



Document Title:	Slips Trips and Falls Policy
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1. Introduction

As a responsible employer Royal Holloway Students' Union (RHSU) is committed to the provision of an environment which is, as far as reasonably practicable, and in accordance with the relevant statutory provisions, safe from the risk of slips, trips and falls on its premises.

2. Employer Responsibilities

The Management of Health and Safety at Work Regulations 1999 require employers to assess risks (including slips and trip risk) and, where necessary, take action to address them.

Responsibility is delegated to departmental line managers who are committed to regularly assessing all potential slip, trips and fall risks within SU venues and offices.

Floors will be maintained to be suitable, in good condition and free from obstructions. Any area that is deemed to be at risk will not be used until measures are put in place to make it safe to use.

A specific risk assessment will be undertaken for any new activity occurring within the venues.

RHSU use numerous simple ways to control slips and trips risks and prevent accidents in the venues. These are outlined in the relevant departmental risk assessments.

3. Employees' Responsibilities

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of slips, trips or falls. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

It is the responsibility of all employees to be aware of the potential risks in their working area that may cause a slip, trip or fall and to manage them. If a slip, trip or fall occurs, or a near miss, the correct reporting procedure is to be followed, following RHSU's Accident/Incident Policy if necessary.

4. Procedure for managing the hazard

- i. Where a potential slip or trip hazard is identified, either via a report from a customer / contractor or by first hand observation by staff, one of the following will be immediately undertaken:
 - A member of staff will clean the spill (liquid and solid spills).
 - A member of staff will remove the trip hazard (obstructions such as trailing leads, boxes etc.).
 - A member of staff will report the hazard to their line manager (damage to flooring surface, immovable obstructions or lighting issues).
- ii. The member of staff or manager will record the cleaning or other action on either the Accident / Incident form or Near Miss form.

5. Monitoring

The implementation of this Policy will be monitored at departmental level with any accidents, incidents or near misses being recorded and reported centrally.

The CEO will produce annual accident/incident statistics which will be circulated to the Board of Trustees and Health & Safety Committee. Such reports will facilitate a critical review of trends and necessary corrective action.