

Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS021

Preventing and Reducing Slips, Trips and Falls



Preventing and Reducing Slips, Trips and Falls Policy

Links

The following documents are closely associated with this policy:

- Health and Safety Policy

Document Owner:	Matt O'Mara
Document Lead:	Kat Moss
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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) is committed to attaining the highest standards of quality in our working environments.

Catena acknowledges its responsibilities as an employer to provide a safe and healthy working environment for all its employees as required under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999

Slips, trips and falls affect staff, contractors and visitors resulting in musculoskeletal injuries which can have life changing consequences to those affected and lead to sickness absence in some instances where staff are involved.

Environmental hazards, activity being undertaken and a host of other factors peculiar to the affected individuals contribute as the main causes of the slips, trips and falls incidents experienced within the conduct of Catena's business. Failure to act on slip, trip and falls hazards/risks by Catena can lead to liability claims/litigation by staff, contractors and/or members of the public.

The nature of Catena's work is such that its services are undertaken in places under the control of the company as well as those outside its control which makes the actions of staff involved/affected the single most important control measure in managing the slips, trips and falls risks posed by attendant work activities.

OBJECTIVES

The objectives of this policy are to:

- Provide staff with information which will enable them to manage the slips, trips and falls risk effectively.
- Clarify roles and responsibilities within Catena in managing slips, trips and falls.
- Outline the processes Catena has in place to manage slips trips and falls.
- Consolidate all slips, trips and falls risk prevention and management information into a single document.

SCOPE

Catena acknowledges that over one-third of major accidents at work are caused by slips, trips and there are often serious consequences such as broken bones and other disabling injuries.

It is also acknowledged that falls from height are the most common cause of fatal injury at work and many falls from height happen because someone has first slipped or tripped at floor level.

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Catena is therefore committed to preventing wherever possible slips, trips and falls of its staff and others affected by its activities. In line with this commitment we will ensure that processes are in place to prevent and reduce the risks associated slips, trips and falls as far as is reasonably practicable.

The scope of this procedure includes all Catena employees, contractors, members of the public and any others affected by its activities.

RESPONSIBILITIES

The **Managing Director** has been delegated prime responsibility for implementing the Health & Safety Policy and its associated procedures.

In relation to the prevention of slips, trips and falls Catena will:

- Ensure that suitable and sufficient assessments of the risks to the health and safety of employees, contractors and visitors particularly in relation to slips, trips and falls are carried out.
- Ensure that regular premises and vehicle inspections are carried out and that key issues, including slip, trip and fall hazards are reported and actioned in a timely manner.
- Ensure that all employees undertake adequate and appropriate training.
- Ensure that comprehensible information on risk controls and safe systems of work in relation to slips, trips and falls is provided to their employees.
- Ensure that all reported incidents and near misses relating to slips, trips and falls are reported and investigated appropriately. The Managing Director should also ensure that all incidents falling into the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) are reported as a matter of urgency.
- Ensure that all employees are aware of and meet their health and safety responsibilities

Responsibilities of Line Managers:

In relation to the prevention of slips, trips and falls line managers are responsible for:

- Carrying out workplace inspections, active monitoring and 'spot-checks' regarding safe working practices; taking steps to rectify any risks to health and safety as appropriate.

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- Ensuring that incidents and accidents are reported and dealt with in a timely manner so as to ensure Catena's compliance with legislation (particularly RIDDOR), and to monitor the quality of that reporting
- Investigation of Incidents, in conjunction with the Managing Director when appropriate, to a level that reflects the nature and severity of the incident.
- Ensuring that any safety notices and other information are brought to the attention of staff and that visitors and contractors are made aware of safety procedures
- Ensuring timely servicing and maintenance of equipment within their locations, in accordance with Catena policies and procedures.

Responsibilities of **All Employees** in relation to slips, trips and falls are as follows:

- Take reasonable care of their own health and safety
- Consider the safety of others who may be affected by their acts or omissions
- Cooperate with Managers in implementing this and other health and safety procedures/policies.
- Carry out their work in accordance with training and information given and use any equipment provided to support a safe system of work
- Not interfere with or misuse anything that has been provided for health and safety
- Report any incident, hazard, defect, near miss or accident immediately in accordance with Catena reporting procedures
- Report any unsafe practices posing a slip, trip or fall hazard being undertaken by non-employees on Catena premises such as contractors
- Carry out a dynamic risk assessment when approaching a scene or whenever a potential hazard is present.
- Where a hazard is identified, take steps to immediately safeguard themselves against the hazard as well as the area to prevent others from being adversely affected.

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ORGANISATIONAL PROCESSES FOR PREVENTING AND MANAGING SLIPS, TRIPS AND FALLS

The organisational processes for preventing and managing slips, trips and falls are:

- Risk Assessment Programme
- Health and Safety Procedures/Safe Systems of Work
- Statutory and Mandatory Training Programme
- Communication and Awareness Raising Campaign

Guidance on preventing and managing slips, trips and falls for staff and local managers:

- Guidance documents have been developed to assist individual staff and local managers in preventing and reducing slips, trips and falls and can be found in Appendix 1.

CONSULTATION

All persons with specific responsibilities within this procedure have been given an opportunity to comment on its content prior to approval.

The procedure has also been discussed with staff for comments prior to approval.

MONITORING COMPLIANCE AND EFFECTIVENESS OF THE PROCEDURE

The Company Director maintains the compliance and effectiveness of this policy through;

Monitoring the implementation of this policy, including the minimum requirements of the relevant pieces of legislation.

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Appendix 1

Slips, Trips and Falls Hazard Management Guidance

Over one-third of major accidents at work are caused by slips and trips. Slips and trips can often have serious consequences such as broken bones and other disabling injuries.

Falls from height are the most common cause of fatal injury at work and many falls from height happen because someone has first slipped or tripped at floor level.

Non-employees such as contractors may also be either affected by or cause slip, trip and fall injuries on Catena premises therefore need to take account of this guidance.

How can we manage slip, trip and fall hazards? Hazard

Suggested Action(s)

Working in places where Catena has no or little control over the potential slips, trips and fall hazards that may be present

Staff must take reasonable care of their own safety and complete a dynamic risk assessment removing where possible potential slip and trip hazards.

If in doubt, ask for help

Accidental spills/splashes of both liquids and solids.

Deal with any spills immediately

It is every member of staffs' responsibility to act on any spill they identify even if they did not cause it.

Carpets/rugs and mats

Ensure all carpet tiles and floor coverings including mats are secure and do not have any curled-up corners, frayed or worn patches.

Report any defects to your line manager.

Trailing cables

Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces, restrict access to prevent contact.

Obstructions i.e. Accumulated rubbish

Keep all areas as clear as possible. Ensure all personal belongings, materials etc. are stored safely in cupboards, desks and/or lockers. Pay particular attention to stairs, hallways, corridors, vehicle steps/ramp surfaces

Poor lighting

Ensure lighting is sufficient and in good

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working order particularly on stairways and changes of level.

Report any defects to your line manager

Wet and/or slippery surfaces i.e. wet floors, wet leaves, ice etc

Clean and dry it where possible and use appropriate barriers to warn people the floor is still wet and where practical arrange alternative bypass routes.

Change from wet to dry floor surface i.e doorways

Ensure signs are displayed warning of the risks and locate anti-slip mats/doormats where these changes are likely

Uneven floors - holes and cracks, bumps, ridges, protruding drain covers or nails etc

Where appropriate ensure signs and/or high visibility tape is displayed warning of the hazards.

Report any uneven surfaces posing a tripping hazard to your line manager

Changes in surface level, ramps, steps and stairs

Do not store anything on stairs. If you see anything left on the stairs, remove it or tell your supervisor or manager

Don't jump from vehicles, stages or other raised areas. Lower yourself slowly and carefully

Unsuitable footwear

Ensure that appropriate footwear is worn by staff (anti-slip soles, sensible heels) for the areas they are working/walking in.

Unprotected openings such as windows, open manholes, cellar entrances etc

Contact your line manager and ensure:

- Barriers are placed around temporary openings,
- Fencing and guard rails are in place wherever a person could fall two metres or more.

Working at height

Avoid working at height wherever possible. If required to work at height, ensure correct (*suitable*) equipment is used to prevent falls or minimise the distance and consequences of a fall should one occur.

Prevent unauthorised access to roofs, roof spaces, chimney stacks etc.

Only use ladders for light work of short duration, where there is no safer alternative. Never use makeshift ladders such as stacks of boxes, or furniture.

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