

## **SLIPS AND TRIPS POLICY**

### **Introduction**

Employ My Ability (EMA) has statutory obligations under the Health & Safety at Work Act to ensure a safe working environment. The Workplace Health, Safety & Welfare Regulations require any floor surface to be suitable for its purpose and kept free from hazard or obstruction which may cause a person to slip, trip or fall.

### **Definitions**

**Slip:** To slide accidentally causing the person to lose their balance. This is either corrected or causes a person to fall.

**Trip:** To stumble accidentally over an obstacle, causing the person to lose their balance. This is either corrected or causes a person to fall.

**Fall:** An event which results in the person coming to rest on the ground or another surface lower than the person.

### **Policy**

This policy is to ensure so far as is reasonably practicable, the health, safety and welfare of employees in relation to the risks associated with slips, trips and falls at work.

Therefore this policy aims to:

- Provide a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to slips, trips and falls.
- Enable EMA to satisfy its obligations under Health & Safety at Work Act and The Workplace Health, Safety & Welfare Regulations.

EMA will put in place measures to adequately control the risks associated with slips, trips and falls at work.

These measures will include:

- Promote safety awareness amongst all staff.
- Establish systems for inspection and maintenance to reduce the risk of slips trips and falls as far as is reasonably practicable.

### **Company Responsibilities:**

- Ensure that risk assessments have been undertaken where required.
- Implement control measures where appropriate.
- Ensure that affected employees are suitably trained and informed.

### **Employee Responsibilities:**

- Maintain a clear and tidy work area to reduce the likelihood of hazards.
- Clear up spillages and use appropriate signage to warn people of hazards.
- Report any defects in systems, practices or equipment.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

### **Non Compliance**

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

### **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

### **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

### **Reviewing Policy**

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

**Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

**Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.