



Slips, Trips and Fall Policy

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1	Sept 2010	R Hays	D	Original policy to HS Committee for comment
1	Oct 2010	R Hays	D	Amended policy to PAG for comment
1	Oct 2010	R Hays / K Wynn	A	Policy approved by Executive team
2	Oct 2011	H Carter	A	Version Control Review to CAG for comment
2.1	Jan 2013	S Jackson	A	Extension to review date approved by SMG
2.2	Aug 2013	S Jackson	D	Review and transfer into new template
3.0	November 2013	S Jackson	A	Approved SMG
3.1	January 2017	S Jackson	D	2 yearly review. Inclusion of reference to complex patient risk assessment
4.0	March 2017	S Jackson	A	Approved TMG
4.1	May 2018	Risk Team	A	New Visual Identity – Document Formatted
4.2	April 19	S Jackson	A	TMG approved extension until June 19
4.3	May 19	S Jackson	D	2 yearly review completed, minor amendments in relation to job titles and update of monitoring section.
4.4	Jan 2021	S Jackson	D	EIA completed
4.5	Jan 2021	S Jackson	D	Policy reviewed
5.0	Feb 2021	Risk Team	A	Approved at TMG

A = Approved D = Draft

Document Author = Health and Safety Manager

Associated Documentation:

To support this policy, there are a number of related documents that underpin the risk management arrangements:

- Health & Safety Policy
- Risk Assessment Procedure
- Risk Management Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Process for Inspection for Improvement - SOP
- Statutory and Mandatory Training Policy and Procedure

In addition there are a number of specific process / guidance documents relating to safe moving

and handling which incorporates slip, trip and falls assessment:

- Moving and Handling Patients with Complex Needs including Bariatric Patients - SOP

Section	Contents	Page No.
	Staff Summary	4
1.0	Introduction	4
2.0	Purpose/Scope	4
3.0	Process <ul style="list-style-type: none">▪ Proactive Risk Assessment▪ Dynamic Risk Assessment▪ Raising Awareness	4
4.0	Training Expectations for Staff	7
5.0	Implementation Plan	7
6.0	Monitoring compliance with this Policy	7
7.0	References	7
8.0	Appendices	8
	Definitions	8
	Roles & Responsibilities	9

Staff Summary

YAS is committed to ensuring slip, trip and fall incidents are minimised
YAS will implement safe working practices to mitigate slip, trip and fall risks
YAS will risk assess slip, trip and falls risks through an integrated risk assessment process
YAS will raise awareness amongst staff of slip, trip and falls risks
YAS will train staff to identify and mitigate slip, trip and falls risks where possible
YAS will assess and mitigate slip, trip and fall risks for staff, patients and others
YAS will comply with CQC standards regarding slip, trip and falls management
YAS will comply with health and safety legislation relating to slip, trip and fall risks
YAS will monitor processes for slip, trip and fall management to ensure continued effectiveness
YAS will ensure that appropriate roles and committees have responsibility for monitoring

1.0 Introduction

1.1 The Yorkshire Ambulance Service (YAS) Trust Board is committed to ensuring that normal day to day operational activities are undertaken, so far as is reasonably practicable, in a safe manner in order to reduce the number of avoidable slip, trip and fall incidents affecting its employees, patients and any other persons. This will effectively be achieved by compliance with the requirements of this policy document.

2.0 Purpose/Scope

2.1 It is the aim of this policy to protect the interests of staff, stakeholders, patients and the public (i.e. all those affected by Trust business) by embedding the concepts and ideas of slip, trip and fall management into the day to day working practices of all Trust employees. By doing this it will enable the Trust to fulfil its legal responsibilities with regards to health and safety legislation and achieve compliance with other regulatory standards i.e. Care Quality Commission registration process.

2.2 To mitigate slip, trip and fall risks, the Trust will integrate modern slip, trip and fall reduction practices and procedures into the Trust. It will ensure that patient and staff needs in relation to risk reduction are identified and that the correct equipment is available to prevent slip, trip and fall incidents arising. It will raise staff awareness, knowledge and skills in relation to slip, trip and fall prevention both for themselves and patients and ensure lessons are learned following slip, trip and fall incidents arising in connection with YAS activities. This document details the process' through which these things will be achieved.

3.0 Process

3.1 Proactive Risk Assessment

3.1.1 Slip, trip and fall risks to staff, patients and others are not identified and managed in isolation, they are integrated into the Trust's proactive risk assessment processes. Please refer to the Trust's Risk Assessment procedure and departmental risk assessment guidance documents for details of these processes.

3.1.2 Slip, trip and fall risks are managed from 3 points of view 1) those affecting individuals e.g. specific patients, individual members of staff 2) those affecting groups of staff, certain types

of patients and others who come into contact with YAS activities e.g. contractors 3) specific slip, trip and falls risks arising from YAS activities.

3.1.3 The table below shows the 3 categories identified above and shows how the risks for each would be identified i.e. through what type of risk assessment, and also who is responsible for taking action regarding the control of these risks. The assessments themselves may be completed or reviewed by a wide range of people as appropriate including staff, managers, supervisor, Health and Safety Manager and relevant groups / committees.

Risk category	Type of risk assessment (RA) used to identify slip, trip and fall risks	Review person / body	Process for control of identified risks	Example controls
Individual	Patient specific RA (including complex patient*) Staff specific RA	Managers	Managers work with individual staff and patients to tailor activities using safe systems or equipment	Use of extra staff to escort patients Use of additional equipment Reasonable adjustments to working practices
Group	Job specific RA Vehicle specific RA Task specific RA YAS premise risk assessment (as part of Inspection for Improvement) Fleet workshop inspection	Managers Health and Safety Manager Fleet Department Health and Safety Committee	Managers work within local departments to tailor activities using safe systems or equipment with escalation through risk management process where necessary. Common risks are identified by Fleet or H&S manager / H&S committee with escalation through risk management process where necessary	Provision of safety footwear to staff Modifications to vehicles Changes in workplace lay out
Specific	Incident analysis reports	Departmental Management Groups Health and Safety Manager Health and Safety	Managers work within local departments to tailor activities using safe systems or equipment with escalation through risk management process where necessary. Common themes	Awareness raising regarding use of harnesses on vehicles following increase in patient related falls

		Committee Incident Review Group	identified by H&S manager / H&S committee and the incident review group with escalation through risk management process where necessary.	Consideration of winter footwear following increase in staff related falls on snow and ice
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* Enhanced risk assessment and control procedures are in place for patients with complex needs including bariatric patients. These patients can present many challenges including the provision of, and access to, equipment, staffing and transport; as well as environmental constraints and communication. The enhanced procedures are detailed in the Trust's SOP for the Moving and Handling of Patients with Complex Needs including Bariatric Patients.

3.2 Dynamic Risk Assessment

3.2.1 It is not reasonably practicable for YAS to proactively assess each and every task or issue facing employees/volunteers as they go about their normal daily activities. Therefore, staff and volunteers are expected to undertake dynamic risk assessments as part of their normal daily activities in order to prevent injury and ensure that slip, trip and falls issues relating to staff, patients and others are minimised to the lowest reasonably practicable level.

3.2.2 It is the responsibility of all staff to carry out Dynamic Risk Assessments (DRA) for any and all situations to limit the risk to themselves and others. A DRA means that all staff assess any hazard and associated risks as they have been trained to do and take appropriate safety precautions to mitigate the presenting risk, such as protective equipment, use of other services, consideration to not access a hazardous site such as those involving hazardous materials, dangerous environment or situation, before initiating the necessary protective procedures.

3.3 Raising awareness

3.3.1 Risk assessment templates and advice on DRA are available from the Quality & Safety Team.

3.3.2 Patient specific risk assessments, including complex patients, are discussed and agreed with patients and their carers to highlight any issues that have been identified and gain co-operation regarding the prevention of slip, trip and fall incidents. Patient specific risk assessments are also registered on the central control systems for Emergency Operations Centre / Patient Transport Service in order to better inform the service of current or future patient needs.

3.3.3 Slip, trip and fall related incidents are discussed at the Health and Safety Committee which is attended by Union Health and Safety Representatives who feedback information to staff.

Staff notices are issued where a particular slip, trip or fall issue has been identified and action is required to prevent recurrence e.g. staff directed to use vehicle harnesses unless there is a clinical reason not to.

4.0 Training expectations for staff

4.1 Training is delivered as specified within the Trust Training Needs Analysis (TNA).

5.0 Implementation Plan

5.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find Trust policies and procedures during Trust Induction.

6.0 Monitoring compliance with this Policy

6.1 Monitoring performance with regards to health and safety in general is detailed in the Trust's Health and Safety Management System. Please see Health and Safety Policy for details.

Monitoring specific to slip, trips and falls is detailed below:

Monitoring subject	Methodology	Frequency	Monitored by
Review of slip, trip and falls incidents	All slip, trip and fall incidents finally approved by member of the Quality and Safety Team	On-going	Quality and Safety Team
Identification of incident trends in relation to slip, trip and fall	Incident report submitted for review	Quarterly	Health & Safety Committee
Monitoring of proactive risk assessment completion	Health and Safety work plan submitted to health and safety Committee	Quarterly	Health & Safety Committee

7.0 References

- The Health and Safety at Work etc Act 1974 (as amended). London: Stationary Office. Available at www.hse.gov.uk
- The Management of Health and Safety at Work Regulations 1999 (as amended). London: Stationary Office. Available at www.hse.gov.uk.

8.0 Appendices

None

Definitions

Proactive risk assessment	A pre-planned written risk assessment which includes an action plan to mitigate risks identified.
Patient specific risk assessment	A pre-planned written risk assessment that is carried out by the Trust for patients identified as having specific mobility problems which pose risks to themselves or YAS staff.
Individual staff risk assessment	A pre-planned written risk assessment that is carried out by the Trust for staff who have specific health problems which pose a risk to themselves or patients.
Dynamic Risk Assessment	An on the spot, non-written risk assessment which includes the performance of immediate actions to mitigate risks identified.
Reasonably Practicable	<p>This means making a considered decision about the need to resolve the health and safety issue after measuring the balance of the time; cost and resources required to deal with it against the benefit to be achieved from resolving it.</p> <p>It means that some health and safety issues will be accepted as reasonable by the organisation and managed accordingly</p>

Roles & Responsibilities

The Trust Board has overall responsibility for health and safety management. The Trust Board requires that the Chief Executive, the Executive Directors and their staff implement the requirements of this policy within all areas of the organisation covered by their portfolio.

In addition the Health and Safety at Work Act 1974 confirms that everyone within the Trust has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

In addition, the responsibilities of specific staff with regards to risk assessments are detailed in the Trust's Risk Assessment Procedure.

Specific duties and responsibilities for slip, trips and falls are shown below:

Strategic Health & Safety Committee

The Strategic Health & Safety Committee (H&SC) is the expert level committee for YAS relating to health, safety and security and as such considers policies relating to slip, trip and falls in line with its policy development role.

The H&SC receive reports relating to investigations, consider changes to work procedures and / or the introduction of new technology, carry out and receive the findings from risk assessments, monitor and audit the safety and security of relevant risks and report to the Trust Management Group (TMG).

The H&SC is established in partnership with Staff Side Worker Representatives who have agreed to also represent the interests of non-union affiliated employees within the Trust.

Health & Safety Manager (Nominated Competent Person)

The Health & Safety Manager is responsible for ensuring the implementation of effective slip, trip and fall management processes across the Trust.

The Health & Safety Manager will provide advice and practical assistance in all matters relating to slip, trip and fall reduction. In particular their responsibilities will include:

- maintaining suitable recording arrangements for health and safety management purposes
- ensuring the promotion of slip, trip and fall reduction in a pro-active manner
- ensuring incidents are reported to the Health and Safety Executive where appropriate
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all incidents and injuries to staff or other affected parties

Occupational Health Service

Where personal protective footwear is inappropriate for use by individuals with particular health related needs, Occupational health will publish guidance relating to the selection and issuing of footwear required by these employees.

Procurement Department

Where personal protective footwear is required for use by staff with particular health related needs, Procurement Department will source appropriate supplies in line with guidance from Occupational Health Service.

Health & Safety Representatives

Health & Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Committees Regulations.

The Trust Board via appropriate Executive Directors will ensure that they are:

- involved in slip, trip and fall reduction initiatives and risk assessments where appropriate
- consulted on slip, trip and fall reduction matters affecting staff
- involved with any equipment / vehicle evaluation prior to its introduction to the Trust

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- take reasonable care of his / her own health and safety and has a duty of care toward other persons affected by his / her acts or omissions particularly relating to initiatives targeted at slip, trip and fall reduction
- co-operate with management in reviewing rules and safe working practices regarding slip, trip and fall reduction in his/her department and for making them effective;
- report all incidents, near misses, hazards, work related illnesses or injuries
- correctly use Personal Protective Equipment provided by the Trust
- correctly use equipment or items provided in the interest of slip, trip and fall reduction