**Slips and trips hazard-spotting checklist**

The following checklist tries to cover the main slip and trip hazards that are often encountered in the parishes. If the answer to any of the potential issue is ‘yes,’ then reasonable action should be taken. *The Diocesan Safety Coordinator or the Surveying Section is there to assist, so please use them.*

*Normal relevant diocesan approvals may need to be sort for listed building, Art and Architecture Committee, or CDM and building regulations, before undertaking some actions.*

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| **Potential issue**  | **Tick if ‘yes’**  | **Suggested action**  |
| **Outdoor areas** |
| Can anything be found on the paths, steps and fire escapes that could cause slips, eg build-up of leaves, wet grass, moss, mud, etc?  |  | Set up a regular work schedule for clearing paths, tackling the busy routes first. Consider cutting back plants and trees that overlap paths.  |
| Are paths prone to ice build-up during winter months?  |  | Consider using safer, alternative routes. Monitor weather conditions and put a winter procedure in place, eg gritting.  |
| Are there any changes of level on the path that are not easy to see, eg small slopes or dips?  |  | Highlight the hazard: improve lighting, apply a contrasting eye-catching colour to the slope (eg non-slip paint, flush-fitting bolt-on material).  |
| Are there any holes, potholes, or uneven paving on footpaths?  |  | Barrier off the area as a temporary solution, ensuring that barriers cannot easily be moved. Highlight the hazard, eg improve lighting, use eye-catching colour on defective area as a temporary solution. Maintenance required: fill in holes, re-lay paving, replace broken paving stones.  |
| Are fire escapes slippery when wet?  |  | Improve grip: consider applying slip-resistant coating/strips or bolt-on slip-resistant material. (Caution – do not create a trip hazard!)  |
| **Doorways**  |
| Is the floor between the building threshold (entrance) and the entrance matting slippery when wet?  |  | Improve grip: consider extending matting or exterior paving, applying slip-resistant coating/strips or changing the surface to a more slip-resistant material. (Don’t create a new trip hazard!) |
| **Entrances**  |
| Is there water on the floor from rain, etc? Is it making the floor slippery? **Entrances (continued)** |  | Stop water entering the building: will approvals, construct canopies over entrances; improve external drainage; keep doors closed when you can. Prevent water from spreading: fit large and absorbent entrance mats to dry people’s shoes. Remove water quickly: review cleaning systems, introduce dry mopping, and consider the use of heaters to speed up drying time. Improve grip: consider fitting slip-resistant flooring.  |
| Is there any trip hazards in the area, eg trailing cables, recent deliveries, mats with curled up edges, or other objects?  |  | Housekeeping is needed: tidy away cables, provide a safe delivery storage area, clear boxes and equipment out of the way, fix down mat edges or replace them if necessary.  |
| **Corridors and offices**  |
| Are there any subtle changes in floor level, eg slopes, small steps, abrupt changes from one flooring material to another?  |  | Highlight the hazard: improve lighting, use eye-catching colour on slopes/steps to clearly mark the change from one flooring material to another.  |
| Are the floors smooth in areas where floor contamination can occur (eg liquids, food and food wrappers, dusts, polythene, condensation, etc?)  |  | Stop contamination from getting onto floor: provide bins for litter, fix leaks, fit lids on containers, close doors leading from working areas. Prevent spreading by placing drip trays beneath plants, machines, water coolers, etc. Remove contamination quickly: review the cleaning schedule, spot-clean spills, dry mop large wet areas, vacuum/brush up dry materials.  |
| Are the tiles or flooring becoming unstuck or curling at the edges? Are there holes?  |  | Maintenance required: fix down tiles and carpet edges, replace if necessary, fill in holes, replace cracked tiles.  |
| Is the anti-slip floor coating or grip tape worn smooth or damaged?  |  | Maintenance required: replace damaged and worn coatings. Consider changing flooring.  |
| Are there any trip hazards in parish rooms or in corridors and walkways, eg trailing cables, boxes, deliveries, equipment or other objects?  |  | Housekeeping needed: keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.  |
| Are light levels too low to see the floor surface clearly?  |  | Improve lighting with new bulbs or additional lights.  |
| Is light that reflects on the smooth flooring creating glare?  |  | Improve lighting: re-angle lights, install blinds or anti-glare grills or glazing films. Consider removing floor surface shine.  |
| **Stairs and ramps**  |
| Are step nosings (edge of step) hard to see, rounded, damaged or slippery?  |  | Check lighting is sufficient to see the step edges clearly. Highlight the very edge of the step with a nosing that has high visibility, a square edge and a non-slip finish. For difficult to replace round-edged nosing, ensure that non-slip edging wraps right around the edge of the nosing. |
| Are handrails available? Are they easy to reach and useable?  |  | Provide a handrail on at least one side of stairs; if the flight of stairs is wider than 1 m, provide handrails on both sides and a third, middle handrail if 2 m or wider. Handrail heights should be between 900 mm and 1000 mm and be parallel to the pitch line (slope) of the flight of stairs. On landings where the handrail provides guarding the height should be 1100 mm. Recommendations for handrail shape, diameter and distance from wall can be found in Building Regulations and British Standards (contact the LACE surveyors).  |
| Is the height (rise) of the steps or depth of tread inconsistent throughout the flight?  |  | Highlight the problem, eg with a warning notice. Correct the rise/tread of the stairs so they are all of equal height.  |
| Are the stair treads slippery?  |  | Thoroughly clean them on a regular basis to remove contaminants. Replace the stair covering with one with better slip-resistance.  |
| Are any ramps or slopes in or around the parish difficult to see?  |  | Highlight ramp with contrasting colour and check lighting levels. Improve grip: consider fitting slip-resistant flooring. As with flights of stairs, consider providing handrails.  |
| **Work areas and work platforms (eg kitchens, flower rooms, storerooms)**  |
|  Is there contamination by fluids, solids, dust, debris, etc getting onto the floor? Is the floor slippery because of spillages, people overfilling containers, clearing debris off work surfaces onto the floor?  |  | Stop contamination from getting onto floor – change system of work, improve work area layout, provide bins, air/dust extraction, lids on containers, reduce quantity of product in containers, fix leaking machinery. Remove contamination quickly: spot-clean spills, dry mop large wet areas, vacuum/brush up dry materials. Improve grip: consider slip-resistant flooring, provide slip-resistant footwear.  |
| Is condensation forming on the floor? Is condensation forming on overhead pipework,  dripping and making the floor slippery?  |  | Improve ventilation, use extraction. Insulate overhead pipework. Improve grip: consider slip-resistant flooring; provide slip-resistant footwear.  |
| Is poor drainage causing a pooling of fluids on the floor?  |  | Improve floor drainage.  |
| Are designated walkways unusable or partially blocked?  |  | Create a clear and even walkway throughout the parish site.  Housekeeping needed: tidy away cables, provide additional storage, clear away clutter, boxes and equipment. |
| Are corridors uneven, do they have holes or missing tiles?  |  | Barrier off the area as a temporary solution.Highlight the hazard, eg by improving lighting, use eye-catching colour on defective area as a temporary solution. Maintenance required: fill in holes, relay/replace any defective flooring.  |
| Are there any raised carpet edges or holes?  |  | Firmly stick down raised or loose edges. Maintenance required: replace all or damaged section of carpet.  |
| Are the tiles or flooring becoming unstuck or curling at the edges?  |  | Firmly stick down loose tiles and raised edges. Maintenance required: replace all or damaged section of flooring.  |
| Are there any trip hazards around working areas such as where the choir sit, eg trailing cables, boxes, deliveries or other objects?  |  | Encourage a ‘see it, sort it’ mentality among staff. Housekeeping needed: keep walkways clear, tidy away or use cable covers, provide additional storage, clear away boxes and equipment.  |
| Are light levels too low to see clearly? Is light bouncing off the flooring creating glare?  |  | Improve lighting: new bulbs, re-angle or add additional lights, install antiglare grills. Stop glare: consider removing floor surface shine. |
| **Toilets, bathrooms and shower rooms**  |
| Is water getting onto the floor? Is the floor slippery when wet?  |  | Stop water getting onto the floor by improving shower curtains/screens, position sufficient towels/ hand dryers close to sinks. Remove water quickly: regular monitoring, spot-cleaning, dry mop wet areas. Improve floor drainage where possible. Improve grip: consider fitting slip-resistant flooring.  |
| Are taps or pipes leaking?  |  | Prevent contamination from spreading: provide drip trays as a temporary solution. Maintenance required: fix leaks and taps.  |
| **Cleaning**  |
| Are spillages left on the floor for some time before they are cleaned up?  |  | Encourage people to clean up promptly when they see a spillage.Ensure spillage cleaning equipment is readily available for use. Review/improve cleaning regime and timings of cleaning schedule.  |
| Are small spills wet-mopped?  |  | Spot clean small spills using absorbent cloth/paper towel. Provide training and then supervise. Ensure spillage cleaning equipment is readily available for use.  |
| Can people walk through areas during wet mopping or when floors are still wet? Is the floor smooth or slippery when wet?  |  | Keep people off smooth wet floors: barrier/close off areas, wet mop out of hours when no one is around such as after Mass (last job of the day before staff leave and the doors are locked). Reduce drying time: dry mop the floors with a clean, proprietary dry mop.  |
| Does the floor look dirty even though it has just been cleaned?  |  | Check manufacturers’/suppliers’ cleaning instructions are being followed. Review floor cleaning method, alter to suit floor type. Provide training on new method and then supervise. (LACE surveyors can organise floor reps/consultants).  |
| Are people slipping on the floor even though it has been cleaned and is dry?  |  | Thoroughly clean to remove any build-up of polish, grease, etc. Review and alter the floor cleaning method. Provide training on new cleaning methods and then supervise. (LACE surveyors can organise floor reps/consultants). |
| Can cleaning equipment leads be seen crossing or blocking walkways, creating a trip hazard?  |  | Coil up unused equipment cables. Change power sources: provide additional power sockets or ensure the use of sockets nearest the area being cleaned. Consider changing to battery-powered equipment. Provide training on new methods and then supervise.  |
| **Tasks**  |
| Do tasks stop people from seeing slip or trip hazards, eg carrying items that restrict their view or upset their balance, rushing?  |  | Review and improve manual handling and moving procedures.  |
| **Parish-specific issues** |
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