



SEVENOAKS
PREPARATORY SCHOOL

SLIPS AND TRIPS POLICY

Status and Review Cycle	Statutory / Annual
Policy reviewed and amended	February 2026
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Introduction

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public.

This policy is to be read in conjunction with the Sevenoaks Preparatory School **Health and Safety policy**.

The **Health and Safety at Work Act 1974** (HSW Act) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes taking steps to control slip and trip risks.

Employees have a duty not to put themselves or others in danger, and must use any safety equipment provided.

The **Management of Health and Safety at Work Regulations 1999** require employers to assess risks (including slip and trip risks) and, where necessary, take action to address them.

The **Workplace (Health, Safety and Welfare) Regulations 1992** require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

Prevention

At Sevenoaks Preparatory School all the staff are encouraged to report potential hazards as they may notice things that are not obvious and may have some good ideas on how to control the risks in their specific areas.

In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip.

Any potential hazards should be reported to the Bursar. This creates a record of significant findings and what we have in place to prevent them.

There are many simple ways Sevenoaks Preparatory School controls slips and trips risks and prevents accidents the workplace.

Stopping floors becoming contaminated

- The use of entrance matting.
- Fix leaks from machinery or buildings.
- Making sure plant and equipment are maintained.
- Designing tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

Using the right cleaning methods

- Making sure that the cleaning method is effective for the type of floor.
- Leaving smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Removing spillages promptly.
- Effective arrangements for both routine cleaning and dealing with spills.
- The use of the appropriate detergent mixed at the correct concentration.

The flooring and work environment

- Staff check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them are of a type that does not become unduly slippery.
- Lighting is sufficient and that slopes or steps are clearly visible.
- Walkways and work areas clear of obstructions.

What can employees do to prevent slips and trips?

In Sevenoaks Preparatory School:

- If you have an accident or a near miss, make sure you report it to the Bursar promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to the Bursar and make arrangements for a replacement.
- Tell your employer about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

