

Risk Assessment

Assessment Date : Slips, Trips and Falls						
Work activity being assessed: Slips, Trips and falls				Company: Regent College		
				Location: Harrow campus		
Location	Potential Hazard	What are you already doing? <small>(Control measures/systems of work, etc.)</small>	What further action is necessary? <small>(Control measures/systems of work)</small>	Assessment action plan		
				Who	When	Done
Entrance	Step to entrance	Regulation signs applied to wall	Signs checked	SH/RS	March 2018	Completed
Revolving door	Slippery when wet	Non-slip rubber surface	Non slip mat fitted.	SH/RS		Done
Revolving door	Injury may occur pushing the doors in the wrong direction	Notices on doors to show direction of rotation	Sign fitted.	SH/RS		Done
Reception area – ground floor	Slip when wet due to rainwater being brought in on shoes and clothes or during/after cleaning	Non-slip surfaces are in place Yellow hazard warning triangle is put out Floor mopped on regular basis	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing
Toilets & Corridor – ground floor	Slip when wet due to rainwater being brought in on shoes and clothes or during/after cleaning	Non-slip surfaces are in place Yellow hazard warning triangle is put out Floor mopped on regular basis	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing

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Hall and corridor – ground floor	Slip when wet due to rainwater being brought in on shoes and clothes or during/after cleaning	Non-slip surfaces are in place Yellow hazard warning triangle is put out Floor mopped on regular basis	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing
Carpets on ground floor	Frayed or damaged carpets may cause trip or fall	Worn carpets have been replaced.	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing
Stairs to first and second floor	Slip on stairs	Non-slip tread has been installed	Monitored during daily risk assessment "walk about"	SH/RS		Ongoing
Stairs to first and second floor	Tripping up or down on stairs	Warning notices to ascend on left hand side holding onto banisters and on the right hand side when descending	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing
Stairs to first and second floor	Staff students carrying hot drinks, bags creating hazard, walking up/down side-by-side	Assembly held with training/advice to cover how stairs should be used with video supporting information – copy lodged in H&S file	Will form part of staff training and student induction programmes	SH/RS		Ongoing and included in key dates
Carpets on first and second floor	As for ground floor	As for ground floor	As for ground floor	SH/RS		Ongoing
Fire exit stair wells	Obstruction/trip hazard on emergency exiting	Monitored during fire risk assessment	Monitored during daily risk assessment 'walk about'	SH/RS		Ongoing
Windows on first and second floor	Students leaning out of windows and falling	Restrictors fitted.	Restrictors checked daily.	SH/RS		Done

Risk Assessment

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Assessed by (name & position)	Signature	Date	Next review due
Robert Stewart			
Reviewed by (name & position)	Signature		
Stephen Hurl			

Risk assessment – additional information/notes

- ◆ Review the assessment to make sure you are still improving, or not sliding back.
- ◆ If there is a significant change in the workplace, check the assessment and where necessary, amend it