


POLICY DOCUMENT

Policy Title:	Slips, Trips and Falls Policy
Policy Group:	Health and Safety
Policy Owner:	General Manager
Issue Date:	May 2022
Review Period:	2 years
Next Review Due	May 2024
Author:	J Speed
Cross References:	Maintenance Policy Winter weather Policy Manual handling policy Staff handbook (with regard to shoes and consumption of drugs and alcohol) Health and safety Policy (first aid and emergency procedures)
Evidence:	The Work at Heights Regulations Workplace (health, safety and welfare) regs Safe use of ladders and stepladders Operationally standards manual
How implementation will be monitored:	Accident and incident reports
Sanctions to apply for breach:	Retraining, review of contracts
Computer File Ref.	O:\new policy book\health and safety
Policy Accepted by H&S Committee / MT	25 th June 2022
Sign-off by CEO	

Statement of purpose: This policy describes the particular hazards arising at Holy Cross Hospital and the arrangements that have been put in place to manage the risks identified.

Policy Statement: The management has a duty under the Workplace (health, safety and welfare) regulations and the Work at Heights regulations to eliminate or reduce the risk as far as reasonably practicable of anyone slipping, tripping or falling. This will be achieved by training staff, providing the right equipment and setting in place procedures for the tasks to be undertaken. Management will also work to achieve a culture of 'encouraging' staff to observe and report hazards.

It is recognised that many factors beyond the hospital's control contribute to the risk of injury as a result of slips, trips and falls. The Hospital will take all reasonable steps to advise people on such matters as suitable work footwear, not running in buildings and keeping off rough ground and will evaluate the need to take enforcing action accordingly.

1. Role of the Chief Executive

- a. To promote a positive safety culture within the organisation where all are encouraged to reduce risks.
- b. To ensure that there are sufficient resources available to eliminate or reduce the risk as far as is reasonably practicable of injury due to slips, trips or falls.

2. Role of the General Manager

- a. To ensure that a slips, trips and falls risk assessment is completed for Holy Cross in relation to working at heights. Avoiding the use of kick stools and ladders by lowering shelves, etc, should always be the first option.
- b. To ensure that separate risk assessments are written for tasks carried out by the Maintenance Department when working at height where slips, trips and falls are a recognised hazard. ie when working on ladders, staging, tower scaffolds, accessing roof spaces, etc.
- c. To carry out regular inspections of the buildings and grounds (including parking areas) to identify any issues which may cause persons to slip or trip. To write a risk assessment for any which cannot be totally resolved, to ensure that control measures are put in place.
- d. To keep these risk assessment under regular review, especially if any accidents, incidents or near misses are reported.

3. Role of the Support Services Department

- 1. To write a risk assessment for each task routinely involving work at height, and write control measures to guard against injury to themselves or others. Consider the tasks they may have to do in an emergency.
- 2. To write safe systems of work for working at height to ensure :
 - i) the work is well planned using the correct equipment in accordance with current guidance, inspecting equipment regularly for deterioration;
 - ii) the work can be carried out in a safe manner; giving consideration to weather conditions;
 - iii) That others are not injured by items falling on them.
- 3. To attend training to use the access equipment available at Holy Cross. To only use other access equipment brought onto site if adequate training has been given.
- 4. To carry out inspections of access equipment before each use. To ensure each piece of equipment is numbered, and to carry out an annual inspection Records of this are kept in the Ladder Register and Inspection History Folder (Ladderlog) and noted in the Caretakers monthly folder.
- 5. To ensure that all access equipment is safely stored
- 6. To follow guidance given in HSE guidance notes:
 - a) Safe Use of ladders and stepladders: an employer's guide (INDG402)
 - b) HSE Information sheet: Tower scaffolds (CIS 10 (Rev 4)
 - c) Top Tips for Ladder and Stepladder safety (INDG 405)

4. Role of All Staff

1. To ensure items are wherever possible stored where they can be accessed without the use of a kickstool or ladder. Items should never be accessed by standing on furniture with wheels. If a ladder is required, it is essential for staff to ensure that they use the appropriate type of ladder for the task and have been trained to use a ladder correctly.
2. All work at height should be the subject of a Risk assessment.
3. To be aware at all times of slip and trip hazards, and either to remove the hazard or report it to prevent any injury.
4. To clear up spillages in a timely fashion or make arrangements for this to be done
5. To work in a safe manner following procedures at all times to ensure risk of slips trip and falls is reduced as far as is reasonably practicable
6. To wear appropriate footwear that is non-slip and enclosed
7. Staff should not run when in the building.

5. Arrangements for Monitoring Compliance

An annual audit of the policy and procedures will be conducted by the General Manager.

(See appendix 1)

6. Review

This policy has been reviewed for adverse impact on people with protected characteristics within the meaning of the Equality Act 2010 and no such impact was found.

7. Equality and Diversity

This policy has been reviewed for adverse impact on people with protected characteristics within the meaning of the Equality Act 2010 and no such impact was found.

Procedures (In conjunction with Operational Standards Manual)

Floor Cleaning

Floors must be maintained in a clean condition; however the risk of slipping is increased during cleaning process. Housekeeping staff should use the following procedure to ensure that the risk is reduced as far as is reasonable practicable.

1. When mopping corridors a dry passage way should be kept available at all times. Therefore the floor should be mopped in small sections and only halfway across the corridor should be in a wet condition at any time. The wet area should be identified with a "wet floor cone" and the housekeeper working should remain vigilant at all times to give verbal warnings to other people who may be using the area.
2. When mopping patients' bedrooms the wet floor sign should be placed in the centre of the door opening to alert everyone that the room inside is wet.
3. In order for wet floor signage to be effective, it is essential that it is only used when floors are in a wet condition. Housekeeping staff should remove the wet floor signage in a timely fashion once the floor is dry and safe again.

Maintenance

1. Regular checks will be made of floor coverings to ensure they present no risk of slips, trips and falls (Health and safety inspection/ Inspection of Environment)

2. Where there is a risk of water ingress from outside an absorbent mat will be provided at entrance doors

Appendix 1

AUDIT

Standard:

Date: Ward: Auditor:

		Complies	Does not comply	Comments
1	All Employees receive training on slips trips and falls policy and procedures on induction <i>(ask 5 staff)</i>			
2	Spillages are cleaned up quickly <i>(ask 10 staff what they would do)</i>			
3	There are no trailing cables that could cause a tripping hazard <i>(inspect ten patient bedrooms and ten other areas)</i>			
4	At all areas where water ingress could cause risk of slips there is an absorbent mat in place <i>(inspect entrances)</i>			
5	Housekeeping staff are aware of the requirement to keep a dry walkway when cleaning corridors <i>(Ask 5 staff the procedure)</i>			
6	Housekeeping staff are aware that a wet floor sign should be placed outside a patients room when they are mopping inside <i>(ask 5 staff the procedure)</i>			
7	No wet floor signs are left out when floors have dried <i>(Inspect all areas to check for surplus signage)</i>			
8.	In storage areas Items are stored where they can be reached without the need for a ladder or step stool where possible <i>(check main stores, housekeeping stores, kitchen stores and stationery store)</i>			
9.	All support services staff have received training in safe use of ladders <i>(check training records)</i>			
10	The Ladders steps and staging inventory is up to date annual ladder check.			
11	All ladders, steps and staging are labelled and visually checked before use .			
12	External pathways and roadways do not present a risk of slip, trip or fall (

13	External lighting is adequate so as to reduce risk of slips, trips and falls <i>(inspect all areas noting deficiencies on site plan)</i>			
14	Internal floor surfaces are in good condition and do not present a risk of slip, trip or fall <i>(inspect all areas noting deficiencies on site plan)</i>			