



## Protector Guidance - Sample Policy

### Policy for Managing Slips, Trip and Falls in the Workplace

#### General Policy Statement

X Business is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. In accordance with the Health & Safety at Work Etc. Act 1974, we aim to prevent accidents and injuries related to slips, trips, and falls by implementing effective control measures and promoting a culture of safety.

To meet our responsibilities, we will:

- Conduct regular risk assessments to identify potential hazards.
- Implement appropriate control measures to mitigate identified risks.
- Provide training and information to employees on preventing slips, trips, and falls.
- Ensure prompt reporting and investigation of incidents.
- Maintain clean and orderly workspaces.

#### Introduction

X Business is structured to ensure clear reporting lines and accountability for health and safety. The organisation is led by the Senior Leadership Team (SLT), which oversees all health and safety policies and procedures. Line Managers report to the SLT and are responsible for implementing safety measures within their departments. Employees are expected to follow safety guidelines and report any hazards or incidents.

#### Roles and Responsibilities

##### CEO/Managing Director:

- Provide overall leadership and direction for health and safety initiatives.
- Ensure that health and safety policies are integrated into the business strategy.

- Allocate necessary resources to support health and safety programs.
- Foster a culture of safety and lead by example.
- Review and approve health and safety performance reports and action plans.

**Senior Leadership Team (SLT):**

- Develop and review health and safety policies.
- Allocate resources for safety initiatives.
- Monitor and evaluate the effectiveness of safety measures.
- Ensure compliance with legal requirements.
- Promote a culture of safety throughout the organization.

**Line Managers:**

- Implement safety policies and procedures within their departments.
- Conduct regular safety inspections and risk assessments.
- Ensure employees receive appropriate training.
- Investigate and report incidents promptly.
- Address any identified hazards or defects in a timely manner.

**Employees:**

- Follow all safety guidelines and procedures.
- Report any hazards, defects, or incidents to their line manager.
- Participate in safety training and initiatives.
- Maintain a clean and orderly workspace.
- Use provided safety equipment correctly.

**Hazard and Defect Management**

**Hazards:** A hazard is any condition or practice that has the potential to cause harm. Examples include wet floors, uneven surfaces, and obstructed walkways.

**Defects:** A defect is a fault or imperfection that could lead to a hazard. Examples include damaged flooring, loose handrails, and inadequate lighting.

**Priority for Repair:**

- **High Priority:** Immediate action required to prevent serious injury (e.g., large spills, broken steps).

- **Medium Priority:** Action required within 24 hours to prevent potential injury (e.g., minor leaks, loose tiles).
- **Low Priority:** Action required within a week to prevent minor injury (e.g., scuffed flooring, minor obstructions).

### Accident/Loss and Near Miss Reporting

Accidents, losses, and near misses must be reported immediately to ensure prompt investigation and corrective action. This reporting helps us identify trends, understand root causes, and prevent future incidents.

- **Accidents:** Any event that results in injury or damage.
- **Losses:** Any event that results in damage to property or equipment.
- **Near Misses:** Any event that could have resulted in injury or damage but did not.

### Reporting Process:

- Report the incident to your line manager immediately.
- Complete an incident report form detailing the event.
- The line manager will investigate the incident and implement corrective actions.
- The SLT will review incident reports to identify trends and areas for improvement.

### Monitoring and Review

To ensure the effectiveness of our slip, trip, and fall prevention measures, we will regularly monitor and review our arrangements and controls.

- **Regular Inspections:** Conduct routine inspections to identify and address hazards.
- **Incident Analysis:** Review incident reports to identify patterns and root causes.
- **Performance Metrics:** Track key performance indicators (KPIs) related to safety.
- **Policy Review:** Annually review and update the policy to reflect changes in legislation, best practices, and organisational needs.
- **Employee Feedback:** Encourage employees to provide feedback on safety measures and report any concerns.

### For clarification or further information please contact

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