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Subject: VIRTUAL TOOLBOX TALK: Slips, Trips & Falls - To all Cleaning & Property Services Colleagues: Slips, Trips & Falls : 30/12/2022

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Slips, Trips & Falls - To Cleaning & Property Services Colleagues

Good morning,

Hope you are well and reason you have received this email is that you are a McSence colleague working in an environment where there's potential slips, trips & falls hazard(s). Let us look at how to prevent slips, trips, and falls with some realistic actions...

- **Conduct a safety walkthrough:** Before you begin working ensure you are wearing appropriate footwear i.e., nonslip shoes and conduct a safety assessment or walkthrough noting things like uneven floors, wet/damp surfaces, areas where plumbing or appliances leak and any other hazards that may come up as you are working.
- **Prepare:** The more you can prepare, the less time you will have to spend double handling your equipment, materials, cleaning solutions etc. Before starting, move items out of the way as much as possible, stack chairs, slide items off to the side and give as much room to work as you can.
- **Signage:** There are some obvious things you can do, like placing "Wet Floor" or "Work in Progress" sign around the working area which keeping people aware of the work that is going on.
- **Cleaning products & chemicals:** Certain chemical, soaps or cleaning products can leave a slippery film on hard surfaces like tiles or concrete where you should use a product designed for the surface - no matter how tempting it is to use whatever is on hand, which could be a harmful mistake.
- **Clear up as you go:** This may seem so simple, but it is so easy to forget a box of supplies, a rubbish bag, or an item left in a walkway. We put them down and continue with our tasks with a plan to get back to them but the minute you walk away, an unsuspecting person could walk around the corner and/or get distracted and trip.
- **Electrical cables:** When you are done using equipment you need unplug and put away the cable to prevent someone from tripping on it.
- **Keep the lights on:** When it comes to ways to prevent slips, trips, and falls, work in a well-lit area as dim passageways and dark rooms create ideal conditions for trips and slips.
- **Communicate:** Unless you are working in a space alone, communicate to colleagues and member of the public what you are doing.
- **Close the area:** If you can close off the area you are working, it will not just keep things safer, it will also make your job easier since you will not have to work around people but appreciate this is not always possible.

While there is no way to guarantee prevent slips, trips and falls, there are steps we can do to reduce that chance where a few basic safety procedures can go a long way in keeping everyone safe - to further increase our awareness, please can you review the links below...

McSence Slips, Trips & Falls Policy - [Microsoft Word - Slips, Trips & Falls Policy \(mcsence.co.uk\)](#)

HSE Slips & Trips: <https://www.hse.gov.uk/cleaning/topics/slips.htm>

Please also see the links below for more HSE & company information...

HSE website and links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Slips & Trips – A Brief Guide - <https://www.hse.gov.uk/cleaning/topics/slips.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

STAFF ZONE is a bespoke intranet for all McSence colleagues with company information in one place - to access this click on this [Company Policies | McSence](#) and enter password staffzone123

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

Warmest regards, Martha

Martha Convie

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