

SLIPS, TRIPS AND FALLS (NON-PATIENT) POLICY (F-005)

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Executive Lead (name & job title):	Peter Beckwith – Executive Director of Finance/ Senior Information Risk Owner
Name of approving body:	Health and Safety Committee
Date full policy approved:	9 July 2024
Date Ratified at Trust Board:	N/a
Next Full Review date:	July 2027

<i>Date approved by Lead Director:</i>	<i>Pete Beckwith – 29 August 2024</i>
<i>Date EMT as approving body notified for information:</i>	<i>September 2024</i>

Policies should be accessed via the Trust intranet to ensure the current version is used

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1. INTRODUCTION

Slips, trips and falls are the most common cause of major injuries in the workplace, as stated by the Health and Safety Executive (HSE). The minimisation of human costs in terms of injury, pain and incapacity due to slips, trips and falls is paramount to the Trust.

2. SCOPE

This policy applies to all full/part time employees of the Trust (including agency staff, students/trainees, volunteers, clinical attachments, apprentices, seconded staff and all other staff on placement within the Trust).

3. DEFINITIONS

A “fall” is an event which results in an individual or a body part of the individual coming to rest inadvertently on the ground or other surface lower than the individual, whether or not an injury is sustained (Cohen & Guin; 1991).

A “slip” is a slide accidentally causing the individual to lose their balance; this is either corrected or causes an individual to fall (Adapted from COED 2000).

A “trip” is to stumble accidentally often over an obstacle causing an individual to lose their balance, this is either corrected or causes an individual to fall.

A place is “at height” if a person could be injured falling from it, even if it is at or below ground level.

“Work” includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

4. DUTIES AND RESPONSIBILITIES

Chief Executive

The chief executive is required to ensure the organisation has systems and processes in place to implement this policy.

Directors and Senior Managers

- Make arrangements for the effective implementation and monitoring of the policy.
- Produce risk assessments in their areas of responsibility as required under the Management of Health and Safety at Work Regulations 1999, where slips, trips and falls are identified as a hazard.
- Where risk assessment identifies training as a measure to support effective implementation of the policy, agree with the relevant training lead the timely delivery of suitable training.
- Make arrangements for the effective implementation and monitoring of the Risk Management Strategy as guidance, promoting a positive reporting and learning culture to facilitate continuous safety improvement with regard to slips, trips and falls.
- Influence the design of buildings via the head of estates, so that full account can be taken of known environmental factors associated with positive risk management.

Line Managers

- Bring this policy to the attention of their staff.
- Ensure staff are provided with training to support the implementation of this policy, through the KSF/PADR process.
- Ensure that workplace/activity risk assessments including the hazard of 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.

- Report slips, trips and falls incidents to the HSE that meet the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure that adequate housekeeping is maintained in their areas of responsibility.
- Report any workplace surfaces/lighting defects to the Estates Department Helpdesk.

All staff

All staff regardless of band and role have a legal duty to abide by this policy and work safely at all times.

In particular all staff will:

- Behave in a safe and responsible manner, taking steps to reduce the risks of slips, trips and falls.
- Attend training programmes provided in support of this policy.
- Inform line managers of any situation that is considered to be a significant risk and promptly report all health and safety incidents via the Trust Datix reporting system.
- Report any damaged/broken floor/walkway surfaces to the Estates Department Helpdesk.
- Ensure that tripping risks are not created, for example, locating wires and cables safely, not blocking designated walkways.
- Ensure that slipping risks are not created, for example cleaning spillages of liquids and powder promptly.

Deputy Director of Estates and Facilities

The Deputy Director of Estates and Facilities is responsible for ensuring that all premises and external surfaces/areas owned or leased by the Trust are as safe as is reasonably practicable and do not present a hazard to patients, staff and visitors using the Trust.

Safety Team

- Monitor the implementation of the policy through the monitoring arrangements of the Trust's health and safety management systems.
- Review the content of this policy periodically or following changes to any relevant legislation.
- Review reported slips, trips and falls incidents through the Health and Safety Group

5. PROCEDURES RELATING TO THE POLICY

Safe Design of The Environment

During the design and development stage for new Trust buildings and the renewal of flooring/walkways in and around existing buildings, the requirements and specifications of the relevant health technical memorandums will be followed.

Manufacturers' specification documentation will be stored in the building health and safety file kept by Estates. Any maintenance requirements set out in the manufacturers' specification will be followed by Estates.

Risk Assessment

Unit/Team workplace/activity risk assessments are required to assess slips, trips and falls hazards (including from heights) as part of their assessment process and to ensure appropriate control measures are in place.

The risk assessments are required to be reviewed on an annual basis, or following an accident or near miss, or after any significant changes, to ensure that standards are maintained and that new or additional hazards have not been introduced or become apparent since the previous assessment.

The risk assessments will be the responsibility of the Line Managers within the department.

Training

Increasing knowledge and awareness through providing information and training plays an important part in reducing slips, trips and falls.

Awareness of the risks of slips, trips and falls will be covered in the Trust Health and Safety Awareness training.

Maintenance of Floors/Walkways/Car Parks in Trust Buildings/Trust Grounds

The safe maintenance of the floor/walkways in Trust buildings will be a partnership exercise between all areas of the Trust and the Hotel Services Team. The grounds and parking areas are managed by the Estates Department.

The risk assessment process will identify areas of risk and allow each individual area to implement controls and ensure that safe practices are in place to prevent a slip and trip hazard from occurring, and also have measures in place to react to a situation should the environment change.

All units/teams should follow the Estates fault reporting procedure to log any identified defects in the working environment, so repairs can be scheduled to be carried out.

Accident Reporting

In the event of a person suffering an injury as a result of a slip, trip or fall, immediate assistance should be sought from Trust First Aiders. If the seriousness of the injury requires further medical attention, the injured person will be referred to Accident & Emergency and Occupational Health as required.

Staff must report any slips, trips or falls incidents or near misses which occur, by completing a Datix form and following the Risk Management Strategy P071 as guidance.

Contractors are required to report any slips, trips or falls incident or near misses to the Estates Management Team who will investigate and record the incidents following the Trust's Risk Management Strategy as guidance.

Process for Raising Awareness

Visitors, contractors or members of the public can notify any member of staff of any concerns and staff will follow the Estates fault reporting procedure to log them.

Where an incident is reported, Staff will take action to address the cause of the incident, complete a DATIX form and inform the relevant line management so an investigation can begin.

Working at Height

It is Trust policy to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable, then all reasonable steps shall be taken by the Trust to risk assess the activity and provide a safe working environment for employees required to carry out their trade or professional skills at height.

The Trust shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

5. EQUALITY & DIVERSITY

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA.

6. IMPLEMENTATION

This policy will be disseminated by the method described in the Policy for the Development and Management of Procedural Documents.

The Slips, Trips and Falls Policy requirements will be integrated within unit/team health and safety workplace/activity assessments.

7. MONITORING COMPLIANCE

Monitoring will be achieved by the following:

Unit's/team's undertaking annual reviews of their slips, trips and falls risk assessments.

Safety Team monitoring the completion of any actions relating to slips, trips and falls risks arising from the Trust premises health and safety inspections.

Estates Information Team monitoring the completion of any reported faults with the condition of Trust floors/walkways/car parks.

Health and Safety Group monitoring the completion of any reported faults with the condition of Trust floors/walkways/car parks that have been escalated to the Group.

Health and Safety Group monitoring the completion of any actions arising from RIDDOR reportable slips, trips and falls incidents.

8. REFERENCES

- Health Technical Memorandums
- The Assessment of Pedestrian Slip Risk; the HSE Approach, Health and Safety Executive
- Slips and Trips: The Importance of Floor Cleaning, Health and Safety Executive
- Preventing Slips and Trips at Work, Health and Safety Executive
- Slips and Trips in the Health Services, Health and Safety Executive
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The NHS Healthcare Cleaning Manual – 2014 Department of Health

9. RELEVANT TRUST POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES

Health and Safety Policy
Patient Falls Policy
Lone Worker Policy F-004
Risk Management Strategy
Moving and Handling Policy

Appendix 1: Document Control Sheet

This document control sheet, when presented to an approving committee must be completed in full to provide assurance to the approving committee.

Document Type	Policy – Slips, Trips and Falls		
Document Purpose	This policy ensures that slips, trips and falls hazards and risks are effectively managed by the Trust.		
Consultation/ Peer Review:	Date:	Group / Individual	
<i>List in right hand columns consultation groups and dates</i>	July 2018	Health and Safety Group	
	August 2021	Health and Safety Group	
Approving Committee:	N/A minor amends	Date of Approval:	
Ratified at:	N/A minor amends	Date of Ratification:	N/A
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	N/A	Financial Resource Impact	N/A
Equality Impact Assessment undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input checked="" type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input type="checkbox"/>]
Master version held by:	Author [<input type="checkbox"/>]	Health Assure [<input checked="" type="checkbox"/>]	
Implementation:	<i>Describe implementation plans below - to be delivered by the author:</i>		
	<ul style="list-style-type: none"> Will be placed on the intranet and update information in Midweek Global 		
Monitoring and Compliance:	<ul style="list-style-type: none"> Line managers are required to review their premises slips, trips and falls risk assessments on an annual basis or following any incident or changes to relevant legislation. The Safety Team will audit compliance with this policy as part of the premises safety inspections. 		

Document Change History:			
Version Number / Name of procedural document this supersedes	Type of Change i.e. Review / Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
2.0	Reviewed	14/1/11	Reviewed
3.0	Reviewed	6/2/12	Reviewed and harmonised with ERYPCT policy. Approved Governance Committee 6-Feb-12
3.1	Reviewed	3/12/12	Minor amendments to 5.2 and section 10 after NHSLA assessors visit
4.0	Reviewed	20/10/15	Reviewed with minor changes

4.1	Reviewed	01/07/18	Reviewed with minor changes Approved Health & Safety Group October 2018
4.2	Reviewed	02/08/21	Reviewed no changes. Approved Health & Safety Group Aug-21
4.3	Full Review	12/06/24	Reviewed with minor changes to role titles, approved at H&S Group meeting 9 th July 2024 and minor amends signed off by Exec Director (Pete Beckwith – 29 August 2024).

Appendix 2: Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. **Document or Process or Service Name:** Slips, Trips and Falls Policy (Non-Patient)
2. **EIA Reviewer:** Paul Dent, Information and Safety Manager
3. **Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other?** Policy

<p>Main Aims of the Document, Process or Service</p> <p>The Slips, Trips and Falls Policy (Non-Patient) sets out a framework for the management of the risk of Slips, Trips and Falls within Humber Teaching NHS Foundation Trust. A separate Patient Falls Policy sets out the framework for managing the risk of patients' slips, trips and falls.</p> <p>Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma</p>

<p>Equality Target Group</p> <ol style="list-style-type: none"> 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender reassignment 	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <ol style="list-style-type: none"> a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	<p>Including specific ages and age groups:</p> <p>Older people Young people Children Early years</p>	Low	The policy sets out responsibilities and arrangements to reduce the risk of staff or persons under the control of the Trust slipping, tripping or falling regardless of their age.
Disability	<p>Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:</p> <p>Sensory, Physical, Learning, Mental Health (including cancer, HIV, multiple sclerosis)</p>	Low	Where an individual's sensory, physical, learning or mental health may adversely impact on their risk of falling as a result of a slip, trip or fall, a risk assessment is required to be carried out by the line manager. Advice and guidance on the carrying out of and implications of the risk assessment would be available from nursing line management, Safety Team and Occupational Health.
Sex	Men/Male Women/Female	Low	The policy applies equally to either

			gender. Where specific gender issues may arise these issues would be individually risk assessed to take into account the circumstances of the situation.
Marriage/ Civil Partnership		Low	The policy would have no impact in regard to marriage or civil partnership.
Pregnancy/ Maternity		Low	When an individual informs the Trust that they are pregnant, the individual's line management is required to carry out a pregnancy risk assessment. The assessment process assesses the potential for slips, trips and falls for the work activity the individual is undertaking. The assessment is periodically reviewed until the individual leaves the Trust on maternity leave.
Race	Colour Nationality Ethnic/national origins	Low	The policy applies equally to any race.
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	The policy applies equally to any religion.
Sexual Orientation	Lesbian Gay Men Bisexual	Low	The policy applies equally to any sexual orientation.
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex.	Low	The policy applies equally to any gender.

Summary

Please describe the main points/actions arising from your assessment that supports your decision above	
<p>Slips, trips and falls are assessed as part of the Trust's general work activity/workplace assessments. The results from the inclusion of slips, trips and falls within risk assessments allows the Trust to identify issues in relation to a person's physical, religious, race, disability, etc. requirements with may increase the risk of the person slipping, tripping or falling. Where assessments highlight any equality and diversity issues, actions are put in place to address them.</p> <p>Regular safety management reviews are held where unit/team risk assessments form part of the review. This would include slips, trips and fall assessments. Findings from the management reviews are fed back to the Health and Safety Group meetings and to the three-monthly Safety Trust Board reports. Where safety management reviews highlight any equality and diversity issues, actions are put in place to address them.</p>	
EIA Reviewer: Paul Dent	
Date completed: 12 th June 2024	Signature: P Dent