

# Slips, Trips and Falls

## CHECKLIST

### Major Cause of Injuries

Slips, trips and falls are a major cause of injuries to staff, volunteers and visitors alike. Hazards are present not just in the building itself but in building grounds and car parks - in fact anywhere where people are likely to walk.

While most injuries are minor, serious injuries can require hospital treatment or lead to permanent disability. This checklist highlights some of the most common hazards and the control measures that can be put in place to reduce or eliminate the risk.

### Checklist

Check each item and tick 'yes' or 'no' as appropriate. If you answer 'yes', please make sure you have made the appropriate arrangements to ensure that the preventative measures are enacted. If you answer 'no' to any item, make sure you consider whether you do need to take any appropriate measures.

Risk area	Common hazards	Preventative measures	Yes	No
Paths	Paths that become slippery when wet	Are handrails needed?	<input type="checkbox"/>	<input type="checkbox"/>
		Do you arrange to sweep up leaves?	<input type="checkbox"/>	<input type="checkbox"/>
		Do you use a proprietary algae remover?	<input type="checkbox"/>	<input type="checkbox"/>
		Do you display warning signs when it is wet?	<input type="checkbox"/>	<input type="checkbox"/>
	Ramps for wheelchair users or for the movement of items using trolleys, etc	If these are for temporary use, are they removed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
	Uneven footpaths and flagstones	Are they inspected regularly, and repaired and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
	Concealed kerbs and pathways	Do you ensure grass is cut regularly so that kerbs and streetscape (pathways, crossings, etc) are clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>
Floor surfaces	Floor surfaces that become slippery when wet, particularly in kitchen areas	Do you mop up spills immediately?	<input type="checkbox"/>	<input type="checkbox"/>
		Smooth floors such as wood, vinyl, tiles or terrazzo. Floors in halls used for a variety of functions and by large numbers of people are particularly hazardous	Do you avoid over-polishing and buffing?	<input type="checkbox"/>
		Do you remove contamination such as water and food spills immediately?	<input type="checkbox"/>	<input type="checkbox"/>
		Do you remove dust with regular cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
		Do you use a proprietary anti-slip solution?	<input type="checkbox"/>	<input type="checkbox"/>
	Carpet edges, rugs and doormats	Have you fixed down carpet edges or do you use an edge strip?	<input type="checkbox"/>	<input type="checkbox"/>
		Have you removed loose rugs and doormats?	<input type="checkbox"/>	<input type="checkbox"/>
	Wires, cables and trailing leads	Are all electrical outlets permanently wired in?	<input type="checkbox"/>	<input type="checkbox"/>
Are cable covers only used for temporary installations?		<input type="checkbox"/>	<input type="checkbox"/>	

Stairs	Worn and uneven staircases and steps, particularly to external boiler rooms, which may also become wet and covered in leaves and debris	Are stairs repaired and maintained in good order and is debris cleared regularly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you provide a handrail, adequate lighting and a locked gate at the top of stairs?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you display warning signs?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Single steps or changes of level such as a chancel step	Do you accentuate using lighting?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you display a warning sign?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Have you marked the edge if possible?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Balconies	Falls from balconies	Do you keep balconies locked when not in use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you ensure supervision when in use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Are rails at least 1.1 metres high and securely fixed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you prohibit access to disused balconies?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Falls through floors	Do you prohibit access to unused tower rooms and other areas?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Do you undertake a detailed risk assessment and survey before starting any work in towers or other areas where floors may have become rotten?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Important Advice

### Obstructions

Make sure you keep all thoroughfares clear at all times.

## General Advice

### Elimination of risk

The best control measure of all is to eliminate the risk entirely. For example, if a path is in very poor condition or steps are badly worn, ask yourself whether they are really needed or could they be closed and an alternative route used instead.