

Slips, Trips & Falls Prevention

SOP · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A slips, trips and falls prevention procedure is the written routine your organisation follows to keep floors, walkways, and stairs safe — the daily checks, the spill response, and the standing rules on flooring, footwear, lighting, and housekeeping that stop same-level falls before they happen. It covers staff areas and, just as importantly, the areas customers and visitors walk through.

Slips and trips are among the most common causes of workplace injury in the UK, and they are also the most preventable: nearly every incident traces back to something mundane — a spill left "for a minute", a trailing cable, a mat with a curled edge, a dim stairwell. A written routine works because it removes the judgement call about whose job the puddle is.

This template gives you a complete, ready-to-edit procedure: the common hazards to control, daily walkthrough checks, an immediate spill response, standing arrangements for flooring and lighting, and the reporting that catches patterns early.

Purpose and scope

This procedure sets out how [Your company] prevents slips, trips, and falls on the same level at [site name]. It covers all internal areas, entrances, external walkways and car parks, and stairs, and it protects staff, customers, visitors, and contractors alike.

Falls from height (ladders, platforms, roofs) are covered separately by our working at height procedure.

When to use this procedure

- Daily: the walkthrough checks below, built into opening and shift-change routines.
- Immediately: whenever a spill, leak, breakage, or obstruction is found — by anyone, in any role.
- Seasonally: before and during wet or icy weather, and whenever entrance conditions change.
- After any slip, trip, or fall — including near-misses and customer incidents — to fix the cause, not just the symptom.

Roles and responsibilities

- [Name/role] owns this procedure, the walkthrough checklist, and the fix-it log.
- Duty managers: complete or delegate the daily checks, action hazards found, and close out reported items within [timescale].
- All staff: deal with or guard any spill or obstruction they find immediately — "see it, sort it, or stand by it" — and report hazards they cannot fix to [role].
- Cleaning staff/contractors: follow the wet-cleaning arrangements below, including signage and timing rules.

Common hazards we control

- Liquids on floors: spills, leaks from equipment, rain walked in at entrances, cleaning left wet.
- Trip hazards: trailing cables, stock left in walkways, deliveries staged in corridors, uneven or damaged flooring, curled mat edges.
- Level changes: single steps, ramps, and thresholds — especially those customers do not expect.
- Poor lighting: failed bulbs on stairs and in corridors, glare at transitions from bright to dim areas.
- Footwear: unsuitable soles for the floor type in [kitchen/wet/production] areas.

Daily walkthrough checks

1. Walk the full route — all floors, stairs, entrances, and external walkways — at [time(s), e.g. opening and shift change], using the checklist at [location/system].
2. Check floors for wet patches, damage, lifting edges, and worn anti-slip surfaces; check mats lie flat.
3. Check walkways and fire exits are clear of stock, deliveries, cables, and props.
4. Check lighting on stairs, corridors, and entrances; log failed bulbs for same-day replacement.
5. Check entrance arrangements in wet weather: mats in place, wet-floor signage available, umbrella stands/bag arrangements at [location].
6. Fix what can be fixed on the spot; log anything else in the fix-it log with an owner and a date, and guard or sign the hazard until it is resolved.

Spill response

1. Whoever finds the spill owns it until it is dealt with — stand by it or make it visible; never walk past it.
2. Place a wet-floor sign or improvise a barrier immediately. Signs live at [locations].
3. Clean using the right method for the substance and floor: [e.g. paper towels for small spills, mop and dry for larger ones, absorbent granules for oil/grease at [location]].
4. Dry the floor — a clean wet floor is still a slip hazard. Leave signage until fully dry.
5. Report what spilled and why: repeated spills in one spot point to a leaking appliance, a bad pouring routine, or a layout problem worth fixing permanently.

Flooring, footwear, and lighting arrangements

- Flooring is chosen and replaced with slip resistance in mind for the conditions of each area; damaged flooring is repaired within [timescale] and guarded meanwhile.
- Staff in [kitchen/wet/production] areas wear slip-resistant footwear: [provided by [Your company]] / specification]. Managers check compliance as part of shift checks.
- Cleaning is scheduled to minimise wet floors during busy periods; wet cleaning of walkways happens [when, e.g. after close], and cordless or cordon methods are used where cleaning must happen in trading hours.
- Lighting levels on stairs and level changes are maintained; step edges are marked with [nosing/contrast strip] where the risk assessment identifies them.

Reporting, records, and review

Every slip, trip, or fall — staff or customer, injury or near-miss — is recorded the same day under our accident and incident reporting procedure. [Name/role] reviews incidents and the fix-it log [frequency, e.g. monthly] for repeat locations and causes, and checks each incident against RIDDOR reporting duties.

Completed checklists and the fix-it log are kept in [system/location] for [period]. This procedure is reviewed [frequency, e.g. annually] and after any significant incident. Owner: [name/role]. Next review due: [date].

How to use this template

1. Walk your actual site to build the checklist route — include the yard, the cellar steps, and the staff entrance, not just the customer-facing floor.
2. Photograph your current wet-floor sign locations and spill kit contents; buy what is missing before publishing the procedure that references it.
3. Set the walkthrough times to match your real shift pattern so the check has a named owner on every shift.
4. Fill every [bracketed placeholder], and agree the footwear rule (and who pays) before you commit it to paper.
5. Brief all staff on "see it, sort it, or stand by it" — the spill response only works as an everyone-job.
6. Review the fix-it log after the first month: repeat entries are your permanent-fix shopping list.

Official guidance

- › [HSE — Slips and trips at work](#)
- › [HSE — RIDDOR: reporting accidents and incidents at work](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/slips-trips-falls-prevention> is kept current; this file is a snapshot.