

**TOPIC
INSPECTION PACK**

SLIPS AND TRIPS

APRIL 2011

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Equality Impact Assessments

Inspectors should be aware of who, in terms of diversity, are the target group in the sector they are dealing with. It is not about treating everyone the same but about addressing individual requirements in relation to Gender, Age, Disability, Race, Religion and Belief, Sexual orientation and Transgender.

Inspectors should give consideration to and factor into their approach any issues that may surround their audience, such as literacy, English as a second language and disability (access needs).

Public bodies are legally required to eliminate unlawful discrimination and to promote equality of opportunity when organising campaigns, work programmes and policy proposals or reviews.

HSE must ensure the services we provide are accessible and meet the needs of those we serve and the Equality Impact Assessment Toolkit is a way of accessing how a policy/guidance/webpage/regulation affects individuals.

An Equality Impact Assessment (EIA) looks at the actual, potential or likely impact of a service, policy, project or significant change on different groups of people.

It is also important to include gender issues in workplace risk assessments, and 'mainstreaming' gender issues into risk prevention is now an objective of the European Community.

For further information, please see:

[http://intranet/diversity/impact assesement/index.htm](http://intranet/diversity/impact%20assessment/index.htm)
<http://osha.europa.eu/en/publications/factsheets/43>

Or email the Diversity Team.

1. MANAGEMENT OF SLIPS AND TRIPS

1.1 Importance of effective management arrangements

To apply this topic pack, inspectors should be familiar with [Managing for health and safety](#) - Guidance for regulatory staff on the practice of assessing health and safety management.

To reduce slips and trips risks, it is crucial that employers have effective management arrangements, with strong leadership, competent managers and staff and genuine worker involvement. The degree of formality of these arrangements should be proportionate to the size and nature of the undertaking. Well-managed companies will identify precisely the causes of slips and trips accidents and then select, implement and maintain the control measures which are appropriate. Deficiencies highlighted in the risk assessment should be addressed through a management action plan. Getting workforce 'buy-in' to initiatives to reduce slips and trips is crucial to their success.

To make lasting reductions in the prevalence of slips and trips, attitudes and perceptions must change and both duty holders and employees have to understand the causes and consequences of slip and trip accidents. Sensible measures should be taken to control and minimise risk, but personal responsibility and worker participation are also essential if these measures are to be effective.

1.2 Risk profiling

Slips and trips hazards are present in most workplaces, and in some sectors they will represent one of the main safety issues in a company's risk profile. Assessing how such companies manage slips and trips risks will be a good indicator of how they manage health and safety in general. Slips and trips can therefore often be used as a good risk control system to help evaluate health and safety management systems. There is more information about risk profiling on HSE's web pages: <http://www.hse.gov.uk/managing/profiling.htm>

1.3 The business case for preventing slips and trips

Many employers do not give slips and trips the priority they deserve. They treat them as being outside their control, inevitable or simply the employee's fault.

Employers can, and should, create a work environment and culture where slips & trips are much less likely to happen. Often the measures needed are simple and low-cost, but they will bring about significant reductions both in human suffering and costs.

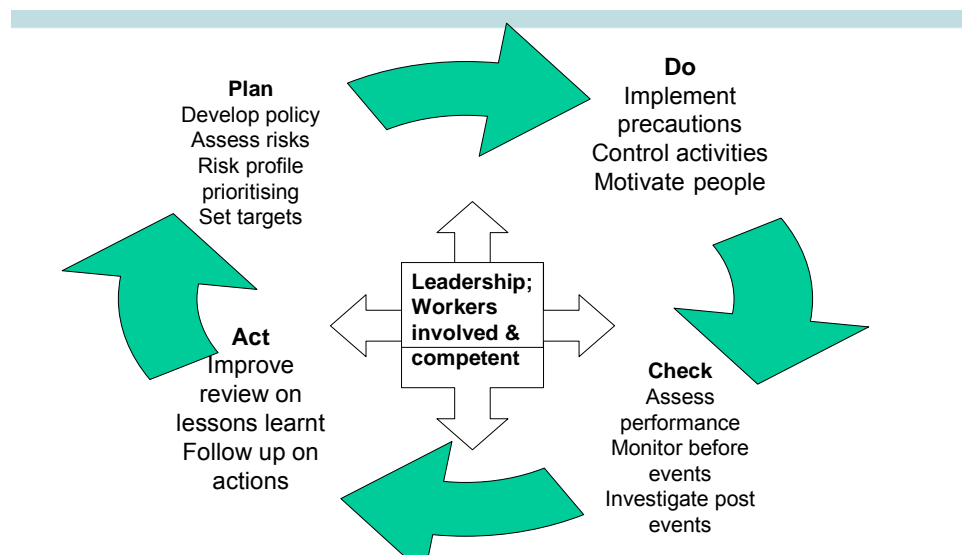
Slipping and tripping are not inevitable, unless, of course, hazards are allowed to remain uncontrolled. Effective action can be taken to dramatically reduce slipping and tripping accidents. Such action is not only a legal requirement and morally right, it also makes good business sense.

Slipping and tripping are the most common causes of major injuries within UK workplaces. Each year about 11,000 major injuries are caused by slipping and tripping (in 2009/10 slips and trips caused 41% of all occupational major injury accidents). Around 90% of these accidents involve broken bones and 42% of work related fracture injuries result in absences from work of between 1 - 3 months. About 40% of reported injuries to members of the public are slips and trips. In addition, slips and trips are often the initiators of accidents attributed to other causes, such as some machinery accidents, scaldings and probably over one third of falls from height.

Occupational accidents formally classified as slips and trips cost the UK economy about £800 million each year and employers over £500 million. They cost the NHS about £115 million. Some successful organisations have long recognised that good management of slipping and tripping risks is an integral part of good overall business management.

1.4 Core principles of managing for health and safety - Using slips and trips as a risk control system

A safety management system is likely to be based on an approach of **plan, do, check and act/review**:



- **Plan** – Consideration, selection and development of health and safety practices and procedures, risk profiling/assessment, strategies/plans, benchmarking, performance measures
- **Do** – Implementation of practices and procedures and on-the-ground management of health and safety, leadership, management, competence, training, worker involvement, incentives/rewards
- **Check** – Monitor and review health and safety performance and activity, accident investigation, improvement, measuring costs/benefits
- **Act/review** – Based on monitoring and review, address any problem areas, audit, review

To help inspectors to formulate questions on the management of slips and trips, an inspection checklist for the management of slips and trips is provided in appendix 1. This gives examples of good features of the management of slips and trips under each of the headings: plan/ do/ check/ act/ review. Inspectors can then use the findings from this line of questioning as indicators of the effectiveness of a company's safety management system.

The following section complements this approach by focusing particularly on the HSE Strategy themes of leadership, competence, management arrangements and workforce involvement, giving examples of how these themes can be explored to determine how successfully a company is managing slips and trips.

1.5 Leadership, competence, management arrangements and workforce involvement

[Managing for health and safety](#) includes questions to raise at inspections on the HSE strategy themes of:

- Strong leadership
- Management arrangements
- Competence
- Workforce involvement

Slips and Trips Topic Inspection Pack

This topic pack continues to focus on each of these themes in the context of slips and trips. It provides practical questions for inspectors to ask on slips and trips issues, using the topic as an indicator to help assess the effectiveness of safety management systems. These questions are additional to the common ones provided in *Managing for health and safety*. They are supported by examples of 'what it looks like when done well and 'what it looks like when it is done badly or not at all'.

1.6 Assessing leadership

LEADERSHIP
QUESTIONS TO ASK (in making your initial assessment and gauge their genuine commitment to H&S)
<ul style="list-style-type: none"> • What are your top residual/actual risks/areas, which need more/better control? Where do slips/ trips lie in this ranking? • Can you provide evidence that management reviews accident data, acts on it and shares information with staff to improve the H&S culture? • What plans do you have to reduce slips and trips? What are the obstacles to achieving them, and how do you plan to overcome them?

EXPECTATIONS	
What it looks like when done well	What it looks like when it is done badly or not at all.
<p>Effective leaders:</p> <ul style="list-style-type: none"> • Foster a safety culture where slips and trips are treated seriously. • Ensure that they know what is happening on the ground and receive competent advice on slips/ trips hazards and controls • Are held to account for delivering improvements in slips and trips • They set a good example, e.g. by observing pedestrian signs and keeping to marked walkways. • Maintain a visible presence and are always on the lookout for significant slip or trip hazards, bringing staff to account if they spot contaminated or obstructed floors. • Where work practices are seen to be causing slip/ trip hazards, e.g. waste is deliberately cleared from benches onto the floor, they take action to stop the practice, implementing better procedures and regular supervision. • Ensure good liaison and communication between managers and any external contractors, e.g. cleaners 	<ul style="list-style-type: none"> • Poor history of slips and trips; widespread evidence of contaminated floors or cluttered work areas • Lack of engagement with staff in learning about slips and trips and taking responsibility for managing the risks • Managers have little or no idea of the underlying reasons for the high incidence of slips and trips and no plan to address them. • Managers failing to address bad practices that are evident: staff running or rushing around workplace; carrying awkward or heavy loads • No incentive for workers to behave responsibly to prevent slips/ trips. They don't feel that management care.

ADDITIONAL FACTORS

SMEs - May not have had any reportable slips or trips, and are more likely to play down the importance of the topic. However, the requirement in the Workplace Regulations to have suitable floors is not qualified by SFAIRP. Should be able to achieve the same degree of slips and trips risk control as larger organisations. Just one serious slip injury could seriously jeopardise the financial position of some SMEs.

Large Organisations – Is there a champion for slips and trips on the board? May have sufficient slips/trips incidents to be able to monitor their numbers to check if initiatives are working.
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Legal and enforcement issues – see under management arrangements below.

1.7 Assessing management arrangements

MANAGEMENT
<p>QUESTIONS TO ASK (in making your initial assessment and gauge their genuine commitment to H&S)</p> <ul style="list-style-type: none"> • Are arrangements in place to ensure staff are aware of their roles and responsibilities, e.g. preventing and cleaning up of spillages; preventing persons from walking on wet areas; keeping areas tidy; keeping to designated walkways; disposing of waste safely; regular cleaning? • Have these roles and responsibilities been effectively communicated? How can you be sure? • How do you ensure access to competent advice on issues such as installing new floorings and providing slip-resistant footwear? • How do you control your floor cleaning contractors?

EXPECTATIONS	
What it looks like when done well	What it looks like when it is done badly or not at all.
<ul style="list-style-type: none"> • Managers take slips and trips seriously – they are included in risk assessments • Workplaces are clean and dry, tidy and well-organised. • Safe systems of work are in place, they take into account slips and trips and reducing the risk to as low as possible, e.g. control of cables; specification of footwear; correct cleaning methods. Workers and managers have received sufficient training to undertake their role in reducing in slips and trips effectively. • Slips and trips are integrated into the purchasing processes, e.g. slip resistance is included in the specifications for flooring and PPE footwear • Decisions on specifying new floorings are taken by competent persons. • Encourage the reporting of accidents and 'near misses' by staff to help identify slips/ trips 'black spots'. Give feedback on action taken. • Slip & trip accidents and near misses are always investigated and lessons learnt to avoid future incidents 	<ul style="list-style-type: none"> • Spillages go untreated – responsibility for this is not clear • Leaks from plant and processes are not properly remedied, e.g. cardboard sheets laid out to soak up spills as a quick fix • No evidence of measures relating to slips/trips in any contracts with cleaning providers • Cleaning providers not involved in health and safety meetings or accident investigations • No attempt to find alternatives to trailing cables. • Slips/ trips accident investigations seek to put the blame on the injured person rather than establishing root causes.

ADDITIONAL FACTORS

SMEs –

- | |
|---|
| <ul style="list-style-type: none">- Is there a 'see it, sort it' mentality among staff?- Guidance for SMEs on carrying out risk assessments is given on HSE's risk assessment page, which includes links to the combined risk assessment and safety policy template, the office risk assessment tool, the 33 example risk assessments and the 5 steps to risk assessment guidance.- Managers ensure that where cleaning contractors are employed, each side understands its responsibilities. |
|---|

Large Organisations –

Is the monitoring of slips/ trips used as a key performance indicator of general health and safety management?
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Leadership and Management - Legal and enforcement issues

Section 7 includes the following templates for enforcement notices, which address various aspects of the management of slips and trips:

1. Assessment of slips and trips risks
2. Effective and timely cleaning up of spillages
5. Provision of suitable slip-resistant footwear based on a proper risk assessment
7. Trips – keeping floor free from obstructions through good workplace layout and by devising and implementing a safe system of work
9. Management of slips and trips risks
10. Safe cleaning operation through development of a suitable cleaning regime

1.8 Assessing competence

QUESTIONS TO ASK (in making your initial assessment to gauge necessary competence to identify and manage risks). This includes competence of directors and managers down to individuals.

- What training has been given to managers, supervisors and staff in preventing slips and trips? E.g. the relevant section of the Slips and Trips E-learning Package (STEP) has been covered.
- Who carries out slip/trip risk assessments and accident investigations – do they have the skills for these functions? Are they aware of the requirements of reg. 12 of the Workplace Regs re suitability of floors and prevention of contamination?
- Is the person responsible for choosing slip-resistant footwear aware of how to go about identifying the best footwear for particular work areas or processes?
- If there is an identified lack of competence in these areas, what are you doing to deal with the problem?

EXPECTATIONS	
What it looks like when it is done well	What it looks like when it is done badly or not at all
<ul style="list-style-type: none"> • Staff understand the risks from slips and trips and know how to prevent them • Staff know who is responsible for cleaning up spillages and removing obstacles and waste • Staff know the procedures for immediately cleaning up spillages and leaving a dry floor. • The importance of preventing and managing slips and trips at work is covered in health and safety training plans. STEP is used, and there are 'tool box' talks or other refreshers given on slips/ trips. • Flooring and footwear are selected following a thorough risk assessment and with due consideration of their slip-resistant properties. 	<ul style="list-style-type: none"> • Lack of staff awareness about the importance of preventing slips and trips at work. • Smooth floors in entrances become wet in bad weather • Floors left wet and unprotected after cleaning; barriers are missing or ineffective • Damaged floorings are not properly repaired • Unsuitable flooring has recently been installed in wet areas • Inability to select and procure appropriate PPE footwear

ADDITIONAL FACTORS
SMEs – May not be aware of the amount and depth of freely available guidance and tools on the HSE slips web pages.
Large Organisations – More likely to contract out floor cleaning. When issuing PPE, it is important that safety managers provide the purchasing department with the best information to enable them to source good slip-resistant footwear.
All Businesses – Advise on use of the STEP tool. This is suitable for individual learning or it can be used in training sessions with groups. It contains material tailored for different groups, e.g. workers, safety personnel, managers.
Cleaning contractors – Client should ensure that the contractor is competent and that the contractor has proper processes and controls in place. Important that contractors implement the correct cleaning procedures for both smooth floors and safety floors. In summary: <ul style="list-style-type: none">• smooth floors – do not leave them wet, so use dry mop finish or exclude pedestrians; and• safety floors – use the correct method of cleaning to ensure that grease etc. is properly removed to maintain slip-resistance Important that the client and contractor co-operate with each other to ensure that the cleaning operation does not create risks for the client's personnel. It is good practice for the client to work with the contractor to supervise cleaning procedures regularly.

Legal and enforcement issues

Where slip-resistant footwear is provided as PPE, employers are required to provide employees with adequate and appropriate information, instruction and training (reg. 9 of the PPE at Work Regulations).

1.9 Assessing worker involvement

QUESTIONS TO ASK (in making your initial assessment of the opportunities for the workforce to fully participate in the management of slips and trips)

- How are employees or their representatives consulted and involved in health and safety matters? E.g. through taking part in risk assessments for slip/ trips; in trialling slip-resistant footwear, giving feedback on footwear issued as PPE
- How do you meet the communication needs of vulnerable workers, e.g. staff with a disability, agency, temporary staff, young people and those whose first language is not English?
- Do workers feel that management take action to manage and prevent slips and trips and do they feel involved, supported and that communication is a 'two way' street?
- Do staff meetings include updates on levels of slips and trip accidents, near misses and explore how staff can help prevent these types of accidents and why this is important?

EXPECTATIONS

What it looks like when done well	What it looks like when it is done badly or not at all
<ul style="list-style-type: none"> • Effective feedback mechanisms exist for slips/ trips matters, e.g. Systems for reporting slips/ trips 'near misses'; damaged floors; leaking machinery; leaking roofs etc. • Different methods of communication help and support vulnerable workers • The workforce are consulted where management systems are changed or introduced to better manage slips and trips • Minutes of meetings confirm slip and trip issues are discussed and documented and are available to all staff • Staff follow procedures on keeping floors clean, dry and unobstructed, as the business has invested in engaging with them, encouraging commitment 	<ul style="list-style-type: none"> • Staff are unaware of importance of effective cleaning regimes, maintenance and timely replacement of PPE footwear • No action is taken when workers report near misses or leaking plant and machinery • Meetings with staff on health and safety and slips and trips do not happen or are not recorded • There is no evidence that slips/ trips accident information is being cascaded across the organisation • Staff are unaware of spillage procedures and slips/ trips responsibilities in their organisation. • Staff do not carry out their work safely or use PPE provided. Lack of consultation has resulted in unworkable procedures and uncomfortable PPE

ADDITIONAL FACTORS

SMEs – Should be easier to establish a 'See it, sort it' mentality.
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Large Organisations – Are reports of near misses acted upon by management, or is worker involvement a paper exercise?
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All Businesses – Advise on use of the STEP e-learning tool as a training resource for workers. Companies should involve them in interactive training so that they understand why slips/trips are important, and what role they play, etc.
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Legal and enforcement issues – none specific to slips and trips

Employers are required to consult with employees and their representatives. The Consultation Topic Inspection Pack focuses on HSE's strategic approach to the enforcement of the two principal sets of consultation regulations:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended) (SRSCR) Regulation 4A(1), applicable to undertakings where trade unions are recognised for collective bargaining purposes;
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended) (HSCER) Regulation 3 and 4, applicable to undertakings where trade unions are not recognised. Under these Regulations employers can consult directly with the workforce or through an elected representative.

2. GATHERING THE EVIDENCE

Inspectors will gather a sample of evidence using a combination of visual observation, measurements, interviews and a review of documentation.

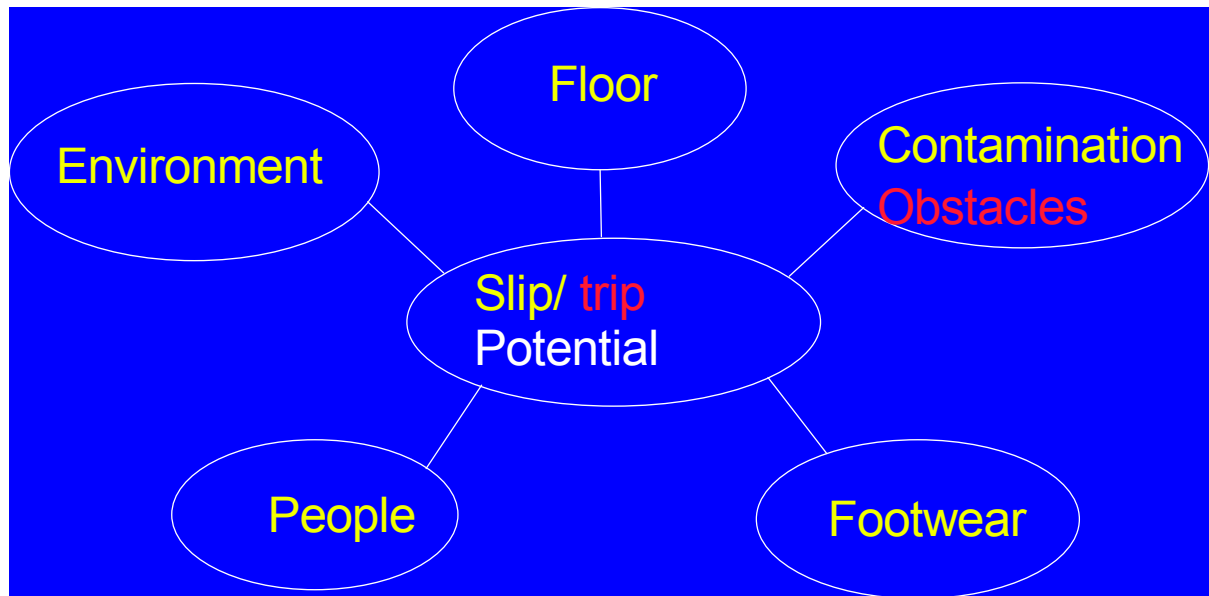


Fig. 1 Slip/trip potential model

In any given situation the employer has to consider a number of risk factors to determine the contribution of each one to the overall potential for someone to slip or trip. HSL has devised a slip/ trip potential model to illustrate the combination of risk factors involved – **see fig. 1**. Human factors also have a bearing on each of the risk factors.

2.1 Observations and tools

Inspectors can decide whether significant risk of sustaining injury as a result of a slip or trip could be present by:

- looking at the work in progress and discussing other tasks, which may not be happening at the time, e.g. goods receipt and dispatch, maintenance, cleaning, gritting of walkways in wintry weather, etc. to identify where potential risks are/could be present;
- spotting leaking plant or machinery with fluids being allowed to accumulate on floors;
- seeing the build-up of contamination on the floor, with no visible sign of containment or clean-up, e.g. brought in on footwear in wet weather;
- seeing unsafe cleaning practices, e.g. where people are allowed to walk on smooth floors which are still wet;
- noticing the use of ad-hoc measures to control leaks, such as corrugated cardboard being put down or warning signs being 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 and shoes or by vehicles;

Slips and Trips Topic Inspection Pack

- seeing cluttered walkways, build-up of waste materials, general untidiness, impeded pedestrian access, trailing cables etc.;
- talking to staff to identify “difficult jobs,” or hear about incidences of slips/trips not leading to injury (‘near misses’);
- examining records for evidence of Slips & Trips problems — sickness absence, accident book, RIDDOR reports of over 3 day accidents.
- checking whether slips and trips are included in risk assessments
- using the Slips Assessment Tool (SAT) to give an indication of slips risk
- commissioning forensic support from HSL to measure the slipperiness of floors (usually during incident investigation and when considering enforcement)

Section 3 of this pack also gives a comprehensive list of the main generic slips and trips risk factors to look out for (and provides a summary of corresponding control measures).

2.2 Use of the slips assessment tool

A Slips Assessment Tool (SAT) has been developed by HSL to help inspectors and duty holders reach decisions on slip potential. SAT is a software package, which enables an assessment of the slip risk potential of pedestrian walkways/surfaces. SAT uses surface micro-roughness readings obtained with a portable surface roughness meter to provide a scientific basis for the results obtained. SAT is described in OC 207/2. [SAT](#) can be downloaded from the HSE web site.

In some circumstances there will be little doubt in deciding whether a slip risk exists, for example where there has been a history of slips accidents or near misses in a particular location. In situations which are not so clear-cut, for example an area of floor prone to contamination but without an accident history, SAT can provide a more objective measure of slip risk potential.

SAT is easy to use. Users take a series of measurements of floor roughness at a test location using a small hand-held meter. They then collect workplace data relating to that location such as floor type, footwear and floor contaminants. You input the data into the SAT software.

A good feature of the SAT is that users can change the variables they have entered to ascertain what might reduce the slip risk. For example, by changing the amount of floor contamination from heavy to medium, they can see by how much this reduces the slip risk.

2.3 Sources of advice and technical support for inspectors

Staff from HSE’s Slips and Trips Policy Team and the Services, Transportation and Safety Unit, supported by HSL staff, will be able to assist field staff in a variety of ways, such as:

- answering queries about the likely risk posed by conditions found by inspectors at visits and advising on reasonably practicable control measures; and
- provision of support for workshops and similar educational events.

HSL’s Pedestrian Safety Unit and HSL Field Scientists have developed a wealth of expertise in the management of slips and trips and are available to provide technical support including support for enforcement action. Services available from HSL include floor slipperiness measurement using the pendulum and other techniques and advice on the suitability of flooring and footwear and on carrying out footwear trials.

Since 2003, HSL have carried out over 460 Pedestrian Safety site visits (PSSVs) (i.e. forensic investigations) on behalf of HSE and LAs, many in support of enforcement. An analysis of

these visits up to December 2009, including the outcomes, where known, has been compiled in a report by HSL. The study also illustrates the range of services which HSL can provide on slips and trips.

Contacts at HSL are:

- Kevin Hallas – Band 3 Scientist
- Rob Shaw – Band 4 Scientist

LA inspectors should first discuss potential work requests informally with one of the officers above. Formal requests for technical support should then be submitted via their Enforcement Liaison Officer (ELO).

Staff in the Slips and Trips Policy Team can be located by using the advanced search facility in HSE's Who's Who directory and searching using the word *slips** in the organisational unit box. The Team can also be contacted through the 'contact us' link on the HSE web page <http://www.hse.gov.uk/slips/index.htm>.

For queries relating to this topic pack, contact Phill Leonard in HSE's Services, Transportation and Safety Unit.

3. PRACTICAL RISK CONTROL MEASURES FOR SLIPS AND TRIPS

3.1 Generic control measures

This section gives examples of the reasonably practicable control measures that are applicable to many work activities. The **generic examples** in **Table 1** apply to most indoor work activities and to many outdoor areas, excluding construction sites. The advice in Table 1 follows a hierarchy of physical controls and includes all elements of the slip potential model:

- Contamination
- Cleaning
- Flooring
- Footwear
- Environment
- Human Factors

To tackle the risks successfully, employers are likely to need most, if not all of the measures outlined.

The first column in **Table 1** identifies the various contributory factors to slip and trip risks. The second column gives the appropriate control measures.

The HSE web pages contain detailed advice and case studies on many of the controls mentioned in Table 1. See:

[Architects and designers](#) - re safety by building design

[Footwear](#)

[Flooring](#)

[Floor cleaning](#)

3.2 Sector-specific control measures

Sector-specific hazards and the appropriate risk control measures can be found on the HSE web site on the slips and trips pages or on sector-specific pages. For example,

[Shattered Lives Campaigns](#) –

- health and social care,
 - food and drinks manufacture,
 - food retail,
 - catering and hospitality (includes kitchens),
 - construction,
 - plant and maintenance
-
- [STEP e-learning tool](#) –
 - food manufacture,
 - health services,
 - hospitality and catering,
 - education
 - general section
 - [Falls from vehicles](#)

Sector sites

- [Manufacturing](#)
- [Food and drink manufacture](#)
- [Woodworking and furniture](#)
- [Entertainment and leisure](#)

3.3 Sector-specific guidance for healthcare

HSE has developed some guidance for inspectors on the management of slips and trips in the health services – see appendix 2. This is based on real-life situations and brings out many aspects of the effective management of slips and trips including floor cleaning and the provision and use of suitable footwear and flooring. Example text for use in Improvement Notices is also included in this section.

Table 1 - Generic control measures for preventing slips and trips

Slips - Does the occupier have these contributory factors?	Summary of preventive measures for slip risk control
<p>CONTAMINATION</p> <p>Contamination of the floor, e.g. from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spillages; <input type="checkbox"/> Water, oil and grease; <input type="checkbox"/> Wet cleaning methods; <input type="checkbox"/> Vapour; <input type="checkbox"/> Natural contamination such as water, mud, ice, wet leaves in outside areas and entrances to buildings; <input type="checkbox"/> Dry powders, granules, swarf, etc; <input type="checkbox"/> Dry litter, e.g. polythene bags left on floors, or cardboard laid over spills; and <input type="checkbox"/> Deposits on shoes. 	<p>Prevent contamination in the first place If this is not reasonably practicable then:</p> <p>Prevent contamination becoming deposited on walking surfaces Preventing contamination from reaching the floor has been found to be most effective in practice - if not reasonably practicable then:</p> <p>CLEANING - Limit the effects of contamination by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediate treatment of spillages; <input type="checkbox"/> Safe cleaning method; minimise wet floors; <input type="checkbox"/> Limiting the area of contamination; and <input type="checkbox"/> Use of warning signs and barriers. <input type="checkbox"/> Having plans and procedures to deal with the effects of inclement weather <p>If a risk remains consider flooring:</p>
<p>FLOORING</p> <p>Inherent slip resistance of the floor not maintained adequately E.g. from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incorrect or inadequate cleaning or maintenance; and <input type="checkbox"/> Wear. 	<p>CLEANING - Regain the original surface friction by cleaning effectively</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow an effective cleaning regime; <input type="checkbox"/> Train, supervise and equip cleaners; and <input type="checkbox"/> Maintain floors and drainage. <p>If this is not enough consider slip resistance of the floor:</p>
<p>The slip resistance of the floor is too low The factors influencing this are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The coefficient of friction between floor and shoe; <input type="checkbox"/> Surface roughness of the floor; <input type="checkbox"/> The shape and height of ridges in the floor surface, if profiled; <input type="checkbox"/> The drainage capacity of the floor; <input type="checkbox"/> The hardness of the floor; and <input type="checkbox"/> Incorrect installation of the floor. 	<p>Increase the slip resistance of the existing floor, e.g. by treating the floor [Caution – some treatments can be ineffective or short-lasting] If this is still not enough then:</p> <p>Lay a more slip-resistant floor, with a sufficient surface roughness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draw up a specification to be met; <input type="checkbox"/> Select a floor with a sufficient coefficient of friction in contaminated conditions (floors rough enough for safety can be cleaned to hygiene requirements); <input type="checkbox"/> Provide effective drainage; <input type="checkbox"/> See installation is correct; and <input type="checkbox"/> Check the specification is met. <p>And also consider the factors below.</p>

Slips - Does the occupier have these contributory factors?	Summary of preventive measures for slip risk control
Steps and slopes: do they cause sudden changes in step or not offer adequate foothold and/or handhold?	Make sure steps and slopes give adequate foot and hand hold and have no sudden changes <ul style="list-style-type: none"> • Make sure changes in level are clearly highlighted
Uneven surfaces E.g. gullies, holes, changes in level. Obstructions E.g. accumulation of items such as from work in progress or waste.	Eliminate holes, slopes or uneven surfaces which could cause trips risks Good housekeeping <ul style="list-style-type: none"> <input type="checkbox"/> Eliminate materials likely to obstruct and cause trips; <input type="checkbox"/> Mark fixed obstacles with, e.g. black and yellow stripes. If this is not reasonably practicable: <ul style="list-style-type: none"> <input type="checkbox"/> Prevent material obstructing.
ENVIRONMENT	
Adverse conditions affecting use of the floor or distracting attention, e.g. <ul style="list-style-type: none"> <input type="checkbox"/> Low light levels; <input type="checkbox"/> Shadows; <input type="checkbox"/> Glare; <input type="checkbox"/> Excess noise; <input type="checkbox"/> Extreme temperature; <input type="checkbox"/> Excess dust; and <input type="checkbox"/> Bulky/awkward personal protective equipment (PPE). 	Make sure the prevailing conditions allow good visibility of, and concentration on, floor conditions, obstructions, changes in level and slopes
FOOTWEAR	
Shoes offer insufficient slip resistance in combination with the floor surfaces and prevailing contamination/ conditions, e.g. <ul style="list-style-type: none"> <input type="checkbox"/> Type of shoe; <input type="checkbox"/> Fit; <input type="checkbox"/> Sole material; <input type="checkbox"/> Contamination of shoes; <input type="checkbox"/> Sole pattern; <input type="checkbox"/> Maintenance /renewal; and <input type="checkbox"/> Wear. 	Select suitable shoes for the floor, the environment and the individual

Slips - Does the occupier have these contributory factors?	Summary of preventive measures for slip risk control
HUMAN FACTORS	
<p>The nature of the task, e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The need to carry, lift, push, lower or pull loads; <input type="checkbox"/> The need to turn, to move quickly or take long strides; <input type="checkbox"/> Distractions; and <input type="checkbox"/> Having no hands free to hold on/break a fall. <input type="checkbox"/> Potential for creating obstructions in walkways 	<p>Analyse tasks and process flows to see they do not compromise the ability to walk safely in any remaining slip or trip risk areas</p>
<p>Consider vulnerable individuals, e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poor knowledge of risks and measures; <input type="checkbox"/> Poor health and agility; <input type="checkbox"/> Poor eyesight; and <input type="checkbox"/> Fatigue. 	<p>Only allocate tasks in slip risk areas to those competent to follow slip precautions</p>
<p>Unsafe actions of people, e.g. from lack of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awareness of risk; <input type="checkbox"/> Knowledge of how slips occur; <input type="checkbox"/> Information and training; and <input type="checkbox"/> Attention and care. <input type="checkbox"/> Good language skills 	<p>Train, inform and supervise employees Set procedures for visitors. - both for your site and for your employees visiting elsewhere.</p>
<p>Organisational issues, e.g. Unsupportive safety culture; lack of leadership; poor workforce involvement</p>	<p>For remedial approaches, refer to section 1 of this pack – Management of slips and trips</p>

Note 1: Potential purchasers of floors need to exercise care in **interpreting manufacturers’ test data** on the slipperiness properties of floors. There are two practical measures of slip resistance: surface roughness of the flooring material and the coefficient of friction (CoF) between shoe and floor. Some CoF test methods can give misleading results. HSE favours pendulum-type tests which are designed to imitate the pedestrian/ heel impact, for site-based testing, and the DIN ramp test for laboratory-based testing. These methods give realistic CoF readings in wet and dry conditions. On the other hand, sled-type CoF tests, such as the Tortus, have been discredited by HSE as they can give misleading results in the wet.

To check that the original specification has been met, a newly installed floor should be checked immediately after installation and then at intervals thereafter. Section 8 contains references to guidance for duty holders on procuring a new floor.

See '[Assessing the slip resistance of flooring](#) – a technical information sheet' – slips and trips 1 (rev1) - on the HSE web site.

4. LEGAL REQUIREMENTS

4.1 General

Employers and employees have general duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

4.2 Specific legal requirements

There are specific requirements in regulations, particularly the Workplace (Health, Safety and Welfare) Regs. 1992 (WPR), which relate to the control of slips and trips risks. A summary of these with reference to available template improvement notices is given in Table 2:

Table 2 - Summary of legal requirements on slips and trips

Issue	Legal requirement	Template notice no. (see table 5)	Further information/ advice
Risk management	General requirement to manage health and safety risks, as applied to slips and trips	9	
Risk assessment	General requirement for a suitable and sufficient risk assessment of health and safety risks, as applied to slips and trips	1	
Design of floors	The CDM 2007 Regulations include responsibilities for designers to consider end-user health and safety and compliance with the Workplace Regulations		ACOP Managing Health and Safety in Construction
Floors should not be slippery	With respect to its construction, the floor shall be suitable for its intended use and shall not be slippery so as to expose any person to a risk to their safety. (Reg. 12(2) WPR).	8	Absolute requirement
Condition of floor surface	The floor shall have no holes, or slope, or be uneven so as to expose a person to a risk to their safety. (Reg. 12(2) WPR).	6	Absolute requirement
Maintenance of floors	The workplace.....shall be maintained.....in good repair (Reg. 5 WPR)		
Drainage	The floor shall have effective means of drainage where necessary (Reg. 12(2)(b) WPR).	3	
Prevent contamination	So far as is reasonably practicable, the floor shall be kept free from any substance which may cause a person to slip (Reg. 12(3) WPR). Regs. 5 and 12 of the Provision and Use of Work Equipment Regulations 1998 (PUWER) – work equipment shall be maintained in good repair and measures taken to prevent, or control, substances falling or being ejected from equipment or from being discharged, that are likely to cause a slipping hazard.	2, 4, 11	Paragraph 94 of the Approved Code of Practice WPR indicates that where leaks are from processes or plant, control should be by plant enclosure where possible.
Cleaning floors	Reg. 9(1) WPR requires the floor should be kept sufficiently clean, and Reg.12(3) WPR as above	2, 10	Paragraph 95 of the Approved Code of Practice WPR indicates where spillage does occur immediate steps to treat it should be taken.
Outdoor working	Every workstation outdoors should be arranged to ensure that any person at the workstation is not likely to slip (Reg. 11 WPR).		

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Issue	Legal requirement	Template notice no. (see table 5)	Further information/ advice
Stairs	For stairs 'suitable and sufficient handrails and if appropriate, guard rails shall be provided' (Reg. 12(5) WPR).		
Obstructed walk-ways	So far as is reasonably practicable every floor shall be kept free of obstructions and from any article..... which may cause a person to.... trip (Reg. 12(3) WPR).	7	
Accumulated waste	Waste materials shall not be allowed to accumulate in a workplace, so far as is reasonably practicable, except in suitable receptacles (Reg. 9 WPR).		
Footwear	Regs. 4(1) and 6(1) PPE at Work Regs. Suitable footwear to be provided	5	

5. ENFORCEMENT OF SLIPS AND TRIPS - OVERVIEW

Inspectors should take action on slips and trips where a significant risk of injury to persons as a result of a slip or trip could be present. To determine whether there is significant risk consider the evidence – see section 2 Gathering the Evidence - for further support.

In nearly all cases the benchmark used in the EMM will be nil or negligible. The fact that people may fall for reasons not connected with the floor/housekeeping (e.g. fall over their own feet or through illness) should not suggest other points on the benchmark range. If spillages and tripping hazards are properly controlled and floors have appropriate slip resistance, the risk of falling should not be significantly higher than in the normal environment. This will be an even, uncontaminated floor without obstructions, comprising suitable flooring, or where footwear is used as an effective control.

Issue of a Prohibition Notice (PN) will generally be appropriate where there are added consequences of falling. For example; workforce carrying hazardous materials (e.g. chemicals or very hot liquids). In other cases the need for immediate action will usually be less and the appropriate action can be guided by the main body of the EMM.

Several enforcement case studies, including investigation reports and Notices are posted on the slips and trips pages of the HSE Intranet and LA Extranet sites.

6. ENFORCEMENT

6.1 Immediate action

Issue of a **Prohibition Notice** will generally be appropriate where there are added consequences of falling, for example: workforce carrying hazardous materials (e.g. chemicals, very hot liquids). In other cases the need for immediate action will usually be less and the appropriate action can be guided by the main body of the EMM.

Immediate action should also be taken where the actual risk of slipping/tripping is high so that the risk of serious personal injury becomes **Possible** – examples would include:

- ice build-up on steps with no grit used or clearing being done;
- smooth glazed ceramic tiles or polished stone/terrazzo floors that are wet/contaminated and heavily used with evidence of people slipping (e.g. at building entrance or on a swimming pool surround); and
- smooth vinyl floors used by elderly/ frail persons, where the floors are likely to become wet.

Here the action would range from getting management to clean up the area immediately – to closure of the route until temporary measures are taken (e.g. non-slip matting placed over slippery surface). The closure of a site until a floor is replaced is very unlikely to be an appropriate matter for a PN as other temporary solutions can control the risk, until more permanent measures are taken.

6.2 Establishing the initial enforcement expectation (IEE)

Risk Gap

EMM Table 2.1 (single and low casualties) will normally apply. In nearly all cases the **Benchmark** will be Nil or Negligible – do not let the fact that people may fall for reasons not connected with the floor/housekeeping (e.g. fall over their own feet, illness) suggest other points on the benchmark range, i.e. if spillages and tripping hazards are properly controlled and floors have appropriate slip resistance, the risk of falling should not be higher than in the normal environment.

The Measure of Actual Risk should be based on the likelihood of actually slipping/tripping coupled with the consequence, e.g. sustaining a broken wrist/ arm etc. The risk of incurring a

RIDDOR-defined major injury on falling will be credible in many workplace environments, i.e. the consequence would be a serious personal injury.

The actual risk of serious personal injury is likely to be Remote or Possible depending on the chance of a fall occurring – Probable risk of serious injury is unlikely unless there are added consequences of a person falling (e.g. carrying dangerous chemicals). This suggests inspectors should get either an Extreme or Substantial Risk Gap in these situations. Table 3 summarises this argument.

Table 3 - Determining the risk gap for slips and trips

Benchmark	Actual risk	Risk gap
Nil/ negligible	Probable risk of serious personal injury in exceptional cases	Extreme
	Possible risk of serious personal injury on falling	Extreme
	Remote risk of serious personal injury on falling	Substantial

Exposure to significant slip / trip hazards – derivation of the risk gap

Table 4 considers some significant slip/ trip hazards and in each case provides advice on establishing the risk gap and references to applicable template notices. The hazards are:

- a) floor contamination in buildings;
- b) obstructions and uneven or damaged floors;
- c) slippery flooring; and
- d) unsuitable footwear.

In table 4 ‘main risk factors’ details the factors which would be expected to result in a substantial or extreme risk gap. When considering frequency and period of non-compliance the Inspector will use their judgement based on the conditions found at the premises.

The benchmark (where the duty holder should be) should be taken as a nil/neg risk of serious personal injury. This will be an even, uncontaminated floor, suitably constructed, without obstructions, or where footwear is an effective control. If any **one** of the four hazards considered here is not effectively dealt with, i.e. the relevant risk factors are present, then the duty-holder moves away from the nil/neg. likelihood to an actual risk of remote/possible serious personal injury, and action should be taken. If the risk factors are present for more than one of the hazards then this should be taken into account when deciding the level of intervention required.

Table 4 - Establishing the risk gap for significant slip and trips hazards

Hazard	Key regulations	Main risk factors leading to a risk gap of substantial or extreme	Template Notices
a) Floor inside building wet or contaminated with substances: becomes slippery	Reg. 12(3) WPR WPR ACOP paras 94, 95, 96 MHSW Regs. 3 and 5	(i) Significant contamination of floor surface frequently occurs e.g. from a production line or process, water from rain wet footwear; and (ii) Contamination occurs in an area which is frequented by people; and (iii) Procedures are non-existent/ineffective at controlling contamination e.g. measures not taken to prevent contamination reaching the floor, sufficient matting not provided at an entranceway, pedestrians not prevented from walking on floors wet from cleaning process, or spillages allowed to accumulate on walking surfaces; and (iv) Suitable slip-resistant footwear is not worn by pedestrians.	2. Effective cleaning regime 4. Absorption of spillages 9. Management of slips 10. Safe cleaning of floors 11. Restricting spillages
b) Obstructions and uneven floors	Regs. 9(3), 12(2)(a) and 12(3) WPR ACOP paras 90, 91, 97	(i) Poor housekeeping – the obstruction frequently reoccurs e.g. is part of a weekly delivery or obstructions, e.g. trailing cables, are commonplace within the workplace; or (ii) Uneven or damaged floor surface, where the floor has been in that condition for a prolonged period; and (iii) The floor surface/ obstruction is in a frequently used area; and (iv) Procedures are non-existent/ ineffective at controlling trip hazards e.g. no maintenance regime/ lack of temporary measures until the area can be made good.	6. Suitable floor condition 7. Floor free from obstructions
c) Slippery flooring	Regs. 12(1),12(2) WPR ACOP para 93, 98	(i) Flooring has insufficient friction, is regularly and frequently contaminated, and measures for controlling contamination are ineffective e.g. on a care of the elderly hospital ward, around a swimming pool, on outdoor public access routes.	3. Effective drainage 8. Suitable flooring surface

Hazard	Key regulations	Main risk factors leading to a risk gap of substantial or extreme	Template Notices
d) Unsuitable footwear	PPE at Work Regs. 4(1) and 6(1) WPR ACOP guidance para 103	(i) Floor is frequently contaminated; and (ii) A significant slip risk remains once other control measures have been implemented.	5. Provision of slip-resistant footwear

Standards

Regs. 12(1) and 12 (2) of The Workplace (Health, Safety and Welfare) Regulations 1992 require that floors and access routes are in good condition and not slippery. Care needs to be taken in not taking this to extremes, but because this is a **Defined** standard any floor clearly and significantly defective (i.e. large holes, loose and rocking paving slab, extremely slippery, e.g. ice, oil/food on steel or smooth tiles) , should be considered as contravening a **Defined** standard in the EMM initial enforcement expectation (IEE). Where the risk gap is extreme or substantial (or moderate) and the standard is defined, this leads to an **IEE of an Improvement Notice** (EMM table 5.1).

The standards for the prevention of obstructions and substances on floors (reg. 12(3) refers) are described in HSE guidance, e.g. the STEP e-learning tool and cleaning information sheet, S and T 2. Such guidance and the majority of sector guidance is **Established**. This also leads to an IEE of an Improvement Notice where the risk gap is extreme or substantial.

OC 207/3 provides advice to inspectors on the application of regulations 12(1), (2) and (3) of the Workplace (Health, Safety and Welfare) Regulations 1992 to the prevention of slips incidents, particularly through the installation of slip-resistant floor finishes. This OC reports a decided case - *Ellis v Bristol City Council* in the Court of Appeal - which considered the standard required of employers in relation to the condition of floors and traffic routes under Regulation 12.

The details of actual levels of surface roughness, coefficients of friction for floors and outputs from the slips assessment tool should be considered as **Interpretative** when deciding the IEE.

6.3 Outputs – factors varying the initial enforcement expectation (IEE)

No guidance is given here on factors which may vary the initial enforcement expectation – duty holder factors and strategic factors. The normal EMM considerations and evidential factors should be used in deciding what output is appropriate.

7. TEMPLATES FOR IMPROVEMENT NOTICES

Table 5 provides sample text for a number of template notices covering a wide range of slips/trips breaches.

Issues covered by the templates

- 1 Assessment of slips and trips risks;
- 2 Effective cleaning regime to deal with spillages of substances which may cause a person to slip;
- 3 Effective drainage of floor;
- 4 Floor: prevent spilt substances from causing slips;
- 5 Provision of slip-resistant footwear to employees;
- 6 Trips: floor condition to be suitable;
- 7 Trips: floor free from obstructions;
- 8 Slips: suitable flooring surface;
- 9 Management of slips and trips risks;
- 10 Safe floor cleaning regime to prevent slips; and
11. Floor: prevent [food] spillages from machinery from contaminating floor

Table 5 - Template For Improvement Notices

1. Assessment of Slip/trip risks	The reasons for the said opinion	Schedule
<p>...you are contravening...the following statutory provisions: Health and Safety at Work etc Act 1974 sections 2 and 3 [amend as appropriate], Management of Health and Safety at Work Regulations 1999 regulation 3</p>	<p>that a suitable and sufficient assessment of the risks to the health and safety of people from slipping or tripping in location XX has not been made to enable you to identify the measures that you need to take to ensure their health and safety so far as is reasonably practicable.</p>	<p>Compliance with this Notice may be achieved by completing EITHER items 1, a,b,c,d and e, OR item 2</p> <p>1. Assess the risk of injury to people in location XX from slips and trips. The assessment should;</p> <p>a) Identify who is at risk – consider all people (e.g. Your employees, contractors, maintenance and cleaning staff, managers and seasonal employees)</p> <p>b) Identify any people who may be particularly vulnerable (e.g. Young/inexperienced people, contractors who may be unfamiliar with your premises and any risks posed by your premises and activities).</p> <p>c) Identify how people are at risk – look at all work done or likely to be done, in the future. Look at how the work is actually done, not how you think it is going to be done. Use previous incidents/near misses as well as the law, Approved Codes of Practice, and other guidance to help your identification process. See covering letter for details of relevant publications.</p> <p>d) Identify the measures that you need to take to manage the risk.</p> <p>e) Draw up a plan for monitoring and reviewing these measures</p> <p>[Optional text for covering letter (not part of the schedule) - The assessment should include the following matters [examples are illustrative]:</p> <p>Design of work processes in order to prevent or control spillages on to floors; suitability of floor surfaces; suitable housekeeping and cleaning regimes; information and training needs for existing employees and for new employees during induction.]</p> <p>OR</p> <p>2 Any other equally effective means to remedy the breach.</p>

2. Effective cleaning regime to deal with spillages of substances which may cause a person to slip	The reasons for the said opinion	Schedule
<p>The Workplace (Health Safety and Welfare) Regulations 1992 Regulation 12(3) Section 2(1) of the Health and Safety at Work etc. Act 1974</p>	<p>You have failed to ensure so far as is reasonable practicable that the floor of the [department] is kept free from substances, [e.g. flour and oil], that might cause a person to slip and fall.</p>	<p>Compliance with this Notice may be achieved by either 1 AND 2, OR 3:</p> <ol style="list-style-type: none"> 1. Adequately clean the floor of the [department] so as to remove substances, namely [flour and oil], which might cause a person to slip and fall. <p>AND</p> <ol style="list-style-type: none"> 2. Introduce a procedure to ensure that spillages on to the floor of the [department] [such as flour and oil], which are likely to cause persons to slip are minimised and are detected promptly and cleaned-up effectively. <p>Or:</p> <ol style="list-style-type: none"> 3. Any other equally effective means to remedy the breach.
3. Effective drainage	The reasons for the said opinion	Schedule
<p>The Workplace (Health Safety and Welfare) Regulations 1992 Regulations 12(1) and 12(2) Section 2(1) of the Health and Safety at Work etc. Act 1974</p>	<p>You have failed to ensure that the floor of the [XXX department] is provided with any effective means of drainage to remove [water] which collects there, and which may cause persons to slip and fall.</p>	<p>No Schedule given [Optional text for covering letter (not part of the schedule) - Remedial measures could include the provision of duckboards, mats or grids, use of ribbed or profiled surfaces or the installation of slightly sloping floors provided with suitably-protected drains or channels. See para 98 of the Approved Code of Practice for the Workplace (Health, Safety and Welfare) Regulations 1992]</p>
4. Floor: Prevent spilt substances from causing slips	The reasons for the said opinion	Schedule

<p>Regulation 12(3) of the Workplace (Health, Safety and Welfare) Regulations 1992 Section 2(1) (and 3(1) if applicable) of the Health and Safety at Work etc. Act 1974</p>	<p>[Water released from wet footwear and clothing] is accumulating on the [polished wooden] floor surfaces [of the foyer] to which staff [and visitors] have access and are at risk of slipping, falling and sustaining injury.</p>	<p>Compliance with this Notice may be achieved by either 1 AND 2, OR 3:</p> <p>Either:</p> <ol style="list-style-type: none"> 1. Provide suitably-sized entrance matting to collect the water so that the surrounding floor surfaces remain dry. Implement a system to monitor and replace mats to ensure that they do not become saturated and act as a source of wet contamination for surrounding dry areas. 2. Ensure that mats do not present a trip hazard. <p>Or:</p> <ol style="list-style-type: none"> 3. Any other equally effective means to remedy the breach
<p>5. Provision of slip-resistant footwear</p>	<p>The reasons for the said opinion</p>	<p style="text-align: center;">Schedule</p>
<p>Regulations 4(1) and 6(1) of the Personal Protective Equipment at Work Regulations 1992 Section 2(1) of the Health and Safety at Work etc. Act 1974</p>	<p>Footwear worn by employees working in the [food production] area is not suitable for reducing the risk of injury from slips and falls to the lowest level reasonably practicable</p>	<p>Compliance with this Notice may be achieved by:</p> <p>Either:</p> <ol style="list-style-type: none"> a) Carry out an assessment to identify footwear suitable for use within the [food production] area; and b) With reference to the findings of the assessment, provide relevant staff with footwear having soles of sufficient slip resistance for the type of floor and floor contamination in the [food production] area; <p>Or: Any other equally effective means to remedy the breach.</p>
<p>6. Trips: suitable floor condition</p>	<p>The reasons for the said opinion</p>	<p style="text-align: center;">Schedule</p>

<p>Regulations 12(1) and 12(2) of the Workplace (Health Safety and Welfare) Regulations 1992 Section 2(1) (and 3(1) if applicable) of the Health and Safety at Work etc. Act 1974</p>	<p>The floor around the [main door sill] is broken and loose and there are holes in the flooring in the [department] which could cause [staff and visitors] to trip and sustain injury.</p>	<p>Compliance with this Notice may be achieved by:</p> <p>Either: The floor around the [main door sill] should be repaired leaving the floor even and free from holes so that it does not present a trip hazard. The fact that [roll cages being delivered] have probably damaged this area should be considered when deciding on the materials used to carry out this repair. The holes in the floor in the [department] should be repaired leaving the surface even and free from trip hazards.</p> <p>Or: Any other equally effective means to remedy the breach</p>
<p>7. Trips: floor free from obstructions</p>	<p>The reasons for the said opinion</p>	<p style="text-align: center;">Schedule</p>
<p>Section 2(1) of the Health and Safety at Work etc. Act 1974 Regulation 12(3) of the Workplace (Health Safety and Welfare) Regulations 1992</p>	<p>The floor and traffic routes [including the staircase] in the workplace are not, as far as is reasonably practicable, free from obstructions and from articles which may cause a person to trip or fall</p>	<p>Compliance with this Notice may be achieved by:</p> <p>Either: Introduce a safe system of work to ensure that the floors in access routes are free from any articles that may cause a person to trip, e.g. by marking areas and keeping them clear of obstructions and controlling deliveries or production to keep stock at safe levels. Ensure pedestrian traffic routes are of sufficient width. Introduce a monitoring system to ensure that any dropped or misplaced items in these routes are promptly identified and cleared.</p> <p>Or: Use any other equally effective means to remedy the breach</p>
<p>8. Slips: suitable flooring surface</p>	<p>The reasons for the said opinion</p>	<p style="text-align: center;">Schedule</p>
<p>Regulations 12(1) and 12(2)(a) of the Workplace (Health, Safety and Welfare) Regulations 1992 Sections 2(1) and 3(1) of the Health and Safety at Work etc. Act 1974</p>	<p>The flooring surface within [ward X and attached shower room], both used for the care of the elderly, presents a risk to the health and safety of [employees and frail elderly patients]. Specifically, the flooring surface, when contaminated with [liquids, including water and biological contamination], presents a high risk of falls arising</p>	<p>Compliance with this Notice may be achieved by either:</p> <ol style="list-style-type: none"> 1. Modifying or replacing the flooring where the wet contamination from all sources cannot be prevented. This modification or replacement should be suitable for [employees and frail elderly patients]. The flooring surface should be of sufficient surface roughness and coefficient of friction to provide adequate slip resistance when contaminated. <p>When selecting a modification or replacement floor surface you should take into account the following (which do not form part of the Schedule and are included for guidance only):</p> <ul style="list-style-type: none"> • Who will use the floor and how often;

	<p>ing from slipping.</p>	<ul style="list-style-type: none"> • Demands made on the floor surface; • The properties of the surface itself; • How it will be cleaned and how often; • Maintenance. <p>Or: 2. Any other equally effective means to remedy the breach.</p>
<p>9. Management of slips and trips risks</p>	<p>The reasons for the said opinion</p>	<p style="text-align: center;">Schedule</p>
<p>Health & Safety at Work etc. Act 1974, Section 2(1), Management of Health and Safety at Work Regulations 1999 Reg 5</p>	<p>You have failed to make and put into practice arrangements for the effective management of slips/trips risks because people are still at risk of injury from [specify circumstances, location, as required]</p>	<p>You should take the following steps to comply with this Notice: Taking into account the measures identified as a result of any assessment of slips and trips risks to people at the location overleaf, and having regard to the nature of your activities, you should:</p> <p>a) Review your health and safety arrangements to identify why your management system is failing to be effective; b) Using the information you have identified in (a) above, develop improved arrangements and record them.</p> <p>[Optional text for covering letter (not part of the schedule) - It would be useful to include reference to [examples are illustrative]:</p> <p>The maintenance arrangements you will put in place to ensure that all floors do not present a trip hazard; Your plans to ensure pedestrian safety in areas subject to weather-related conditions; How you will ensure that spillages on to floors are cleaned up promptly and efficiently; How you intend to communicate new procedures to your employees, including details of any training you intend to carry out.</p> <p>c) Prepare an action plan, which includes responsibilities for actions and timescales, for implementing the new arrangements; and d) Put the action plan into effect.]</p> <p>OR</p> <p>Any other equally effective means to remedy the breach</p> <p>The following does not form part of the Schedule and is provided for guidance only:</p>

		As part of your review you should refer to the Approved Code of Practice (ACoP) for Regulation 5 of the Management of Health and Safety at Work Regulations 1999. Further information can be found in the guidance to this Regulation as well as the rest of the Regulations, associated ACoP & guidance, and HSE's 'Successful health and safety management' (HSG65, edition, 1997, HSE Books, ISBN 0 7176 1276 7)
10. Unsafe cleaning operation	The reasons for the said opinion	Schedule
Health and Safety at Work (etc.) Act 1974 Sec 2(1) Management of Health and Safety at Work Regs 1999, Regs. 3 and 5 Workplace Health, Safety and Welfare Regs 1992, Reg 12(3)	There is a risk of your employees slipping and falling in area XXX because you have failed to ensure in so far as is reasonably practicable that they are prevented from accessing floors, at times during and after cleaning, while the floor is still wet and unduly slippery.	Compliance with this Notice may be achieved by completing: EITHER items 1, 2 and 3, OR Item 4. 1. Make the arrangements in (2) and (3) below for preventing the risk of slipping accidents on the floors in area XXX, so far as is reasonably practicable, during and after cleaning. 2. Introduce: <ul style="list-style-type: none"> • suitable cleaning regimes (such as timing the cleaning to be undertaken at times when there is the least number of pedestrians in the area); • safe systems of work to ensure the slip risk is controlled, such as a cleaning method that leaves the floor dry; preventing pedestrian access to the areas being cleaned; or providing alternative routes for pedestrians. 3. Set up a system for checking compliance with your safe systems of work for cleaning floors. The system should include reference to: <ul style="list-style-type: none"> • Which named individual(s) is/are responsible for monitoring compliance; • How (including how often) they should monitor compliance; • What they should do if non-compliance is found. OR... 4. Any other equally effective means to remedy the breach
11. Preventing [food] spillages from machinery from contaminating floor	The reasons for the said opinion	Schedule

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<p>Health and Safety at Work (etc.) Act 1974 Section 2(1)</p> <p>Workplace Health, Safety and Welfare Regs 1992, Reg 12(3)</p>	<p>Food spillages from machines and conveyors in the pastry preparation area are causing the floor to become slippery. There is a risk of staff slipping, falling and sustaining injuries.</p>	<p>Compliance with the Notice may be achieved by either 1 AND 2, OR 3</p> <ol style="list-style-type: none"> 1. Provide drip trays under machines and conveyors in the pastry preparation area where there is the potential for spillages of foodstuffs onto the floor; and 2. Introduce a procedure to ensure that any spillages which do fall onto the floor of this area, and which could present a slip hazard to pedestrians, are detected promptly and cleaned-up effectively. 3. Any other equally effective means to remedy the breach
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8. REFERENCES TO GUIDANCE AND INFORMATION SOURCES

Legislation and accompanying HSE guidance

[Workplace Health and Safety and Welfare - Regulations, ACOP and guidance L24](#)

Management of Health and safety at work - ACOP and guidance L21

[Further information on Managing Health & Safety](#)

[Five steps to risk assessment HSE booklet INDG163 \(rev\)](#)

[Personal Protective Equipment at Work Regulations 1992 - guidance L25](#)

Tools

GRIP tool

[STEP e-learning package](#)

[SAT - Slips assessment tool \(opens in a new browser window\)](#)

OC 207/2 and LAC 77/1 Revised slips assessment tool for use by HSE and local authority field staff and by duty holders

General

[Slips and trips campaign materials \(historical\)](#) on HSE web site

[Preventing slips and trips at work HSE free leaflet INDG225 \(rev 1\)](#)

[Slips and Trips: The Importance of floor cleaning \[PDF 60kb\]](#) Slips and trips 2

[Slips and trips mapping tool](#)

Sector specific

Slips and trips: Summary guidance for the food industry Food Information Sheet 6

A [Recipe for Safety](#) (revised 2005)

[Stop Slips in Kitchens information pack](#)

[Preventing slips and trips in kitchens and food service - Catering Information sheet 6 \(rev\)](#)

[Slips and trips in the health services - Health Services Information Sheet 2](#)

[NHS Flooring Standards document HTM61](#)

[Scottish Health Technical Memorandum 61- Flooring](#)

[Preventing slip and trip incidents in the education sector - Education information sheet 2 \(rev 1\)](#)

[Floor Finishes in Schools](#) 2007 – DfES SSLD 2

Footwear and flooring (general)

HSE web guidance [Procuring slip-resistant footwear for use at work](#)

[Assessing the slip resistance of flooring](#) – a technical information sheet Slips and Trips 1 (rev 1)

Requirements for slip-resistant floor finishes under the Workplace (Health, Safety and Welfare) Regulations 1992 - OC 207/3

[CIRIA C 652 - Safer surfaces to walk on – Reducing the risk of slipping \[this file is very large and may take a while to download PDF 21MB\]](#)

CIRIA C 652 - Key issues from the update for stakeholders - [Supplement to C652 April 2010](#)

The measurement of floor surface slips resistance: guidelines recommended by the UK Slip Resistance Group, Issue 3, 2005. Available from the Secretary at enquiries@ukslipresistance.org.uk

Internal floor finishes: specifiers' handbooks for inclusive design – Centre for Accessible Environments 2006

Appendix 1

INSPECTION CHECKLIST FOR THE EFFECTIVE MANAGEMENT OF SLIPS AND TRIPS

Overview of Issues

To successfully tackle slips and trips risks through the implementation of a good safety management system, employers will need to include the factors listed here (where applicable). The degree of formality of the arrangements will depend on the size and nature of the undertaking.

Plan

Responsibility, Authority, Accountability

- management commitment to reduce slips, trips and falls accidents
- slips and trips included in risk assessments
- clear responsibility for factors in work areas which could increase risk
- effective management of cleaning contractors
- accepting accountability for the above factors

Suitable Policies and Procedures

- for training of staff on slips/ trips issues
- for speedily reporting and dealing with spillages, leaks, blown light bulbs
- for maintenance and repair of floors and leaking plant
- for effective cleaning and good housekeeping
- for the selection and issue of slip-resistant footwear (where applicable)
- for collecting data on incidents, including near misses
- for investigating incidents and determining root causes

Physical Design Features

- floors, steps and stairs – condition; friction; suitability when contaminated; suitability for amount of traffic
- outdoor walking surfaces – suitability and arrangements when contaminated by rain, snow, ice.
- slopes - steepness; suitability when contaminated, changes in slopes
- artificial lighting - location: dark zones, uniformity of illumination
- facilities for waste storage
- marking of access routes
- facilities for storage off access areas and walkways
- design for easy cleaning – drainage
- design of plant and processes to minimise spillages and leaks

Do

Direct Risks – observe frequency of:

- contamination
- unattended spillages; poorly cleaned floors
- unreported/uncorrected defective walkways
- accumulated stock/product/waste on floors

Safety Attitudes

- managers and supervisors are aware of HSE (and other) guidance and put it into practice
- managers do not walk past hazards without taking corrective action
- workforce commitment to reduce slips, trips and falls accidents
- staff attitudes to taking extra care with respect to improving own safety and improving the safety of others
- staff in wet areas are supplied with slip-resistant footwear as PPE
- willingness of staff to abide by rules on slip-resistant footwear at all times
- willingness of staff to report any unsafe conditions, unplanned events etc.

Task-related Factors

- jobs planned to avoid carrying
- extent of lifting/pushing/turning/twisting/long strides
- extent that job requires movement around workplace

Observable Behaviours

- coping with inevitable job-related floor contamination
- immediate cleaning-up of spillages?
- for outdoor areas, procedures are followed during bad weather, e.g. gritting, removal of wet leaves
- good housekeeping standards?
- no rushing around?
- correct footwear worn?
- signing off completed maintenance work only after floors cleaned and dried

Check

Supervisors

- ensure that cleaners are aware of procedures and can read and understand them.
- regular supervision of floor cleaning ensures that it is carried out in a safe manner
- ensuring that spillages are cleaned up straight away
- correcting any poor behaviour (e.g. rushing around)
- ensuring correct footwear is always worn

Managers

- slips and trips are a standing item at management and staff meetings – accidents and near misses are discussed.
- safety inspections/audits address slip/trip risks
- slips and trips accident reports aim to identify root causes.
- statistics are available to show numbers and trends of slips/trips accidents and near misses.
- mechanism in place for feedback to senior managers / board on performance on slip and trip risk control

Act/ review

Slips and Trips Topic Inspection Pack

- positive supervisor/management response to being informed of unsafe conditions, behaviour etc.
- feedback from accidents, near misses, investigations etc. used by management for continuous improvement
- ensure actions are carried out from inspections and audits and that they are effective
- managers take poor performance seriously and instigate remedial action
- areas shown to be 'high risk' are subject to a further risk assessment and implementation of any additional controls needed
- provision of information to workforce on slip, trip incidents & lessons learnt

Appendix 2

Managing for Health and Safety - The Health Sector

Why Health Sector?

Latest statistics indicate that slips and trips remain a main cause of serious injuries in the healthcare sector, accounting for 27% of all reported injuries to health sector employees in 2009/ 10.

A 2009 Board Paper committed HSE to producing improved guidance for inspectors on making practical effective interventions on slips and trips in the health care sector.

How this guidance will help you

- To make a judgement when assessing how well an organisation in the health sector is managing slip and trip risks and to use this as a benchmark for assessing management of health and safety generally. (Particularly NHS Trusts)
- To align your approach with the 'Plan-Do-Check-Act' structure in the Managing for H&S Regulators Guidance and HSG 65
- To understand what good management of slips and trips looks like when being done well and being done poorly

What the guidance doesn't cover

- Excludes social out patient care
- Not written for other related scenarios (e.g. mental health settings)

However there's no reason why some of the principles listed here, couldn't be considered.

Relevant Legislation

- Health and Safety at Work Act 1974, Section 2 (1) regarding risks to employees
- Health and Safety at Work Act 1974, Section 3 regarding risks to patients and visitors
- Management of Health and Safety at Work Regulations 1999, Regulations 3, 4 and 5
- Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 12

LEADERSHIP & MANAGEMENT

Priority Issues to Consider
<ul style="list-style-type: none"> • Evidence 'slip and trip' risks are being managed in overall health and safety management systems • Individuals at all management levels are clear of the policies, management arrangements and their responsibilities

Plan

When done well	When done poorly
<ul style="list-style-type: none"> • Clear management commitment to reduce slip and trips in the organisation which is incorporated in the wider management practices • Evidence that there is a coherent organisation-wide approach to managing slips and trips, including up to date spillage and cleaning policies • Slips and trips are featured in relevant risk assessments • Slips and trips are considered as part of management of cleaning contracts • Staff who can influence slip and trip accident management are aware of their responsibilities and actions • Evidence that slips and trips are included in relevant training programmes • Evidence that slip and trip policies are considered alongside policies on infection control • Evidence-based prioritisation of risk areas 	<ul style="list-style-type: none"> • Approach to slips and trips is purely reactive • No evidence of effort to coordinate management of slips or trips • Incomplete or missing documentation relating to slip and trip management • Not clear who is picking up slip and trip issues • No evidence of communication about slips and trips
Where to find evidence and whom to talk to	
<ul style="list-style-type: none"> • Discussions with *senior managers • Discussions with *estates/facilities managers • Discussions with *ward managers • Discussions with worker representatives could be union reps, safety reps. staff reps etc • Health and safety documentation • Health and safety committee meeting minutes 	

**depending on the type of care being provided, management responsibilities may be delegated differently in some disciplines (e.g. cancer care, treatment areas, general wards)*

Check

When done well	When done poorly
<ul style="list-style-type: none"> • Sensible performance measures in place regarding slips and trips including leading indicators, e.g. all training records are up to date. • Effective monitoring of cleaning practices in place • Discussions about slip and trip management part of cleaning contract reviewing process. • Appropriate accident investigation takes place • Slips and trips looked at as part of any formal review of health & safety • Incident or near miss data used proactively to identify hotspots • Staff feedback mechanisms in place about managing slip and trip safety 	<ul style="list-style-type: none"> • Any monitoring that takes place is reactive and looks only at accidents • Investigations lack depth and fail to identify any underlying causes • Little or no monitoring of cleaning practices • Little or no relationship between cleaning and nursing staff
Where to find evidence and whom to talk to	
<ul style="list-style-type: none"> • Discussions with health and safety managers • Discussions with worker representatives could be union reps, safety reps. staff reps etc • Health and safety management documents and meeting minutes • Health and safety committee meeting minutes • Accident investigations 	

Act

When done well	When done poorly
<ul style="list-style-type: none"> • Lessons learnt & implemented from incident investigations • Management aim to continuously improve • Management communicate improvements to staff. • Remedial action promptly completed after any problems identified, e.g. action targeted at any high risk areas • Management reward and share good practice across other wards and departments • Staff involvement in solutions to problems 	<ul style="list-style-type: none"> • No evidence of meaningful action after problems come to light • Lack of communication with staff about improvements or performance • Same problems/types of accidents recur
Where to find evidence and whom to talk to	
<ul style="list-style-type: none"> • Discussions with senior managers • Discussions with worker representatives could be union reps, safety reps. staff reps etc • Health and safety committee meeting minutes • Health and safety annual reports 	

- Records of management meetings
- Observations during walkabout

Further Support

[Managing for Health and Safety](#)

[Information Sheet Slips and Trips in the Health Service](#)

[Reducing Slips and Trips in the Health Service](#)

[STEP \(Slips and Trips E Learning package\)](#)

The following sections show what we want people to “DO” for each key area

CLEANING

Priority Issues to Consider

- Different methods of cleaning that are required for different flooring types and areas and impact of slip resistance
- Local management arrangements may impact on cleaning times and techniques (some wards have increased visitors compared to others and at different times)
- Large numbers of cleaners are usually employed and contracts can be many and varied.
- Cleaning methods can be adopted which don't compromise slip resistance or infection control.

Do

When done well	When done poorly
<ul style="list-style-type: none"> • Floors kept clean AND dry • Action taken to ensure that procedures are in place to deal with significant increase in risks during wet and wintry weather • Management looks at issues beyond liq- 	<ul style="list-style-type: none"> • Cleaned floors left wet • No evidence of a robust spillage reporting/cleaning regime • Evidence of long standing leaks that are being lived with rather than solved

<p>uid contamination, e.g. powders and tripping hazards</p> <ul style="list-style-type: none"> • Evidence of sensible approach to restricting access to contaminated areas • Evidence that pre-determined cleaning regimes are being adhered to in terms of frequency and thoroughness. • Evidence of a proportionate training scheme to ensure that staff are capable of maintaining desired level of performance 	
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Where to find evidence and whom to talk to

- Visual evidence during walkabout
- Information/signs around the ward about spillages and cleaning regimes
- Discussions with staff, particularly ward managers who often have the last word on cleaning practices
- Discussions with worker representatives could be union reps, safety reps. staff reps etc
- Health and safety committee meeting minutes
- Training documents

Further Support

[Preventing Slips and Trips in Kitchens](#)

[The Importance of Floor Cleaning](#)

Case Study; [Floor cleaning improves following Improvement Notice to NHS Trust](#)

FOOTWEAR

Priority Issues to Consider

- **Provision of footwear varies across disciplines e.g. possibly cleaners, clinical or catering staff**
- **Limited control of footwear for visitors and patients**
- **Advise Trusts to trial new footwear before large scale procurement**

Do

When done well	When done poorly
<ul style="list-style-type: none"> • Staff aware of, and complying with, requirements for wearing appropriate foot- 	<ul style="list-style-type: none"> • Staff complain of uncomfortable/inappropriate footwear

<ul style="list-style-type: none"> • wear, including policy on overshoes • Agreed approach in place on what footwear is appropriate for particular zones • Evidence that selection of PPE footwear is considered along with a sensible policy on replacement • Staff involved in footwear trials when purchasing new shoes for key areas of work (e.g. catering areas) 	<ul style="list-style-type: none"> • Evidence of a mismatch between footwear and the environment e.g. wet/contaminated areas • Evidence of unacceptable levels of wear and tear on shoes, particularly tread
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Where to find evidence and whom to talk to

- Visual evidence during walkabout
- Discussions with staff
- Discussions with worker representatives could be union reps, safety reps. staff reps etc
- Documents on procurement of footwear
- Health and safety committee meeting minutes

Further Support

[Procuring Slip Resistant Footwear for Use at Work](#)

FLOORING and BUILDING LAYOUT

Priority Issues to Consider

- **Organisations need to understand the purpose of the flooring (e.g. corridor or operating theatre), surface treatment type, frequency of use when installing and maintaining floors**
- **Perception in NHS that smooth floors are easier to clean and are better for infection control than slip resistant floors.**
- **Need to consider type of patients in area/ward as this may impact on flooring selection e.g. is impact absorbing flooring needed as patients more likely to fall, use of different colours to mark change in level or textures.**

Do

When done well	When done poorly
<ul style="list-style-type: none"> • Floors suitable for intended use. Foreseeably wet areas have safety floors. • The right cleaning methods are used for safety floors • Flooring and contamination considered during design of buildings. Evidence that thought has gone into access routes and the type of flooring to be installed. • Evidence of a sensible maintenance regime • Storage practices designed to keep access routes clear 	<ul style="list-style-type: none"> • Slips history highlights areas with unsuitable floors • No consistent approach to floor repairs • Obstructions encountered on through-routes • Evidence that problems with flooring not dealt with in a timely way or through lasting repairs • Suitable flooring not considered during design of buildings/premises
<p>Where to find evidence and who to talk to</p>	
<ul style="list-style-type: none"> • Visual evidence during walkabout • Discussions with staff • Discussions with maintenance managers/contractors • Documents relating to slips accidents, recent renovation/build projects and procurement of flooring 	

Further Support
<p>NHS Flooring Standards document HTM61</p> <p>Scottish Health Technical Memorandum 61- Flooring</p> <p>Case Study; Prosecution, Fine and Notice for Hospital - poorly maintained walkway</p>

Section 2

Templates for Improvement Notices

(See Chapter 6 of main Slips and Trips Topic Inspection Pack for enforcement guidance, EMM etc)

1. Management of slips and trips risks in healthcare	The reasons for the said opinion	Schedule
<p>...you are contravening...the following statutory provisions: Health and Safety at Work etc Act 1974 sections 2 and 3 [amend as appropriate], Management of Health and Safety at Work Regulations 1999 Regulations 3, 4 and 5</p>	<p>That you have failed to make and give effect to appropriate health and safety arrangements to manage the risks to employees and others from slips and trips.</p>	<p>To comply with this Notice you should</p> <ol style="list-style-type: none"> 1. Make a suitable and sufficient assessment of the risks from slips and trips to which employees are exposed whilst they are at work, and to which those not in your employment are exposed whilst on your premises. <p>The assessment should consider the following</p> <ol style="list-style-type: none"> A. Selection and design of processes, such as cleaning. Consider processes that are appropriate for the flooring type; leave the floor dry rather than wet; prevent access to wet areas during wet processes; provide alternative routes; avoid busy times B. Selection and design of flooring. Consider location; who will use the floor and how often; demands made on the floor surface; likely contamination; the properties of the surface itself; how it will be cleaned and how often; maintenance; other legal requirements. C. Selection and design of employee footwear. If you need to provide footwear to your employees as part of their personal protective equipment, choose that which is suitable for the type of floor and floor contamination. D. Management arrangements to ensure that the measures identified in the assessment are being carried out, how the significant findings of the assessment will be communicated to those affected and what the arrangements are for reviewing the assessment <ol style="list-style-type: none"> 2. Record the assessment.

		<p>3. Where you implement any preventative and protective measures, do so on the basis of the principles specified in Schedule 1 to the Management of Health and Safety at Work Regulations 1999, Regulation 4. (This can be found on page 40 of the Approved Code of Practice to the Regulations)</p> <p>4. Make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures, and record these arrangements.</p> <p>These arrangements should cover the following: a prioritised programme, with deadlines, for the design and implementation of the preventative and protective measures; a plan of adequate inspections and checks to ensure that necessary measures to control risks from slips and trips are in place and are effective; incident investigation procedure that will ensure remedial action is taken and lessons are learned; how results of monitoring will be analysed to identify trends or themes, and how this will be used to improve management of slips and trips risks; how these management arrangements will be reviewed.</p> <p>Or: Comply with this Notice using any other equally effective measures.</p>
<p>2. Contaminated floors in hospital shower room</p>	<p>The reasons for the said opinion</p>	<p>Schedule</p>
<p>...you are contravening...the following statutory provisions Health and Safety at Work etc. Act 1974, Sections 2(1) and 3(1); Workplace (Health, Safety and Welfare) Regulations 1992, Regulations 12(1) and 12(2)(a)</p>	<p>You are not ensuring that the floor in Ward X and the attached shower room, which is used by employees and others, including vulnerable people, is of a construction suitable for the purpose for which it is used, because the floor becomes very slippery when contaminated</p>	<p>To comply with this Notice you should:</p> <p>1. Modify or replace the flooring in Ward X and the attached shower room where the contamination from all sources cannot be prevented, so that the flooring surface has adequate surface roughness and coefficient of friction to provide adequate slip resistance for the contamination to which it is subject.</p> <p>Or: Comply with this Notice using any other equally effective measures</p>

	with water and biological matter, which exposes all those who use the floor to a high risk of injury from slips and falls.	
3. Cleaning regimes in hospital corridor	The reasons for the said opinion	Schedule
<p>...you are contravening...the following statutory provisions Health and Safety at Work etc. Act 1974 Section 2(1) and 3 (1); Management of Health and Safety at Work Regulations 1999, Regulations 3 (1) and 5; Workplace Health, Safety and Welfare Regulations 1992, Regulation 12(3)</p>	<p>Employees and others, including vulnerable people, using D E and F wing corridors in the hospital either during or after cleaning, are at risk of slipping and falling because the floors are wet from cleaning and access to wet areas is not being prevented.</p>	<p>To comply with this Notice you should:</p> <p>1. Carry out a suitable and sufficient assessment of the risks to employees and others arising from cleaning in D E and F wing corridors in the hospital, which clearly identifies all reasonably practicable control measures required to prevent, so far as is reasonably practicable, employees and others slipping on wet floors .</p> <p>The assessment should consider the following</p> <p>A. Cleaning methods that:</p> <ul style="list-style-type: none"> i) are appropriate for the flooring type ii) leave the floor dry rather than wet iii) prevent access to wet areas during wet processes, for example by use of barriers, providing alternative routes <p>B. Management arrangements:</p> <ul style="list-style-type: none"> i) whether cleaning can be managed so that it is done during less busy times ii) whether training is required and how this will be carried out iii) a system of regular checks to ensure the cleaning regime is being followed iv) who will be responsible for carrying out these checks v) system for dealing with non-compliance

		<p>vi) how the significant findings of the assessment will be communicated to those affected</p> <p>vii) what the arrangements are for reviewing the assessment</p> <p>AND</p> <p>2. Implement the reasonably practicable control measures identified in the risk assessment</p> <p>Or: Comply with this Notice using any other equally effective measures</p>
4. Trips in storage areas	The reasons for the said opinion	Schedule
<p>...you are contravening...the following statutory provisions Health and Safety at Work etc. Act 1974, Section 2(1); Workplace (Health Safety and Welfare) Regulations 1992, Regulation 12(3)</p>	<p>The areas of floor used for access and as walkways in the storage rooms linked to wards on Keller Wing are not, so far as is reasonably practicable, free from obstructions and from articles which may cause a person to trip or fall</p>	<p>In order to comply with this Notice you should:</p> <p>Provide an effective storage system to include</p> <ul style="list-style-type: none"> • clear demarcation of where stock can be stored and which areas must be kept clear • appropriate labelling and shelving of items • arrangements for controlling deliveries and ensuring that stock is kept at manageable levels • a system to ensure obstructions are cleared promptly • arrangements for regular checks to ensure that the system is working <p>Or : Comply with this Notice using any other equally effective measures.</p>

5. Footwear	The reasons for the said opinion	Schedule
<p>Health and Safety at Work etc. Act 1974, Section 2(1); Personal Protective Equipment at Work Regulations 1992, Regulations 4(1) and 6(1)</p>	<p>You are not ensuring that suitable personal protective equipment is being provided to employees working in the kitchen area where the floors are slippery, because employees are not being provided with suitable slip-resistant footwear that reduces the risk of injury from slips and falls to the lowest level reasonably practicable.</p>	<p>1. Carry out an assessment to identify footwear suitable for use within the kitchen area. Choose footwear with a good tread pattern and flexible sole that is comfortable to wear and easy to clean, that is suitable for the type of contamination to which it will be exposed. Avoid open-toed shoes, sandals, flip-flops, heels and smooth soles.</p> <p>AND</p> <p>2. With reference to this assessment, provide footwear which is suitable for the type of floor and floor contamination in the kitchen area, to all the employees who work in this area</p> <p>OR</p> <p>3. Comply with this Notice using any other equally effective measures.</p>