

STONELEIGH METHODIST CHURCH

Actions on minimising the risk of slips and trips

The following policy will be used by the SMC Finance & Property Committee to ensure that appropriate action is taken to minimise the risk of slips and trips on the Church's premises.

1. All external paths, steps and car parks will be inspected regularly, and any required remedial action taken, to ensure that materials such as mud, moss, leaves etc do not accumulate.
2. During winter months, suitable materials will be stored and applied, as required, to prevent a build-up of ice on paths and steps. Warning signs will be used if any steps or pathways remain dangerous.
3. All external paths, steps and car parks will be inspected regularly, and any remedial action required taken, to prevent hazardous potholes or uneven surfaces.
4. All door mats will be inspected regularly to ensure that they remain fit for purpose and replaced or repaired as required.
5. Instructions will be issued to employees, volunteers and users of the premises to ensure that material is stored properly and, in particular, is not left in corridors or on paths or steps.
6. Instructions will be issued to all employees, volunteers and users of the premises to ensure that any spills are cleaned immediately and action taken to prevent slips until the spill has been dealt with. During cleaning all surfaces must be left dry.
7. External lighting will be inspected regularly and maintained.
8. All internal surfaces will be inspected regularly, and any remedial action required taken, to ensure that carpets, tiles etc do not present any tripping hazards.
9. Employees, volunteers and users of the premises are required to report any tripping or slip hazards identified to any member of the Finance & Property Committee without delay and, in turn, to the Chairman of the Finance & Property Committee.
10. Details of any slip or trip incident resulting in personal injury should additionally be recorded in the incident book held in the First Aid kit in the kitchen and passed without delay to the Chairman of the Finance & Property Committee.
11. Details of any action taken, hazard or incident mentioned above should be recorded on the on-line Property Log, notified verbally using the kitchen phone hot line, or sent by email or otherwise in writing to the Chairman of the Finance & Property Committee without delay.

Approved by Church Council 27/2/17 - review 1/4/2019