

BBLP CLOCKTOBER 2022

Slips, Trips and Falls - Site Inspection Checklist

This is a team activity to be completed by all relevant personnel on site:

1. Read through this checklist and make sure everyone understands each item. Add site specific items in the blank boxes at the end.
2. Walk the area that you are working in, looking for the specific hazards as you go.
3. If there are immediate quick win actions, you can take (such as housekeeping) try to do so immediately.
4. Regroup and discuss relevant and important items (such as regular occurrences). Tick the relevant items off that require remedial works.
5. Carry out all suggested actions and walk the working area again to check the suggested actions have been effective. *Tip: Use the Hierarchy of Control to determine corrective action (For more info: [HSE Website](#)).*
6. Regroup and discuss how the site improved and how it can be maintained in the future.

Item	Check?	Suggested Action
Are any walkways, steps, ladders or fire escapes obstructed by anything that could present a trip hazard e.g. wires, equipment?		Clear obstacles by disposing of them or moving them to a designated storage area and check routinely.
Are any walkways, steps, ladders or fire escapes obstructed by debris e.g. leaves, mud, moss, which could present a slip hazard?		Clear debris by sweeping it up and properly disposing of it. Consider cutting down overhanging trees. Check routinely.
Are any walkways prone to puddles/ice forming on them?		Reroute the walkway, implement a drainage method or place rubber mats with drainage holes over affected areas.
Are there any sudden changes in walkway level, e.g. slopes, stairs that are not easy to see?		Highlight potential hazards with bold paint or flush-fitting tape. Improve lighting in the area.
Are there any potholes, holes, or uneven paving on site?		Fill any affected areas to level the ground, barrier off or highlight any areas that can't be fixed immediately.
Do any scaffolding boards not fit flush together, presenting a trip hazard?		Get a qualified scaffolder to fix this problem; in the meantime, highlight any potential hazards.
Are any areas of soil uneven, making them difficult to walk on?		Level soil to a reasonable standard.
Are any crucial walkways e.g. fire escapes slippery when wet?		Improve grip by laying down rubber mats with drainage holes or some slip-resistant coating. Try to reroute water away from these areas so that they don't get wet.
Do people often bring mud into the site on their boots?		Lay down shoe mats in the entrance way so people can clean off their boots. Put a sign up to politely remind them.
Are the floors in the toilets, welfare and offices dirty or wet?		Thoroughly clean and dry the floors regularly. Lay down shoe mats outside and absorbent mats inside to prevent future build ups.
Is any indoor flooring peeling away or becoming loose?		Repair as needed, replace if the state becomes bad enough.
Is lighting insufficient in any walkways?		Improve lighting, replace bulbs or add additional light fittings.

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Item	Check?	Suggested Action
Do steps rise/fall in consistent height increments?		Highlight the issue until it can be corrected by someone qualified.
Are handrails unavailable in necessary places?		Get someone qualified to install handrails 0.9m-1m high parallel to the pitch line on all stairways, 1.1m high where the handrail provides guarding on landings.
Is condensation forming on the roof and dripping onto the floor to make it slippery?		Improve ventilation and insulate overhead pipework.
Are reflections on the floor impairing vision?		Remove surface shine.
Does glare from light fittings dazzle you on walkways?		Cover bare lighting fittings or consider moving them to places out of direct line of site.
Is the floor slippery even though it looks clean and dry?		Check the manufacturers/suppliers cleaning instructions then thoroughly wash the floor to remove polish and grease.
Are there any areas where views are often restricted while carrying items e.g. plywood boards?		Review and improve manual handling procedure as well as work activity.
Do people have to carry heavy items over long distances, causing fatigue and distraction.		Review and improve manual handling procedure. Consider adding break points at intervals around site.
Does all relevant equipment have an empty plant nappy underneath?		Empty filled plant nappies, place nappies under any relevant equipment without.

Here are some ways to maintain your site in a condition that you are satisfied with going forward:

- Routinely clear walkways of debris and obstructions; provide plenty of bins
- Highlight any hazards as seen and report them so they can be fixed by someone qualified
- Regularly inspect walkways for puddle/ice formation; consider rerouting the walkway, implementing a drainage method or placing rubber mats with drainage holes over affected areas
- Clean and dry floors in the toilets, welfare and site offices regularly
- Clearly mark any slip hazards caused by spillages and then clean them up immediately
- Routinely inspect flooring for signs of deterioration - repair and replace as needed