

Health and Safety Executive		Operational Minute	
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Target Audience:
All FOD inspectors
Health and Safety Awareness Officers

SLIPS AND TRIPS 2006-07 - PLANNED INSPECTION AND FOLLOW-UP WORK TO WATCH YOUR STEP

This OM provides information to inspectors and Health and Safety Awareness Officers (HSAOs) carrying out Programme-directed inspections and follow up work on Watch Your Step under the Slips and Trips Programme. This work forms part of FOD's planned delivery of the Fit3 Strategic Delivery Programme.

INTRODUCTION

1 The purpose of this Programme-directed inspection work is to carry out interventions in those sectors with a high number and incidence rate of slips and trips injuries. The aim is to bring about a reduction in accidents caused by slips on wet or contaminated floors or by trips over obstacles/ on uneven or damaged floors.

INTERVENTION OVERVIEW

2 In 2006/07 interventions directed by the Slips and Trips Programme will take the form of:

- Proactive inspection and enforcement by HSE inspectors at medium-large premises in target sectors, including those large organisations which are included in LOPP and FOILE initiatives.
- Advisory visits by HSAOs at smaller premises, and publicity and promotional work, such as organising workshops, as a follow-up to Watch Your Step.
- LA inspections targeting risks primarily to hotel and catering staff, sales assistants and cleaners in the retail, hotels and catering sectors.

3 Note that this OM does not address slips and trips in food manufacturing which is the subject of a separate project. See SIM 01/2005/04 – Annex 3.

4 The feedback and evaluation during Phase 1 (See <http://www.hse.gov.uk/watchyourstep/newsletter1.pdf>) and Phase 2 of Watch Your Step (December 2005 to March 2006) will inform follow-up activity in 2006/08. Further information will be placed on the slips and trips Intranet site.

DEPENDENCIES

5 The S&T Programme (and as a consequence this project) has a number of dependencies with other FIT 3 programmes in particular those which focus on MSD, Falls from Height, Workplace Transport and Public Services. In line with the 'bundling' arrangements in the Business Group Delivery Plans (BGDPs), inspections and events on slips and trips can be combined with work under other programme topics as indicated by each plan.

TARGETING OF INSPECTIONS

6 Programme-directed inspections on slips and trips are part of the Manufacturing BGDP. They will target known hazards and industries in sectors, which have been chosen on the basis of high number and incidence rate of slips and trips major injuries, ie:

- fabricated metal products, SICs 2811, 2851, 2852, 2875, 2921
- wood and furniture, 36110 – 36150
- printing and publishing, 2221 and 2222
- rubber and plastics, 25110- 25240.

7 Field teams should target the largest premises available in the area, any that local knowledge indicates have the highest injury rates, those with RCI S&T scores of 3 or 4, or those not visited in the last two years. A list of premises where RCI scores of 3 or 4 have been recorded is being compiled centrally and will be made available.

8 Also, a list of companies which reported slips or trips injuries in a recent 12 month period will be posted on the Intranet at <http://intranet/slips/inspection.htm>. However, it is important to recognise that companies identified in this way do not necessarily have the highest injury rates, but the fact that they have reported a recent slip or trip accident can be used together with other local information to aid targeting.

INSPECTION AND ENFORCEMENT

9 Considering the amount of publicity and information which HSE has produced on this topic since 2002, including the Watch Your Step campaign, duty holders should now be taking slips and trips seriously and should have carried out risk assessments and put controls in place. Premises found with workplace conditions which are likely to give rise to slips and trips should be

dealt with robustly. The rate of HSE enforcement on this topic is still low compared to that on the other priority topics.

10 Inspection/enforcement guidance is given in the regulator's toolkit, which was produced for Watch Your Step. The toolkit updates the sections in the slips and trips topic inspection pack on legal requirements, control measures, enforcement and notice templates.
See http://intranet/slips/inspection_enforcement_guidance.pdf.

11 The [topic pack](#) includes information on the management of slips and trips, an inspection aide memoire and inspection check lists.

12 For the **printing industry** the main hazards and controls are set out on HSE's printing web site (slips and trips module). See <http://www.hse.gov.uk/printing/slips/index.htm>.

LARGE ORGANISATIONS AND FOILE

13 Contacts with large organisations should result in the production of an agreed improvement plan, and where slips and trips are an issue the plan should include key performance indicators on S and T.

ADVISORY VISITS, PUBLICITY AND PROMOTIONAL WORK

14 Within the target sectors, HSAOs should make advisory visits to suitable premises and, where resources permit, organise awareness-raising events (eg workshops) for duty holders to reinforce the Watch Your Step messages. These may be designed to include other Programme topics. For reference, reports of some Watch Your Step events run by HSE, LAs and stakeholders themselves are available at <http://intranet/slips/campaign.htm>. Supporting information for HSAOs doing advisory visits on slips and trips will be placed on the Intranet at <http://intranet/slips/inspection.htm>.

INFORMATION RESOURCES

15 A suite of publicity materials and PowerPoint presentations to aid the running of events was developed for Watch Your Step. These can be obtained via the divisional contacts for Watch Your Step or from David Dawick in CDS2.

16 Inspectors who were not involved in Watch Your Step should obtain a copy of the regulator's tool kit (MISC 691). Stakeholder's toolkits (MISC 692), posters (MISC 691 M-R) and, in particular, CDROMs (MISC 691K), may also be available. The CDROM contains resources for educational/promotional work, including the PowerPoint presentations, Worksmart video clips, case

studies and other guidance. The presentations are also on the Intranet. See: <http://intranet/slips/wyspresentations.htm>.

17 The Watch Your Step flyer (MISC 691B) is a single-page document summarising the HSE/LA approach to controlling slips and trips. It is available as hard copy and is suitable for handing out to duty holders and employee representatives during interventions.

18 The Watch Your Step web pages includes posters which can be customised by employers, safety reps. etc. to meet their own requirements. See <http://www.hse.gov.uk/watchyourstep/>.

19 Additional guidance materials are also available on the HSE intranet at <http://www.hse.gov.uk/slips/information.htm>.

TRAINING

20 No additional training should be required for staff that have attended the one-day slips on the level training, which was provided in each division during 2004. For staff who have not had this training, it is planned to hold additional courses in July, September and January 2006/07, and details of these will be circulated to divisional development managers.

REPORTING

21 Inspectors should record their findings on the inspection report form (IRF), following guidance in the relevant work recording OM. A standardised approach has been agreed for reporting Fit3 interventions. The information collected, along with work recording data, will be used in quarterly reports for Fit3. The approach involves:

- The mandatory use of IRFs from 2 April 06.
- Answers to 3 questions to be included within the 'note details' associated with the relevant service order on COIN for each Fit3 topic covered at the contact, for those organisations which score an RCI of 3 or 4.

22 The 3 questions cover:

- (1) action taken (eg advice, IN, PN)
- (2) reason for the action taken, ie what was the non-compliance or where was there room for improvement?
- (3) outcome, ie what improvement has been achieved? The slips and trips inspection guides contain the context to these questions, eg benchmark standards expected.

23 HSAOs should follow the FOD guidance on COIN reporting, being sure to record fully: ie wherever slips and trips are discussed the activity and category

on COIN should be completed, eg activity (advice) and category 'SLTR' (slips and trips).

OTHER PLANNED SLIPS AND TRIPS WORK OUTSIDE THIS PROJECT

24 Inspectors and HSAOs should be aware of the following projects, which are also running during 2006/07:

- Midlands floor cleaning accidents project. See OM 2006/03.
- Reducing slips and trips in the health services, see SIM 07/2005/14
- Slips, trips in prisons – series of seminars by the Slips and Trips Programme
- Targeted inspection campaign of food industries 'worst performers' - see SIM 01/2005/04 – Annex 3
- Royal Mail project – Royal Mail Letters UK – Health and Safety Management System Inspections Programme 2006/06 - SIM 05/2005/03
- Inspection intervention in the waste/ recycling industry – see SIM 03/2006/03

FURTHER INFORMATION

25 The slips and trips helpline slipstripshelp@hse.gsi.gov.uk enables queries on slips and trips interventions to be directed to a member of the Slips and Trips Programme Team. For queries specific to this OM contact John Worth in Safety Unit, VPN 516 8401.