

St Nicholas Parish Church, Lanark.

Slips and Trips Procedure

Responsibility to ensure compliance with this procedure are the Minister, employees, volunteers and anyone using the church or church hall.

Method:

Good housekeeping must be undertaken by all:

- Areas should be well lit;
- Passageways must be kept clear of storage and other objects;
- Trailing leads must be avoided if possible, but failing this, highlighted;
- Wet or slippery surfaces must be immediately resolved, but failing this highlighted;
- Ice and snow adjacent to the church and church hall entrances and emergency exits should be cleared and treated.

Basic cleaning materials are available to mop up spills etc. at the following locations:

- Church – sink area room;
- Church Hall – cupboard on right hand side outside the kitchen door.

People acting on behalf of the church should be encouraged to wear non slip, sensible footwear, (and other suitable clothing) appropriate to prevailing weather conditions and situations.

Defects noticed in the church and church hall should be progressed using the Reporting Defects Procedure.

All accidents occurring should be progressed using the Accident Recording Procedure.