**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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 rain water 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 |
| 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 |
| 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 |
| 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 |
| 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. |
| 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** | | | |