

POLICY CONTROL SHEET

| | | | | |
|---------------------------------------|---|-----------------------|---|-------------|
| Policy Title and ID number: | SE3.2 Slips, Trips & Falls Policy (Not Including Patients) | | | |
| Sponsoring Director: | Chief Operating Officer | | | |
| Implementation Lead: | Non Clinical Risk Advisor | | | |
| Impact: | (a) To patients | Yes / No | | |
| | (b) To Staff | Yes / No | | |
| | (c) Financial | Yes / No | | |
| | (d) Equality Impact Assessment (EIA) | Completed: Yes | | |
| | (e) Counter Fraud assessed | Completed: Yes | | |
| | (e) Other | | | |
| Training implications: | To be incorporated into induction: Yes / No | | | |
| Date of consultation: | Approval Process | Date | Local Consultation | Date |
| | Executive Team | | Joint Partnership Forum | |
| | Board Committee: | | Local Negotiating Committee | |
| | • Clinical Governance | Dec 11 | Infection Control Committee: | |
| | • Non Clinical Governance & Risk | 17/01/12 | Health & Safety Committee | |
| | • Audit Committee | | Quality Safety Improvements & Effectiveness Board | |
| | • Finance Committee | | Investment Board | |
| | • RATS | | Patients Experience Board | |
| | Trust Board Approval / Ratification | | Other: | |
| | Other: | | | |
| Approval/Ratification at Trust Board: | January 2012 | Version Number: | 1 | |
| Date on Policy Warehouse: | January 2012 | Team Brief Date: | | |
| Circulation Date: | | Date of next review: | December 2013 | |

| | | | | |
|--|--------------------|---|--------------|------------------------|
| For completion by ET for <i>new</i> policies only: | | | | |
| Additional Costs | | | Budget Code: | Revenue or Non Revenue |
| | (a) Training | £ | | |
| | (b) Implementation | £ | | |
| | (c) Capital | £ | | |
| | (d) Other | £ | | |

SLIPS, TRIPS AND FALLS POLICY (NOT INCLUDING PATIENTS)

CONTENTS

| | Page |
|---|------|
| 1. STATEMENT OF INTENT..... | 4 |
| 2. INTRODUCTION..... | 4 |
| 3. IMPLEMENTATION | 5 |
| 4. MANAGEMENT ARRANGEMENTS :- ROLES OF INDIVIDUALS..... | 5 |
| 4.1 Trust Board..... | 5 |
| 4.2 Chief Executive..... | 5 |
| 4.3 Chief Operating Officer..... | 5 |
| 4.4 Directors..... | 6 |
| 4.5 Associate Director of Estates & Facilities..... | 6 |
| 4.6 Non Clinical Risk Advisor..... | 7 |
| 4.7 Deputy Directors, Associate Directors, Assistant Directors and Managers.... | 7 |
| 4.8 Employees, Voluntary Workers and Contractors..... | 8 |
| 4.9 Trade Union Safety Representatives..... | 9 |
| 5. REPORTING OF SLIPS, TRIPS AND FALLS..... | 9 |
| 6. TRAINING..... | 9 |
| 7. MONITORING AND REVIEW..... | 10 |
| 8. REFERENCE..... | 11 |
| Appendix A Slips, Trips and Falls – Likely Causes..... | 13 |
| Appendix B Managing the Risks of Slips, Trips and Falls..... | 14 |
| Appendix C Good Housekeeping Guidelines..... | 15 |
| Appendix D Slips, Trips and Falls Checklist..... | 16 |
| Appendix E Slips, Trips and Falls Audit Tool..... | 17 |

Abbreviations, Acronyms and Terms Used

| | |
|--------|--|
| BHNFT | Barnsley Hospital NHS Foundation Trust |
| HSE | Health and Safety Executive |
| DDA | Disability Discrimination Act 2010 |
| SAT | Slip Assessment Tool |
| RIDDOR | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |
| SRSCR | Safety Representatives and Safety Committee Regulations 1977 |
| SUIs | Serious Untoward Incidents |
| HSG | Health and Safety Guidance |
| ESR | Electronic Staff Record |

1. STATEMENT OF INTENT

Barnsley Hospital NHS Foundation Trust (BHNFT) recognises that non clinical slips, trips and falls are one of the main cause of major injuries within the Trust.

This policy has been written with due consideration of the following health and safety legislation: -

- *The Health and Safety at Work Act 1974*, which requires employers to ensure the health and safety of their employees and others who may be affected by their work activity;
- *The Management of Health and Safety at Work Regulations 1999*, which imposes a duty on employers to assess the risk of slips, trips and falls to employees and others, and to take action to control these risks;
- *The Workplace (Health, Safety and Welfare) Regulation 1992*, which requires floor surfaces to be suitable, fit for purpose and free from hazards.
- *The Working at Height Regulations 2005*, which requires all work at height to be properly planned, assessed, appropriately supervised, and carried out in a manner which is so far as reasonably practicably safe. Any employee working at height must be competent to do so. Suitable and sufficient measures should be taken to prevent any person falling a distance liable to cause personal injury.

Nature of the hazards

Slips are caused by the presence of substances such as water, grease, oil, fats, soaps, granules, plastic sheets, packing, leaves, ice etc. deposited on the floor arising from the working conditions, or in some cases the weather. Slip hazards can be found on both wet and dry surfaces.

Trips can be caused by such fixtures as electrical cables or compressed air lines across walkways, curled up or worn carpets, uneven floor surfaces and steps, or discarded work items.

Falls may be caused by slips or trips, or when adjacent surfaces are at different levels, leading to a person losing their balance because they had not anticipated the change in level. Slips or trips on stairs are particularly dangerous.

2. INTRODUCTION

The Trust Board expects Directors, Deputy Directors, Associate Directors, Senior Managers, and Line Managers to do everything that is reasonably practicable within their area to reduce the risk of a slip, trip or fall.

- Slip – To slide accidentally, causing the person to lose their balance, which is either corrected or causes the person to fall;
- Trip – To stumble accidentally, often over an obstacle, causing the person to lose their balance, which is either corrected or causes the person to fall;

- Fall – An event which results in the person, or body part of a person, coming to rest inadvertently on the ground or surface lower than the person, whether or not injury is sustained.

At height – A place is ‘at height’ if a person could be injured falling from it, even if it is at, or below ground level. Where staff are working at height, ‘work’ includes any activity carried out within the workplace including, access to and egress from the workplace, except when it is by a permanent staircase, which would then fall under the remit of the Working at Height Policy.

BHNFT is committed to providing managers with suitable and sufficient training and resources to meet this accountability.

3. IMPLEMENTATION

There will be full consultation with employees as specified in The Safety Representatives and Safety Committees Regulations 1977.

This policy will set guidelines for managers, staff and contractors to ensure they have adequate knowledge of slips, trips and falls, ensuring that : -

- > A safe working environment is provided, which as far as is reasonably practical, is free from hazards that could contribute to slips, trips and falls;
- > Any slip, trip and fall hazards in the workplace are identified, reported and rectified;
- > Where deficiencies are identified, appropriate risk assessments and risk reduction action plans are in place to reduce slips, trips and falls, and to ensure the best practice principles are applied;
- > Appropriate training is undertaken for slips, trips and falls in accordance with the BHNFT corporate training curriculum identified in the training needs analysis.

4. MANAGEMENT ARRANGEMENTS: - ROLES OF INDIVIDUALS

4.1 Trust Board

The Trust Board is ultimately responsible for fulfilling all duties assigned to them in all current UK Health and Safety Legislation, and will be responsible for the successful implementation of this policy.

4.2 Chief Executive

As the accountable officer, the Chief Executive is responsible for making sure appropriate policies and systems are in place to reduce the risk of slips, trips and falls for patients, staff, contractors and visitors, and that the policies are implied and monitored. The appropriate assurance will be given from the Chief Operating Officer to the Chief Executive.

4.3 Chief Operating Officer

The Chief Operating Officer is responsible for Trust property management, and premises development and maintenance. They are also responsible for ensuring that the Trust’s premises are maintained in a condition, which is, so far as is reasonably

practicable, free from factors, which may contribute to slips, trips and falls. In addition, the Chief Operating Officer is responsible for ensuring that the Trust's premises are cleaned to a schedule that reduces, so far as is reasonable practicable, the risk of slips, trips and falls.

4.4 Directors

Trust Directors are responsible for ensuring that managers are aware of this policy and are supported in enforcing the policy with staff. They are also to ensure that realistic targets are met regarding the reduction of slips, trips and falls within their area of responsibility. They must ensure that any outstanding extreme risks are entered on to the Trust's risk register.

4.5 Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities is responsible for: -

- Ensuring guidance and advice referred to in HTM 61 is followed, with regards to flooring design specification procurement, construction, commissioning, cleaning and maintenance;
- Ensuring that there is an inspection programme for internal floor surfaces, roads, pathways and car park surfaces;
- Ensuring that there is an effective planned preventative maintenance programme for internal floor surfaces, roads, pathways and car parks to reduce slips, trips and falls;
- Ensuring that there is an inspection programme for lighting in general areas of the Trust, to reduce the risk of individuals misjudging floorings or not seeing contaminants;
- Ensuring that Trust roads, pathways and car parks are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce slips, trips and falls;
- Ensuring that risk assessments of all internal and external floor surfaces are undertaken with respect to their conditions and remedial action is taken to reduce the potential of slips, trips and fall incidents;
- Ensuring that handrails are fitted, particularly on slopes and internal and external staircases;
- Ensuring that floor cleaning is undertaken to the manufacturer's specifications, and that cleaning is scheduled to take place at suitable times to reduce the risk of slips, trips and falls;
- Monitoring the cleaning contract to ensure compliance with manufacturer's instructions and this policy;
- Liaising with the Infection Prevention and Control Team to ensure that cleaning is carried out to the required standard;

- Ensuring that spillage kits on wards and departments are checked and the level of correct content are kept;
- Ensuring that all non-clinical slips, trips and fall accidents, incidents and near misses are recorded and plotted on a map of the Trust's premises and grounds within the boundaries;
- Ensuring that an inspection program of public entrances is followed to check suitability under the Disability Discrimination Act 2010 (DDA) for cleanliness and the effectiveness of entrance mats;
- Monitoring all estates and facilities contractors and sub-contractors to ensure that they do not create slips, trips and fall hazards, and that where they are working off the ground, at any height, a risk assessment is undertaken by the contractor, appropriate safety measures are taken, and safety equipment used.

4.6 Non Clinical Risk Advisor

The Non Clinical Risk Advisor is responsible for: -

- Ensuring that the Health and Safety Executive's (HSE) slip assessment tool (SAT) is used for formal testing of floor surfaces, when undertaking risk assessments of internal floor surfaces;
- Ensuring that suitable information, instruction, and training is provided for all staff at annual training, every 3 years;
- Ensuring that suitable information, instruction, and training of managers and directors on the 3 day health and safety management training course, and the 1 day directors course;
- Ensuring that all training is recorded on the electronic staff record (ESR) system, and any non-attendees are reported to the Learning and Development Department;
- Ensuring that all incidents, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), regarding slips, trips and falls to staff, patients and visitors are reported to the HSE;
- Ensuring that quarterly non-clinical incident reports are provided for all slips, trips and falls are made available for the Trust's Health and Safety Committee;
- Ensuring that all slips, trips and falls under RIDDOR are collated and presented in the quarterly non-clinical incident reports for the Trust's Health and Safety Committee;
- Ensuring that there is a training programme for fire marshals, who will carry out daily inspections of escape routes in their areas, checking for any obstacles or hazards.

4.7 Deputy Directors, Associate Directors, Assistant Director and Managers

Deputy Directors, Associate Directors, Assistant Directors and Managers are responsible for:-

- Attending, and passing the Trust 3 day health and safety management training course;
- Having health and safety objectives to ensure a safe environment for patients, staff, contractors and visitors within their area of responsibility;
- Ensuring that risk assessments for slips, trips and falls are carried out within their area of responsibility. The assessments must be suitable and sufficient, and appropriate actions taken to reduce these risks as low as reasonably practicable, to ensure the safety of patients, staff, contractors and visitors;
- Ensuring that all outstanding risks are reported to the Risk Manager and placed on the directorate risk register for the Trust;
- Ensuring that adequate housekeeping is maintained within their areas of responsibility (no slip, trip and fall hazard present) taking corrective action removing hazards (e.g, trailing cables, obstructions and spillages etc);
- Ensuring that all accidents, incidents and near misses for slips, trips and falls are reported on the Sentinel Incident Reporting System;
- Ensuring that all accidents, incidents and near misses for slips, trips and falls are fully investigated and remedial action taken and recorded;
- Monitoring all slips, trips and fall incidents and taking remedial action as necessary to prevent reoccurrence;
- Reporting any flooring defects to the Estates Department fault desk on extension 2451;
- Ensuring that staff receive information, instructions and training on the prevention and management on slips, trips and falls, as part of the employees local induction. Employees will also attend slips, trips and falls awareness training every 3 years. Training is recorded on ESR and all non-attendees are allocated new training dates;
- Ensuring that there are an adequate number of trained fire marshals to carryout the inspections of escape routes during sickness and annual leave;
- Ensuring this policy is readily available for employees to refer to;
- Monitoring contractors and sub-contractors to ensure they do not create slip, trip and fall hazards, and that where they are working off the ground at any height, a risk assessment is undertaken by the contractor, and appropriate safety measures are taken, and safety equipment used;
- Ensuring staff wear suitable footwear for the task they are undertaking;
- Ensuring that spillage kits are available where required, and staff have received appropriate training. The training must be recorded ESR.

4.8 *Employees, Voluntary Workers and Contractors*

Employees, voluntary workers and contractors are responsible for: -

- Attending training and complying with any instruction, which is provided in relation to the control and prevention of slips, trips and falls;
- Being vigilant, and ensuring that any slip, trip and fall hazards are rectified and where appropriate, reported to their line manager;
- Ensuring that they wear suitable footwear for the task being carried out;
- Ensuring that they know the location of spillage kits for their areas of work;
- Ensuring that any spillages are cleaned up and appropriate signage is used to warn people of the hazard(s);
- Ensuring that patients and visitors are oriented to the ward or department;
- Ensuring that areas are kept clear of items that may increase the risk of slips, trips and falls;
- Ensuring that they do not carry drinks around the Trust;

4.9 Trade Union Safety Representative

Trade Union Safety Representatives are required in line with the Safety Representatives and Safety Committee Regulations 1977 (Approved Code of Practice) (SRSCR). Trade Unions play an important role in health and safety of the Trust.

Trade Union Safety Representatives have the right to:-

- Co-ordinate activities within wards/departments in accordance with best practice;
- Represent staff at the Health and Safety Committee and be provided with update information on slips, trips and fall related issues where appropriate;
- Review incidents, accidents and near misses, and advise on additional control measures to reduce the risk.

Trade Union Safety Representatives must be:-

- Meaningfully consulted and involved in risk assessments, safe systems of work, audits, inspections and accident investigations involving slips, trips and falls;
- Meaningfully consulted and involved in the procurement of safety footwear, floor surfaces and any other safety equipment.

5. REPORTING OF SLIPS TRIPS AND FALLS

All slips, trips and falls (including near misses) must be reported on the Sentinel incident reporting system.

6. TRAINING

Slips, trips and falls is a mandatory training subject every three years. The training is from the HSE package called 'watch your step', which aims to raise the awareness of slips, trips and falls. The training is face-to-face with a qualified health and safety competent person.

It is mandatory for managers and supervisors to attend the Trust three day health and safety management training course, which includes risk assessment methodology for slips, trips and falls, and working at heights.

There is a one day health and safety course for directors and senior managers, which includes a module for slips trips and falls, and working a heights.

It is the responsibility of the Learning and Development Department to ensure that a slips, trips and falls training programme, for every 3 years, is incorporated into the corporate training curriculum.

It is the responsibility of the Human Resources Department to produce quarterly training reports and forward them to managers on attendance and non-attendance of employees within their area of responsibility.

7. MONITORING AND REVIEW

Directorates will monitor the number of incidents that occur within their area, and review any actions that are taken.

The Health and Safety Committee will monitor the number of slip, trip and fall incidents (non-patients) on a quarterly basis, and will identify any patterns and trends, and will liaise with relevant parties.

The Learning and Development Department will monitor slips, trips and falls awareness training, and raise any non-attendance issues to the Health and Safety Committee.

The Non Clinical Risk Advisor will evaluate serious untoward incidents (SUIs) and RIDDOR reportable incidents relating to slips, trips and falls, and review remedial actions to ensure control measures are implemented locally, and any key issues reported to Health and Safety Committee and Non Clinical Governance and Risk Committee, when appropriate.

A full audit by Non Clinical Risk Advisor of slips, trips and falls prevention will be undertaken at the request of the Trust Health and Safety Committee or every 3 years, whichever is sooner, and any deficiencies will result in amendments and inclusions on the health and safety annual plan and Trust risk register via the Non Clinical Governance and Risk Committee.

This policy will be reviewed if there is a change in legislation, or within 3 years. This policy is due to be reviewed in December 2014.

8. REFERENCE

- Health and Safety at Work etc Act 1974
- Human Rights Act 1998
- Corporate Manslaughter and Corporate Homicide Act 2007
- Management of Health and Safety at Work Regulations 1999

- Workplace (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- Safety Representatives and Safety Committee Regulations 1977
- Health and Safety (Offences) Act 2008
- Disability Discriminations Act 1995
- Equality Act 2010
- Health Technical Memorandum 61 (Flooring)
- HSG 155 Slips Trips and Falls
- HSE Slip Assessment Tool (SAT)
- Health and Safety Executive website – www.hse.gov.uk

SLIPS, TRIPS AND FALLS – LIKELY CAUSES

Slip, trip and fall accidents may have different causes, but often have the same result. By looking at the contributing factor separately, it is possible to work out more accurately the cause of the slip or trip accident.

A. Slip Hazards

- Spills and splashes or liquids and solids;
- Wet floors (following cleaning);
- Unsuitable footwear;
- Rain, ice, sleet and snow;
- Change from wet to dry surface (footwear still wet);
- Unsuitable floor surface/covering;
- Dusty floors;
- Sloping surfaces;

B. Trip Hazards

- Loose floorboards/tiles;
- Uneven outdoor surfaces;
- Holes/cracks in floor surfaces;
- Changes in surface level-ramps, steps and stairs;
- Cable trailing across walking areas;
- Obstructions, bumps, ridges, protruding nails etc;
- Low wall and floor fixtures; door catches, door steps;
- Electrical and telephone sockets;

C. Fall Hazards

- Staff not trained in moving and handling patients;
- Over reaching;
- Climbing on furniture;
- Rushing down steps/stairs;
- Faulty or unsuitable equipment;
- Ladders;
- Faulty equipment;

D. Factors which Increase Risk

- Untrained staff;
- Risk assessments not carries out regularly;
- Poor or unsuitable lighting;
- Wrong cleaning regime/materials;
- Moving goods; carrying, pushing or pulling a load;
- Rushing around;
- Distractions/fatigue;
- Effects of alcohol;
- Drugs and medication.

MANAGING THE RISKS OF SLIPS, TRIPS AND FALLS

There are many simple measures that can be taken to reduce or eliminate slip, trip or fall risks for employees in the workplace. The following recommended actions can be incorporated within risk assessments.

| Hazard | Suggested action |
|---|--|
| Spillage of wet and dry substances Bodily fluids | <ul style="list-style-type: none"> • Clean up spills immediately. If a liquid is greasy, ensure a suitable cleaning agent is used; • After cleaning, the floor may be wet for some time. Use appropriate signs to inform people that the floors are still wet, and arrange an alternative bypass route, if applicable/necessary. |
| Untrained staff or lack of continuous training of staff | <ul style="list-style-type: none"> • Trained staff must be used to carry out the required duty, i.e. knowledge of cleaning processes and accessibility to domestic stores for all levels of staff. |
| No risk assessments | <ul style="list-style-type: none"> • Risk assessments should be done at regular intervals. Incidents must be reported, investigated and control measures put in place. |
| Miscellaneous rubbish, e.g. plastic bags | <ul style="list-style-type: none"> • Keep all areas clear of obstacles; remove rubbish and do not allow area to build up with equipment, etc. |
| Slippery surfaces | <ul style="list-style-type: none"> • Assess the cause and treat accordingly, with appropriate cleaning methods, regime/material. |
| Poor lighting | <ul style="list-style-type: none"> • Improve lighting levels and placement of light fittings to ensure more even lighting of all floor areas. |
| Changes of level | <ul style="list-style-type: none"> • Improve lighting, add apparent tread nosing. |
| Slopes | <ul style="list-style-type: none"> • Improve visibility, provide handrails, and use floor markings. |
| Unsuitable footwear | <ul style="list-style-type: none"> • Ensure employees use suitable footwear, particularly with the correct type of sole. |

GOOD HOUSEKEEPING GUIDELINES

1. Work Place Conditions

Get workplace conditions right in the first place. It will make tackling slip and trip risks easier. Choose the right floor surfaces and suitable lighting, properly plan pedestrian and traffic routes and avoid overcrowding. All these are important.

2. Good Housekeeping

Good housekeeping is important in preventing hazards and applies to wards, offices and other premises/ facilities provided by the Trust, and workshops etc. Keep work areas tidy. It will create a better working environment and mean fewer accidents.

3. Training

Properly train workers, particularly in the correct use of any safety and cleaning equipment provided, and clearly state who is responsible for what, as it will help to minimise risks.

4. Cleaning Equipment, Materials and Methods

Ensure that cleaning methods and equipment are suitable for the type of surface being treated. These depend on several factors, such as the type of use and location, which will have been identified in the risk assessment. Take care not to create additional slip and trip risks, e.g. from residues not properly removed from a surface. Encourage the use of scrubber dryers.

5. Maintenance Programmes

An appropriate programme of maintenance will ensure that the steps you have taken, remain effective.

6. Repairs

Necessary maintenance and repairs must be carried out.

7. Cleaning activities

Whilst cleaning and maintenance work is being carried out, take care to avoid creating hazards. Position warning signs for wet surfaces until dry (and then remove signs). Take care with trailing leads from cleaning equipment, and if possible carry out cleaning and maintenance during quieter hours.

8. System of Maintenance

A good system of maintenance ensures that: -

- Maintenance (including inspection, testing, adjustments and cleaning) is carried out at suitable intervals (i.e. ladder/steps/step stool checks);
- Dangerous defects are corrected and access to faulty equipment or hazardous areas is prevented in the meantime;
- Suitable records are kept so that the system can be monitored;

Lighting should enable people to see obstructions on the floor, potentially slippery areas, etc, so they can work safely. Replace, repair or clean lights before the lighting levels become insufficient for working.

Arrange lighting and light fittings so they do not create dazzling light or glare that can make it difficult to see. Ensure that light levels are not reduced, e.g. goods stacked in such a way as to block light or cast shadows.

Local lighting should always be provided at staircases and changes of level; it is usually also needed at ramps, where there is no change of colour, texture or flooring material from level walkway to ramp.

9. Flooring

Poor floor conditions are a major cause of slips and trips. Regular checks should be made for loose floor finishes, holes and cracks in surfaces, loose and worn out rugs and mats, etc.

Even a good surface will become dangerous in certain conditions, for example if liquids are spilt onto it. However, where they do occur they should be cleaned up immediately or appropriate signage used to make people aware until they can be cleaned up. Where the floors are unavoidably wet or dusty through work activity, take special care in the choice of floor coverings or floor surfaces.

10. Obstructions

Failure to tidy up properly and objects left in walk ways can easily go unnoticed and can cause a fall. Where it is not possible to remove obstacles, take precautions to reduce the risk of accident by preventing access or warning people of the dangers, i.e. using warning signs or hazard cones, or somebody verbalizing the danger.

11. Footwear

While much can be done to reduce hazards, there will often be some remaining risk. An important second line of defence will be to ensure people have the appropriate footwear.

SLIPS, TRIPS AND FALLS CHECKLIST

| Slip Hazard | Please tick if hazard relevant to area being assessed | |
|--|---|----|
| | Yes | No |
| Spills and splashes of liquids and solids | | |
| Wet floors (following cleaning) | | |
| Unsuitable footwear | | |
| Loose mats: On polished floors Non polished floors | | |
| Rain, sleet, snow | | |
| Change from wet to dry surface (footwear still wet) | | |
| Unsuitable floor surface / covering | | |
| Dusty / dirty floors | | |
| Sloping surfaces | | |
| Other : (please specify) | | |
| Trip Hazards | Please tick if hazard relevant to area being assessed | |
| | Yes | No |
| Loose floor boards / tiles | | |
| Loose and worn mats / carpets | | |
| Uneven outdoor surfaces | | |
| Holes / cracks / pot holes | | |
| Changes in surface level : Ramp Stairs Steps | | |
| Cables / leads across walking areas | | |
| Obstructions | | |
| Bumps / ridges / protruding nails | | |
| Low wall or floor fixtures | | |
| Location of electrical and telephone socket | | |
| Lack of storage : Items stored on floor Difficult areas | | |
| Poor unsuitable lighting | | |
| Other: (please specify) | | |

If **YES** has been ticked, please confirm what control measures are being implemented by completing Trust risk assessment form; ensure you attach a copy of the checklist to the risk assessment, and pass it to line manager. The line manager is responsible for any further actions to resolve the issue. The original to be placed in the Directorate Risk Register file and a copy of the risk assessment to be forwarded to the Risk Manager at the Trust to be entered onto the relevant Risk Register.

MANAGEMENT SLIPS, TRIPS & FALLS AUDIT TOOL

| | Yes | No |
|--|-----|----|
| Has the workplace assessment been completed, which looks at the potential risk of slips, trips and falls? | | |
| Have risk assessments been recorded, and do they include action plans to address slip, trip and fall hazards? | | |
| Do workplace inspections take place and actions implemented? | | |
| Are cleaning and maintenance regimes in place? | | |
| Are all accidents / incidents / near misses involving slips, trips and falls always reported and appropriately graded? | | |
| Is there suitable signage and materials available to deal with spillages? | | |
| Has the appropriate information been made available to staff to allow spillages to be effectively and appropriately cleaned when domestic staff are not available? | | |