

Prevention of Slips, Trips and Falls Policy

(HSP 013)

V6.0

September 2024

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Data Protection Act 2018 (UK General Data Protection Regulation – GDPR) Legislation.

The Trust has a duty under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team.

Royal Cornwall Hospital Trust rch-tr.infogov@nhs.net

1. Introduction

- 1.1. This policy is allied to the 'Management and Reduction of Risks of Falls in Hospital Care and the Safe Use of Bedrails with Adult Patients' and should be referred to when assessing the potential for slips, trips and falls occurring as well as when conducting investigations following the report of an accident or incident involving one of these three criteria.
- 1.2. Slips, Trips and Falls account for almost 32% of non-fatal injuries to employees accidents reported to the Health and Safety Executive (HSE).
- 1.3. The number of slips, trips and falls should be possible to reduce with simple techniques. These involve planning and positive management during refurbishments and rebuilds, together with good housekeeping. Slips, trips and Falls are avoidable. They can and should be prevented.
- 1.4. This version supersedes any previous versions of this document.

2. Purpose of this Policy/Procedure

The aims and objectives of this policy are to:

- 2.1. Enable the Trust to ensure it provides a safe working environment free from slip and trip hazards so far as is reasonably practicable.
- 2.2. Ensure potential slip and trip hazards in the workplace are identified and addressed.
- 2.3. Ensure any risk to a person's safety is adequately controlled and reduced to the lowest level reasonably practicable.
- 2.4. Ensure where necessary, the appropriate risk assessments and risk reductions methods are put in place.

3. Scope

This policy is applicable to all Trust staff members.

4. Definitions / Glossary

The Trust	The Royal Cornwall Hospitals NHS Trust.
Risk Assessment	The process used to identify the level of risks associated with an area or activity being undertaken for or on behalf of the Trust.
Hazard	Any process, activity or physical aspect, with the potential to cause harm or injury.
Harm	Including injury to persons (staff, patients, visitors, contractors etc) and damage to the finances or reputation of the Trust.

Risk	The likelihood of the harm posed by the hazard being realised.
HSMHM	Health, Safety & Moving and Handling Management.
Control Measure	The steps taken to minimise the risks associated with the area, activity or process being undertaken.
HSMH	Health, Safety and Moving and Handling Teams, specialist advisors employed to provide advice and assistance to the Trust on matters surrounding Health and Safety.
DATIX	The Trusts' electronic incident and risk assessment tool accessed via the Trust intranet site.
Risk Register	Details of risks with the potential to affect one or more areas of the Trust or have a significant impact on Trust activities.
Trust Premises	All premises under the control of the Trust, including, but exclusively to the Royal Cornwall Hospital, Truro; St Michaels Hospital and West Cornwall Hospital.
Staff/ Employees	All persons who are employed by the Trust whether on permanent or temporary contracts (written or implied), paid or unpaid, and shall include persons employed through recruitment and employment agency providers to assist the Trust in the delivery of services, but excluding contractors and third parties undertaking works for or on behalf of the Trust.
Fall	Occurs when the feet have no contact with the surface being walked on. It is an unexpected event in which a person comes to the ground or other lower level, with or without loss of consciousness.
Trip	Happens when the foot is suddenly stopped from moving forward when it meets an unexpected object in its path.
Slip	Happens when the foot slides forward, sideways just as it makes contact with the floor.
Fall from height	A fall from height is any height, there is no height stipulation. It can include working off ladders, step ladders, hop ups etc.

5. Ownership and Responsibilities

5.1. The Role of the Chief Executive

The Chief Executive (CE) is accountable to the Board for the setting up of, and compliance with, the Trust Health and Safety Prevention of Slips and Trips

Prevention Policy and will ensure:

- Management systems for compliance with Health and Safety and associated legislation are in place.
- Effective communication systems for health and safety matters at all levels of the employee structure throughout all RCHT sites.
- Adequate resources for managers to fulfil their Health and Safety duties.
- Procedures to monitor the effectiveness of Health and Safety management.

5.2. Role of the Executive Directors, Clinical Directors and Care Group Manager

The Executive Directors, Clinical Directors and Care Group Managers are responsible to the CE for ensuring, within the area of responsibility, compliance with measures set out in this and other related documents, to eliminate or minimise the risks of slips, trips and falls occurring to staff and others. Compliance is to be achieved by:

- Attendance on Health and Safety management training courses.
- Robust monitoring and recording of defects, accidents, incidents and near misses.
- Participation in local Health and Safety Audits and inspections.
- Allocating resources to ensure timely resolution of identified hazards and risks.
- Ensuring that all staff within the Care Group are made aware of this document and the application within the areas of responsibility.

5.3. Role of Heads of Nursing

Heads of Nursing are to:

- Be aware of the Trust's Health and Safety strategy and policies.
- Support the departmental manager in promoting a Health and Safety culture within your working environment, ensuring participation and involvement when requested.
- Identify potential risks and health and safety issues that may impact on the Trusts ability to achieve its objectives, and report concerns through your line management structure.
- Are required to take due care at work, report any accidents, incidents or untoward occurrences and comply with the Trust's Health and Safety Policies in order that the Trust can fulfil its Health and Safety responsibilities.

5.4. Role of the Managers

Managers are accountable to the Care Group Senior Leadership Team (Clinical Director, General Manager and Head of Nursing) for implementing measures set out in this document, associated policies, guidance and other documents. This shall be achieved by:

- Ensuring that defects, accidents and incidents and near misses are reported, recorded and suitable actions are completed in a timely manner.
- Investigating slips, trips and falls related accidents, incidents and near misses and the investigation.
- Maintaining high standards of house-keeping management of resources and equipment to reduce the risk of incidents.

5.5. Role of the Director of Estates

The Director of Estates will ensure that there is a periodic inspection of all internal and external pedestrian traffic routes around the site, in particular routes within public areas. They will also ensure that sufficient resources and funding are made available to ensure the implementation of this document.

Furthermore, they will ensure that any areas of the site under the control of a third party are maintained within the spirit of this document.

5.6. Role of Contract Management (Outsourced Services)

Where services are provided on behalf of the Trust by a third party, the contract manager will ensure that suitable provision is made within the contract, to ensure that suitable and sufficient training and risk assessments are undertaken, with adequate control implemented to ensure that the services do not increase the risks of incident occurring to Trust staff, patients, visitors or others. These provisions shall be monitored within the contract key performance indicators and periodically reported.

5.7. Role of Staff/ Employees

All employees have a general duty to take reasonable care of their own safety and that of others who may be affected by their actions, including the prevention of slips, trips and falls. Employees are accountable to their line managers and are required to assist the organisation in maintaining a safe and healthy place of work, by ensuring:

- Adhering to measures set out in the Trust Health, Safety and associated policies, guidance, procedures and other documents which describe measures put in place to prevent accidents and ill health to themselves and others.
- Any slips, trips and falls hazards they become aware of are reported to their line manager as a minimum requirement. Utilise appropriate wet floor warning signs, and removing these once the floor is dry.

- They appropriately clear up any spillages they are responsible for creating or ensure that the area is clear of obstructions, clear and tidy work area and made as safe as possible and then report the spillage to the relevant team for appropriate action.
- They do not carry drinks around work areas if they are likely to create a hazard.
- They complete the Trust's Incident report Form on Datix as per Trust procedure.
- They wear suitable footwear for the tasks they are carrying out.

6. Standards and Practice

6.1. Health and Safety Arrangements.

The Health, Safety and Moving and Handling Management provides competent Health and Safety assistance and the learning and Development Department covers Health and Safety training, including Slips, Trips and Falls (Staff and Public) prevention and management.

6.2. Estates Department

- 6.2.1. Contractors and sub-contractors are effectively monitored to reduce slips, trips and falls hazards which they create.
- 6.2.2. Trust roads and pathways are suitably treated during adverse weather conditions (e.g. snow and ice) to reduce the risk of slips, trips and falls. An effective planned preventative maintenance programme for Trust roads to reduce slips, trips and falls is in place and monitored for effectiveness.
- 6.2.3. Guidance and advice referred to in HTM61 is followed with regard to flooring design, specification, procurement, construction, commissioning, cleaning and maintenance of flooring. Appropriate lighting in general areas to reduce the risk of individuals misjudging floorings or not seeing contaminants.
- 6.2.4. Appropriate handrails are fitted particularly on slopes and stairs. Tactile paving, in accordance with the current standards, will be provided to indicate changes in levels and other hazard areas on external pedestrian routes.

6.3. Risk Assessment

- 6.3.1. HSE Slip Assessment Tools (SAT) are used for formal slip testing where deemed appropriate.
- 6.3.2. The Trust Slips and trips Checklist is at Appendix 3 to this policy and should be used by all managers and their staff when conducting periodic workplace safety assessments to assist them in identifying hazards associated with slips and trips. Copies of the completed form should be

retained electronically and where there are significant issues they should be raised with the Estates team and Trust HSMH Department.

6.3.3. The Estates Department will ensure that suitable and sufficient risk assessments of circulation and other communal areas undertaken and reviewed, including the implementation of controls identified within the assessment.

6.3.4. Where a risk is identified this shall be recorded in accordance with the Trust Risk Assessment and Risk Register Policy.

6.4. Actions to be taken following a Slip, Trip or Fall

If an employee or visitor falls on RCHT premises the following steps should be taken:

6.4.1. Check the area first in order to safeguard your own safety.

6.4.2. An immediate assessment of any injury or harm should be done, taking action as necessary to make the individual safe and comfortable. When a fracture or serious harm is suspected, arrangements should be made for the person to attend ED immediately.

6.4.3. For minor injuries the person should be advised to see their GP or to attend the local minor injuries unit.

6.4.4. Immediate action must be taken to make the area safe, clearing fluids (remove blood/body fluids in line with Trust decontamination guidance, spilt or broken items and any damaged/broken surfaces that pose a risk and require repair should be reported immediately to the estates help desk.

6.4.5. An incident form should be completed in accordance with the Trust Incident Management Policy.

7. Dissemination and Implementation

7.1. This policy is available via the Document Library on the Trust's Intranet and its contents are covered in Mandatory Induction and Health and Safety Awareness Training.

7.2. Slips, Trips and Falls (Staff and Patient) Prevention training is included in the Trust Corporate Induction and Annual Health and safety Awareness update training programme. Please refer to the learning and Development training Directory on the Trust Intranet for course dates and details.

7.3. The Trust may use various processes for raising awareness of slips, trips and falls prevention such as:

- Poster campaigns.
- In-house training.
- Induction training.

- The Trust Intranet.

8. Monitoring compliance and effectiveness

Information Category	Detail of process and methodology for monitoring compliance
Element to be monitored	a) Training uptake. b) Risk Assessments and checklists. c) Reduction of incidents.
Lead	Head of Health, Safety, Moving and Handling (via the Health and Safety Team).
Tool	a) Electronic Staff Records. b) Risk Assessment Forms and use of checklists. c) Incident statistics, health and Safety Audits.
Frequency	Quarterly.
Reporting arrangements	Reports prepared by: a) Learning and Development Team. b) Health and Safety Team. c) Occupational health Department. d) Falls Prevention Group. Health and Safety Team, Non-clinical Risk Management Committee.
Acting on recommendations and Lead(s)	Risks are reported to the Governance and a further report requested. Health and Safety Risks will be discussed by the Health and Safety team and feedback will be cascaded by the Safety representatives and via the minutes of the meetings.
Change in practice and lessons to be shared	Required changes to practice will be identified and actioned within time frame agreed at the appropriate team depending on the level of risk identified to take each change forward where appropriate. Lessons will be shared with all the relevant stakeholders.

9. Updating and Review

This policy will provide the basis for a safe environment and will be reviewed yearly by the Trust to ensure that it meets the needs that it complied with existing and new legislation.

10. Equality and Diversity

10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the [Equality Diversity And Inclusion Policy](#) or the [Equality and Diversity website](#).

10.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

Appendix 1. Governance Information

Information Category	Detailed Information
Document Title:	Prevention of Slips, Trips and Falls Policy (HSP 13) V6.0
This document replaces (exact title of previous version):	Prevention of Slips, Trips and Falls Policy (HSP 13) V5.0
Date Issued / Approved:	September 2024
Date Valid From:	September 2024
Date Valid To:	September 2027
Author / Owner:	G Griffiths, Head of Health and Safety.
Contact details:	01872 252266
Brief summary of contents:	The purpose of this policy is to ensure the Royal Cornwall Hospitals NHS Trust has appropriate control measures in place to effectively manage Slips and Trip Risks.
Suggested Keywords:	Slips, Trips, Falls, health and safety, risk assessment, risk management, non-clinical, accident, injury.
Target Audience:	RCHT: Yes CFT: No CIOB ICB: No
Executive Director responsible for Policy:	Chief Operating Officer.
Approval route for consultation and ratification:	Health and Safety Committee.
Manager confirming approval processes:	G Griffiths, Head of Health and Safety.
Name of Governance Lead confirming consultation and ratification:	G Griffiths, Head of Health and Safety.
Links to key external standards:	Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999. CQC 10. HSE guidance 'Preventing slips and trips at work', HSE Publication IND225 (Rev 1)

Information Category	Detailed Information
Related Documents:	Health & Safety General Policy. Management of Contractors. Incident Reporting. RIDDOR Policy. Risk assessment and Risk Register Policy and Guidance. Management and Reduction of Risk of Falls in Hospital Care and the Safe Use of Bedrails with Adult Patients. The Health and Safety at Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999. The Workplace (Health, Safety and Welfare) Regulations 1992.
Training Need Identified:	Yes – incorporate update into induction and existing Health and Safety training.
Publication Location (refer to Policy on Policies – Approvals and Ratification):	Internet and Intranet
Document Library Folder/Sub Folder:	Chief Operating Officer/Health and Safety.

Version Control Table

Date	Version Number	Summary of Changes	Changes Made by
March 2008	V1.0	Initial issue.	Len Welsh.
June 2009	V2.1	Minor changes to some sentences and re-numbering caused by separation of text into Appendix's.	Len Welsh.
April 2011	V3.0	Re-draft of whole document.	AAG Basham Health and safety Advisor (interim).
November 2014	V4.0	Full Review.	J. Robin Gatenby Health and Safety Manager.
February 2021	V5.0	Full 3 Year review- updated HSE statistics to 19/20. Advised for detail review of training 7.3 as unable to locate on intranet.	Geoffrey Wyatt Safety Advisor.

Date	Version Number	Summary of Changes	Changes Made by
July 2024	V6.0	Full 3 Year review, updated statistics and Updated into new Trust Templates.	Nicola Webber Health and Safety Lead Auditor and Investigator

All or part of this document can be released under the Freedom of Information Act 2000.

All Policies, Strategies and Operating Procedures, including Business Plans, are to be kept for the lifetime of the organisation plus 6 years.

This document is only valid on the day of printing.

Controlled Document.

This document has been created following the Royal Cornwall Hospitals NHS Trust [The Policy on Policies \(Development and Management of Knowledge Procedural and Web Documents Policy\)](#). It should not be altered in any way without the express permission of the author or their Line Manager.

Appendix 2. Equality Impact Assessment

Section 1: Equality Impact Assessment (EIA) Form

The EIA process allows the Trust to identify where a policy or service may have a negative impact on an individual or particular group of people.

For guidance please refer to the Equality Impact Assessment Policy (available from the document library) or contact the Equality, Diversity, and Inclusion Team
rcht.inclusion@nhs.net

Information Category	Detailed Information
Name of the strategy / policy / proposal / service function to be assessed:	Prevention of Slips, Trips and Falls policy (HSP 13) V6.0
Department and Service Area:	Chief Operating officer/Health and Safety
Is this a new or existing document?	Existing
Name of individual completing EIA (Should be completed by an individual with a good understanding of the Service/Policy):	Nicola Webber, Health and Safety Lead Auditor and Investigator.
Contact details:	01872 252144

Information Category	Detailed Information
1. Policy Aim - Who is the Policy aimed at? (The Policy is the Strategy, Policy, Proposal or Service Change to be assessed)	The purpose of this policy is to ensure the Royal Cornwall Hospitals NHS Trust has appropriate control measures in place to effectively manage Slips and Trips Risks.
2. Policy Objectives	Enable the Trust to ensure it provides a safe working environment free from slip and trip hazards so far as is reasonably practicable. Ensure potential slip and trip hazards in the workplace are identified. Ensure any risk to a person's safety is adequately controlled and reduced to the lowest level reasonably practicable. Ensure where necessary, the appropriate risk assessments and risk reductions methods are put in place.
3. Policy Intended Outcomes	A safer working environment.

Information Category	Detailed Information
4. How will you measure each outcome?	a) Electronic Staff Records b) Risk Assessment Forms and use of checklists. c) Incident statistics, Health and Safety Audits.
5. Who is intended to benefit from the policy?	All Trust employees.
6a. Who did you consult with? (Please select Yes or No for each category)	- Workforce: Yes - Patients/ visitors: No - Local groups/ system partners: No - External organisations: No - Other: No
6b. Please list the individuals/groups who have been consulted about this policy.	Please record specific names of individuals/ groups: Health and Safety Committee
6c. What was the outcome of the consultation?	Approved
6d. Have you used any of the following to assist your assessment?	National or local statistics, audits, activity reports, process maps, complaints, staff, or patient surveys: No

7. The Impact

Following consultation with key groups, has a negative impact been identified for any protected characteristic? Please note that a rationale is required for each one.

Where a negative impact is identified without rationale, the key groups will need to be consulted again.

Protected Characteristic	(Yes or No)	Rationale
Age	No	This policy does not impact on age.
Sex (male or female)	No	This policy does not impact on gender.
Gender reassignment (Transgender, non-binary, gender fluid etc.)	No	This policy does not impact on gender reassignment.
Race	No	This policy does not impact on race.

Protected Characteristic	(Yes or No)	Rationale
Disability (e.g. physical or cognitive impairment, mental health, long term conditions etc.)	No	This policy does not impact on disability.
Religion or belief	No	This policy does not discriminate with any religious or cultural beliefs.
Marriage and civil partnership	No	This policy does not impact on marriage/civil partnership.
Pregnancy and maternity	No	This policy does not impact on pregnancy/maternity.
Sexual orientation (e.g. gay, straight, bisexual, lesbian etc.)	No	This policy does not impact on sexual orientation.

A robust rationale must be in place for all protected characteristics. If a negative impact has been identified, please complete section 2. If no negative impact has been identified and if this is not a major service change, you can end the assessment here.

I am confident that section 2 of this EIA does not need completing as there are no highlighted risks of negative impact occurring because of this policy.

Name of person confirming result of initial impact assessment: Nicola Webber, Health and Safety Lead Auditor and Investigator.

If a negative impact has been identified above OR this is a major service change, you will need to complete section 2 of the EIA form available here:
[Section 2. Full Equality Analysis](#)

Appendix 3. Slips and Trips Checklist

The aim of this checklist is to assist managers in identifying circumstances that might cause personnel to suffer injuries from slips and trips.

If a serial is answered 'Yes' please complete a risk assessment outlining the control measures allied to the specific serial.

Slip Hazards		Please tick relevant column for each type of hazard.		
Serial	Hazard Description	Yes	No	NA
1	Spills and splashes of liquids, e.g. water, oils, lubricants, bodily fluids.			
2	Wet flooring (following cleaning).			
3	Unsuitable footwear.			
4	Loose mats on: Polished floors, Not non-slip floors.			
5	Rain, ice, sleet or snow.			
6	Change from a wet to dry surface (footwear still wet).			
7	Unsuitable floor surface / covering.			
8	Dusty / dirty floors.			
9	Uneven surfaces.			
10	Sloping surfaces.			
11	Rubbish on floor, e.g. paper, plastic sheeting.			
12	Other:			
13	Other:			
14	Other:			
Trip Hazards				
	Hazard Description	Yes	No	NA
15	Loose floor boards / tiles.			
16	Loose, rucking and worn mats / carpets.			
17	Uneven indoor and/or outdoor surfaces.			
18	Holes / cracks/ splits / pot holes in surface / loose floor boards / holes in lino.			
19	Changes in surface level; Tiered floor surface, Stairs, Steps, Ramps.			
20	Cables / leads across walkways.			
21	Cables / leads hanging from backs of desks in walkways.			

22	Obstructions, e.g. boxes and bags on the floor in walkways.			
23	Any bumps, ridges or protruding objects on the surface, e.g. nails, screw heads.			
24	Protruding lower wall and floor fixings.			
25	Electrical and Communications service boxes in the floor with protruding lids or missing lids (where?).			
26	Lack of storage space; Items left on floor. Difficult to gain safe access or egress.			
27	Insufficient / inadequate lighting levels.			
28	Lighting that has failed.			
29	Environmental issues e.g. damage to a path, heavy falls of foliage.			
30	Other:			
31	Other:			
32	Other:			

Hospital site:

Ward/ Department/Service:

Area(s) being assessed:

Names of Assessor(s)(Print)

Names of Assessor(s) (Print)

Job title:

Contact Telephone No:

Email address:

Signature:
