

# SLIPS AND TRIPS



YOUR GUIDE TO PREVENT SLIPS  
AND TRIPS IN ALL WORKPLACES



**hse<sup>n</sup>i**

CONTROLLING RISK TOGETHER

IN PARTNERSHIP WITH THE 11 DISTRICT COUNCILS

# PRACTICAL STEPS TO PREVENT SLIP AND TRIP ACCIDENTS

There are many simple ways to control the risks of slips and trips and prevent accidents in your workplace. Here are a few examples:

## STOP FLOORS BECOMING CONTAMINATED

- Use entrance matting.
- Fix leaks from machinery or buildings.
- Make sure plant and equipment are maintained.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

## USE THE RIGHT CLEANING METHODS

- Make sure that your cleaning method is effective for the type of floor you have.
- Don't introduce more slip or trip risks while cleaning is being done.
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Remove spillages promptly.

- Have effective arrangements for both routine cleaning and dealing with spills.
- Use the appropriate detergent mixed at the correct concentration.
- Consider the flooring and work environment.
- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.
- Keep walkways and work areas clear of obstructions.

## STEP-BY-STEP GUIDE

Follow this simple step-by-step guide to help you control risks of Slips and Trips. For each step, always consider measures that protect everyone at risk.

# 1 STEP

### GET THE RIGHT FOOTWEAR

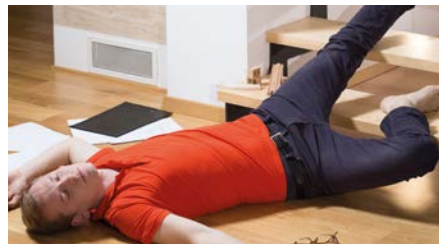
- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, ie comfort and fit.
- If footwear is supplied as personal protective equipment (PPE), it must be supplied free of charge to employees.



# 2 STEP

### THINK ABOUT PEOPLE AND ORGANISATIONAL FACTORS

- Consider how work is organised and managed, eg to avoid rushing, overcrowding, trailing cables.
- Make sure employees are involved in the decisions that affect them, eg choice of PPE footwear or a change in cleaning methods.






# 3 STEP

## WHAT CAN EMPLOYEES DO TO PREVENT SLIPS AND TRIPS?

- If you have an accident or a near miss, make sure you report it to your employer promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement.
- Tell your employer about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

**Use the hazard-spotting checklist and slips and trips mapping tool to help you identify problem areas, see overleaf.**

A person wearing blue overalls and dark work boots is mopping a dark, reflective floor. The person is holding a long-handled mop with a white head. To the right of the person is a yellow A-frame caution sign with a black silhouette of a person slipping. The background shows a staircase and a potted plant. The left side of the image has a vertical yellow and black diagonal striped border.

**SLIPS AND TRIPS ARE THE MOST COMMON CAUSE OF INJURY AT WORK. IN 2014/15 OVER 1/3 OF REPORTED WORKPLACE INJURIES IN NORTHERN IRELAND WERE CAUSED BY SLIPS, TRIPS AND FALLS FROM HEIGHT. SLIPS AND TRIPS ARE ALSO THE MOST REPORTED INJURY TO MEMBERS OF THE PUBLIC.**



## **Risk Assessment:**

You must manage the health and safety risks in your workplace by carrying out a risk assessment. Consider what risks in your workplace may lead to slip or trip injuries, and decide what suitable and effective control measures will prevent these types of accidents. You then need to put these control measures into practice.

Make a record of your significant findings and what you have in place to prevent them. If you have fewer than five employees you don't have to write anything down but it is good practice to keep a record. More guidance on risk assessment can be found at [www.hseni.gov.uk/topics/risk-assessment](http://www.hseni.gov.uk/topics/risk-assessment)



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## **Further information**

Guidance is available on the HSENI website:

[www.hseni.gov.uk/topic/slips-and-trips](http://www.hseni.gov.uk/topic/slips-and-trips)

HSE has a free online learning tool, called the Slips and Trips eLearning Package, referred to as 'STEP' It provides an overview of slips and trips, how they are caused and how to prevent them, from introductory to advanced level:

[www.hse.gov.uk/slips/step/start.htm](http://www.hse.gov.uk/slips/step/start.htm)

The hazard spotting checklist is suitable for all workplaces as a practical guide to help employers identify problem areas for slips and trips and how to tackle them:

[www.hse.gov.uk/pubns/ck4.pdf](http://www.hse.gov.uk/pubns/ck4.pdf)

The slips and trips mapping tool shows you how to identify hotspots for slips and trips in your workplace so that you can prioritise actions:

[www.hse.gov.uk/slips/mappingtool.pdf](http://www.hse.gov.uk/slips/mappingtool.pdf)