

Preventing Slips & Trips

Health and Safety Guidance for Managers

Issued by Occupational Safety

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Managers Summary – What You Need To Do

What are your responsibilities as a manager?

- Ensure that the premises under your control provide a safe working environment for staff and others, free from the risk of slips and trips.
- Ensure that all defects identified, or unsafe practices observed, on the premises are reported and addressed.
- Ensure appropriate instruction and training on maintaining the safety of the working environment is provided.

To achieve this you should -

- Conduct a thorough risk assessment for all areas / premises under your control.
- Identify any slip or trip hazards.
- Introduce suitable measures to control the risks.
- Inform staff about the steps you have taken to minimise the risks.
- Monitor control measures to ensure they are effective and amend if necessary.
- Review the risk assessment at least annually - more often if there are any accidents or changes in the work environment / work practices.
- Investigate all slip / trip accidents and take appropriate action to prevent similar accidents happening again, and review all relevant risk assessments.

What support will you receive from Human Resources Safety Staff?

The Occupational Safety Team will -

- Provide help with the interpretation of any aspect of the guidance.
- Provide clarification and further detail on the application of the guidance
- Monitor the performance of workplaces via Accident Reports and the Safety Management Auditing programme and provide appropriate feedback.
- Provide any further information or guidance that may be required.

Employee Responsibilities

Employees have a responsibility and it is the duty of each member of staff, while at work, to take reasonable care for their own health and safety and that of all other persons with whom they have contact with during their work activities.

Employees must report any defect they identify, or unsafe practises they observe, on the premises to their immediate line manager/supervisor who will initiate the appropriate action.

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Employees must assist with good housekeeping of their own personal workspace area and of the communal areas.

Introduction

Slips and trips are the single most common cause of injuries at work and account for a significant proportion of sickness absence throughout the Council. Slips and trips also account for a significant number of the accidents to members of the public on Council premises.

In addition to the pain and suffering endured by the victims of slip/trip accidents, the cost of legal claims pursued place a considerable financial burden on the Council. Employee absence can put additional pressure on colleagues and, if agency staff has to be employed, there is an additional financial burden on the service.

The aim of this guidance document is to provide managers with information to enable them to eliminate, or significantly reduce, slip and trip accidents.

As a manager you have a legal duty to provide a safe place of work and working environment. It follows, therefore, that you will need to take appropriate action to minimise this type of accident. Slip/trip hazards need to be identified and the risks assessed. Slip and trip accidents are not inevitable; they can be prevented/controlled if the subject is given sufficient attention. The control measures are often simple and low cost but can bring about significant reductions both in human suffering and costs.

Controlling slip and trip risks will require the support of everyone – senior managers, employees, contractors and others. Visitors should be advised about any specific risks in particular areas.

Reducing Slips and Trips

The key to the successful management and reduction of slips and trips is to identify all slip and trip hazards in the workplace environment and any that might arise from the work activities, and then conduct a thorough risk assessment. (Employees should also be involved in this exercise).

In order to risk assess and effectively control slip and trip risks managers should -

- Identify the hazards – look for slip and trip hazards around the site. Identify areas where risks of slips or trips exist, for example:
 - where floors may become contaminated
 - lighting is inadequate
 - poor housekeeping may cause obstructions or tripping hazards
 - staircases or changes in level
 - damaged or uneven floors.
- Decide who may be harmed and how – look at who comes onto site and whether they are at risk.
- Consider the risks - decide if precautions already being taken are enough, or if more needs to be done.

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- Introduce suitable control measures, for example -
 - Spillages are dealt with immediately and leaks are fixed promptly.
 - Effective floor maintenance and cleaning regimes are carried out.
 - Waste / rubbish is not allowed to accumulate.
 - Adequate lighting is in place, particularly on staircases.
 - Appropriate signs warn of potential hazards, e.g. freshly mopped floors.
- Record the findings.
- Advise your staff of the measures you have put in place to minimise the risks.
- Provide suitable training, supervision and information for your employees to enable them to work safely.
- Monitor the control measures to ensure they are effective and are being adhered to. Make any changes necessary.
- Review the assessment regularly - at least annually and more often if there are changes in the work environment, work activities, or if an accident has occurred. Revise the assessment if necessary.

The Main Causes of Slips and Trips

Slips are mainly caused by -

- Wet floors, or floors contaminated with substances, e.g. fluids (spilt or leaking), grease, oil, drinks
- Dry contamination, e.g. dusts, polythene bags, dropped food
- Walking from wet to dry floors, e.g. when coming in from outside
- Flooring which is unsuitable for the work environment
- Poor cleaning and maintenance regimes
- Poor lighting or glare
- Inappropriate footwear

Trips are mainly caused by -

- Badly maintained floor coverings
- Uneven or damaged flooring
- Unmarked slopes, ramps, changes of level, textured floor coverings
- Obstructions e.g. boxes, objects or tools on stairs, corridors or walkways
- Trailing cables
- Poor lighting levels
- Running or rushing from one place to the next

What to look for when 'identifying the hazards' -

Flooring

- The flooring in a workplace must be suitable and of the correct slip resistance rating for the type of work activity that will be taking place on it.
- Where a floor cannot be kept dry, people should be able to walk on the floor without fear of slip, despite any contamination that may be on it, so it should have sufficient 'roughness'. If you are relying on the floor to be good enough to cope with the contamination and still be non slip, remember the more viscous (thicker) the contamination, the rougher a floor needs to be to prevent slips.
- The flooring must be cleaned correctly to ensure that it does not become slippery. Non slip flooring will have specific cleaning requirements to maintain its slip resistance properties.
- The flooring must be fitted properly to ensure there are no tripping hazards. Non slip coatings, if used, must be applied correctly.
- Flooring 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, but if they can't, they must be highlighted.
- Stairs should have a suitable handrail; steps of equal height and width; good lighting; non slip, square nosings on the step edges.

Contamination

Most floors only become slippery once they become contaminated. Prevent contamination and you reduce or even eliminate the slip risk.

Contamination can be classed as anything that ends up on a floor e.g. rainwater, oil, grease, cardboard, product wrapping, dust etc. It can be a by-product of a work process, a work environment or be due to adverse weather conditions.

Review and implement measures to prevent contamination in the following order of priority:

1. Consider if the problem can be eliminated e.g. fit effective canopies to external doorways to stop rainwater entering a building; fix leaking machines; assess the activity and the way in which people work; change the system of work.
2. If the problem cannot be eliminated can it be controlled e.g. good sized mats at building entrances to dry feet; drip trays for leaks; lids on cups and containers.
3. If you can't stop contamination from getting onto a floor, ensure that it is cleaned effectively and quickly. Choosing the right cleaning regime for the contamination type and the flooring is essential, as well as restricting access / posting signage (as required) where cleaning operations have taken place.

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Obstacles

Half of all trip accidents are caused by bad housekeeping. Good housekeeping doesn't cost money, it just takes a little personal effort. Do all staff have a *see it, sort it* attitude?

- Ensure there's a suitable walkway through the workplace.
- Keep the walkway clear (no trailing wires, no obstructions etc.).
- Look at peoples workstations - are the floors tidy, do they have enough storage space?
- What about other rooms? Are they tidy, are goods suitably stored, and are there enough bins?
- Carry out regular checks of the environment – ensuring that any slip / trip hazards identified are suitably addressed.

Cleaning

If a floor is not properly cleaned, according to manufacturer's instructions, it may lose its slip resistance.

Cleaning affects every workplace, nowhere is exempt. It's not just a subject for cleaning managers and staff; everyone in the workplace has a job to do e.g. keep your own workstation clear; deal with your own spillages.

Cleaning and slip and trip accidents are closely linked. If the risks are to be tackled successfully in the workplace, safe cleaning must be considered. The process of cleaning can create slip and trip hazards, especially for those entering the area being cleaned (such as the cleaners themselves).

People often slip on floors that have been left wet after cleaning. Stop pedestrian access to smooth, wet floors by cleaning out of normal working hours; using barriers; locking doors (not fire doors!) or cleaning in sections. Warning signs and cones only warn of a hazard, they do not prevent people entering the area. If they are used incorrectly they are often ignored.

An effective cleaning regime requires a good management system to help identify problem areas, decide what to do, act on decisions made and check that the steps have been effective. Good communications are needed at all levels e.g. between equipment and chemical suppliers to ensure suitability of product for the type of contaminant and floor.

Effective training and supervision is essential to ensure cleaning is undertaken to the correct standard. Cleaners 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.

Contamination is implicated in almost all slip accidents. Regular and effective cleaning to remove contamination helps reduce accidents.

Top Tips – Cleaning Regimes / Cleaning Operatives

- Use the right amount of the right cleaning product.
- Detergent needs time to work on greasy floors.
- Cleaning equipment will only be effective if it is well maintained.

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- A dry mop or squeegee will reduce floor drying time, but whilst the floor is damp there will be a slip risk.
- A well wrung mop will leave a thin film of water sufficient to create a slip risk on a smooth floor.
- Spot clean where possible.

Managers who use cleaning or catering contractors should decide what they need to do to manage and monitor the contract effectively. They should agree with the contractor how and when the work will be done and the precautions that will be taken to reduce the risk of slip and trip incidents. Relevant issues include what equipment should or should not be used; PPE to be used and who will provide it; working procedures; number of people needed to do the job; reporting incidents/accidents and keeping records; training of employees.

People or Human Factors

How people act and behave in their work environment can affect slips and trips.

Individual behaviour -

- A lack of awareness of danger (particularly in new or young workers).
- Rushing to meet deadlines and not taking due care.
- Carrying large objects that restrict vision or prevent them holding onto handrails.
- Becoming distracted whilst walking e.g. using a mobile phone.
- Not avoiding potentially risky or dangerous areas, e.g. slippery or damaged footpaths.
- Fatigue.
- A positive attitude to health and safety. A 'see it, sort it!' mentality can reduce the risk of slip and trip accidents, e.g. deal with a spillage instead of waiting for someone else to deal with it, (but is everything locked in the cleaner's cupboard? Are suitable cleaning materials available for anyone to use?).
- Wearing inappropriate footwear e.g. wearing high heels at work will make you vulnerable to a slip/trip (see footwear section).

Such issues can be addressed through appropriate training and reassessment of tasks and work deadlines. Regular supervision is needed to make sure staff follow instructions.

Individuals with a physical, sensory or learning disability, illness or medical condition can be more at risk of slip / trip accidents and this should be considered in the risk assessment.

It's a good idea to involve employees at all levels when looking at risks and agreeing the safety measures needed. They may identify problems, or come up with solutions, not previously considered. You are more likely to succeed in tackling the hazards and getting employees to comply with instructions if they feel 'involved'.

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Environment

Environmental issues (e.g. lighting, loud or unfamiliar noises, the weather, humidity, condensation) can increase the risk of slips and trips, so it is important to take them into consideration.

The following give an indication of how they can affect slips and trips –

- Too much light on a shiny floor can cause glare and stop people from seeing hazards on the floor and stairs.
- Too little light will also prevent people from seeing hazards on the floor and stairs.
- Unfamiliar and loud noises may be distracting.
- If rainwater gets onto a smooth surface, inside or outside a building, it may create a slip hazard.
- Cold weather can cause frost and ice, creating slippery surfaces.
- Condensation may make a smooth floor slippery.

External Environment

In general, many of the control measures adopted inside a building to prevent slips and trips are equally relevant outside.

Lighting should be adequate and well maintained and any handrails on ramps or steps should be maintained in good condition.

Paths should, as far as possible, be free from potholes, leaves and moss, particularly where fire exits open out onto them. Gutters and gullies should be cleared of leaves to prevent overflowing.

Adverse Weather Conditions

With regard to adverse winter weather conditions, special measures should be taken to minimise the risks of slips and trips -

- A risk assessment should be carried out to identify areas that require special attention, e.g. the main access to the building, frequently used outbuildings, areas where buses/taxis drop-off, areas where vulnerable service users park. Where only a limited number of access routes will be cleared or treated, all staff and service users should be advised before the event.
- Consider designating an “appointed person or persons” to carry out the task of gritting e.g. building custodians, school caretakers. More than one person may be required to cover for absences or severe weather conditions.
- Once walkways are cleared reasonable efforts should be made to keep them in a safe condition e.g. treat with a mixture of rock salt and grit.
- Where contract gritting is carried out, managers should evaluate if a grit bin and a small supply of grit should be obtained in case of emergencies or delays in the contract gritting service.

See *Snow and Ice Clearance Guidance* on the Occupational Safety website.

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Footwear

Footwear can play an important part in preventing slips and trips.

- For work situations where floors are mainly clean and dry, a sensible footwear policy can help reduce risks (i.e. flat shoes or with a sensible heel; shoes with a sole and heel made in softer material tend to have improved 'grip').
- In work situations where floors can't be kept dry or clean e.g. food preparation areas, the right footwear will be especially important, so a slip resistant shoe may be required.
- Where you cannot control footwear e.g. members of the public in a market thoroughfare, it is important to ensure smooth floors are kept clean and dry.

Where footwear is provided specifically as a means of controlling the risk of slips and trips, it should be considered as PPE (Personal Protective Equipment) under the Personal Protective Equipment at Work Regulations 1992, and as such should be provided free of charge to employees.

Choosing the most suitable slip-resistant footwear for a particular environment / work activity can be difficult. Descriptions of slip-resistance given in suppliers brochures range from '*improving the grip performance*' to '*excellent multi-directional slip-resistance*', but often do not describe the work environments for which the footwear is, or is not, suitable. Slip-resistant industrial footwear will normally have been tested for slip resistance according to BS EN ISO 13287:2019. How to make the best choice?

- Undertake a footwear trial before buying sufficient stock for the workforce.
- Footwear can perform differently in different situations e.g. footwear that performs well in wet conditions might not be suitable where there are food spillages.
- A good tread pattern is essential on fluid-contaminated surfaces. The pattern is characterised by, among other things, leading edges in all directions to sweep away lubricant leaving dry contact under cleats.
- Sole tread patterns should not become clogged with any waste or debris on the floor. If they do, then the design of the sole is unsuitable for the situation.
- Sole material type and hardness are key factors. Caution is needed in making generalisations and testing is always recommended.
- When choosing footwear take account of factors such as comfort, durability and any additional safety features required e.g. steel mid sole. The final choice may have to be a compromise.
- Where footwear has been tested, coefficient of friction (CoF) test values must be available. CoF data can be requested from the supplier. Some suppliers now publish it in their catalogues. **The higher the CoF, the better the slip resistance.**

For further information on footwear selection please refer to HSE guidance via the following link:

<http://www.hse.gov.uk/slips/footprocure.htm>

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Other Factors

Other factors can also be the cause of slips and trips. For example -

- Badly designed workplace or work process.
- Poorly designed work activities, e.g. having to carry, push / pull loads, turn, move quickly or take long strides.

Poor working environment features should ideally be “designed out” in new buildings and during the refurbishment of existing premises. Managers can identify action needed to improve poor working processes and working environments through risk assessment.

Consider -

- What tasks are taking place? Can they be improved?
- Maintenance of equipment.
- Housekeeping systems.
- Provision of appropriate personal protective equipment.

Poor **cable management** in work areas can result in tripping hazards for staff. Managers are responsible for making sure that the amount of trailing cables is minimised. Electrical sockets and network points should be provided as close to work areas as possible. Cables from equipment, e.g. phones, computers, printers etc., should be properly and safely routed and tied together to reduce the risk of people catching their feet in them when getting to and from their work area. Where it is absolutely necessary for cables to cross thoroughfares, rubber trunking should be used to minimise the risk.

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Control Measures

The following table, adapted from HSE information sheets, suggests possible control measures to prevent slips and trips in specific work areas. The list is by no means exhaustive and other solutions may be appropriate.

Area	Practical measures for slip/trip risk control
External paths, steps, and parking areas	<ul style="list-style-type: none">• Suitable lighting – replace, repair or clean lights before levels become too low to be safe• Ensure steps and paths are suitable for the volume of pedestrian traffic• Ensure paving slabs are secure and tarmac paths are in good condition to give a flat, even surface• Maintain parking area so it is free of potholes• Mark the nosing of steps using anti-slip coating, as smooth gloss paint will make the surface slippery in wet conditions• Provide handrails where appropriate and maintain in good condition• Discourage shortcuts across grassed/muddy areas (are the paths in the right place?)• Clean leaves, mud etc. from surfaces• Remove algal growth• Put in place effective procedures to deal with snow or ice
External bin stores and delivery areas	<ul style="list-style-type: none">• Suitably sited on the premises• Ensure surface is well maintained, free from tripping hazards, avoid surface water• Highlight any changes in level, remove steps if possible• Suitable number and type of bins so rubbish is not left/dropped on the floor• Adequate lighting

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Building entrances/exits	<ul style="list-style-type: none">• Properly positioned door canopies of good size can prevent rain and dirty water from entering the building and getting onto the floor• Provide non-slip, water absorbing mats at entrances that are large enough to dry shoes• Maintain mats in good condition and change when saturated• Ensure temporary matting does not curl and create a trip risk• Display signs warning of hidden steps/changes in level• Display signs warning of risk of slipping when appropriate• Site door catches and door stops safely
Internal stairs and corridors	<ul style="list-style-type: none">• Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet• Lighting - replace, repair or clean lights before levels become too low to be safe• Provide handrails at a useable level (consider children in schools etc.)• Mark the nosing of steps using anti-slip coating, as smooth gloss paint will make the surface slippery in wet conditions• Consider putting in place measures for traffic streaming and flow management along busy corridors and up/down stairs• In schools, consider a staggered release of students onto heavily used traffic routes
Playgrounds, all-weather sports surfaces	<ul style="list-style-type: none">• Ensure surface is flat, in good condition and well maintained – no loose materials present.• Precede all games/activities with a visual sweep of the area during which time all hazards should be removed or made safe• Remove accumulations of mud/water and algal growth.• Ensure users wear the appropriate footwear for the surface

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	<ul style="list-style-type: none"> • Limitations of space create problems in playgrounds. Activities should be arranged and controlled so that pupils disperse and crowding/collisions are eliminated • Car parking areas should be separate from pedestrian and play areas. The presence of oil can cause slipping and early disintegration of play surfaces
Sports fields/playing fields	<ul style="list-style-type: none"> • Maintain playing surface to a satisfactory standard for safe play. • Broken glass, cans, rubbish etc. create serious risks. Precede all games/activities with a visual sweep of the playing area during which time all hazardous objects should be removed or made safe. • Take measures to keep animals off the playing surface. • Assess play area in relation to weather conditions. Where there is a real risk of injury, games should not be played. • Mark out pitches safely so the surface remains level. No corrosive substances should be used.
Sports halls	<ul style="list-style-type: none"> • Keep floors clean – dust affects the foot/floor purchase • Cleaning or polishing should not leave a slippery finish • Ensure suitable footwear is worn • Maintain floor mats in good condition and ensure they remain flat • Keep floors completely free of wet patches (e.g. condensation, sweat). In school halls consider the cleaning method after mealtime. • Floor inspection should be a part of daily checks/monitoring.
Changing rooms / swimming pools	<ul style="list-style-type: none"> • Avoid contamination of the floor surface with mud/water by providing shoe-cleaning brushes/scrapers; suitable entrance mats to clean and dry feet on • Provide non-slip flooring on floor surfaces. Ensure specialist anti-slip flooring is sourced and specified correctly • Provide non-slip mats or grids in shower areas

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	<ul style="list-style-type: none"> • Provide handholds for people with disabilities • Display 'no running' signs • Broken floor tiles should be replaced urgently.
Classroom areas, laboratories and practical areas	<ul style="list-style-type: none"> • Avoid trailing cables from equipment and tools • Provide storage racks for pupils' bags • Provide coat hooks/racks for drying wet clothing – consider siting such areas on specialist anti-slip flooring as even drips of rain water on smooth surfaces can be enough to result in slips • Provide specialist anti-slip flooring in potentially wet areas • Avoid overcrowding of rooms • Control the entry and exit of people from classrooms • Provide a clear walkway around the room • Don't let displayed art work, practical work etc. obstruct the walkways • Clear away toys in early-years classes so they do not obstruct the walkways
Preparation rooms, technician areas, storage rooms	<ul style="list-style-type: none"> • Provide suitable storage for goods and equipment • Keep containers of bulk liquids in bunded areas as spills and leaks cause slips • Keep a clear area around machines, kilns and other equipment • Use slip-resistant flooring around machines • Remove floor contamination e.g. sawdust, oils, clay, quickly and effectively
Workshops / Depots	<ul style="list-style-type: none"> • Avoid trailing cables from equipment and tools • Keep gangways clear • Clear up offcuts, swarf, sawdust etc. • Maintain machinery to prevent oil leaks etc. • Provide suitable storage for goods and equipment • Suitable non slip flooring, particularly where people work close to other hazards • Prevent contamination (water, oils, waste, packaging)

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	<p>getting onto floor</p> <ul style="list-style-type: none">• Clear up spills immediately• Effective cleaning• Ensure staff wear suitable footwear• Adequate lighting
Kitchens	<ul style="list-style-type: none">• Provide suitable equipment to avoid spillages (from cooking, washing etc.)• Maintain equipment to prevent leaks. Have a system for prompt reporting of faults.• Provide splashguards or edged work surfaces to contain spillages• Use lids and covers for pans and containers, especially when being carried• Ensure good extraction and ventilation to avoid smoke, steam, condensation• Ensure staff wear suitable footwear• Spot clean small spillages and pick up food contamination immediately• Anti-slip mats and grids are used as necessary e.g. in areas prone to contamination• Ensure good housekeeping around bins• Ensure floor surface is non slip and that it is rough enough to cope with greasy contamination• Inspect floors for holes and damage (e.g. loose or broken tiles)• Thoroughly clean floors with products appropriate for the surface and contamination removal, after work has finished. Time routine cleaning so people are not put at risk and hygiene is not compromised.• Prevent anyone from walking on the wet floor e.g. use segregation barriers, lock doors• Site 'messy' operations away from walkways• Only use cones as a temporary warning device, they do not prevent people from walking on spills or wet floors

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	<ul style="list-style-type: none"> • Remove warning signs as soon as hazard has been removed • Enough storage space for food and equipment. Ensure deliveries are not placed in walkways etc.
Canteen areas	<ul style="list-style-type: none"> • Ensure staff wear suitable footwear • Spot clean small spillages and pick up food contamination immediately
	<ul style="list-style-type: none"> • Ensure floor surface is rough enough to cope with greasy contamination • Clean floors only when customers have left the area • Use the right cleaning product for the floor and for contamination removal • Prevent anyone from walking on the wet floor e.g. use segregation barriers, lock doors • Only use cones as a temporary warning device, they do not prevent people from walking on spills or wet floors • Remove warning signs as soon as hazard has gone
Offices	<ul style="list-style-type: none"> • Provide a clear safe walkway within the office • Avoid trailing cables - use cable covers • Provide adequate storage • Do not store or leave materials in the walkways and around equipment e.g. around photocopiers, printers, desks etc. • Replace worn and damaged carpets / tiles / floor coverings • Provide secure storage for bags etc.
Events	<ul style="list-style-type: none"> • Assess location and, if outside, anticipated weather conditions • Ensure temporary cabling is routed safely and protected from damage • Provide sufficient lighting during set-up/dismantling • Use temporary matting/straw coverings on grassed areas • Ensure effective management of the event
Public Areas	<ul style="list-style-type: none"> • Provide clear, safe walkways; consider people with disabilities

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	<ul style="list-style-type: none">• Avoid trailing cables - use cable covers• Keep area clear, clear litter promptly• Inspect area regularly• Do not store or leave materials in the walkways and around equipment• Replace worn and damaged carpets / tiles / floor coverings.
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The information in this guidance has been taken from several HSE documents.

Training for Managers and Staff STEP (Slips & Trips eLearning Package)

The Health & Safety Executive provide STEP – an eLearning package providing slips and trips guidance through interactive learning.

It is an easy way to learn about slips and trips, how they are caused, why preventing them is important and how to tackle them.

The learning package is available to complete on-line, has three levels of information (Introductory / Intermediate / Advanced) can be used by managers or staff, and can also be used by managers to train others – see the link below for further information. Access to the STEP package – available via the following link:

<http://www.hse.gov.uk/slips/step/index.htm>

Slips and Trips Inspection Form

Appendix 1 is a Slips / Trips inspection form that can be used to record findings as areas are inspected.

The Inspection Form includes items / factors for inspection with suggested categories for review – please note **the categories and prompts provided on this form are not exhaustive.**

This is an Inspection Form and **DOES NOT CONSTITUTE A RISK ASSESSMENT** – any significant risks identified should be transferred to a Risk Assessment Form for further analysis.

If you require any further support or guidance on the management and prevention of Slips and Trips, please contact the Occupational Safety Team.

Further information on Health & Safety can be found on the Occupational Safety Website www.bradford.gov.uk/hands/

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Appendix 1

SLIPS AND TRIPS INSPECTION FORM

Area Inspected.....

Inspection Carried Out By.....Date.....

ITEMS / FACTORS INSPECTED	OBSERVATIONS	ACTION TO BE TAKEN (by who and by when)
FLOORING Condition Suitability		
CONTAMINATION Spills Leaks		
OBSTACLES Waste Accumulation		
CLEANING Standard Use of Signage		
PEOPLE OR HUMAN FACTORS Incorrect Footwear Physical / Medical Issues		
ENVIRONMENT Lighting Changes in floor level		
EXTERNAL AREAS Snow / Ice / Moss / Leaves Uneven surfaces		
OTHER FACTORS Work Process Work Activity		