



Doncaster and Bassetlaw  
Teaching Hospitals  
NHS Foundation Trust

# Non-Patient Slips, Trips and Falls Guidance

This procedural document supersedes CORP/HSFS 8 v.6 – Non-Patient Slips, Trips and Falls Guidance

**NOTE:** Please refer to PAT/PS 11 – Patient Falls Prevention and Management Policy for patient falls.



## Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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Author/reviewer: (this version)	Gary Hewit Health and Safety Advisor
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Approved by:	Trust Health and Safety Committee
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Target audience:	Trust-wide

## Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 7	4 Nov 2024	<ul style="list-style-type: none"> <li>• Amended to reflect the new Principles of Risk Assessment e-learning package.</li> <li>• Appendix 1 - Slips, Trips Checklist - electronic version can be found on The Hive (access A-Z - Health &amp; Safety /Risk Assessment Documentation section) to download and complete.</li> <li>• Added training requirement – section 7 - 272 Principles of Risk Assessment.</li> </ul>	Gary Hewit
Version 6	9 Jun 2021	<ul style="list-style-type: none"> <li>• Reference to Trust Health and Safety Policy added.</li> <li>• In 5.1 added contractors and visitors specifically for being reported on Datix.</li> </ul>	Neil P Donegan
Version 5	15 Oct 2018	<ul style="list-style-type: none"> <li>• Amended to reflect change from Care Groups to Divisions.</li> </ul>	Neil P Donegan
Version 4	Aug 2015	<p>This new guidance has been produced to differentiate between ‘Non-Patient’ and ‘Patient’ slips, trips and falls controls.</p> <p>NOTE: version 3 included patient falls, which is now a separate policy – see PAT/PS 11 v.2.</p>	Neil P Donegan

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## 1 INTRODUCTION

Slips, trips resulting in falls are the most common cause of major injuries in the workplace in Great Britain. They are also the commonest cause of hospital attendances and the biggest cause of both injury and litigation within the Trust.

Such incidents can be reduced through planning and positive management of the hospital environment, good housekeeping and effective management of slip/trips and falls risks.

## 2 PURPOSE

The purpose of this guidance is to describe the process for managing the risks associated with slips, trips and falls involving staff and any other persons who might come onto hospital or Trust premises. This includes falls from heights.

It will examine the contributory factors that lead to slips, trips and falls and will outline the duties and responsibilities of all staff.

This document excludes patient falls, these are covered in PAT/PS 11.

## 3 DUTIES AND RESPONSIBILITIES

### 3.1 Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy but employer's duties will be delegated down through Directors to Managers and staff as shown below.

### 3.2 General and Line Managers

- Ensure that environmental and where applicable, risk assessments for slips, trips and falls are carried out in their areas of responsibility and that appropriate actions are taken to reduce these risks so far as is reasonably practicable.
- Ensure that adequate housekeeping is maintained in their areas of responsibility.
- Monitor all slips, trips and falls incidents and take action as necessary.
- Ensure any flooring defects are reported to the Estates Department Help Desk.

### 3.3 All Colleagues

- Ensure that any slips and trips hazards are reported to their line manager.
- Ensure that they clear up any spillages and use the appropriate warning signs.
- Ensure that the environment is kept clear of clutter and that adequate housekeeping is maintained.

- Position equipment to avoid trailing wires across pedestrian routes.
- Ensure they wear suitable footwear.
- Ensure that individuals complete an Adverse Incident and Near Miss Report on Datix.

### 3.4 Estates Team

- Ensure that the guidelines given in HTM 61'Flooring' are considered when introducing new or refurbished floor surfaces.
- Monitor all maintenance staff, contractors and sub-contractors to ensure that they do not create slips and trips hazards.
- Ensure roads and pathways are suitably treated during adverse weather conditions (e.g. snow and ice) in order to reduce risks of slips, trips and falls.
- Carry out annual inspection and planned preventative maintenance programme for all roads, pathways and car park areas on Trust premises.
- Carry out annual inspection and planned preventative maintenance programme for all hospital corridor areas with Trust premises.
- Maintain appropriate lighting in general areas to reduce the risks of slips, trips and falls.

### 3.5 Facilities Team

- Establish an inspection programme of public entrances to check suitability, cleanliness, safety and effectiveness of entrance mats.
- Ensure an appropriate cleaning regime is chosen and documented for the type of floor, and the contaminants present.
- Ensure that floor cleaning is scheduled to take place at suitable times to reduce the risks of slips, trips and falls.
- Ensure that a system is in place to clean up spillages between scheduled floor cleaning times.
- Ensure that suitable warning signs are available and displayed during floor cleaning and that access is prevented to wet floors or contaminated areas.
- Monitor and review cleaning regimes at regular intervals.

## 4 LEGAL REQUIREMENTS

The Health and Safety at Work Act 1974 lays down a general duty on an employer to ensure the safety and welfare of his employees and others who may be affected by his work activity, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 lays down the legal requirement for risk assessments to be carried out and for effective risk control measures to be put in place.

The Workplace (Health, Safety and Welfare) Regulations 1992 requires that the condition of floors and traffic routes are suitable for purpose. As far as reasonably practicable, they should have no holes, slopes, be uneven or slippery and should be kept free from hazard or obstruction which may cause a person to trip or fall.

## 5 REPORTING SLIPS, TRIPS & FALLS

All slips, trips and falls (including near misses) should be reported via Datix, including accident involving contractors or members of the public.

In the case of a fall resulting in a fracture, serious head injury or absence from work for than seven days MUST be reported as a RIDDOR accident, i.e. reported to the HSE within the prescribed times (discuss with the Health and Safety Advisor before reporting).

## 6 RISK ASSESSMENT

Awareness of the risks of slips, trips and falls will be covered on local induction programmes.

In the first instance all wards and departments will need to carry out an assessment of the environment, activities and staff awareness to identify any factors that constitute a slip, trip or fall hazard, including falls from a height.

The checklist ([see Appendix 1](#)) is designed to assist managers in this process and also gives details of suggested risk control measures. The electronic version of this form is available on The Hive (access A-Z - Health & Safety /[Risk Assessment Documentation section](#)) to download and complete.

Where work at height is required a separate risk assessment must be carried out by a competent person.

The risk assessment should identify the following: -

- Those persons at particular risk from slips and trips
- The locations where slips, trips or falls could occur
- The extent of the risks involved
- The causative factors involved
- Whether existing control measures adequately control the risks and whether further precautions are necessary.

The requirement to carry out environmental risk assessments for slips, trips and falls and the risk assessment process, will be covered in the Trust's Principles of Risk Assessment e-learning package, see Training/Support-Section 7.

An initial risk assessment should be carried out and reviewed on a routine basis or when there has been any significant change.

## 7 TRAINING/SUPPORT

Please note: The Learning Training Needs Analysis (LNA) – The training requirements of staff will be identified through a training needs analysis. Role specific education will be delivered by the service lead.

**All managers** (plus any designated person) are required to complete the e-Learning package

>>> **272 Principles of Risk Assessment.**

This e-Learning package will introduce managers and nominated persons to the completion of Health & Safety Risk Assessments including Trust documentation & systems.

## 8 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
The number of Slips, trips and falls reported and those resulting in lost time injuries.	Divisional Groups, Ward/Department and Health and Safety Advisor	Following serious incidents or Monthly/Quarterly and Annually	Reviewed through Datix and reported via any group meetings who will address any immediate actions required. Also reported to the Trust Health and Safety Committee who will decide on Corporate requirements.

## 9 DEFINITIONS

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## 10 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Equality Diversity and Inclusion Policy (CORP/EMP 59).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. ([See Appendix 2](#))

## 11 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

DBTH Slips, Trips & Falls in the Workplace Checklist.

Health and Safety Policy CORP/HSFS 1.

Mental Capacity Act 2005 - Policy and Guidance, including Deprivation of Liberty Safeguards (DoLS) - PAT/PA 19

Privacy and Dignity Policy - PAT/PA 28

Equality Diversity and Inclusion Policy CORP/EMP 59

Equality Analysis Policy – CORP/EMP 27

## 12 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2021).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

## 13 REFERENCES

HSE - (2003) IND G 225, Preventing Slips and Trips at Work 2003

HSE - The Working at Height Regulations 2005 (as amended)

HSE - (2014) A brief guide to working at height

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



## APPENDIX 1 – SLIPS AND TRIPS CHECKLIST

The electronic version of this form is available on [The Hive](#) to download and complete.  
[Hive A-Z > Health & Safety > Risk Assessment Documentation section.](#)

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### Slips and Trips Checklist

Please complete this form electronically

<b>Risk Assessment</b>		<input checked="" type="checkbox"/> Tick below if any of these risk factors are present
<b>Completed by:</b>	<b>Date Completed:</b>	Click or tap to enter a date.
<b>Name:</b>	Click or tap here to enter text.	
<b>Designation:</b>	Click or tap here to enter text.	
<b>Site:</b>	Select site.	<b>Other:</b> Click or tap here to enter text.
<b>Division/Department:</b>	Click or tap here to enter text.	
<p>This checklist is designed to help managers carry out an assessment of their environment, activities and staff awareness in relation to slips and trips in the workplace.</p> <p><b>How to use this checklist</b></p> <p>Follow the checklist step by step and refer to the guidance provided after each question to: -</p> <ul style="list-style-type: none"> <li>Assess the risks associated with slips and trips.</li> <li>Implement solutions to control the risks.</li> </ul>		
Slips – Common Hazards	Examples	✓
Inappropriate floor surfaces.	Slippery surfaces that require anti-slip coating; Inappropriate cleaning/polishing; Unsuitable surfaces on external fire escapes.	<input type="checkbox"/>
Areas that may have liquid on the floor.	Wet surfaces near external doors where traffic and weather brings in rain; Areas around sinks/toilets/showers etc.; Polishing/wet cleaning of floors.	<input type="checkbox"/>
Wet spills and contamination of floors.	Spillage of drinks and food; Spillage from the carriage of chemicals/specimens; Contamination of floor with blood and body fluids; Spillage of oil etc. in workshops.	<input type="checkbox"/>
Dry contamination of floors.	Accumulation of lint or dust; Spillage of talcum powder.	<input type="checkbox"/>
Inadequate drained floor surfaces in wet areas.	Toilets, washrooms and bathrooms.	<input type="checkbox"/>
Sudden changes in floor surfaces.	Carpeted offices to polished floors.	<input type="checkbox"/>
Snow/ice on external approaches.	Car park areas, external pathways & steps.	<input type="checkbox"/>

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<b>Slips – Common Hazards</b>	<b>Examples</b>	<input checked="" type="checkbox"/>
Growth over floor surfaces.	Moss on external pathways, mould in showers or toilets.	<input type="checkbox"/>
<b>Common Hazards Comments:</b> Click or tap here to enter text.		
<b>Slips - Footwear</b>	<b>Examples</b>	<input checked="" type="checkbox"/>
Safety footwear is used to protect against crushing hazards without consideration of slip resistance.	Worn treads on soles of shoes or boots; No risk-based procedure for ordering safety footwear that considers the area and type of use.	<input type="checkbox"/>
Inappropriate footwear worn for the task.	High heeled shoes worn on step stools or stepladders to access storage or filing.	<input type="checkbox"/>
<b>Footwear Comments:</b> Click or tap here to enter text.		
<b>Slips - Ramps</b>	<b>Examples</b>	<input checked="" type="checkbox"/>
Ramps that are too steep or with slippery surface.	External concrete ramps.	<input type="checkbox"/>
Hand trucks and trolleys used on ramps.	Hand trucks, trolleys and roll cages used on ramps without edge protection.	<input type="checkbox"/>
<b>Ramps Comments:</b> Click or tap here to enter text.		
<b>Trips - Common Hazards</b>	<b>Examples</b>	<input checked="" type="checkbox"/>
Internal floor surfaces.	Broken tiles; Worn floor coverings; Uneven floor surfaces; Poorly maintained access routes; Changes in level.	<input type="checkbox"/>
External access or egress to the workplace.	Uneven or loose paving; Footpaths and garden edging poorly maintained; Car parks in poor condition.	<input type="checkbox"/>
Storage of equipment in aisles and walkways.	Surplus equipment; Trolleys and wheelchairs; Stores deliveries (roll cages); Laundry bags; Boxes of medical records etc.	<input type="checkbox"/>
Storage of personal items around workstations.	Handbags, briefcases on floor by desks.	<input type="checkbox"/>
Low obstacles where employees need to walk.	Protruding items from shelves at low level; Desk/filing drawers left open.	<input type="checkbox"/>

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Trips - Common Hazards	Examples	✓
Trailing cables.	Carpeted offices to polished floors.	<input type="checkbox"/>
Unsuitable carpets/matting.	Carpets that have stretched causing 'ripples'; Entrance mats with turned up edges; Loose or unsecured mats on polished floors.	<input type="checkbox"/>
Untidy work areas.	Workshop with tools, waste or materials on floor; Cluttered storage areas.	<input type="checkbox"/>
<p><b>Common Hazards Comments:</b></p> <p>Click or tap here to enter text.</p>		
Trips - Steps and Stairs	Examples	✓
Condition of steps and stairs.	Steep or slippery steps and stairs.	<input type="checkbox"/>
Inappropriately designed steps and stairs.	Steps with inadequate foot space; Rise and fall of steps in staircase inconsistent in size; Slip resistant nosing creating a heel-catch hazard	<input type="checkbox"/>
Steps and stairs that have poor lighting.	Nosing or treads poorly defined visually.	<input type="checkbox"/>
Landings.	Small or missing landings where doors open directly onto stairs.	<input type="checkbox"/>
Isolated low steps.	Isolated low steps particularly at doorways and entrances.	<input type="checkbox"/>
Hand or guard rails.	Lack of suitable handrails or guardrails on steps or stairs.	<input type="checkbox"/>
Carrying loads on stairs.	Carrying a load, which prevents an employee from gripping a handrail; Carrying a large load that prevents the employee seeing the steps beyond the load.	<input type="checkbox"/>
<p><b>Steps and Stairs Comments:</b></p> <p>Click or tap here to enter text.</p>		

## APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Non-Patient Slips, Trips and Falls Guidance	Estates and Facilities	Gary Hewit	Existing policy	July 2024
<b>1) Who is responsible for this policy?</b> Name of Division/Directorate: Estates and Facilities				
<b>2) Describe the purpose of the service/function /policy/project/strategy?</b> Who is it intended to benefit? What are the intended outcomes? To ensure all Trust colleagues are aware of slips/trips and falls guidance.				
<b>3) Are there any associated objectives?</b> Legislation, targets national expectation, standards: Compliance with Policies and legislation				
<b>4) What factors contribute or detract from achieving intended outcomes?</b> – Behaviour, understanding and safety.				
<b>5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> <li>• If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A</li> </ul>				
<b>6) Is there any scope for new measures which would promote equality?</b> [any actions to be taken] N/A				
<b>7) Are any of the following groups adversely affected by the policy?</b>				
<b>Protected Characteristics</b>	<b>Affected?</b>	<b>Impact</b>		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
<b>8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box</b>				
<b>Outcome 1 ✓</b>	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
<b>Date for next review: July 2027</b>				
<b>Checked by: Sean Tyler – Head of Compliance</b>			<b>Date: July 2024</b>	