



RISK MANAGEMENT GUIDE

SLIPS, TRIPS AND FALLS

Introduction

About a third of all workplace accidents involve slips trips and falls and they cost in excess of £300m a year in lost production and other costs.

What the law requires of you

- As their employer you should ensure the health and safety of all employees and anyone (e.g. visitors or the public) who may be affected by their work
- Employees must not endanger themselves or others and must use any protective equipment provided – if, for example, special footwear is required you must provide it free of charge
- Employers must assess the risks involved in their business and take action to safeguard health and safety. This must be written down if you have 5 or more employees. The interior and exterior of the premises should be included
- Floors should be suitable, in good condition and free from obstructions.

5 steps to reducing the risk of slips, trips and falls

Step 1 – Look for slip and trip hazards around the workplace both inside and outside. Examples include uneven floors, trailing power cables, poor lighting or areas prone to spillage.

Step 2 – Consider who may be harmed and how they might be affected? Examples include business visitors, customers, passers-by.

Step 3 – Are any precautions already in place working effectively? If "NO" or none are in place, improve them or introduce appropriate measures to reduce or eliminate the risk e.g. repair damaged flooring, clear spillage quickly or prevent it, provide non-slip mats.

Step 4 – Record your findings. This is required if you have 5 or more employees but all businesses are advised to do this to demonstrate more easily that they have carried out an assessment.

Step 5 – Review the assessment regularly and record updated precautions you put in place to combat new or increased hazards.

Good working practices

- Ensure floor surfaces are appropriate for the work being carried out – particularly if they will get heavy wear or be prone to spillage or dust. Repair defects promptly
- Ensure cleaning methods are appropriate for the type of floor surface. Train employees to use cleaning and safety equipment and any protective clothing
- Ensure that lighting is adequate for employees to see obstructions, slippery floors and the like. Clean, repair or replace lights regularly to maintain safe lighting levels
- Highlight new or temporary hazards e.g. spillage with clear signs
- Keep floors clear of rubbish – do not let it build up
- Where floor profiles change e.g. slopes or changes of level, fit handrails or floor markings and ensure the area is well lit.

Further information

The Health and Safety Executive have an excellent web-site that allows you to download useful documents on many safety subjects, including slips and trips, at no cost – visit them at www.hse.gov.uk/

IMPORTANT

The information set out in this document constitutes a set of general guidelines and should not be construed or relied upon as specialist advice. Therefore **MORE TH>N BUSINESS** accepts no responsibility towards any person relying upon these Risk Management Guidelines nor accepts any liability whatsoever for the accuracy of data supplied by another party or the consequences of reliance upon it.