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Slips, Trips and Falls Risk Assessment

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1. Introduction

Data published by the HSE suggests that slips, trips and falls (on stairs and the level) are the most common cause of injury at work, accounting for over a third of major injuries to workers and over half of reported injuries to members of the public.

Slips, trips and falls make up a high proportion of the University's accidents. They are often disproportionately costly, both to the individual (because of pain and suffering) and to the organisation (because of lost time or the cost of compensation).

OCDEM is a modern building that has been occupied since 2003. All hard floored areas are surfaced with slip resistant material; the stairs treads are all equal height; the nosings (the front edge of the steps) are all visible, and the carpets are all well fitted. In view of these factors the risk of a slip, trip or fall due to the flooring material is extremely low.

Risk Assessment conducted 17th August 2016 by Sandy Humphreys

2. Risk Assessment

Area	Possible Hazard	Persons at risk	Risk	Existing controls	Further action required
Main entrance (outside)	<ul style="list-style-type: none"> • Ice • Wet leaves • Rubbish • Poor lighting 	General public, patients, staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> • Building completed in 2003, surfaces in good condition • OUH NHS Trust grit the area when temperatures fall • Leaves are swept up regularly by OUH contractors • NHS Estates sometimes slow in repairing lighting • System in place for reporting build up of rubbish and leaves etc. • NHS controlled area 	Un-repaired lighting must be chased up regularly.
Entrance lobby	<ul style="list-style-type: none"> • Water brought in on footwear on wet days • Wet floors after cleaning • Spilt liquids and food • Trailing cables • Rubbish • Delivery cages 	General public, patients, staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> • Ridged mats fitted to absorb water from footwear, wheelchair and pushchair wheels • Flooring is modern and slip resistant • System in place for reporting faults to mat and flooring • Regular cleaning out of hours plus warning signs erected • Reception staff clear up small spills and call in domestic staff to deal with larger spills • Rubbish removed daily • NHS controlled area 	<ul style="list-style-type: none"> • Delivery cages must be removed promptly to outside the building; a reminder system needs to be set up to prompt those responsible. • Trailing cables must not be left in this area, cleaning is out of hours therefore this rarely occurs.

Area	Possible Hazard	Persons at risk	Risk	Existing controls	Further action required
Bike park entrance	<ul style="list-style-type: none"> • Ice • Vegetation • Poor lighting • Uneven paving 	Staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> • System in place for reporting faulty lighting but often slow to respond • NHS controlled area 	<ul style="list-style-type: none"> • The area should be gritted in icy conditions The Trust need to be made aware that this area is at risk of slippery surfaces. • Un-repaired lighting must be chased up regularly.
Atrium	<ul style="list-style-type: none"> • Wet floors after cleaning • Spilt liquids and food • Trailing cables • Rubbish • Leaks from roof • Deliveries • Carpet edges and joining strips in vinyl flooring 	General public, patients, staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> • Flooring is modern and slip resistant • Carpet was replaced in spring 2016 and is in good condition • System in place for reporting faults to flooring and leaks to roofing • Regular cleaning out of hours plus warning signs erected • When spills occur reception staff clear up small spills and call in domestic staff to deal with larger spills • Rubbish removed daily • Deliveries should be removed after contact; this is not always the case • NHS controlled area 	<ul style="list-style-type: none"> • Trailing cables must not be left in this area – rarely happens as cleaning is out of hours. • Deliveries must be removed promptly • Carpet edges should be checked regularly for lifting – Reception staff report errors to NHS Estates.
Plant Rooms	<ul style="list-style-type: none"> • Leaks • Trailing pipes • Oily stagnant pools of water • Lack of maintenance /repairs 	NHS Trusts Estates staff OUED contracted staff (currently Interserve)	High	<ul style="list-style-type: none"> • Painted concrete floor, with large areas of paint missing • Restricted access • NHS controlled area 	OCDEM has no control over this area. Known faults discovered on rare access with an engineer are reported to NHS Estates.

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CRU	<ul style="list-style-type: none"> Wet floors after cleaning Spilt liquids and food Trailing cables Rubbish 	General public, patients, staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> Flooring is modern and slip resistant System in place for reporting faults to flooring and leaks Regular cleaning out of hours plus warning signs erected Rubbish removed daily Joint University and NHS area 	System required for cleaning up spills – CRU staff clean up small spills and call in domestic staff for larger spills
Hospital corridor	<ul style="list-style-type: none"> Water brought in on footwear on wet days Wet floors after cleaning Spilt liquids and food Trailing cables Rubbish Leaks 	General public, patients, staff, students and visitors Vulnerable individuals	High	<ul style="list-style-type: none"> Flooring is modern and slip resistant System in place for reporting faults to flooring and leaks Regular cleaning; warning signs erected. Access is not restricted Rubbish removed daily NHS controlled area 	<ul style="list-style-type: none"> Discover action taken by NHS when there are spills or contamination from waste, footwear, drinks etc. – NHS rely on OCDEM workers to notify them of such problems
Stair wells	<ul style="list-style-type: none"> Wet floors after cleaning Spilt liquids and food Poor lighting 	General public, patients, staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> Stairs are equally spaced with slip resistant surfaces Nosings are in good condition and easily visible Hand rails are provided System in place for reporting faults to flooring and lights Regular cleaning; warning signs erected. Access is not restricted NHS controlled area Emergency lighting in place 	<ul style="list-style-type: none"> System required for cleaning up spills – current system relies on OCDEM workers either cleaning up if they find a spill or notifying domestic staff Signs must be placed in a location that does not cause a hazard Faults to lighting must be reported

Area	Possible Hazard	Persons at risk	Risk	Existing controls	Further action required
Laboratories	<ul style="list-style-type: none"> • Liquids spilt on the floor • Wax in front of microtomes • Obstructing furniture, eg stools • Trailing cables • Wet floors after cleaning 	Staff, students and visitors	Low	<ul style="list-style-type: none"> • Flooring is modern and slip resistant • System in place for reporting faults to flooring and leaks • Regular cleaning takes place out of hours and warning signs erected. Access is not restricted to users after or during cleaning • Rubbish removed daily • Staff have all been instructed that spills must be dealt with immediately • Mats have been provided for use in front of microtomes • Trailing cables are removed as soon as they are finished with and are made safe and visible when in use • University controlled area 	<ul style="list-style-type: none"> • Furniture, consumables and deliveries must not be left in an area where they can be tripped over. • Area around microtome mats must be checked for wax on a frequent basis (during the safety audit), and cleaned if required
Office areas	<ul style="list-style-type: none"> • Carpet that has lifted • Trailing cables • Obstructing furniture • Rubbish 	Staff, students and visitors	Low	<ul style="list-style-type: none"> • Carpets have been replaced in some areas but otherwise are in good condition and there is a system in place for reporting faults. • Trailing cables would be identified during DSE assessments • Rubbish is removed daily 	Obstructions must not be left in thoroughfares and any obstructing furniture should be relocated

Area	Possible Hazard	Persons at risk	Risk	Existing controls	Further action required
Info café, lecture theatre and seminar rooms	<ul style="list-style-type: none"> • Carpet that has lifted • Trailing cables • Obstructing furniture • Rubbish • Spilt food 	Staff, students and visitors Meeting delegates	Low	<ul style="list-style-type: none"> • Carpet in one section has been replaced; there is evidence that carpets are lifting elsewhere. This must be monitored regularly. There is a system in place for reporting faults. • Trailing cables should be removed as soon as they are finished with and are made safe and visible when in use • Rubbish is removed daily • Spilt food and drink are dealt with immediately • Joint University and NHS area 	<ul style="list-style-type: none"> • Obstructing furniture should be relocated • Carpet must be inspected on a regular basis for signs of lifting or ripping
CRU and Info Café Kitchen	<ul style="list-style-type: none"> • Wet floors after cleaning • Spilt liquids and food • Rubbish 	Patients, Staff, students and visitors Vulnerable individuals (CRU)	Low	<ul style="list-style-type: none"> • Flooring is modern and slip resistant • System in place for reporting faults to flooring and leaks • Regular cleaning; (out of hours in CRU) warning signs erected. Access is not restricted during or after cleaning • Rubbish removed daily • Joint University and NHS area 	<ul style="list-style-type: none"> • System should be in place for dealing with spills - OCDEM staff clean up small spills and call in domestic staff for larger spills • Kitchens should be closed when floors are wet
POD	Leaks Rubbish	Staff, students	Low	<ul style="list-style-type: none"> • System in place for reporting leaks • Flooring is slip resistant 	Rubbish must be removed promptly by the users

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Spiral staircase	<ul style="list-style-type: none"> • Wet floors after cleaning • Spilt liquids and food • Treads are narrow 	Staff, students and visitors	Low	<ul style="list-style-type: none"> • Must not be used in event of a fire alarm sounding (fire policy) • Nosings are in good condition and easily visible • Hand rails are provided • System in place for reporting faults to flooring • Cleaning out of hours but not restricted access during or after cleaning 	<ul style="list-style-type: none"> • System in must be introduced for dealing with spills - - OCDEM staff clean up small spills and call in domestic staff for larger spills • Single file usage recommended
Toilets and showers	Wet floors after cleaning and showering Leaks	Patients, Staff, students and visitors Vulnerable individuals	Low	<ul style="list-style-type: none"> • Shower trays are slip resistant • System in place for reporting leaks • Floors are slip resistant and shower areas have proper wet room flooring • Emergency call button in all toilets/showers in patient areas (ground floor) 	<ul style="list-style-type: none"> • Users must mop water from floors after showering

Slips, trips and falls risk assessment OCDEM – RA 8:			Update history	
Version	Date	Reason for update	Updated by:	Review due
1	May 2008	New SOP	Author: SMH and DC	
2	August 2013	New Risk assessment conducted	SMH	August 2014
3	17 August 2016	New Risk assessment conducted	SMH	August 2018