



London Ambulance Service **NHS**
NHS Trust

Slips, Trips and Falls Procedure

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To provide information and guidance on the management of slips, trips and fall risks within the London Ambulance Service (LAS)

Sponsor Department: Health, Safety and Risk

Author/Reviewer: Senior Health, Safety and Risk Advisor. To be reviewed by June 2013.

Document Status: Final

Amendment History			
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02/06/10	0.3	Senior Health, Safety and Risk Advisor; Hd Governance, Audit & Compliance Mgr, Gov & Compliance Mgr	Further changes
23/03/10	0.2	Senior Health, Safety and Risk Advisor;	Revised responsibilities and reporting lines
05/01/10	0.1	Senior Health, Safety and Risk Advisor	First draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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The RIB	07/10	Records Manager	GDU

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Great Britain National Audit Office A safer place to work The Stationery Office 2003. ISBN 0 10 292143 1	
	Slips and trips: Guidance for the food processing industry HSG156 HSE Books 1996 ISBN 0 7176 0832 8	
	Slips and trips: Summary guidance for the food industry Food Information Sheet FIS6 HSE Books 1996	
	Health & Safety at work Act 1974	
	Health Safety and Welfare Regulations 1992	
	Workplace Health Safety and Welfare Regulation 1992	
	Health & Safety Organisation Policy	
	Workplace Inspection Procedure	
	Serious Untoward Incidents (SUI) and Notifiable Incidents (NI) procedure	
	Incident Reporting Procedure	
TP/055	Learning from Untoward incidents, PALs, Claims and Complaints Policy	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

Slips and trips resulting in falls, including falls from height are common causes of major injuries in workplaces

The London Ambulance Service NHS Trust (the Trust) recognises and accepts its responsibilities as an employer to provide a safe and healthy environment for patients, staff and others under: The Health & Safety at Work etc. Act 1974; The Workplace (Health, Safety and Welfare) Regulations 1992 and The Management of Health and Safety at Work Regulations 1999.

Working together with staff and patients, the Trust is committed to addressing these risks, by employing good risk management systems and practice.

2. Scope

This document defines the Trust's approach to identifying potential slip, trip and fall hazards, to staff, patients, or third parties whilst on Trust premises, its vehicles, or incident locations.

3. Objectives

1. The purpose of this policy is to acknowledge the risk presented by slips, trips and falls hazards to staff, patients and third parties on Trust premises, vehicles or other working environments
2. To define a requirement for staff to undertake appropriate risk assessment for the management of slips, trips and falls (including falls from height)
3. Define the practices in place within the Trust to monitor the management of slip, trip and fall incidents

4. Responsibilities

The **Chief Executive** has overall responsibility for Health & Safety. The Director of HR and Corporate Development is the Executive Director with delegated responsibility for managing Health, Safety and Risk Management.

The **Clinical Governance Committee** will review incident trends reported to the Corporate Health and Safety Group.

The **Corporate Health and Safety Group** (CHSG) has responsibility for reviewing the Incident statistical reports that are submitted to the group. The incident report submitted to the CHSG will be an account of all reported Incidents, including slips, trip and falls involving both staff, patients and third parties.

Safety and Risk Department is responsible for collating reported slip, trip and falling incidents and reports to Corporate Health & Safety group.

The **Estates Department** are responsible for completing an annual inspection of all LAS premises. Survey records are kept in premises condition survey registers.

The **Assistant Directors of Operations (ADO)** are responsible for the Management of slip, trips and falls within specific area's under their control. ADO's are to ensure that investigations/ assessments are carried out by appropriate line managers, where necessary, in line with Trust policies and procedures.

The **Ambulance Operations managers** or **Heads of Department** will be responsible for implementing the investigation of slip, trip and falls, and submit detailed investigation reports with recommendations via an LA52 in line with the Trusts Incident Reporting & Incident Investigation Procedures.

The **Senior Safety and Risk Advisor** is responsible to the Assistant Director of Employee Support Services for the development of effective health and safety policies and procedures. The Assistant Director of Employee Support Services reports to Director of Human Resources and Organisational Development.

Line Managers are responsible for undertaking incident investigations and signed off by the appropriate Line Manager, prior to being forwarded to the Safety & Risk Department.

Local staff side safety reps are responsible for undertaking quarterly premises inspections with line managers.

Staff

All Trust employees will:

- Participate, whenever required, in the risk management process.
- Comply with all Trust Policies and Procedures.
- Work safely in compliance with the Health and Safety at Work etc Act 1974.
- Not intentionally or recklessly interfere with or misuse any equipment provided for the protection of safety and health (Section 8 Health and Safety at Work etc Act 1974).
- Report any identified areas of foreseeable risk immediately to a line manager, and via the Trust's Incident Reporting Procedures (LA52).
- As part of their induction and refresher training staff will receive guidance and advice on reducing foreseeable slip, trip and falls.

5. Risk Assessment Process

All staff are required to undertake appropriate risk assessments for the management of slips, trips and falls involving patients, staff and others (including falls from height) as set out in the Risk Assessment Procedure (TP035).

Slip, trip and falling risk assessments will be carried out as part of the quarterly Workplace Inspection and follow the process as defined in the Workplace Inspection Procedure (HS/006).

Assessments are undertaken by trained staff during the premises inspection. Training will be provided by the Safety and Risk Department, as defined in the Training Needs Analysis.

Where local managers assess a hazard as requiring immediate attention they must take action to reduce the risk to an acceptable safe level. Action should be taken to safeguard the area immediately. It is a manager's responsibility to satisfy them self that the necessary action has been taken and the hazard controlled. Managers should record the incident as a near-miss on an LA52 form with details of actions taken and forward a copy to the Safety and Risk Department.

Local staff side safety representatives undertake quarterly premises inspections with line managers. Findings will be forwarded to the relevant departments and copied to the Area Health & Safety meeting and the Corporate Health & Safety meeting.

Staff often work in places where the Trust has no or little control over the potential slips, trips and fall hazards that may be present. In these instances, staff must take reasonable care of their own safety and complete a dynamic risk assessment removing where possible potential slip and trip hazards.

6. Records of Incidents

Completed incident forms (LA52) are collated by Safety & Risk department and details of slip, trip and falling incidents are recorded on the Incident Reporting database (Datix), which is maintained by the Safety & Risk department.

Each incident is graded by line managers. The scoring of the identified risk follows the formal risk assessment scoring matrix used by the Trust (See TP/005 Risk Management Policy and Procedures).

7. Risk reporting and analysis

On a quarterly basis an incident report, including slip, trip and fall data, will be presented to the Corporate Health & Safety Group. The report will be compiled from the (Datix) incident reporting system by Safety & Risk department.

Dependant on the level of identified risk, risks may be considered for inclusion on the Trust's Risk Register. The decision to escalate the identified risk up will be taken by Senior Safety & Risk advisor.

Investigation of incidents will be monitored by the Safety and Risk Department, who may decide to further investigate an incident. Incidents will be reported to the HSE by line manager in accordance with the national reporting system and/or to the Health & Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

The Safety and Risk Department will liaise with external stakeholders e.g. Primary Care Trusts (PCTs), Acute Trusts, Health & Safety Executive (HSE), National Patient Safety Agency (NPSA), as required on specific areas relating to slip, trip and falls management

8. Training and Awareness

Safety Bulletins are made available to all staff through Routine Incident Bulletin (RIB) as incident themes and trends are identified.

8.1 Staff

Operational staff will receive information, instruction, training and supervision in relation to slip, trip and falls, as detailed in the Training Needs Analysis. The training will be delivered by Learning and Development department.

All staff will receive basic training in risk assessment during both their Corporate and local Inductions; refresher courses and during risk assessor training. The Trust will also deliver training on this subject within the mandatory All-in-one training for non-operational staff. The training will be delivered by the Safety & Risk department and defined within the Training Needs Analysis.

Risk assessment training will be included in the Managing Safety & Risk Awareness course training sessions, which will take place on a monthly basis and will be delivered by the Safety & Risk department.

8.2 Patients and others

Hazard awareness signage will be placed in locations that present potential slip, trip and fall hazards.

The HS001 Health and Safety Organisation Policy statement requires staff be responsible for their own health and safety and that of any other persons who may be affected by their acts or omissions. This requires Operational Staff supervising patients at all times to prevent and manage slip, trips and falls.

The following mechanisms are used by the Trust for raising awareness about preventing and reducing the number of slips, trips and falls involving patients, staff and others;

- Safety Bulletins (distributed on the staff intranet via the RIB)
- Training, Induction and refresher courses provided for clinical and non-clinical staff
- Safety and Risk team presentations on Risk Assessment, trends and themes, at Senior Managers Conference, Team Leaders Conference and AOM Conferences
- Corporate Health and Safety Group is the forum for disseminating keys risks about the management of slips, trips and falls via health and safety representatives

IMPLEMENTATION PLAN	
Intended Audience	All LAS Staff
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
Training	As identified in the Training Needs Analysis
Monitoring	<p>The Trust monitors the implementation and progress of this procedure by monitoring reported incidents and on a quarterly basis at the Corporate Health & Safety Group.</p> <p>This procedure will be reviewed to monitor the effective management of slips, trips and falls within the Trust. This will be achieved by the review of incident trends reported to the Corporate Health & Safety Group and Clinical Quality Safety & Outcomes Group on a quarterly basis.</p> <p>Incidents will be reported quarterly in the aggregated reported presented to the Quality Committee on learning from Incidents, PALS, Complaints and Claims. This report will include incidents concerning slips, trips and falls for patients, staff and others.</p>