**Slips Trips & Falls**

This document provides suggestions on the different types of measures available to manage the risks of slips, trips and falls (STF) in certain areas. At the end is a checklist that may be used to assist in identifying STF risks.

| **Area** | **Practical measures for slips, trips and falls risk control.** |
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| External steps, paths and parking areas | * Suitable lighting – replace, repair or clean lights before levels become too low to be safe.
* Ensure steps and paths are suitable for the volume of pedestrian traffic
* Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface
* Maintain parking area so that it is free of potholes
* Mark the nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions
* Provide handrails where appropriate and maintain in good condition
* Discourage short cuts across grassed/muddy areas
* Clean leaves, mud etc. from surfaces
* Remove algal growth
* Ensure users wear the appropriate footwear for the surface
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| Playgrounds and all weather sports surfaces | * Ensure surface is flat and well maintained to avoid surface water
* Remove accumulations of mud/water
* Remove algal growth
* Ensure users wear the appropriate footwear for the surface
* Ensure adequate supervision at all times
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| Building entrances / exits | * Provide suitable non-slip, water absorbing mats at entrances
* Maintain mats in good condition and change when saturated
* Ensure that temporary matting does not pose a trip risk
* Display signs warning of hidden steps/changes of level
* Display signs warning of risk of slipping when appropriate
* Site door catches and door stops safely
* Ensure users wear the appropriate footwear for the surface
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| Sports halls | * Avoid over polishing of floor surface
* Ensure suitable footwear is worn
* Maintain floor mats in good condition and ensure they remain flat
* Keep smooth floors clean and completely free of wet or dusty contamination
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| Changing rooms / swimming pools | * Avoid contamination of the floor surface with mud/water from people entering – provide shoe-cleaning brushes/scrapers
* Provide non-slip tiling on floor surfaces.
* Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly
* Provide drainage mats or grids in shower areas
* Provide handholds for people with disabilities
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| Internal stairs and corridors | * Ensure a staggered release of students onto heavily used traffic routes
* Put in place measures for traffic streaming and flow management up/down stairs
* Put in place measures for traffic streaming and flow management along corridors
* Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions.
* Provide handrails
* Lighting – replace, repair or clean lights before levels become too low to be safe
* Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet
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| Classroom areas / Training rooms(including laboratories and practical areas) | * Avoid trailing cables from equipment and tools
* Provide storage racks
* Provide “safe” coat hooks/racks for drying wet clothing - consider setting such areas on specialist anti-slip flooring as even drips of rainwater on smooth surfaces can be enough to result in slips
* Provide specialist anti-slip flooring in potentially wet areas
* Do not store materials or equipment below tables/benches
* Avoid overcrowding of rooms
* Control the entry and exit of people from classes
* Display art work using a pulley system
* Clear away toys in early-years classes
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| Preparation rooms,technician areas and storage rooms | * Provide suitable storage for goods and equipment
* Keep containers of bulk liquids in secure areas
* Clear area around machines, kilns and other equipment
* Use slip-resistant flooring around machines
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| Kitchens | * Provide suitable equipment to avoid spillages
* Provide edged work surfaces to contain spillages
* Ensure good ventilation to avoid smoke/steam and condensation
* Ensure staff wear suitable footwear
* Clean spillages and pick up food contamination immediately
* Dry floors effectively after cleaning
* Ensure good housekeeping around bins
* Provide suitable floor surface
* Clean floors with appropriate products for surface after work has finished
* Display suitable warning signs re wet floors/stairs while cleaning is in progress
* Remove warning signs when cleaning/drying is complete
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| Canteen areas | * Ensure staff wear suitable footwear
* Clean spillages immediately
* Use safe cleaning methods
* Provide suitable floor surface
* Clean floors when pupils/students have left
* Display suitable warning signs re wet floors/stairs while cleaning is in progress
* Remove warning signs when cleaning/drying is complete
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| Offices | * Avoid trailing cables/Use cable covers
* Provide adequate storage
* Avoid storage of materials on floors
* Ensure good housekeeping round photocopiers, printers etc.
* Replace worn or damaged carpets/tiles
* Provide secure storage for bags etc.
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| Events | * Ensure temporary cabling is routed safely and protected from damage
* Provide sufficient lighting during set-up/dismantling
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| **FALLS ON THE SAME LEVEL CHECKLIST**If any of these hazards are ticked, action needs to be taken. |
| Checklist completed by:      Signature:       Date:      |
| **FLOORS** | **Yes** | **No** | **N/A** |
| Can water be walked onto smooth floor (e.g. foyers) on rainy days? |       |       |       |
| Are there any hard, smooth floors in wet oily areas? |       |       |       |
| Are there any leaks of fluids onto the floor from processes or machines? |       |       |       |
| Is poor drainage causing pooling of fluids? |       |       |       |
| Are there any floor transitions not easily noticed (any ridge that is as high as a footwear sole or higher?) |       |       |       |
| Is there any ice or water on cold room floors? |       |       |       |
| Is the floor slippery when wet? |       |       |       |
| Are any anti-slip paint, coating profiles or tapes work smooth or damaged? |       |       |       |
| Are there any isolated low steps (commonly at doorways)? |       |       |       |
| Are there any trip hazards due to equipment and other objects left on the floor? |       |       |       |
| Are there any raised carpet edges or holes worn in carpets? |       |       |       |
| Are there any tiles becoming unstuck or curling at the edges? |       |       |       |
| Are there any holes or unevenness in the floor surface? |       |       |       |
| **STAIRS AND RAMPS** | **Yes** | **No** | **N/A** |
| Is the lighting insufficient for ramps or steps to be seen clearly and without glare? |       |       |       |
| Do any steps have too small a rise or tread or an excessive nosing? |       |       |       |
| Are any steps edges (nosing’s) slippery or hard to see? |       |       |       |
| Are the steps uneven or are there excessive variations in step dimensions? |       |       |       |
| Are handrails inadequate on stairs? |       |       |       |
| Are ramps to steep, or too slippery? |       |       |       |
| **LIGHTING** | **Yes** | **No** | **N/A** |
| Is there sufficient lighting in passageways and at flooring transitions, ramps or stairs? |       |       |       |
| Does the lighting throw distracting shadows or produce excessive glare? |       |       |       |
| **OUTDOOR AREAS** | **Yes** | **No** | **N/A** |
| Is there a build-up of moss or other vegetation on pathways? |       |       |       |
| Is there enough outdoor lighting? |       |       |       |
| Are there any surface transitions not easily noticed (any ridge that is as high as a footwear sole or higher) |       |       |       |
| Are there potholes in footpaths or walkways? |       |       |       |
| **HOUSEKEEPING** | **Yes** | **No** | **N/A** |
| Is there a build-up of polish on the floors? |       |       |       |
| Is there an excessive residue of detergent? |       |       |       |
| Do workers have to walk on floors wet from washing? |       |       |       |
| Are wet floor signs not available or not used correctly? |       |       |       |
| Do you need to provide information/ training/ advice to contractors regarding cleaning procedures? |       |       |       |
| Are paper, rubbish, dirt, spills etc. left on the floor? |       |       |       |
| Are aisles poorly marked and cluttered? |       |       |       |
| Are any anti-slip paint and coating profiles or tapes worn smooth or damaged? |       |       |       |
| Are there any trip hazards due to equipment and other movable objects left lying on the ground? |       |       |       |
| Do spills (wet & dry) occur regularly during work processes? |       |       |       |
| **TASKS** | **Yes** | **No** | **N/A** |
| Do workers have to walk or work on greasy, oily or wet floors that are not adequately slip resistant? |       |       |       |
| Do loads that are carried or pushed interfere with forward vision? |       |       |       |
| Are the loads to be carried excessive or likely to upset a person’s balance? |       |       |       |
| Do heavy trolleys have to be pushed up ramps? |       |       |       |
| Are workers hurried due to time constraints? |       |       |       |
| **FOOTWEAR** | **Yes** | **No** | **N/A** |
| Does the worker’s safety shoes lack grip? |       |       |       |
| Are the tread patterns on safety footwear too worn? |       |       |       |
| Are the tread patterns clogged with dirt? |       |       |       |
| **NOTES**      |