



UHSP-34: Prevention of Slips, Trips and Falls on the Level



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1. Objective

The University of Leicester will do all that is reasonably practicable to prevent injuries or loss to employees and others resulting from slips, trips and falls. The University will do all that is reasonably practicable to prevent situations where slips, trips or falls are likely.

By doing so, the University complies with the requirements of the following legislation

- The Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations (1999)

2. Scope

This document applies to all work that is carried out on University premises where there is a risk of creating a slip, trip or fall hazard. It does not apply to working at height which is the subject of a separate policy and procedure.

3. Responsibilities

The Executive Board will

- Provide appropriate support to ensure that these procedures are followed, including provision of adequate resources

Director of Estates and Digital Services will

- Ensure that new builds and refurbishments are designed to minimise the risk of slips, trips and falls so far as is reasonably practicable

Estates and Digital Services will

- Ensure that all floors and surfaces are well maintained and to carry out repairs when required
- Escalate projects that require more major works as appropriate

Health and Safety Services will

- Provide guidance on implementation of this procedure, monitor compliance and ensure that this process is reviewed if there are significant changes or periodically.
- Review all accidents involving slips and trips to identify the cause

Line Managers will

- Ensure slip and trip hazards in their area of responsibility are identified, ensure risk assessments of local activities are carried out, controls are implemented and that a local inspection regime is implemented

Employees will

- Cooperate in the implementation of these procedures and report any spillages, damage to the estate or accidents

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4. Procedure

4.1 General

The University will define general principles of control for floor surfaces and areas identified as presenting a high risk of slipping.

When risk of slipping cannot be avoided, the University will ensure that appropriate measures such as safe systems of work are implemented, or personal protective equipment is provided or prevent slips.

An effective risk assessment process is key to assuring the safety of University employees, students and others who may be at risk of slipping on University premises.

4.2 Risk assessment

The University manager in control of an area or learning activity that involves potential slip or trip hazards will ensure that a suitable and sufficient risk assessment is completed before the activity takes place. Guidance on carrying out risk assessments, and appropriate documentation for recording the findings, is provided in the Policy and Procedure document UHSP-03 and risk assessment forms can be found on the Health and Safety Services webpages.

Where practical, the manager will ensure that employees and students who work or study in areas identified as having a greater degree of slip or trip hazards (e.g. laboratories, kitchens or those that work on uneven ground) are familiarised with the significant findings of the risk assessment and the resulting slip prevention measures that have been or will be put in place.

Any employee of the University engaging a contractor is responsible for ensuring that the contractor produces a suitable and sufficient risk assessment prior to commencing the work. The written assessment must either contain, or be accompanied by a statement on the method of work to be employed by the contractor intended to assure the safety of his employees and other people (including University employees, learners, visitors) during the work, including measures to prevent slips, trips and falls.

4.3 Cleaners

It is essential that cleaners work to a system that does not increase the likelihood of slips trips and falls. They must produce a suitable and sufficient risk assessment, which must contain or be accompanied by a detailed specification to include

- Detailed explanation of the cleaning methods to be used including definition of methods used to minimise slip hazards, e.g. dry mopping, machine cleaning, etc
- How the cleaning staff are to be supervised to ensure these methods are adopted
- What training cleaning staff undergo
- How the work is to be audited to ensure compliance
- A review date to re-evaluate the specification in the light of any new information

4.4 Staff cleaning procedures

When staff not employed as cleaners clean floors, they should ensure they work to a system that does not increase the likelihood of slips trips and falls. Unless for operational reasons it is not possible (e.g. near a swimming pool) the floor should be dried, or access prohibited until the floor is dry. Compliance with this procedure is to be ensured by the manager of each particular area.

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4.5 General spillage arrangements

In the event of a spillage, University staff must ensure the risk of slipping is kept to a minimum. If necessary, the area should be isolated. One member of staff should remain to warn others of the danger while cleaning materials are fetched. The floor should be dried or isolated after cleaning to ensure slipping risks are minimized. If the spillage is a hazardous material, the procedures detailed by the COSHH assessment must be followed.

4.6 Appropriate footwear

All University staff should wear footwear appropriate to their work. Footwear should be in serviceable condition and give suitable traction. In working areas such as a kitchen where, despite controls, a significant slip hazard remains, the University will issue safety footwear to staff to combat this.

4.7 Floor surfacing and maintenance in new build and refurbishment projects

In the event of a new build or refurbishment, all flooring should, so far as is reasonably practicable, minimise the risks of slipping.

4.8 Monitoring of effectiveness of arrangements

- Health and Safety Services will investigate accidents and incidents and use the data compiled to analyse for any emergent trends
- Appropriate local inspections should be regularly arranged by managers
- An auditing system will be put in place to ensure compliance
- The effectiveness of this policy and procedure will be reviewed annually by Health and Safety Services

5. Related documents

- UHSP-03 Risk Assessment
- UHSP-13 Personal Protective Equipment
- UHSP-21 Departmental Safety Inspections
- USHP-28 Managing Contractors
- Health and Safety Executive: [The “Steps” tool: free online VLE](#)

6. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.0	Review, no significant changes. Header and footer changed and accessibility check made.