



Slips, Trips & Falls: Essential Information for Colleagues

H&S PACK OCTOBER 2024



This pack is to help you facilitate the monthly health and safety meeting for your site in **OCTOBER 2024**
Please ensure you complete the template [Monthly Unit Safety Meeting_v9.doc](#)

This Month's Topic		Slips, trips & falls
Training available		AccessPlanit eLearning for CH&Co and MyLearning at Compass
	CH&Co Relevant risk assessments / SSoW's /SOP's	<ul style="list-style-type: none"> • HS SOP 22 - Slips, Trips & Falls (31.07.14) available in your Health and Safety Manual • Risk Assessment 109 Slip, Trips and Falls available in your Health and Safety Manual • Opening & Closing checklist (part of your A3 daily due diligence record)
	Compass Relevant risk assessments / SSoW's /SOP's	<ul style="list-style-type: none"> • Compass 'task cards' identify if slip, trip & falls risks are present with picture • Within Compass's Workplace Management System 'Slip, Trips and Falls' (Ref STCSSI 10) • Floor Safety Risk Assessment (Ref ES03)
Lessons Learnt		See the two-lesson learnt relating to slips, trips & falls below

TASK FOR THIS H&S MEETING- discuss with your team

- Are there any slips risks caused by leaking/faulty equipment, which haven't been reported?
- Are hazard signs available if slip trip hazard present?
- Do you have any slip, trip or fall concerns? If yes, what can we do about it reduce the risk?

PREVENTING SLIPS, TRIPS & FALLS

UNDERSTANDING RISKS

Slips, trips, and falls can occur anywhere, from kitchens and dining areas to hallways and WCs.

WET or GREASY FLOORS: Spills, leaks, or freshly mopped floors can create slippery surfaces.

UNEVEN SURFACES Carpets, mats, or flooring with uneven or damaged areas can cause tripping hazards.

CLUTTER Obstacles such as cords, boxes, or equipment left in walkways can lead to trips.

POOR LIGHTING Inadequate lighting makes it difficult to see potential hazards.

IMPROPER FOOTWEAR Wearing unsuitable footwear increases the risk of slipping or tripping.

PREVENTING ACCIDENTS

- CLEAN UP SPILLS PROMPTLEY:** Immediately wipe up any spills or leaks to prevent slippery surfaces.
- USE SIGNAGE:** Place caution signs to alert others of wet floors or potential hazards.
- MAINTAIN GOOD HOUSEKEEPING** Keep all areas tidy and organised, free from clutter and obstacles
- REPAIR DAMAGED FLOORING** Report any uneven or damaged flooring to maintenance for prompt repair.
- USE PROPER LIGHTING** Ensure all areas are well-lit
- WEAR SUITABLE FOOTWEAR** Choose slip-resistant shoes with good traction for added stability.
- HOLD ONTO HANDRAILS** Always use handrails where when using stairs.
- PROCEED WITH CAUTION** always ensure you can see your path ahead when carrying loads, always walk without rushing.



On The Job Safety Practices:

BE MINDFUL OF YOUR SURROUDNINGS Stay alert and watch for potential hazards as you move around.

USE HANDRAILS When using stairs or ramps, always hold onto handrails for support.

TAKE YOUR TIME Avoid rushing, especially in busy or crowded areas. Walk at a steady pace.

REPORT HAZARDS If you notice any safety concerns, such as spills or damaged flooring, report them to your supervisor immediately.

TRAIN & COACH Regularly participate in safety training sessions to stay informed about best practices and procedures.

ACCIDENT REPORTING

- Report all accidents, incidents & near misses are reported on AIR3.
- Link to new incident report system here : [AIR3](#)
- More information on Hazard Spotting and Near Miss reporting: [AIR3 Information](#)



see



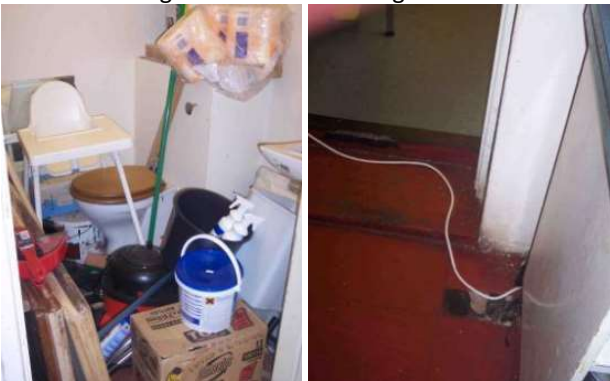
CARE



SHARE

IN THE MEDIA

An Environmental Health Officer from South Derbyshire District Council has prosecuted a restaurant proprietor after tripping hazards were found during a routine visit and again on an enforcement re-visit.



<https://www.hse.gov.uk/slips/experience/housekeeping.htm>

A Chef working in a hotel kitchen was walking past a deep fat fryer carrying a box of potato peelings when his foot slipped from under him, as he reached out to steady himself, he plunged his arm into hot oil
An investigation by the Environmental Health Officer (EHO) found that there had been problems on a daily basis with water pooling on the floor around the dishwasher, vegetable preparation area and steamers.



<https://www.hse.gov.uk/slips/experience/chef.htm>

LESSONS LEARNT

See below two incidents in relation to first aid within CH&Co

- Read them with your team and discuss

Section 2: Issues of H&S or Food Safety Concern this Month. For example: Premises & Equipment Issues, Food Complaints, Accidents, Coaching Opportunity

Details	Action Required

Section 3: Audits

Type of Audit (tick applicable)	Audit Date	Corrective Actions Required/Discussed
<input type="checkbox"/> Local Authority EHO <input type="checkbox"/> External Audit <input type="checkbox"/> Client Audit <input type="checkbox"/> Operations Manager Audit <input type="checkbox"/> Monthly Unit Manager Audit <input type="checkbox"/> IMS Audit <input type="checkbox"/> HSE Team Visit <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> NO AUDITS THIS MONTH		

Section 4: Team Consultation – ask the team if they have any concerns around health and safety, issues, how the system works, ways of working etc and record here.

Item to Note from Colleague	Actions Required/Discussed

UNIT MANAGER NAME & SIGNATURE:		DATE:	
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OUR RISK ASSESSMENTS

ASSESSMENT OF RISK

Likelihood x severity
Rates High /Medium/ Low risk

SAFE SYSTEM OF WORK

Lists Hazards
and how to avoid

AVOIDING INJURIES

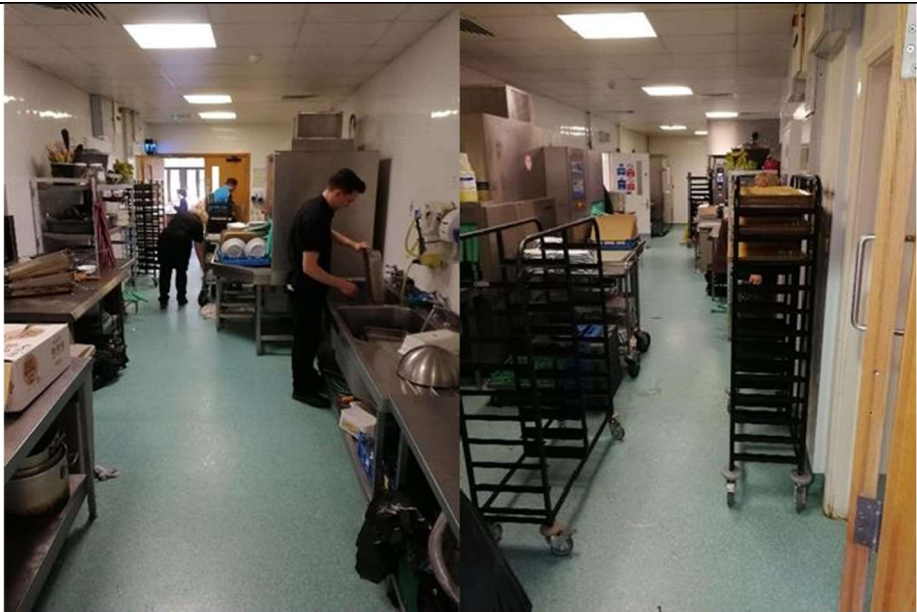
Training Requirements
PPE requirements

SITE SPECIFIC ACTIONS

Lists anything specific to
your site.



LESSONS LEARNT


Type of Incident:	Slip Incident
Classification of Incident:	RIDDOR
Summary of Incident:	<p>The employee was walking through the wash up area carrying dishes when she stopped suddenly to avoid a collision with another employee in the same vicinity. The employee's lost their footing landing directly onto their bottom.</p> <p>The employee visited their GP and has sustained compression of the spine and a sprained elbow and hand. The employee has had a significant time off from work. This resulted in a RIDDOR reportable incident to the Health and Safety Executive. This was a serious incident that caused significant injury.</p>
Photographs of Incident:	
Possible Causes:	Employee was not wearing company issued safety shoes
Immediate Action Taken:	<p>Employee visited GP the next day.</p> <p>Employee has been signed off work due to medical condition.</p> <p>Safety shoes to worn by all staff uniform policy retrained to staff.</p>



Lessons Learnt:	<ul style="list-style-type: none">• Employees must wear the PPE that has been issued to them at all times.• Manager and line managers must ensure that their teams are wearing the correct PPE and adhere to company policy.• Additional dry mopping to be implemented.
Actions to be Taken (By Whom)	<ul style="list-style-type: none">• Review of PPE Requisition forms for all employees to ensure that all employees have the correct PPE issued and that they have signed for receipt including safety shoes. Must be completed by General Manager for any new employees.• Employees must wear the PPE that has been issued to them at all times.• Manager and line managers are responsible for checking on a daily basis that all employees are wearing the correct PPE and adhere to company policy. Must be completed by General Manager, Assistant Group Manager and line Managers.• If staff are found not wearing the correct PPE they are in breach of company policies and disciplinary action will be taken. Reminder: include agency worker. Must be completed by General Manager, Assistant Group Manager.• Enrolment on to the CH&Co ABC training on Slips, Trips and Falls. Must be completed by General Manager, Assistant Group Manager and line Managers.• Review and update risk assessment for Slips, Trips and Falls. Must be completed by General Manager, Assistant Group Manager and line Managers.• Review and update safe system of work for Slips, Trips and Falls to include additional dry mopping of the pot wash area. Must be completed by General Manager, Assistant Group Manager and line Managers.



LESSONS LEARNT

Type of Incident:	Slip, trip, fall
Classification of Incident:	RIDDOR - broken rib
Summary of Incident:	Team member slipped on a patch of water on the floor (approx. 30cm in diameter) whilst holding a tray of spinach. Where he was holding a tray, this hampered him to break his fall. The team member was wearing safety shoes at the time of the incident. A wet floor sign was available but not displayed. There were no water sources or plumbed in equipment within the area.
Photographs of Incident:	<p>A photograph of the area where the slip happened was provided after the incident</p> 
Possible Causes:	Water spilt on the floor was not immediately cleaned up, or, it was not known by someone that they had spilt water on the floor and other team members had not seen it to display a wet floor sign and clean it up.



Immediate Action Taken:	<p>The team member was helped up and chose to carry on working, did not realise the severity of the injury. Due to still being in pain the following evening they visited A&E and was told they had broken a rib.</p>
Lessons Learnt:	<p>Spillages must be dealt with immediately</p> <p>Wet floor signs must immediately be displayed</p> <p>All staff to be vigilant of spills throughout the catering areas</p>
Actions to be Taken (By Whom)	<p>(General Manager) The Slips, trips and falls and Damp & dry mopping risk assessments and safe systems of work require a review and refresher training is to be provided to the team on the importance of dealing with a spill immediately, displaying a wet floor sign, and cleaning it up straight away.</p> <p>(All) All team members to ensure spillages are dealt with as per training and requirements of Slips, trips and falls and Dry & damp mopping safe systems of work to prevent a similar future occurrence</p> <p>(GM) Review of the team member's safety shoes to assess they are suitable and arrange replacements if required.</p> <p>(GM) Review of the team member's PPE requisition form to ensure safety shoes are captured and all PPE provided is listed</p> <p>(GM) Review status of Accessplanit CH&CO ABC Slips, Trips & Falls course for all team members to ensure all have completed.</p> <p>(GM) Review status of Accessplanit Workplace Safety and Health & Safety for Managers courses for all team members to ensure all have completed and are up to date.</p>