

Slips, Trips and Fall Prevention

Date of first issue	June 2012
Document Reference	CM007
Version	2.0
Revised Date	Oct 2013

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Introduction

1.1 Context

The aim of this policy is to provide employees with the knowledge required to prevent slips/trips/falls within their pharmacy.

1.2 Purpose

Every year a substantial number of people are injured as a result of slipping, tripping or falling. Slips, trips and falls are the second highest cause of reported accidents.

- Slips, trips and falls account for 21% of all notified 4+day injuries (2010).
- 25% of injured people were unable to work for over a month (2010).
- They were the major cause (44%) of workplace accidents reviewed by the Personal Injuries Assessment Board (2009).

3,500 slip and trip cases are reported each year in the Retail Sector.

The European Agency for Safety and Health at Work say

“Slips, trips and falls are the largest cause of accidents in all sectors ...they have been identified as the main causes of accidents that result in more than 3 days absence from work.”

Slips, trips and falls are preventable and everybody has a role to play.

1.3 Scope

This policy applies to all of our managers and employees.

Procedure

2.1 Responsibilities

Management Responsibility

- Commit to tackling slips trips and falls
- Commit to provide the resources to deal with slips, trips and falls
- Complete the on-line workplace specific slips, trips and falls risk assessments
- Ensure regular checks of walkways and equipment are performed
- Ensure employees wear suitable footwear for tasks
- Deal with spills straight away
- Identify areas at high spill risk and locate absorbent materials near likely spills
- Avoid where possible using a wet cleaning approach that may just spread the potential danger area.
- Consider nominating one person each shift to be responsible for spills
- Ensure all employees have completed the on-line Slips and Trips Prevention training

Employee's Responsibility

- Report anything dangerous
- Use and take proper care of any personal protective equipment (PPE)
- Complete any training required

2.2 High Risk Areas

1. Entrance and exit points

- Identify any trip hazards at the entry and exit points.
- Identify areas where pedestrians move between surfaces with different levels of grip. E.g. from a wet street into a dry shop floor and vice versa.
- Take precautions to remove excess water from footwear.
- Mats provided must be properly designed / fitted and placed where people walk.

2. Level Changes

- Identify areas where levels change, e.g. slopes, ramps, steps and bumps.
- Ensure slip resistant surfaces.
- Provide adequate lighting.
- Highlight changes in level.

- 3. Sources of liquid**
 - Identify sources of liquid, e.g. Water coolers, washing up areas, toilets.
 - Use proper mats in these locations where required.
 - Ensure adequate local drainage in these areas.

- 4. Cables and hoses**
 - Identify trailing cables and hoses.
 - Identify poorly sited electrical outlets and equipment. Where possible site electrical outlets to avoid trailing cables.
 - Use retractable cable reels where available.
 - Avoid use of extension leads trailing across floors.

- 5. Damaged flooring**
 - Identify poorly maintained or damaged floors and paving.
 - Repair and take steps to prevent future damage.
 - Mark hazards with suitable hazard warning tape until a resolution is obtained.

- 6. Mats & rugs**
 - Ensure regular checks of mats are carried out for trip hazards.
 - Ensure mats and rugs are properly designed and fitted.
 - Use heavy mats and mats with weighted edges.
 - Recess mats into flooring where possible.

- 7. Slippery surfaces**
 - Identify slippery surfaces. As a rule of thumb, high gloss and highly reflective are a high risk.
 - Consider changing or treating high risk surfaces.
 - Pay particular attention to areas that may become slippery during severe weather. Grit or salt may be helpful to deal temporarily with snow or ice.

2.3 Guidance on the use of warning signs

- Warning signs do not physically keep people away from wet floors.
- Safety signs do not substitute for necessary protective measures.
- For programmed or routine floor cleaning, use a system that keeps pedestrians away from the wet floor, e.g. physical barriers.
- Warning signs alone may not be adequate for many circumstances.
- Remove warning signs when the risk no longer applies.

2.4 Housekeeping

- Do not leave unattended totes or boxes on the floor.
- Housekeeping is vital – especially when busy. Do not leave housekeeping until the end of trade.
- Perform a regular check of fixtures for damage which may cause a tripping hazard.
- Keep floors & access routes clear.
- Keep particularly messy operations away from pedestrian routes.
- Ensure cleaning staff have received proper training, instruction and demonstrations where required.
- Staff cleaning floors must wear adequate, non-slip footwear.
- Before cleaning, assess the floor to see if cleaning is actually required.
- As far as possible, dry cleaning (e.g. a dry microfiber brush) should replace wet cleaning.
- Clean floors at times when there will be little or no traffic.
- Wherever possible cordon off the floor area being cleaned using a barrier. (Safety signs do not substitute for necessary protective measures).
- Organise cleaning to provide dry paths through areas being cleaned.
- Where wet cleaning, use water at the right temperature and detergent.
- Remove excess liquid to assist the floor drying process. As far as possible, clean the floor until dry.

2.5 Employee Shoes

Employees should use footwear that:



- Provides a good grip and good slip resistance.
- Have a good tread pattern and a flexible sole.
- Is comfortable and fits well.
- Is reasonably easy to clean.
- Will be reasonably easy to maintain.

Employees should avoid footwear with:



- Open-toed shoes
- Sandals
- Flip-flops
- High heels
- Smooth soles
- Clogs with no ankle strap / heel grip

2.6 Summary

- Never leave a slip/trip hazard unattended.
- Keep floors and access routes clear.
- Do not create any slip or trip dangers.
- Do not let waste build up.
- Mark spills and wet areas immediately.
- Report trailing cables, uneven walkways and poor lighting.
- Report or remove loose objects on walkways.
- Don't run – pay attention to where you are going.
- Wear appropriate footwear.

2.7 Additional Support

Additional support for managers and employees is available through the following:

- Business Manager
- Health & Safety Coordinator
- Human Resources Department

2.8 Definitions

-Not Applicable-