



Slips, Trips and Fall Policy

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6.1	March 2024	Risk Team	A	Extension approved within February 2024 Strategic Health and Safety Group. Formatted onto new template.
6.2	September 2024	Risk Team	A	Extension approved within August 2024 Strategic Health and Safety Group.
6.3	September 2024	H&S Manager	D	Updated to reflect: - Changes to operating model including title changes for roles and departments - Changes to internal incident review process' - Inclusion of Moving and Handling Lead in relation to STF prevention associated with moving and handling activities
7.0	February 2025	Risk Team	A	Policy approved and published.

A = Approved D = Draft

Document Author = Health and Safety Manager

Associated Documentation:

To support this policy, there are a number of related documents that underpin the risk management arrangements:

- Health & Safety Policy
- Health and Safety Risk Assessment Policy
- Health and Safety Risk Assessment templates
- Risk Management Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Process for Inspection for Improvement - SOP
- Statutory and Mandatory Training Policy and Procedure

In addition, there are a number of specific process / guidance documents relating to safe moving and handling which incorporates slip, trip and falls assessment:

- Moving and Handling Patients with Complex Needs including Bariatric Patients – SOP

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Staff Summary

YAS is committed to ensuring slip, trip and fall incidents are minimised
YAS will implement safe working practices to mitigate slip, trip and fall risks
YAS will risk assess slip, trip and falls risks through an integrated risk assessment process
YAS will raise awareness amongst staff of slip, trip and falls risks
YAS will train staff to identify and mitigate slip, trip and falls risks where possible
YAS will assess and mitigate slip, trip and fall risks for staff, patients and others
YAS will comply with CQC standards regarding slip, trip and falls management
YAS will comply with health and safety legislation relating to slip, trip and fall risks
YAS will monitor processes for slip, trip and fall management to ensure continued effectiveness
YAS will ensure that appropriate roles and groups have responsibility for monitoring

1.0 Introduction

- 1.1 The Yorkshire Ambulance Service (YAS) Trust Board is committed to ensuring that normal day to day operational activities are undertaken, so far as is reasonably practicable, in a safe manner in order to reduce the number of avoidable slip, trip and fall incidents affecting its employees, patients and any other persons. This will effectively be achieved by compliance with the requirements of this policy document.

2.0 Purpose/Scope

- 2.1 It is the aim of this policy to protect the interests of staff, stakeholders, patients and the public (i.e. all those affected by Trust business) by embedding the concepts and ideas of slip, trip and fall management into the day to day working practices of all Trust employees. By doing this it will enable the Trust to fulfil its legal responsibilities with regards to health and safety legislation and achieve compliance with other regulatory standards i.e. Care Quality Commission registration process.
- 2.2 To mitigate slip, trip and fall risks, the Trust will integrate slip, trip and fall reduction practices and procedures into the Trust. It will ensure that patient and staff needs in relation to risk reduction are identified and that the correct equipment is available to prevent slip, trip and fall incidents arising. It will raise staff awareness, knowledge and skills in relation to slip, trip and fall prevention both for themselves and patients and ensure lessons are learned following slip, trip and fall incidents arising in connection with YAS activities. This document details the process' through which these things will be achieved.

3.0 Process

3.1 Proactive Risk Assessment

- 3.1.1 Slip, trip and fall risks to staff, patients and others are not identified and managed in isolation, they are integrated into the Trust's proactive risk assessment processes. Please refer to the Trust's Risk Assessment procedure and departmental risk assessment guidance documents for details of these processes.
- 3.1.2 Slip, trip and fall risks are managed from 3 points of view 1) those affecting individuals e.g. specific patients, individual members of staff 2) those affecting groups of staff, certain types of patients and others who come into contact with YAS activities e.g. contractors 3) specific slip, trip and falls risks arising from YAS activities.

3.1.3 The table below shows the 3 categories identified above and shows how the risks for each would be identified i.e. through what type of risk assessment, and also who is responsible for taking action regarding the control of these risks. The assessments themselves may be completed or reviewed by a wide range of people as appropriate including staff, managers, supervisor, Health and Safety Manager and relevant groups / groups.

Risk category	Type of risk assessment (RA) used to identify slip, trip and fall risks	Review person / body	Process for control of identified risks	Example controls
Individual	Patient specific RA (including complex patient*) Staff specific RA	Managers	Managers work with individual staff and patients to tailor activities using safe systems or equipment	Use of extra staff to escort patients. Use of additional equipment Reasonable adjustments to working practices
Group	Job specific RA Vehicle specific RA Task specific RA YAS premise risk assessment (as part of Inspection for Improvement) Fleet workshop inspection.	Managers Health and Safety Manager Fleet Department Health and Safety Group	Managers work within local departments to tailor activities using safe systems or equipment with escalation through risk management process where necessary. Common risks are identified by Fleet or H&S manager / H&S group with escalation through risk management process where necessary	Provision of safety footwear to staff Modifications to vehicles Changes in workplace lay out
Specific	Incident analysis reports	Departmental Management Groups Health and Safety Manager Health and Safety Group Incident Review Group	Managers work within local departments to tailor activities using safe systems or equipment with escalation through risk management process where necessary. Common themes identified by H&S manager / H&S group and the incident review group with escalation through risk management process where necessary.	Awareness raising regarding use of harnesses on vehicles following increase in patient related falls. Consideration of vehicle re-design following increase in staff falls on vehicle ramps or steps

* Enhanced risk assessment and control procedures are in place for patients with complex needs including bariatric patients. These patients can present many challenges including the provision of, and access to, equipment, staffing and transport; as well as environmental constraints and communication. The enhanced procedures are detailed in the Trust's SOP for the Moving and Handling of Patients with Complex Needs including Bariatric Patients.

3.2 Dynamic Risk Assessment

- 3.2.1 It is not reasonably practicable for YAS to proactively assess each and every task or issue facing employees/volunteers as they go about their normal daily activities. Therefore, staff and volunteers are expected to undertake dynamic risk assessments as part of their normal daily activities in order to prevent injury and ensure that slip, trip and falls issues relating to staff, patients and others are minimised to the lowest reasonably practicable level.
- 3.2.2 Dynamic risk assessment is a process and relies on relevant skills, knowledge and experience to make a suitable and sufficient assessment of the situation.
- 3.2.3 It is the responsibility of all staff to carry out Dynamic Risk Assessments (DRA) for any and all situations to limit the risk to themselves and others. A DRA means that all staff assess any hazard and associated risks as they have been trained to do and take appropriate safety precautions to mitigate the presenting risk. This may include the use of protective equipment, requesting help from colleagues or the use of other services such as Hazardous Area Response Team (HART), Fire Service. Also, consideration to not access a hazardous site such as those involving hazardous materials, a dangerous environment or situation before initiating the necessary protective procedures.

3.3 Raising awareness.

- 3.3.1 Advice and guidance on slip, trip and falls including risk assessments, is available from the Quality and Safety Team which includes a number of specialists including Health and Safety Manager, Moving and Handling Lead and Head of Investigations and Learning / Patient Safety Specialist. These specialists can be contacted at YAS.healthandsafetydepartment.nhs.net.
- 3.3.2 Risk assessment templates and advice on dynamic risk assessment are also available from the Quality & Safety Team.
- 3.3.3 Individual patient specific risk assessments are discussed and agreed with patients and their carers to highlight any issues that have been identified and gain co-operation regarding the prevention of slip, trip and fall incidents.
- 3.3.4 Slip, trip and fall related incidents are discussed at the strategic Health and Safety Group which is attended by Union Health and Safety Representatives who feedback information to staff. Staff notices are issued where a particular slip, trip or fall issue has been identified and action is required to prevent recurrence e.g. staff directed to use vehicle harnesses unless there is a clinical reason not to.
- 3.3.5 The Trust also receives Patient Safety alerts through the CAS reporting system and responds in an appropriate and timely manner where required

4.0 Competence, Training and Education

- 4.1 The level of competence required for preventing slip, trip and fall incidents is role specific and is based on the risks identified. All health and safety training for staff incorporates an element of personal slip, trip and falls prevention. In addition, where moving and handling forms a significant part of a role, the training for the safe movement of patients incorporates falls prevention. To ensure on-going competence, statutory and mandatory

training requirements for health and safety and moving and handling are identified for each role. Competence is then monitored on an ongoing basis through Personal Development Reviews in line with the Trust appraisal system.

- 4.2 The entire moving and handling process, including falls prevention, is underpinned by an effective and systematic Trust-wide education programme provided via the YAS Academy.
- 4.3 The Trust is committed to maintaining and improving this process through specialist review provided by the Moving and Handling Lead. This will lead to the provision of an appropriate Training plan produced by the YAS Academy following robust training needs analysis.
- 4.4 As it is not possible to eliminate slip, trip and fall and moving and handling risks within the organisation and in particular due to the nature of ambulance service frontline work, a key control measure for these risks at YAS is the use of safe patient movement techniques. Therefore, it is essential that staff have a good level of competence in relation to moving and handling skills.

5.0 Implementation Plan

- 5.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find Trust policies and procedures during Trust Induction.

6.0 Monitoring compliance with this Policy

- 6.1 Monitoring performance with regards to health and safety in general is detailed in the Trust's Health and Safety Management System. Please see Health and Safety Policy for details.
- 6.2 All health and safety training, which incorporates slip, trip and falls is recorded in the Trust's ESR system. Training compliance is monitored at the Trust's non-clinical PGB.
- 6.3 Monitoring specific to slip, trips and falls is detailed below:

Monitoring subject	Methodology	Frequency	Monitored by
Review of slip, trip and falls incidents	All slip, trip and fall incidents finally approved by member of the Quality and Safety Team	On-going	Quality and Safety Team
Review of slip, trip and fall incidents	All low and no harm slip, trip and fall incidents reviewed by multi-disciplinary team	Weekly	Low / No harm group
Review of patient slip, trip and fall incidents	Patient slip, trip and fall incidents reviewed for local areas and escalated	Weekly	Local Incident Review Groups and Central Incident Review Group
Identification of incident trends in relation to slip, trip and fall	Incident report submitted for review	Quarterly	Strategic Health & Safety Group

Monitoring of proactive risk assessment completion	Health and Safety work plan submitted to health and safety Group	Quarterly	Strategic Health & Safety Group
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7.0 References

- The Health and Safety at Work etc Act 1974 (as amended). London: Stationary Office. Available at www.hse.gov.uk
- The Management of Health and Safety at Work Regulations 1999 (as amended). London: Stationary Office. Available at www.hse.gov.uk.

8.0 Appendix A – Definitions

Proactive risk assessment	A pre-planned written risk assessment which includes an action plan to mitigate risks identified.
Patient specific risk assessment	A pre-planned written risk assessment that is carried out by the Trust for patients identified as having specific mobility problems which pose risks to themselves or YAS staff.
Individual staff risk assessment	A pre-planned written risk assessment that is carried out by the Trust for staff who have specific health problems which pose a risk to themselves or patients.
Dynamic Risk Assessment	An on the spot, non-written risk assessment which includes the identification of hazards and the performance of immediate actions to mitigate significant risks identified.
Reasonably Practicable	A balance of the risk against the time, trouble, effort and resources required to reduce the risk to an acceptable level

Appendix B - Roles & Responsibilities

The Trust Board has overall responsibility for health and safety management. The Trust Board requires that the Chief Executive, the Executive Directors and their staff implement the requirements of this policy within all areas of the organisation covered by their portfolio.

In addition the Health and Safety at Work Act 1974 confirms that everyone within the Trust has a responsibility to protect the health and safety of themselves and others whilst conducting their day-to-day activities within the organisation.

In addition, the responsibilities of specific staff with regards to risk assessments are detailed in the Trust's Risk Assessment Procedure.

Specific duties and responsibilities for slip, trips and falls are shown below:

Strategic Health & Safety Group

The Strategic Health & Safety Group (H&SG) is the expert level group for YAS relating to health and Safety and as such considers policies relating to slip, trip and falls in line with its policy development role.

The H&SG receive reports relating to investigations, consider changes to work procedures and / or the introduction of new technology, carry out and receive the findings from risk assessments, monitor and audit the safety of relevant risks. The H&SG report to the Quality Committee for monitoring purposes.

The H&SG is established in partnership with Staff Side Worker Representatives who have agreed to also represent the interests of non-union affiliated employees within the Trust.

Health & Safety Manager (Nominated Competent Person for Health and Safety)

The Health & Safety Manager is responsible for ensuring the implementation of effective slip, trip and fall management processes across the Trust.

The Health & Safety Manager will provide advice and practical assistance in all matters relating to slip, trip and fall reduction. In particular their responsibilities will include:

- maintaining suitable recording arrangements for health and safety management purposes
- ensuring the promotion of slip, trip and fall reduction in a pro-active manner
- ensuring incidents are reported to the Health and Safety Executive where appropriate
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all incidents and injuries to staff or other affected parties
- supporting the completion of slip, trip and fall risk assessments

Moving and Handling Lead (Nominated Competent Person for Moving and Handling)

The Moving and Handling Lead is responsible for ensuring the Trust has in place an up-to-date Safer Patient Handling Policy.

The Moving and Handling Lead will provide specific SME advice and practical assistance in all matters relating to moving and handling and any associated slip, trip and fall risks within the scope of their expertise.

Head of Investigations and Learning / Patient Safety Specialist

The Head of Investigations and Learning / Patient Safety Specialist is specifically responsible for providing competent advice to the Trust regarding patient safety related issues

Occupational Health Service

Where personal protective footwear is inappropriate for use by individuals with particular health related needs, Occupational health will publish guidance relating to the selection and issuing of footwear required by these employees.

Procurement Department

Where personal protective footwear is required for use by staff with particular health related needs, Procurement Department will source appropriate supplies in line with guidance from Occupational Health Service.

Health & Safety Representatives

Health & Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Groups Regulations.

The Trust Board via appropriate Executive Directors will ensure that they are:

- involved in slip, trip and fall reduction initiatives and risk assessments where appropriate
- consulted on slip, trip and fall reduction matters affecting staff
- involved with any equipment / vehicle evaluation prior to its introduction to the Trust

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- take reasonable care of his / her own health and safety and has a duty of care toward other persons affected by his / her acts or omissions particularly relating to initiatives targeted at slip, trip and fall reduction
- co-operate with management in reviewing rules and safe working practices regarding slip, trip and fall reduction in his/her department and for making them effective;
- report all incidents, near misses, hazards, work related illnesses or injuries
- correctly use Personal Protective Equipment provided by the Trust
- correctly use equipment or items provided in the interest of slip, trip and fall reduction