



Non-Patient Slips, Trips and Falls Guidance

This procedural document supersedes: CORP/HSFS 8 v.4 – Slips, Trips and Falls Guidance – Management and Reduction.

NOTE: Please refer to PAT/PS 11 – Patient Falls Prevention and Management Policy for patient falls.



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Executive Sponsor(s):	Kirsty Edmondson-Jones
Author/reviewer:	Neil Donegan - Health and Safety Adviser
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Amendment Form

Version	Date Issued	Brief Summary of Changes	Author
Version 5	15 October 2018	Amended to reflect change from Care Groups to Divisions.	Neil P Donegan
Version 4	August 2015	<p>This new guidance has been produced to differentiate between 'Non-Patient' and 'Patient' slips, trips and falls controls.</p> <p>NOTE: version 3 included patient falls, which is now a separate policy – see PAT/PS 11 v.2.</p>	Neil P Donegan

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1. INTRODUCTION

- 1.1 Slips and trips resulting in falls are the most common cause of major injuries in the workplace in Great Britain. They are also the commonest cause of hospital attendances and the biggest cause of both injury and litigation within the Trust.
- 1.2 Such incidents can be reduced through planning and positive management of the hospital environment, good housekeeping and effective management of slip/trips and falls risks.

2. PURPOSE

- 2.1. The purpose of this guidance is to describe the process for managing the risks associated with slips, trips and falls involving staff and any other persons who might come onto hospital or Trust premises. This includes falls from heights.
- 2.2. It will examine the contributory factors that lead to slips, trips and falls and will outline the duties and responsibilities of all staff.
- 2.3. This document excludes patient falls, these are covered in PAT/PS 11 v.2

3. DUTIES AND RESPONSIBILITIES

3.1. Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy but employer's duties will be delegated down through Directors to Managers and staff as shown below.

3.2. General and Line Managers

- Ensure that environmental and where applicable, risk assessments for slips, trips and falls are carried out in their areas of responsibility and that appropriate actions are taken to reduce these risks so far as is reasonably practicable.
- Ensure that adequate housekeeping is maintained in their areas of responsibility.
- Monitor all slips, trips and falls incidents and take action as necessary.
- Ensure any flooring defects are reported to the Estates Department Help Desk.

3.3. All Staff

- Ensure that any slips and trips hazards are reported to their line manager.
- Ensure that they clear up any spillages and use the appropriate warning signs.
- Ensure that the environment is kept clear of clutter and that adequate housekeeping is maintained.
- Position equipment to avoid trailing wires across pedestrian routes.
- Ensure they wear suitable footwear.
- Ensure that individuals complete an Adverse Incident and Near Miss Report on Datix.

3.4 Estates

- Ensure that the guidelines given in HTM 61'Flooring' are considered when introducing new or refurbished floor surfaces.
- Monitor all maintenance staff, contractors and sub-contractors to ensure that they do not create slips and trips hazards.
- Ensure roads and pathways are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce risks of slips, trips and falls.
- Carry out annual inspection and planned preventative maintenance programme for all roads, pathways and car park areas on Trust premises.
- Carry out annual inspection and planned preventative maintenance programme for all hospital corridor areas with Trust premises.
- Maintain appropriate lighting in general areas to reduce the risks of slips, trips and falls.

3.5 Facilities

- Establish an inspection programme of public entrances to check suitability, cleanliness, safety and effectiveness of entrance mats.
- Ensure an appropriate cleaning regime is chosen and documented for the type of floor, and the contaminants present.
- Ensure that floor cleaning is scheduled to take place at suitable times to reduce the risks of slips, trips and falls.
- Ensure that a system is in place to clean up spillages between scheduled floor cleaning times.
- Ensure that suitable warning signs are available and displayed during floor cleaning and that access is prevented to wet floors or contaminated areas.
- Monitor and review cleaning regimes at regular intervals.

4. LEGAL REQUIREMENTS

- 4.1. The Health and Safety at Work Act 1974 lays down a general duty on an employer to ensure the safety and welfare of his employees and others who may be affected by his work activity, so far as is reasonably practicable.
- 4.2. The Management of Health and Safety at Work Regulations 1999 lays down the legal requirement for risk assessments to be carried out and for effective risk control measures to be put in place.
- 4.3. The Workplace (Health, Safety and Welfare) Regulations 1992 requires that the condition of floors and traffic routes are suitable for purpose. As far as reasonably practicable, they should have no holes, slopes, be uneven or slippery and should be kept free from hazard or obstruction which may cause a person to trip or fall.

5. REPORTING OF SLIPS, TRIPS AND FALLS

- 5.1 All slips, trips and falls (including near misses) should be reported via Datix.
- 5.2 In the case of a fall resulting in a fracture, serious head injury or absence from work for than seven days **MUST** be reported as a **RIDDOR** accident, i.e. reported to the HSE within the prescribed times (discuss with the Safety Adviser before reporting).

6. RISK ASSESSMENT

- 6.1 Awareness of the risks of slips, trips and falls will be covered on local induction programmes
- 6.2 The requirement to carry out environmental risk assessments for slips, trips and falls and the risk assessment process will be covered in the Trust's Risk Assessor training sessions.

7. TRAINING/ SUPPORT

- 7.1 In the first instance all wards and departments will need to carry out an assessment of the environment, activities and staff awareness to identify any factors that constitute a slip, trip or fall hazard, including falls from a height.
- 7.2 The risk assessment should identify the following:
- those persons at particular risk from slips and trips
 - the locations where slips, trips or falls could occur
 - the extent of the risks involved
 - the causative factors involved
 - whether existing control measures adequately control the risks and whether further precautions are necessary
- 7.3 An initial risk assessment should be carried out and reviewed on a routine basis or when there has been any significant change.
- 7.4 The checklist is designed to assist managers in this process and also gives details of suggested risk control measures (see Appendix 1).
- 7.5 Where work at height is required a separate risk assessment must be carried out by a competent person.

8. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
The number of slips/trips/and falls reported and those resulting in lost time injuries.	Divisional Groups, Ward/Department and Safety Adviser	Following serious incidents or Monthly/Quarterly and Annually	Reviewed through Datix and reported via any group meetings who will address any immediate actions required. Also reported to the Trust Health and Safety Committee who will decide on Corporate requirements.

9. DEFINITIONS

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

10. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this guidance document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 2)

11. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust, Slips and Trips in the Workplace Checklist.

Trust's Mental Capacity Act 2005 Policy and Procedure - PAT/PA 19

Privacy and Dignity Policy - PAT/PA 28.

12. REFERENCES

1. HSE (2003) IND G 225, Preventing Slips and Trips at Work 2003
2. HSE The Working at Height Regulations 2005 (as amended)
3. HSE (2014) A brief guide to working at height
4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

APPENDIX 1



RISK ASSESSMENT

Tick if any of these risk factors are present

SLIPS AND TRIPS CHECKLIST

Ward/Department:

Location:

Date:

Person doing assessment:

This checklist is designed to help managers carry out an assessment of their environment, activities and staff awareness in relation to slips and trips in the workplace,

How to use this checklist

Follow the checklist step by step and refer to the guidance provided after each question to:

- Assess the risks associated with slips and trips
- Implement solutions to control the risks

Consult with relevant health and safety representatives and where possible, also involve the employees when assessing the tasks and planning and introducing risk controls.

Slips - Common Hazards	Examples	
Inappropriate floor surfaces	Slippery surfaces that require anti-slip coating; Inappropriate cleaning/polishing; Unsuitable surfaces on external fire escapes	<input type="checkbox"/>
Areas that may have liquid on the floor	Wet surfaces near external doors where traffic and weather brings in rain; Areas around sinks/toilets/showers etc.; Polishing/wet cleaning of floors	<input type="checkbox"/>
Wet spills and contamination of floors	Spillage of drinks and food; Spillage from the carriage of chemicals/specimens; Contamination of floor with blood and body fluids; Spillage of oil etc. in workshops	<input type="checkbox"/>
Dry contamination of floors	Accumulation of lint or dust; Spillage of talcum powder	<input type="checkbox"/>
Inadequately drained floor surfaces in wet areas	Toilets, washrooms and bathrooms	<input type="checkbox"/>
Sudden changes in floor surfaces	Carpeted offices to polished floors	<input type="checkbox"/>
Snow/ice on external approaches	Car park areas, external pathways & steps	<input type="checkbox"/>

Growth over floor surfaces	Moss on external pathways, mould in showers or toilets	<input type="checkbox"/>
Comments:		
Slips - Footwear	Examples	
Safety footwear is used to protect against crushing hazards without consideration of slip resistance	Worn treads on soles of shoes or boots; No risk-based procedure for ordering safety footwear that considers the area and type of use.	<input type="checkbox"/>
Inappropriate footwear worn for the task	High heeled shoes worn on step stools or step ladders to access storage or filing	<input type="checkbox"/>
Comments:		
Slips - Ramps	Examples	
Ramps that are too steep or with slippery surface	External concrete ramps	<input type="checkbox"/>
Hand trucks and trolleys used on ramps	Hand trucks, trolleys and roll cages used on ramps without edge protection	<input type="checkbox"/>
Comments:		
Trips - Common Hazards	Examples	
Internal floor surfaces	Broken tiles; Worn floor coverings; Uneven floor surfaces; Poorly maintained access routes; Changes in level	<input type="checkbox"/>
External access or egress to the workplace	Uneven or loose paving; Footpaths and garden edging poorly maintained; Car parks in poor condition	<input type="checkbox"/>
Storage of equipment in aisles and walkways	Surplus equipment; Trolleys and wheelchairs; Stores deliveries (roll cages); Laundry bags; Boxes of medical records etc.	<input type="checkbox"/>
Storage of personal items around workstations	Handbags, briefcases on floor by desks	<input type="checkbox"/>
Low obstacles where employees need to walk	Protruding items from shelves at low level; Desk/filing drawers left open	<input type="checkbox"/>
Trailing cables	Use of vacuum cleaners/polishers; Computer equipment; Inspection lamps, Medical devices in use on ward	<input type="checkbox"/>
Unsuitable carpets/matting	Carpets that have stretched causing 'ripples'; Entrance mats with turned up edges; Loose or unsecured mats on polished floors	<input type="checkbox"/>
Untidy work areas	Workshop with tools, waste or materials on floor; Cluttered storage areas	<input type="checkbox"/>
Comment:		
Trips - Steps and Stairs	Examples	
Condition of steps and stairs	Steep or slippery steps and stairs	<input type="checkbox"/>
Inappropriately designed steps and stairs	Steps with inadequate foot space; Rise and fall of steps in staircase inconsistent in size; Slip resistant nosing creating a heel-catch hazard	<input type="checkbox"/>

Steps and stairs that have poor lighting	Nosing or treads poorly defined visually	<input type="checkbox"/>
Landings	Small or missing landings where doors open directly onto stairs	<input type="checkbox"/>
Isolated low steps	Isolated low steps particularly at doorways and entrances	<input type="checkbox"/>
Hand or guard rails	Lack of suitable handrails or guardrails on steps or stairs	<input type="checkbox"/>
Carrying loads on stairs	Carrying a load which prevents an employee from gripping a handrail; Carrying a large load that prevents the employee seeing the steps beyond the load	<input type="checkbox"/>
Comments:		

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Slips/Trips and Falls Non-Patient Guidance	Estates and Facilities	Neil P Donegan	Existing policy	August 2018
1) Who is responsible for this policy? Name of CSU/Directorate – Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? - To ensure all Trust staff are aware of slips/trips and falls guidance				
3) Are there any associated objectives? Legislation, targets national expectation, standards – Compliance with Policies and legislation				
4) What factors contribute or detract from achieving intended outcomes? – Behaviour and understanding				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] – N/A				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: April 2021				
Checked by: Sean Tyler			Date: 20/08/2018	