

SLIPS TRIPS & FALLS POLICY

Policy Statement: Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents. For example the risk of falling or falls from height is increased if the surface is slippery or wet. Slips and trips are also the most reported injury to members of the public. Employers have a legal duty to ensure the health and safety of their employees, including steps to control slips and trip risks.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

PROCEDURES:

There are 6 main things to consider for how to reduce the risk of slips trips and falls at work or just in general.

- 1. Prevent Contamination:** People rarely slip on a clean, dry floor often a wet floor is involved. Contamination is involved in almost all slip accidents, that is anything that ends up on a floor, e.g. rain water, oil, dust etc. especially if the floor is smooth. Stop floors becoming contaminated by:
 - 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
 - Encourage a 'see it, sort it!' mentality to deal with hazards quickly.
- 2. Cleaning:** Effective cleaning is an important way of managing slips and trips risks. However, the cleaning process itself can introduce further risks.
 - 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
 - Clean during quiet hours when pedestrians are not around
 - Clean in sections, so there is a dry path through the area
 - Use the appropriate detergent, mixed at the correct concentration.
- 3. Environment:** Environmental issues can have an impact on the risk of slipping so it is important to take them into consideration.
 - Make sure lighting is sufficient and that slopes or steps are clearly visible
 - Too much light on a shiny floor can cause glare and stop people from seeing hazards on the floor and stairs

- ✚ Unfamiliar and loud noises may be distracting
- ✚ Cold weather can cause frost and ice to form, which may create slippery surfaces
- ✚ Condensation may make a smooth floor slippery
- ✚ Keep walkways and work areas clear of obstructions

4. Footwear: Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents. The safety features of footwear, including slip resistance, are tested according to a set of European test standards written into EN ISO 20344:2004 (A1: 2007). Footwear which has passed the EN test for slip resistance will be marked with one of the following codes, SRA, SRB or SRC. The codes indicate that the footwear has met the specified requirements when tested as follows:

- ✚ SRA - tested on ceramic tile wetted with dilute soap solution
- ✚ SRB - tested on smooth steel with glycerol
- ✚ SRC - tested under both the above conditions.

5. Flooring: The floor in a workplace must be suitable for the type of work activity taking place on it. The Workplace (Health, Safety and Welfare) Regulations (regulation 12) require floors to be suitable, in good condition and free from obstructions to allow people to move around safely. Where a floor is likely to be subject to frequent contamination, people should still be able to walk on it without the risk of slipping.

- ✚ Loose, damaged and worn flooring must be repaired or replaced as required
- ✚ Stairs should have consistent risers and the nosings (rounded edge of a step) highlighted where necessary
- ✚ Sudden changes in floor level should be highlighted
- ✚ Suitable handrails should be available where required.

6. People: How people act and behave in their work environment can affect slips and trips.

- ✚ Deal with spillages instead of waiting for someone else to deal with it
- ✚ Wear footwear (Personal Protective Equipment - PPE) as it can make a difference
- ✚ Rushing, carrying large objects which obscure the view or becoming distracted whilst walking e.g. by using a mobile phone, will increase the risk of an accident
- ✚ If you have an accident or a near miss, make sure you report it promptly to someone in authority who could use the information to prevent future accidents
- ✚ Keep the workplace tidy.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.

Slips, Trips & Falls

Are you reducing the risks?



Slips and trips – the statistics

Slips and trips are the most common cause of major injuries in UK workplaces. Slips and trips result in almost 11,000 (36%) of all major injuries. They occur in almost all workplaces, 95% of major slips result in broken bones and they can also be the initial cause of a range of other accidents such as falls from height. So far as is reasonably practicable, every floor in a workplace and the surface of every traffic route in a workplace shall be kept free from obstructions and from any article or substance which may cause a person to slip, trip or fall. Any hole in a floor or traffic-route must be effectively guarded with temporary barriers and its presence should be indicated by appropriate signs.

Lighting

- Lighting should be adequate to ensure people can clearly see obstructions or other potential trip hazards
- Any poorly lit areas or faulty lighting must be reported, fixed or replaced as soon as possible, to ensure high levels of safety

Spillages

- Once a spill has been identified ensure it is cleaned up using the appropriate cleaning agent and method
- If the floor remains wet, ensure people are aware of this by identifying the hazard using appropriate signs or floor stands

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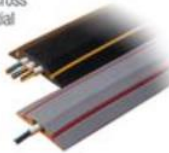
Footwear

- If special footwear is needed for safety reasons e.g. High-risk environments, employers must provide them



Cables

- Uncovered cables should never cross walkways as they cause a potential trip hazard
- Cable protectors and ties should be used to prevent trips when necessary



Floors

- Identify any holes or cracks that may cause a hazard. These should be identified to employees and repaired as soon as possible
- Floors susceptible to becoming slippery quickly should be treated with an anti-slip floor coating or matting
- Decrease the risk of slipping on steps by using anti-slip tapes and treads

Obstructions

- Ensure work areas are kept clear, tidy and free from obstructions at all times
- Use appropriate signs or stands when obstructions cannot be removed

Snow and Ice

- Any areas susceptible to snow and ice should be treated with salt or grit and any relevant signage erected

