

Slips and trips mapping tool

An aid for managers and safety representatives in the food retail sector

This leaflet is aimed at managers and safety representatives. It is designed to help you to look at where slips and trips can happen in your workplace and helps you identify simple, sensible solutions that can prevent accidents. The best way to use the mapping tool is for managers and safety representatives to work together.

Slips and trips account for about a third of all reported major injuries - just under 90% of which involve fractures of arms, wrists and ankles. They are the most common hazard faced at work, with nearly 1000 workers a month suffering serious injury (a broken bone or head injury) following a slip or trip.

The mapping tool is a simple way of identifying potential problems. Some managers or safety representatives will have access to digital cameras, which can be used to photograph and record slips and trips problems in the workplace. You can use photographs with the mapping tool if you want to.

How to use the risk mapping tool

- Draw a sketch map of the area. The example overleaf shows how the mapping tool works (the map does not need to be a work of art or even to scale as long as it represents your workplace).
- Mark all the slips and trips reported in the last 12 months (or any relevant period) with crosses.
- Talk to workers to identify any 'near misses' and add them to the chart.
- Find out from workers what is causing people to slip or trip in that area.

Any 'hotspots' will quickly show up on the map. Once you have identified the problems and their causes:

- discuss them with workers and supervisors;
- decide what action needs to be taken and when this will happen;
- make sure that the agreed action takes place;
- make sure improvements are communicated to workers;
- continue to monitor to ensure control measures put in place are working.

Your checklist

Health and safety inspectors focus on incidents where there is a significant risk of injury from a slip or trip. Using the same approach, you can decide whether there is a significant risk by:

- looking at the work areas and discussing the tasks, eg maintenance, cleaning etc to identify where potential risks are/could be present;
- looking at the condition of the flooring and where it might need repair or replacing;
- looking at where the floor can be more slippery when it is wet or identifying slippery locations and looking for locations where spillages can regularly happen;
- spotting leaks accumulating on floors;
- seeing the build-up of contamination on the floor, with no visible sign that this is being managed properly or cleaned up, eg brought in by footwear in wet weather;
- noticing the use of ad hoc measures to control leaks, such as corrugated cardboard being put down or warning signs left in place for extended periods;
- considering the age and construction of buildings, whether there is evidence of leaking roofs, walkways exposed to the elements and potential for water, mud etc, to be brought into the store via wet clothing, shoes or vehicles;
- seeing cluttered walkways, build-up of waste materials, general untidiness, narrow access routes and where workers have to queue, trailing cables etc;
- looking at the footwear workers are wearing and if this is right for the work they do, in good condition, fits properly and has a good grip;
- talking to staff to identify difficult jobs or hearing about incidences of falls not leading to injury ('near misses'); examining records for evidence of slip and trip problems – in sickness absence, the accident book, RIDDOR reports etc.

The example below shows how the **risk mapping** tool works

Name: Date:		Workplace: Supermarket				
Risk mapping diagram:				Key	Hazard	Control measure
				<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 	<p>Faulty mats</p> <p>Trailing cable</p> <p>Water leak</p> <p>Spilt milk</p> <p>Rubbish/cardboard</p> <p>Water ingress at back door</p> <p>Oil on floor</p> <p>Slips on fresh produce</p>	<p>Change/repair</p> <p>Cover/remove</p> <p>Repair leak Fit drip trays</p> <p>Clean - check often - may require non-slip matting</p> <p>Requires good housekeeping - safe systems of work</p> <p>Check door seals, instal mats</p> <p>Find source, repair etc</p> <p>Ensure good housekeeping, regular checks of floor area</p>

Use this blank map to sketch out where slips and trips, or near misses, have happened where you work

Name: Date:		Workplace:		
Risk mapping diagram:		Key	Hazard	Control measure

Further free help and information

Slips and trips: The importance of floor cleaning Information Sheet (Slips and trips 2) MISC691i HSE 2005
www.hse.gov.uk/pubns/web/slips02.pdf

Assessing the slip resistance of flooring: A technical information sheet Information Sheet (Slips and trips 1 (rev1)) HSE 2007
www.hse.gov.uk/pubns/web/slips01.pdf

Preventing slips and trips at work Leaflet INDG225(rev1)
HSE Books 2005 (single copy free or priced packs of 15
ISBN 978 0 7176 2760 8) Web version:
www.hse.gov.uk/pubns/indg225.pdf

Preventing slips in the food and drink industries: Technical update on floor specifications Food Information Sheet FIS22 HSE 1999
www.hse.gov.uk/pubns/foodindx.htm

With thanks to USDAW for permission to draw on their mapping tool



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