

SLIPS, TRIPS AND FALLS RISK ASSESSMENT

1. Minimum Standards

Below are the minimum standards required to minimize the risk of slips, trips or falls.

Significant hazards:	Minimum Safety Standards
<p>Wet Surfaces: after rainfall when working outside, during or after cleaning or from water brought inside on footwear</p>	<ul style="list-style-type: none"> • Spillages cleaned up immediately • Cleaning staff use portable warning signs & cordon off areas as necessary • Door mats in place at entrances to buildings • Anti-slip surfaces fitted as appropriate in areas of greater risk • Indoor plumbing well maintained to minimise leaks • Leaks or overflows reported immediately • Persons working outdoors are required to wear suitable footwear
<p>Unsecured Floor Coverings/ Loose Floor Coverings: such as loose carpets, fraying carpets or rugs</p>	<ul style="list-style-type: none"> • Carpets fitted by trained carpet fitters • Rugs must either be removed or secured in place using securing strips • Carpets are replaced when they become worn • Floor coverings that are lifted are re-fitted immediately
<p>Contaminated Surfaces: surfaces contaminated with loose dry material such as sand, sheets of paper, tree blossom or spillages. Highly polished surfaces due to accumulation of products</p>	<ul style="list-style-type: none"> • Spillages of material are cleaned up immediately • Papers are not left lying on floor in pedestrian areas • Paths and walkways to be monitored and cleared if paths become slippery • Good housekeeping is encouraged • Cleaning products and waxes are used in accordance with manufacturer's instructions • Planned Preventative Maintenance Schedule in place to ensure that identified high risk areas are cleaned regularly

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

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Ice: during cold periods ice may form on pathways	<ul style="list-style-type: none"> • Paths gritted by Estates on a risk basis
Change of Gradient: flat surface becoming steep slope without warning	<ul style="list-style-type: none"> • Steps are inserted on pedestrian routes with sudden gradient changes where possible • If not possible, gradients are marked accordingly • Handrails will be provided where necessary
Uneven Surfaces: raised paving slabs, tree roots, floors in old buildings	<ul style="list-style-type: none"> • Regular inspections are carried out so problems are identified and rectified • Campus lighting is well maintained and provision regularly reviewed
Trailing Cables/ Loose Objects on Floor: boxes, stacks of paper, rubbish, work equipment, trailing cables	<ul style="list-style-type: none"> • Appropriate storage should be supplied for all items • Good housekeeping is required • Cable tidies used to bundle cables together • Where it is not possible to avoid placing cables across walkways, cable runs are placed to cover the cables
Temporary Access to high level storage & similar: make shift steps such as chairs, tables, etc	<ul style="list-style-type: none"> • Chairs, tables, cabinets, etc. must not be used for access • Items in frequent use must be placed within easy reach • Steps or step stools must be available when access to high shelves is required
Stairs: carrying objects on stairs, objects being left on stairs	<ul style="list-style-type: none"> • Handrails must be used where available • Assistance must be sought for large, awkward or heavy items • Use lift if available • Do not store objects on stairs
Unguarded Edges: Opened manholes, excavations	<ul style="list-style-type: none"> • Opened manholes and excavations are always protected by physical barriers and signage warning of danger

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2. Department/ Service Risk Assessment

Please use the section below to add hazards, risks and associated controls specific to your Faculty or Service not covered in the table above

Risk Assessment For
Service/ Faculty/ Dept:
Location of Activity:
Description of Activity:
REF:

List significant hazards here:	List groups of people who are at risk and how:	List existing controls, or refer to safety procedures etc.	Current level of risk

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