an effective planned preventative maintenance programme for the nursery outdoor pathways to reduce slips and trips
- There is a suitable provision of appropriate lighting in general areas, to reduce the risk of individuals misjudging floorings or not seeing contaminants
- Appropriate handrails are fitted particularly on slopes and stairs

Risk Assessments

It is the responsibility of the manager to ensure that all slips and trips hazards are risk assessed, documented with identified controls implemented in the required time frame to mitigate or reduce the risk to an 'acceptable level'. Risk assessments should be reviewed annually or after an incident to identify if further controls can be implemented to eliminate or mitigate the risk.

Cleaning Advice

Use the right amount of the right cleaning products. When mopping use a well wrung mop so the floor is not left overly wet. Wet floor signs must be used for communal areas such as reception and the corridor should be cleaned after opening hours with no parents or children in the building by one member of staff to reduce the risk of slips and trips. If there has been



a spillage at dinner time for example, remove the spillage, clean the area and you must block that area off until safe. Wet floor signs should still be used.

Obstacles

Ensure there is a suitable walk way through the workplace. Keep it clear, no trailing wires, no obstructions for example shoes and coats on the floor. In the children's rooms make sure they are kept tidy and toys are suitably stored.

Footwear

Footwear must be practical, safe and sensible with a rubber non-slip heel and rubber non-slip sole. They must be closed over the foot and must be in a clean condition. As an exception Baby room staff can wear a soft shoe (only in the baby room) which must be removed when exiting this room and replaced with non-slip shoes before proceeding elsewhere in the building. We request that all staff members check their own footwear to make sure they are non-slip and have reasonable grip, on a weekly basis to make sure they are adequate. It is not permissible to wear flip flops, high heels etc.