

Slips and trips mapping tool

An aid for safety representatives

This leaflet is mainly aimed at safety representatives, but may be useful to others. It supports the HSE campaign to reduce slips and trips in the workplace (a priority area for health and safety inspectors). Safety representatives can use *Slips and trips mapping tool* to involve members in identifying slips and trips problems and hazards in the workplace, using their knowledge and experience.

Slips and trips account for about a third of all reported major injuries. 95% of those injuries involve fractures of arms, wrists and ankles. They are the most common hazard faced by union members.

Some safety representatives will have access to digital cameras, which can be used to photograph and record slips and trips problems in the workplace, but mapping offers a simple alternative to identify the problem.

How to use the mapping tool

- Draw a sketch map of the area. The examples on page 2 show how the risk mapping tool works (the map does not need to be a work of art or even to scale, as long as it represents the workplace affected).
- Mark all the slips and trips reported in the last 12 months (or any relevant period) with crosses on the map.
- Talk to members to identify any 'near misses' and add them to the map.
- Find out from members what is causing people to slip or trip in that area.

Any 'hotspots' will quickly show up on the map. Once you have identified the problems and their causes:

- discuss them with management;
- decide what action needs to be taken;
- continue to monitor to ensure control measures put in place are working;
- make sure improvements are communicated to members.

Slips and trips mapping can be used in any workplace or work area and can be a very effective tool in helping reduce injuries at work for your members.

Checklist for safety representatives

Health and safety inspectors focus on incidents where there is a significant risk of injury from a slip or trip. A safety representative, using the same approach, can decide whether there is a significant risk by:

- looking at the work in progress and discussing other tasks, eg goods receipt and dispatch, maintenance, cleaning etc to identify where potential risks are/could be present;
- spotting leaking plant or machinery with fluids accumulating on floors;
- seeing the build-up of contamination on the floor, with no visible sign of containment or clean-up, eg brought in on footwear in wet weather;
- noticing the use of ad hoc measures to control leaks, such as corrugated cardboard being put down or warning signs left in place for extended periods;
- considering the age and construction of buildings, whether there is evidence of leaking roofs, walkways exposed to the elements and potential for water, mud etc, to be brought into the workroom on wet clothing, shoes or vehicles;
- seeing cluttered walkways, build-up of waste materials, general untidiness, impeded pedestrian access, trailing cables etc;
- talking to staff to identify 'difficult jobs' or hearing about incidences of falls not leading to injury ('near misses');
- examining records for evidence of slip and trip problems – in sickness absence, the accident book, RIDDOR reports etc.

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supports the *'Slips and Trips'*
campaign



| Name of rep: Date: | | Workplace: Food factory | | |
|---|--|---|--|---|
| Risk mapping diagram: | | Key | Hazard | Control measure |
| <p>The diagram shows a food factory layout. At the top is an 'Outside walkway' with 'Offices', 'Toilets', 'Canteen', and 'Store'. Below this is another 'Outside walkway' with 'Reception', 'Change', 'Handwash', 'Equipment wash', 'Labs', and 'Maintenance'. The main 'Factory Floor' contains 'Fresh mincer', 'Frozen grinder', 'Pre blender', 'Blender', 'Form', 'Freezer tunnel', 'Packing', and 'Palletising'. At the bottom are 'Chiller Unit', 'Frozen Raw Material', 'Frozen Storage', and 'Delivery Bays'. Hazard markers A, B, C, and D are placed at specific locations: A near Reception, B near Fresh mincer, C near Frozen Raw Material, and D near Palletising.</p> | | <p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p> | <p>Rain water on smooth vinyl floor, brought in on shoes</p> <p>Meat from overfilled machines contaminating floor, making it slippery</p> <p>Faulty door seal, door won't close properly. Ice forming on floor as cold air meets ambient air</p> <p>Pallets blocking walkways, trip hazard</p> | <p>Remove inadequate mats and carpet entire entrance area, with absorbent carpeting</p> <p>Improve system of work to reduce waste and stop slips; put measure levels on containers - inform staff to fill to level and no higher; improve funnel system leading into machine to stop waste going onto the floor during container emptying</p> <p>Replace door seal</p> <p>Mark out pedestrian walkway and pallet area on floor. Inform staff of new rule, no pallets to be stored on pedestrian walkway</p> |

| Name of rep: Date: | | Workplace: Kitchen | | |
|---|--|---|---|--|
| Risk mapping diagram: | | Key | Hazard | Control measure |
| <p>The diagram shows a kitchen layout. At the top left is 'Deliveries' with an arrow pointing to a door marked with '1'. Below this are 'Fryers', 'Cooking range', and 'Work top' marked with '2'. To the right is a 'Coolroom/ freezer' marked with '3'. Below the cooking area are 'Fridges', 'Sink', and 'Food pick-up' marked with '4'. To the right of the fridges is a 'Staff room' marked with '5'. At the bottom left is a 'Cafeteria' with tables and chairs. To the right of the cafeteria are 'Dish Washers', 'Wash up', and 'Dirty dishes' marked with '6'. A 'Hatch' is also indicated near the fridges.</p> | | <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> | <p>Loose paving (3 near misses) reported by delivery men</p> <p>Spillages of fat and oil</p> <p>Ice on floor, problem with door not closing</p> <p>Water on floor - overflowing sink</p> <p>Trip - didnt see bag left on floor, lights not working</p> <p>Small leak of water from fridge near to servicing hatch</p> | <p>Repair slab</p> <ul style="list-style-type: none"> - Regular cleaning - Ensure staff all wearing anti-slip footwear <p>- Fix door catch to stop it staying open</p> <ul style="list-style-type: none"> - Check system of work - Ensure staff wear proper footwear - New sink with high lip edge to be fitted next week <ul style="list-style-type: none"> - Replace lightbulb - remind staff to keep room tidy and use lockers <ul style="list-style-type: none"> - temporary fix and regulary check - put towel down immediately - arrange for repair to fridge |

Use this blank map to sketch out where slips and trips, or near misses, have happened where you work

| | | | |
|---|--------------------------|----------------------|-------------------------------|
| <p>Name of rep: Date:</p> | <p>Workplace:</p> | | |
| <p>Risk mapping diagram:</p> | <p>Key</p> | <p>Hazard</p> | <p>Control measure</p> |

Control measures

The table below gives guidance on appropriate control measures to prevent slips and trips - use the scale below the table to assess whether control measures are adequate where you work.

| Slips and trips control measures | |
|---|---|
| (a) Floor contamination | Work activities and environment controlled; process plant controlled and maintained to minimise floor contamination such as water, oil, powders, food; spillages promptly and effectively cleaned up (consider areas other than those where contamination is inevitable, eg some dye houses, swimming pools). |
| (b) Suitable floors and footwear | Floors and required footwear give appropriate slip-resistance for the conditions; drainage, anti-slip surface, mats and grids are used as necessary (eg in areas prone to contamination). |
| (c) Prevention of trips | Floors even, free from holes; gangways well-marked; access routes kept free from trip hazards, eg trailing cables, tools; stairs well-constructed and fitted with handrails. |

| Assessment scale | | | |
|---|---------------------------------------|--------------------------------------|---|
| Each risk control indicator should be assessed against the following 1-4 scale. A scale of 1 must satisfy all the appropriate criteria of the risk control indicator. | | | |
| 1 | 2 | 3 | 4 |
| Full compliance in areas that matter | Broad compliance in areas that matter | Some compliance in areas that matter | Limited or no compliance in areas that matter |

How does your workplace match up to these criteria?

With thanks to USDAW for permission to develop their mapping tool for wider dissemination and use.

Further help and information

Slips and trips: The importance of floor cleaning Information Sheet (Slips and trips 2) MISC691 HSE 2005 Web version only at www.hse.gov.uk/pubns/web/slips02.pdf

Assessing the slip resistance of flooring: A technical information sheet Information Sheet (Slips and trips 1(rev1)) HSE 2007 Web version only at www.hse.gov.uk/pubns/web/slips01.pdf

Preventing slips and trips at work Leaflet INDG225(rev1) HSE Books 2005 (single copy free or priced packs of 15 ISBN 978 0 7176 2760 8) Web version: www.hse.gov.uk/pubns/indg225.pdf

Preventing slips in the food and drink industries: Technical update on floor specifications Food Information Sheet FIS22 HSE 1999 Web only version available at www.hse.gov.uk/pubns/foodindx.htm

Preventing slips and trips in kitchens and food service Catering Information Sheet CAIS6(rev1) HSE Books 2005

Slips and trips: Summary guidance for the food industry Food Information Sheet FIS6 HSE Books 1996

Preventing slip and trip incidents in the education sector Education Information Sheet EDIS2 HSE Books 2003

Slips and trips in the health services Health Services Information Sheet HSIS2 HSE Books 2003

For detailed information go to the HSE website at www.hse.gov.uk/slips/index.htm or ring HSE's Infoline Tel: 0845 345 0055 Textphone: 0845 408 9577

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