

Langton House Hotel	Risk Assessment	Version 1.4	Page 1 of 6
Risk Assessment	Slips, Trips, Falls	Created	10/04/2022
Workplace Sector	Housekeeping	Reviewed	10/04/2024
Hazards	Spillage, trailing cables, stairs, poor lighting, unsafe practice	Next Annual Review	10/04/2025
Risk Assessment carried out in consultation with Eddie Langton & Langton Staff			

Slips, trips and falls account for a considerable proportion of work-related accidents. About one in five of these incidents result in an absence of more than one month so the consequences are potentially serious. Slip hazards can be found on both wet and dry surfaces.

Trips can be caused by such features as electric cables, curled-up carpets, uneven floor surfaces and steps, or discarded items.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Action Completed
Spills/Wet floors	<p>Staff, Visitors, Customers:</p> <p>Slips on spills, wet floors from cleaning.</p> <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Signage in areas being cleaned, and areas with spills. • Deal with spills immediately • Use absorbent material to soak up the spill • Identify high risk areas 				
Changes in floor levels (badly lit level changes, lack of handrails or adequate signage)	<p>Staff, Visitors, Customers:</p> <p>Trips & Falls on level changes/steps;</p> <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • <i>Identify areas where levels change, e.g. slopes/ ramps, steps/ stairs, slopes, drainage channels</i> • <i>Highlight changes in level</i> • <i>Avoid carrying items on stairs</i> • <i>Adequate lighting</i> • <i>Handrails installed and used where required</i> • <i>Ban staff use of mobile phones on stairs/while walking during work.</i> 				

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Untidy work area (untidy work areas not only create trip hazards, but add to risk of fire and may create issues with emergency evacuation)	Staff, Visitors, Customers: Slips, Trips & Falls; <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Keep floors and access routes clear • <i>Do not leave equipment unattended</i> • <i>Keep work areas tidy throughout the working day</i> • <i>Clean as you go policy</i> 				
Inadequate lighting	Staff, Visitors, Customers: Trips & Falls; <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Adequate lighting provided and appropriate • Identify areas where extra lighting is required such as: <ul style="list-style-type: none"> • <i>Steps and level changes</i> • <i>Access and entry points</i> 				
Trailing Cables & Hoses	Staff, Visitors, Customers: Trips & Falls; <ul style="list-style-type: none"> • <i>Minor injury</i> • <i>Serious injury</i> 	<ul style="list-style-type: none"> • Avoid using trailing cables and hoses • Identify poorly sited supply points • Site new supply points where possible to avoid trailing cables and hoses • Use retractable reels for hoses where possible 				

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Poorly Maintained Flooring	Staff, Visitors, Customers: Trips & Falls; • <i>Minor injury</i> Serious injury	<ul style="list-style-type: none"> Identify and repair poorly maintained or damaged floors Take steps to prevent further damage <i>Reporting by staff of floor damage/wear and tear</i> 				
Unsafe practices: Standing on unstable surfaces to gain extra reach,	Staff: <ul style="list-style-type: none"> Standing on side of the bath instead of using kick stool. Using chair instead of step ladder 	<ul style="list-style-type: none"> Use correct equipment for the task Never stand on the side of the bath to gain extra reach, use kick stool or podium step Never stand on a chair to gain extra reach, use kick stool or podium step 				

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Further Control Measures			
Information, Instruction & Training		High Risk Areas	
<ul style="list-style-type: none"> • Provide information on the serious nature of slips, trips, falls • Train staff to identify high risk areas and inform supervisor • Train staff to ensure good housekeeping in the bar area • Train staff on the significance of spillages • Ensure a 'clean as you go', policy is implemented and maintained • Train staff on the importance of reporting equipment defects • Train staff on the importance of thorough cleaning and drying of floors, • Train staff to inform supervisors of any hazards/defects, slip, trip or fall accidents and/or near misses as soon as they happen. 		Transition Areas	
		<ul style="list-style-type: none"> • Identify areas where pedestrians are moving from wet ground surface to a dry ground surface, e.g. entrances • Take precautions to remove excess moisture from footwear • Mats must be properly designed and installed • Mats must be placed on actual pedestrian traffic routes, where people actually walk 	
Good Housekeeping		Over Used Signs	
<ul style="list-style-type: none"> • Good housekeeping is vital - especially when busy • Keep floors & access routes clear • Assess floor requires cleaning before commencing • As far as possible, dry cleaning should replace wet cleaning • Clean floors at times of little traffic • Cordon off areas with a barrier when possible to restrict customer exposure to trip hazards 		<ul style="list-style-type: none"> • Warning signs, such as warning triangles, do not provide a physical barrier to keep people away from wet floors • Safety signs do not substitute for necessary protective measures • For programmed/ routine floor cleaning, use a system that keeps pedestrians away from wet, moist floors, e.g. physical barriers • Warning signs alone may not be adequate for many circumstances • Warning signs must be removed when they no longer apply 	
Cables and Hoses		Flooring, Mats and Rugs	
<ul style="list-style-type: none"> • Identify trailing cables and hoses • Identify poorly sited gas, liquid supply points • Identify poorly sited electrical outlets • Site electrical outlets to avoid trailing cables • Use retractable reels for hoses 		<ul style="list-style-type: none"> • Identify and repair damaged flooring, take steps to prevent further damage • Mats and rugs can be dangerous if not fitted properly: • Use heavy mats, recess mats into flooring • Use weighted, fixed edges • Identify edges 	

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Further Control Measures

Footwear

Footwear can be important in preventing slips in the workplace and selecting the right shoe sole can have a big effect on reducing slip injuries.

As a minimum, there should be a 'sensible shoe' policy in force. If, after all other reasonable steps have been taken to reduce the risks, a significant slip risk remains non-slip shoes may need to be provided.

Choosing Non-Slip Safety Footwear

- Good tread pattern and a flexible sole are important
- Choose a shoe with a well-defined tread pattern, the more edges, the firmer the grip.
- Consult with staff when choosing safety footwear
- Footwear is flat
- Comfortable and fits well, so staff will wear
- Provides good grip and good slip resistance

Langton Staff should avoid wearing:

- Open-toed shoes
- Sandals
- Flip-flops
- Heels , high heels
- Smooth soles and
- Clogs with no ankle strap/ grip

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Action List

Hazard	Control Required	Assigned to (name):	Action By (date):	Completed	Date Completed