**Manager’s Checklist: Slips, Trips and Falls**

Checklists to assist managers identify hazards associated with slips and trips; these might also lead to falls.

|  |  |
| --- | --- |
| Hospital Site: |  |
| Ward / Department: |  |
| Area being assessed |  |
| Name of Assessors: |  |
| Job Titles: |  |
| Contact Telephone: |  | Date: |  |

|  |  |
| --- | --- |
| Hazard | Please tick if hazard relevant to area being assessed |
| Yes | No |
| Loose flooring |  |  |
| Loose and worn mats / carpets  |  |  |
| Uneven indoor / outdoor surfaces  |  |  |
| Holes / cracks / pot holes  |  |  |
| Bumps / ridges / protruding nails  |  |  |
| **Spills and splashes of liquids, solids or dusts** |  |  |
| **Presence of mists, smoke, dust or vapour clouds** |  |  |
| Unsigned / unguarded wet floors (*e.g.* following cleaning)  |  |  |
| Cleaning at unsuitable times |  |  |
| Unsuitable footwear  |  |  |
| Adverse weather (*e.g.* rain, sleet, snow or loose leaves) |  |  |
| Change from a wet to dry surface (footwear still wet)  |  |  |
| Passageways with heavy pedestrian / trolley traffic use |  |  |
| Unsuitable floor surface / covering  |  |  |
| **Dusty / dirty floors**  |  |  |
| Accumulation of waste |  |  |
| Low wall and floor fixtures  |  |  |
| Filing systems or drawers that can open at ground level |  |  |
| Poor location of electrical and telephone sockets |  |  |
| Items stored on floor - lack of storage  |  |  |
| Unmarked sloping surfaces  |  |  |
| **Lack of hand rails on severe slopes / steps / stairs** |  |  |
| **Grab rails are suitable and sufficient for purpose** |  |  |
| **Equipment not stowed appropriately**  |  |  |
| **Unsecured cables, service pipes or conduits** |  |  |
| **Use of extension leads** |  |  |
| Unguarded floor openings |  |  |
| Unsuitable lighting levels |  |  |
| Distracting noises / levels |  |  |
| Vulnerable staff (*e.g.* poor eyesight, general health, fatigue, lack of care *etc.*) |  |  |

If the ‘YES’ box has been ticked please confirm what control measures are being implemented by completing the NHS Lothian general risk assessment document and attaching this completed checklist to the assessment.

**Factors that can play a part in contributing to a slip trip or fall incident**

**Flooring**

* The floor in a workplace must be suitable for the type of work activity that will be taking place on it.
* Where a floor can't be kept dry, people should be able to walk on the floor without fear of a slip despite any contamination that may be on it. It should have sufficient roughness, and/or PPE should be provided.
* The floor must be maintained in good order to ensure that there are no trip hazards e.g. holes, uneven surfaces, curled up carpet edges
* Ramps, raised platforms and other changes of level should be avoided, if they can’t they must be highlighted
* The floor must be cleaned correctly to ensure that it does not become slippery and keeps its slip resistance properties (if a non slip floor)
* The floor must be fitted correctly
	+ to ensure that there are no trip hazards
	+ to ensure that non slip coatings are correctly applied
	+ Stairs should have:
	+ high visibility, non slip, square nosings on the step edges
	+ a suitable handrail
	+ steps of equal height
	+ steps of equal width

**Contamination**

Contamination can be a by-product of a work process or be due to adverse weather conditions. If contamination on the floor can’t be prevented it must be cleaned effectively and quickly. Effective training and supervision is essential to ensure cleaning is undertaken to the correct standard. All staff need to be informed of their duties and why the cleaning needs to be undertaken in a particular way or at a particular time. Lack of understanding can lead to inappropriate shortcuts.

**Obstacles**

* Ensure there is a suitable walkway through the workplace
* Keep it clear, no trailing wires, no obstructions.
* Look at workstations; are the floors tidy, do they have enough storage space?
* What about other rooms? Are they tidy, are goods suitably stored, are there enough bins?

Good housekeeping doesn't cost money; it just takes a little personal effort.

See it - Sort it.

**Human Factors**

If individuals have a physical problem that stop them from seeing, hearing, or walking in a regular manner it can increase the likelihood of an accident *e.g.* Vision, balance, physical fitness, disability that effects gait and ability to walk. A positive attitude toward health and safety, a ‘See it, sort it!’ mentality can reduce the risk of slip and trips accidents *e.g.* dealing with a spillage, instead of waiting for someone else to deal with it.

What footwear is worn can also make a difference *e.g.* wearing high heels at work will make you more vulnerable to a slip.

Things that hinder sight or concentration, can also increase the risk of an accident *e.g.* rushing about, carrying large objects, becoming distracted whilst walking *e.g.* using a mobile phone, unsuitable lighting levels (natural or otherwise), loud or unfamiliar noises, the weather, humidity, condensation *etc.*