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# Slips and Trips (H&S) Procedure

**Ref: HS-0001-009-v3**

**Status: Approved**

**Document type: Procedure**

**Overarching policy: [Health and Safety Policy](#)**

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## 1 Introduction

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The Trust has a duty to protect the health, safety and welfare of staff members 'so far as is reasonably practicable' under the Health and Safety at Work Act 1974. This includes managing the risk from slips and trips.

This procedure links to Our Journey to Change as outlined within the Health and Safety Policy.

*Note:*

*This procedure does not cover arrangements for falls from working at height. This is set out in the [Working at Height Procedure](#).*

## 2 Purpose

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Following this policy will help the Trust to comply with its legal obligations:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992

## 3 Who this procedure applies to

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This procedure applies to all:

- Bank, locum, permanent, fixed term contract employees (including apprentices) who hold a contract of employment or are engaged with the Trust.
- Seconded staff (including students).
- Volunteers.
- Non-Executive Directors and Governors.
- Those undertaking research work within TEWV Trust.
- External contractors (including Private Finance Initiative (PFI)), agency workers, including those within the Gig economy.
- Limb workers.
- Those on honorary contracts.
- Those on work experience and other workers who are assigned to TEWV Trust.

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## 4 Related documents

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This procedure describes what you need to do to discharge duties under the Trust Health and Safety Policy.

## 5 Procedure

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Executive Directors and Senior Managers need to:

- Ensure that they, their operational managers and employees are familiar with this Procedure.
- Ensure that risk assessments are completed across all areas.

Managers need to:

- Ensure that a slips and trips risk assessment is completed using the risk assessment template in Appendix 1 of the [Risk Assessment \(H&S\) Procedure](#).
- Use the HSE Slip and Trip Hazard Spotting Checklist in [Appendix 1](#) of this Procedure to decide on actions and help inform the slip and trip risk assessment.
- Consider using the HSE Mapping Tool in [Appendix 2](#) of this Procedure for analysing any areas of risk.
- Involve and communicate risk assessment findings to all appropriate staff.
- Monitor the effectiveness of control measures.
- Ensure that they consider the following: *“Some workers have particular requirements, for example young workers, migrant workers new or expectant mothers and people with disabilities.”* HSE Website: Risk assessment: Steps needed to manage risk – HSE.
- Ensure that staff groups and individuals identified as being at risk are provided with appropriate information, instruction, and training (including training at induction), updates and refresher training as necessary.
- Ensure that if you are unable to manage the risks presented that these are escalated appropriately, documented on the risk assessment and evidence retained.
- Ensure all staff (including themselves) are aware of their responsibilities for cleaning up spills and general housekeeping.
- Ensure all staff (including themselves) are aware of their responsibilities for reporting faults (e.g. loose carpets).
- Escalate any concerns/risks via appropriate escalation routes.
- Ensure any slip and trip accidents/incidents and near misses are reported on the Trust incident reporting system.
- Provide any Personal Protective Equipment (PPE) where required as per the [Personal Protective Equipment \(PPE\) Procedure](#).
- Follow the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) Procedure](#) and advise the Health, Safety and Security Team of any slip and trip RIDDOR incidents.

Staff need to:

- Have involvement in the slips and trips risk assessment.
- Have involvement with the HSE Slip and Trip Hazard Spotting Checklist in [Appendix 1](#) where used.
- Have involvement with the HSE Mapping Tool in [Appendix 2](#) where used.
- Ensure that any spills are cleaned up, know their general housekeeping duties.
- Report any faults (e.g. loose carpets).
- Report any accidents/incidents and near misses on the Trust incident reporting system and to their line manager.
- If provided with any PPE, ensure this is worn and looked after. Any faults or damage to PPE should be reported to your line manager and arrangements made for replacements.

The Health, Safety and Security Team need to:

- Report RIDDOR slip and trip incidents to the Health and Safety Executive (HSE) and investigate where appropriate.

## 5.1 Risk Assessment and Hazard Spotting Tools

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The HSE Slip and Trip Hazard Spotting Checklist within [Appendix 1](#) should be used to help inform the slips and trips risk assessment. Staff should be included when conducting this.

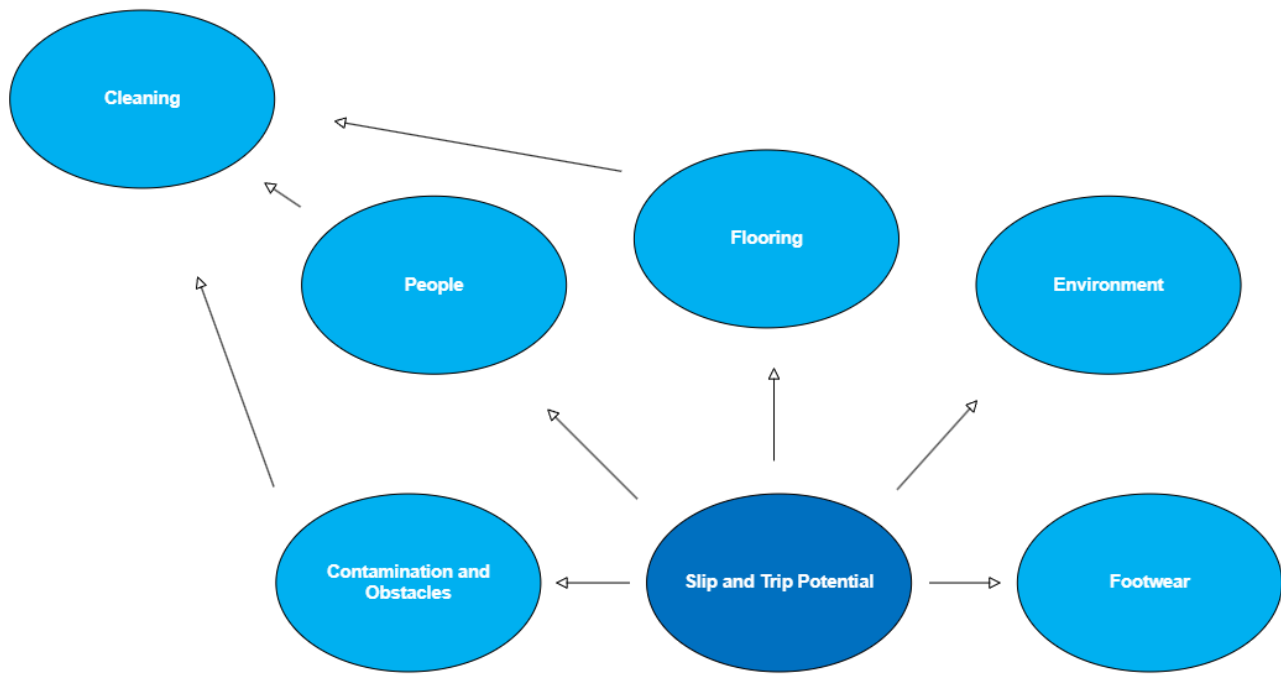
The HSE Slips and Trips Mapping Tool within [Appendix 2](#) can be used to identify areas of risk for slips and trips in your workplace so that you can prioritise actions.

The risk assessment template within Appendix 1 of the [Risk Assessment \(H&S\) Procedure](#) should be used to conduct the slips and trips risk assessment. Staff should be involved in the risk assessment process.

Refer to the [Risk Assessment \(H&S\) Procedure](#) for more information on conducting a suitable and sufficient risk assessment.

## 5.2 Slips and Trips Models

The following slip and trip model will help you understand the factors that can contribute to slip and trip accidents. One or more of these factors may play a part in this type of accident.



## 5.3 Practical Steps to Prevent Slips and Trips Accidents

There are many ways to control slips and trip risks to prevent accidents. Examples are provided below, however please note that this list is not exhaustive.

### ***“Stop floors becoming contaminated:***

- *Use entrance matting.*
- *Fix leaks from machinery or buildings.*
- *Make sure plant and equipment are maintained.*
- *Design tasks to minimise spillages.*
- *Plan pedestrian and vehicle routes to avoid contaminated areas.*

### ***Use the right cleaning methods:***

- *Make sure that your cleaning method is effective for the type of floor you have.*
- *Don't introduce more slip or trip risks while cleaning is being done.*
- *Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.*
- *Remove spillages promptly.*
- *Have effective arrangements for both routine cleaning and dealing with spills.*
- *Use the appropriate detergent mixed at the correct concentration.*

**Consider the flooring and work environment:**

- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.
- Keep walkways and work areas clear of obstructions.

**Get the right footwear:**

- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, i.e. comfort and fit.
- If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees.

**Think about people and organisational factors:**

- Consider how work is organised and managed, e.g. to avoid rushing, overcrowding, trailing cables.
- Make sure employees are involved in the decisions that affect them, e.g. choice of PPE footwear or a change in cleaning methods.” <https://www.hse.gov.uk/pubns/indg225.pdf>

## 6 Definitions

Term	Definition
Slip	<ul style="list-style-type: none"> <li>• To slide accidentally causing the person to lose their balance, this is either corrected or causes a person to fall.</li> </ul>
Trip	<ul style="list-style-type: none"> <li>• To stumble accidentally often over an obstacle causing the person to lose their balance, this is either corrected or causes a person to fall.</li> </ul>

## 7 How this procedure will be implemented

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- This procedure will be published on the Trust's intranet.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.
- Line managers to ensure that the appropriate staff are booked on to the courses identified in the below training needs analysis and the examination (where applicable) is successfully completed.

### 7.1 Training needs analysis

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Staff/Professional Group	Type of Training	Duration	Frequency of Training
All staff	H&S Mandatory Training	45 minutes.	On induction and 3 yearly updates.



## 8 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Compliance with the legal requirements outlined within the Management of Health and Safety at Work Regulations 1999. <i>NB. There are 14 questions listed in the audit template that are assessed for compliance.</i>	<p><b>Frequency:</b> Annual rolling audit programme.</p> <p><b>Method:</b> Risk Assessment audits will be undertaken for a sample of all teams utilising a standard audit template via an internet-based audit platform. Results are collated and discussed at Health, Safety, Security and Fire Group (HSSF GROUP) with a report to be submitted to the appropriate committee.</p> <p><b>Responsible:</b> Undertaken by members of the Health and Safety Team as directed by the Head of Health, Safety and Security.</p>	Implementation and monitoring are directed by the Executive Risk Group and devolved to the HSSF Group.

## 9 References

- ✓ Health & Safety at Work Act 1974
- ✓ Management of Health and Safety at Work Regulations 1999
- ✓ Workplace (Health, Safety and Welfare) Regulations 1992
- ✓ Health & Safety Executive (HSE) – Slips and Trips Mapping Tool
- ✓ Preventing slips and trips at work INDG 225 (rev1)
- ✓ Slips and trips hazard spotting checklist – HSE publication ck4

## 10 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval	14 May 2025
Next review date	May 2028
This document replaces	This is a reinstated policy document – it reinstates HS-0001-009-v2 Slips Trips and Falls (Visitors and Staff) Procedure. It has been renamed Slips and Trips(H&S) procedure. Please note that falls from height is covered within Working at Height Procedure.
This document was approved by	EFM DMT
This document was approved	14 May 2025
This document was ratified by	Health, Safety, Security and Fire Group
This document was ratified	14 May 2025
An equality analysis was completed on this policy on	25 February 2025
Document type	Public
FOI Clause (Private documents only)	n/a

### Change record:

Version	Date	Amendment details	Status
V1	Nov 2013	Section 3.1 Slips and Trips Section 3.2 Working at Height Section 6.1 Appendix 1 – Slips Trips and Falls Mapping Tool	Withdrawn
V2	Sep 2016	Full review with revised equality analysis	Withdrawn
V2	Sept 2019	Review date extended from 08 September 2019 to new date of 31 March 2020	Withdrawn
V2	27 April 2020	Review dated extended from 31 March 2020 to 31 September 2020  The slips, trips and falls procedure was "withdrawn" due to "the introduction of the Working at Height Procedure"	Withdrawn - 16 Oct 2020
V3	14 May 2025	Procedure reinstated in response to Health & Safety Audit findings and RIDDOR slip and trip data.  Full review undertaken.  Name change from Slips, Trips and Falls Procedure to Slips and Trips (H&S) Procedure.	Approved

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## Appendix 1 – HSE Slips and Trips Hazard Spotting Checklist

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The HSE Slips and Trips Hazard Spotting Checklist can be found on the HSE website here: [Slip and trips: Hazard spotting checklist](#)

Use this to help inform your slip and trip risk assessment and involve staff in this process.



# Slips and trips

Hazard spotting checklist

*Version, CK4, Last checked on 25<sup>th</sup> February 2025*

## Appendix 2 – Slips and Trips Mapping Tool

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The HSE Slips and Trips Mapping tool can be found on the HSE website here:

<https://www.hse.gov.uk/slips/assets/docs/mappingtool.pdf>

This can be used to identify areas of risk for slips and trips in your workplace so that you can prioritise actions.



# Slips and trips mapping tool

*Last checked on 25<sup>th</sup> February 2025*

## Appendix 3 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	Health & Safety, EFM
Title	Slip Trips and Falls
Type	Procedure
Geographical area covered	Trust wide
Aims and objectives	<p>The objectives of this procedure are to:</p> <ul style="list-style-type: none"> <li>Comply at all times with the Health and Safety at Work etc. Act 1974 etc., the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>Manage health and safety effectively to improve the quality of patient care, visitors and working conditions of staff and others.</li> </ul>
Start date of Equality Analysis Screening	17 February 2025
End date of Equality Analysis Screening	25 February 2025

Section 2	Impacts
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	All staff, patients, contractors and visitors and the general community.
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	<ul style="list-style-type: none"> <li><b>Race</b> (including Gypsy and Traveller) <b>NO</b></li> <li><b>Disability</b> (includes physical, learning, mental health, sensory and medical disabilities) <b>NO</b></li> <li><b>Sex</b> (Men, women and gender neutral etc.) <b>NO</b></li> <li><b>Gender reassignment</b> (Transgender and gender identity) <b>NO</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Sexual Orientation</b> (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) <b>NO</b></li> <li>• <b>Age</b> (includes, young people, older people – people of all ages) <b>NO</b></li> <li>• <b>Religion or Belief</b> (includes faith groups, atheism and philosophical beliefs) <b>NO</b></li> <li>• <b>Pregnancy and Maternity</b> (includes pregnancy, women who are breastfeeding and women on maternity leave) <b>NO</b></li> <li>• <b>Marriage and Civil Partnership</b> (includes opposite and same sex couples who are married or civil partners) <b>NO</b></li> <li>• <b>Armed Forces</b> (includes serving armed forces personnel, reservists, veterans and their families) <b>NO</b></li> </ul>
Describe any negative impacts	There will be times when health and safety has to take priority and this may have an impact on a person's protected characteristics. TEWV would however always try and mitigate as much as possible any negative impact whilst ensuring health and safety legislation is followed.
Describe any positive impacts	<p>Procedure is in place to reduce risk to all staff, patients, visitors, contractors etc.</p> <p>To ensure that the Trust complies with relevant legislation as stated within the aims and objectives of this equality analysis screening form.</p>

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	<p>Health &amp; Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Workplace (Health, Safety and Welfare) Regulations 1992</p>
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes
If you answered Yes above, describe the engagement and involvement that has taken place	Programme of visits and audits have been undertaken where concerns have been discussed and documented. These have been considered while reviewing the procedure along with Slip and Trip RIDDOR data.

If you answered No above, describe future plans that you may have to engage and involve people from different groups

Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	N/A
Describe any training needs for patients	N/A
Describe any training needs for contractors or other outside agencies	N/A

**Check the information you have provided and ensure additional evidence can be provided if asked**



## Appendix 3 – Approval checklist

	Title of document being reviewed:	Yes / No / Not applicable	Comments
<b>1.</b>	<b>Title</b>		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	Yes	
<b>3.</b>	<b>Development Process</b>		
	Are people involved in the development identified?	Yes	
	Has relevant expertise has been sought/used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
	Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are supporting documents referenced?	Yes	
<b>6.</b>	<b>Training</b>		
	Have training needs been considered?	Yes	
	Are training needs included in the document?	Yes	
<b>7.</b>	<b>Implementation and monitoring</b>		
	Does the document identify how it will be implemented and monitored?	Yes	

	Title of document being reviewed:	Yes / No / Not applicable	Comments
<b>8.</b>	<b>Equality analysis</b>		
	Has an equality analysis been completed for the document?	Yes	
	Have Equality and Diversity reviewed and approved the equality analysis?	Yes	Approved 03.03.2025
<b>9.</b>	<b>Approval</b>		
	Does the document identify which committee/group will approve it?	Yes	
<b>10.</b>	<b>Publication</b>		
	Has the policy been reviewed for harm?	Yes	
	Does the document identify whether it is private or public?	Yes	Public.
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/A	