

HS05 Accident Reporting, Slips, Trips and Falls | Standard Operating Procedure (SOP)

1. Background information

1.1. Introduction/Purpose

1.1.1. This standard operating procedure (SOP) outlines the processes involved in the reporting of accidents and the prevention of slips, trips and falls for SOAS University of London (SOAS).

1.2. Roles and Responsibilities

1.2.1. The University has the responsibility to comply with the following regulations:

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.

1.2.2. The University must consider what might cause slips or trips in the workplace and decide upon action to prevent them.

1.2.3. Once risks have been identified they must be controlled. Appropriate action to manage the risk of slips and trips includes but is not limited to:

- Preventing floors from getting wet or contaminated in the first place.
- Having procedures in place for both routine and responsive cleaning.
- If a spillage does happen, cleaning it up quickly.
- If floors are left wet after cleaning, stopping anyone from walking on them until they are dry and by using the right cleaning methods and products.
- Looking out for trip hazards, such as uneven floors or trailing cables, and

encouraging good housekeeping by workers.

- Making sure workers wear footwear that is suitable for the environment in which they are working.
- Making sure flooring is suitable, or floors likely to get wet are of a type that does not become unduly slippery.

1.2.4. Employees have general duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

1.2.5. Employees must take reasonable care of themselves and others who may be affected by their actions and comply with their employer's arrangements for managing health and safety.

1.2.6. If you are an employee or working under someone else's control, the law says you must:

- Inform your employer of any work situation you consider dangerous, or of any shortcoming in their protection arrangements for health and safety.
- Use all work items provided by your employer correctly, in accordance with your training and the instructions you received to use them safely.

1.2.7. Employees can help to prevent slips and trips in the workplace by:

- Reporting near misses and accidents promptly to your employer.
- If they see slip and trip risks, trying to sort them out or informing their employer.
- Marking clearly any areas that are being worked within and those that have trailing cables, mopping or cleaning present.
- Adhering to housekeeping guidelines at all times.
- Helping to keep floors clean and dry.
- Clearing up spillages straight away.
- If they think of ways of preventing contamination (water, oils, cardboard, waste etc) from getting onto the floor, suggesting them to their employer.
- Avoiding causing trailing cables.
- Keeping places of work clear of obstacles.
- Asking their employer to mark slopes and changes of levels.
- Reporting if there isn't adequate lighting.
- Following safety advice.

2. Main Content

2.1. Accident Reporting

2.1.1. In accordance with Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) 2013, all accidents and incidents will be recorded in an accident book and personal details kept secure to comply with Data Protection legislation. The accident book MUST be filled out by the initial First-Aid responder within the security department. For an immediate response, the internal emergency number **555** must be called from any internal phone, or can be dialled from TEAMS, and this will be connected to our 24/7 security control room whom will assist with any accident or related incidents.

2.1.2. Any reportable accidents, incidents, or dangerous occurrences will be reported to the Health and Safety Executive (HSE)

2.2. RIDDOR

2.2.1. RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- Work-related accidents which cause death;
- Work-related accidents which cause certain serious injuries (reportable injuries);
- Diagnosed cases of certain industrial diseases; and
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).
- There are also special requirements for gas incidents (see 'Reportable gas incidents').

2.2.2. From 1 October 2013, RIDDOR 2013 comes into force, which introduces significant changes to the existing reporting requirements. The main changes are to simplify the reporting requirements in the following areas:

- The classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries'.
- The previous list of 47 types of industrial disease is being replaced with eight categories of reportable work-related illness.
- Fewer types of dangerous occurrence require reporting.

- There are no significant changes to the reporting requirements for: fatal accidents; accidents to non-workers (members of the public); and accidents which result in the incapacitation of a worker for more than seven days.

2.2.3. Recording requirements remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days.

2.2.4. Reporting certain incidents is a legal requirement.

- The report informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated.

2.3. Slips, Trips and Falls

2.3.1. Most slips occur when floors become wet or contaminated and many trips are due to poor housekeeping.

2.3.2. The solutions are often simple and cost-effective and a basic assessment of the risks should help to identify what you can do to tackle slip and trip risks.

2.3.3. Slips and trips are the most common cause of injury at work. On average, they cause over a third of all major injuries and can lead to other types of accidents, such as falls from height or falls into machinery.

2.3.4. Slips and trips also account for half of all reported injuries to members of the public in workplaces where there is public access, such as hospitals, shops and restaurants.

2.3.5. Please consult Section 4: Roles and Responsibilities for guidance on preventing slips and trips.