Risk Assessment Form

Procedure	Slips, Trips and Falls

Name(s) of person performing the work	Users (Staff & Contractors & Visitors & Tenants & Licensee's)		
Name & position of assessor	Khwaja Islam & Laboratory Manager	**Signature**	
Date of assessment	01/10/2018	**RA Number**	BioE 0031

Outline of procedure / activity:

Statistics show slipping and tripping to be the single most common cause of injuries in UK workplace, relating to over a third of all major injuries reported. Also slip, trip and falls make up a high proportion of the university accident. Therefore the University have statutory duty and common-law obligations in relation to the health and safety of their employees and premises. There are elements of the following legislation that affect slips and trips:

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

University must therefore do all they can to ensure that they do not put people at risk. Some of the main causes of slips, trips and falls in the workplace are as follows:

- Uneven floor surface
- Unsuitable floor coverings
- Wet floors
- Changes in levels
- Trailing cables
- Poor lighting
- Poor housekeeping

Potential hazards

Substance or item handled	Associated Hazard (s)	Existing Control Measures	Risk (L/M/H)	Further Action required	Risk (L/M/H)
Floors and Pedestrian traffic routes	Slipperiness Holes Protrusions Changes in level	Chemical and slip-resistant laboratory floors. Areas usually kept free of obstructions unless clearly marked. No changes in level and if so clearly sign-posted. No cables crossing pedestrian routes and use cable guards to cover cables when required. Routine inspection by Facilities Team.	M	No further action required if the existing control measures are adhered to.	M
Stairs	Uneven height of steps Lack of handrails Lack of non-slip and visible nosing	Step of equal height and depth. Stair railings in place on either side. Nosing in good condition. Non-slippery steps. Good visibility. Routine inspection by Facilities Team.	M	No further action required if the existing control measures are adhered to.	M
Surface contamination	Accidental chemical spillages in laboratory Food and drink spillages	Spillages to be cleaned immediately. If the floor is wet a use appropriate sign to let people know the floor is still wet. Routine inspection by Carillion estates.	M	No further action required if the existing control measures are adhered to.	M

Cleaning	Inappropriate cleaning products No or unclear hazard/warning signs	Correct cleaning products are used and also according to manufacturer's instruction. The floors are cleaned in sections to maintain a dry route through the area. Routine inspection by Carillion estates.	M	No further action required if the existing control measures are adhered to.	M
Human factors	Staff ill-informed of responsibility for cleaning up spillages and general housekeeping Lack of documented accidents	Staff and students are responsible to clear up spillages and to report accidents, near misses to DSO. They are informed at their health & safety induction and lab induction.	M	No further action required if the existing control measures are adhered to.	M
Footwear	Open-toe shoes worn by laboratory workers	Open toe shoes/sandals are forbidden in the laboratory. Staff to choose suitable footwear for work. Surface dry and free of contamination. They are informed at their health & safety induction and lab induction.	M	No further action required if the existing control measures are adhered to.	M
Housekeeping	Trailing cables Obstruction e.g. boxes, litter.	Cable guards to be used when required. Floors and stairs clear of obstruction. Routine inspection by Facilities Team.	M	No further action required if the existing control measures are adhered to.	M

Persons potentially at risk:

All employers, visitors, students, tenants, licensees and contractors

Action in event of an accident or emergency:

Fire: Fire safety procedure.
Spillages: Clean up immediately and laboratory use the spillage kit provided.

Arrangements for monitoring effectiveness of control:

1. Monthly inspection of lab and offices by the BioEscalator support team.

Review of the Risk Assessment:

Date of review		Name of reviewer	
Date of next review		Signature	

Have the control measures been effective in controlling the risk?

Yes	No

Have there been any changes in the procedure or in the information available which affect the estimated level of risk from the listed substances

Yes	No

What changes to the control measures are required?

Declaration by Tenants/Licensees/Technicians:

I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated. Where PPE has been identified as a control measure, I will ensure that it is worn.

Declaration by Laboratory Manager (LM):

I confirm that the tenant/licensee/technician who has signed below is competent to undertake the work. My counter-signature indicates that I am happy for the work to proceed.

Name (Please print)	Signature	LM Countersignature	Date

Name (Please print)	Signature	LM Countersignature	Date