

Quick Guide: Slips Trips and Falls Policy

Managers must:

- Identify competent persons to carry out risk assessment who will consult with staff and where possible staff side representatives whilst undertaking these tasks.
- Identify the tasks or environment where a slip, trip or fall hazard exists. Complete and document the risk assessment findings on the NHSL Health and Safety General Risk Assessment Form.
 - e.g. Domestic mopping a ward floor, use of the birthing pools within maternity services,
 - e.g. Environment - Dishwasher Area in Large Hospital Kitchen, Community Staff undertaking home visits in snow/ice.
- Note that slips, trips and falls can be included as a hazards along with others in any task based or environment based risk assessment.
- Ensure, through the risk assessment process that all hazards which contribute to slips, trips and falls are assessed, that control measures are identified, implemented and reviewed annually, when there is significant change or upon receipt of any relevant safety alerts. This is in addition to the requirement for individual patient clinical falls risk assessments.
- Communicate the results of risk assessment process to ensure that all staff are fully aware of the findings and of the control measures in place to eliminate or minimise the risks. This should be recorded.
- Where there is a greater risk of slips, trips and falls it may be necessary to develop detailed procedural controls.
- Any risks which cannot be adequately controlled locally should be escalated to the appropriate senior manager.
- Where the risk assessment identifies the need for Personal Protective Equipment e.g. safety shoes, these should be provided free of charge to staff.
- Ensure actual and near miss events are reported on DATIX, thoroughly investigated and are reviewed to identify any trends.
- Ensure staff have read and understood their responsibilities within the Preventing Slips, Trips and Falls Policy. This should be recorded.
- Ensure all staff have read and understood/been trained in any detailed procedural controls, e.g. for Bodily Fluids it would be the Infection Control Manual, for chemicals it would be the COSHH Assessment.
- Ensure that all staff are familiar with the system for reporting Estates/PFI requests and ensure all requests are actioned and do not present additional hazards.
- All documentation e.g. records of assessments, requests to estates/PFI providers and training should be retained for 10 years NHS Lothian's Retention and Destruction of Records Operating Procedure.
- Review the implementation of the Slips, trips and Falls Policy and report on this through the Quarterly Review programme.

Staff must:

- Ensure good housekeeping, don't ignore spillages, clean them up or make the area safe and report this to a Domestic Staff Member.

- Be vigilant of anything that has the potential to cause slips, trips and falls and report any concerns to managers.
- Co-operate and assist staff identified to carry risk assessments
- Report actual and near miss events on DATIX
- Read and understand the policy, risk assessment(s) and any relevant procedural controls.
- Wear any Personal Protective Equipment provided e.g. Safety Shoes
- Attend any training identified through the risk assessment process

Appendix 3: General Spill Procedure

This general spill procedure is for guidance on how to clean up common spillages like tea, coffee, water and juice that may occur in main walkways/corridors.

If the nature of the spillage is unresolved or suspicious, then contact your local estates department or infection control department. Contact details can be found on the NHS Lothian Intranet.

- **Stop the spill**
Stop the source of the spill immediately (if safe to do so).
- **Contain Spill**
Control the flow and contain the spill appropriately.
- **Clean Up the Spill**
Clean up the spill promptly.
- **Report the Spillage**
Report spillages immediately to the domestic supervisors who will decide what level of response is required and attend if further cleaning is required.

