



HEALTH AND SAFETY
AUTHORITY

Simple Safety Series



Retail sector – Slips, trips and falls

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are reported
each year!**



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Simple Safety Sheet

- 1 Keep floors and access routes clear.**
- 2 Do not create any slip or trip dangers.**
- 3 Do not let waste build up.**
- 4 Mark spills and wet areas immediately.**
- 5 Report trailing cables, uneven walkways and poor lighting.**
- 6 Report or remove loose objects on walkways.**
- 7 Don't run - pay attention to where you are going.**



Name	Signature	Date	Name	Signature	Date



How to use sheets?

Ensure that sheet is relevant

Points are listed by priority

go through points in order

Confirm employees understand

Ensure each sheet is signed off

Sheets can be used as posters



Briefing Aim



To support Simple Safety sheets

To outline slips, trips and falls in the
Retail sector

To provide more information



1 Keep floors etc. clear



Keep floors **and access routes** clear

~ 75% of all tripping accidents are caused by obstructions

Do not block storage areas/staff welfare areas with stock, equipment etc.

High risk of tripping in areas
ensure lighting is OK



2 Don't create hazards



Do not create potential slip/trip hazards for others e.g.

plastic band from outside of boxes left on floor,

do not stock shelves whilst leaving stock untidily on the retail floor

do not leave trolleys in walkways etc.



3 Don't let waste build up



Especially in the canteen and storage areas

e.g. overflowing bins that required emptying, letting stock build up beside compactor units etc



4 Mark spills

Mark spills **and wet areas**
immediately

Remain standing at the area and
call for a colleague to retrieve
the cleaning equipment and wet
floor sign



5 Report problems



Report **trailing cables, uneven walkways or poor lighting**

Report poor lighting (often broken bulbs), e.g. in large storage areas/ warehouses

Report trailing cables

Report uneven walkways in outside yard



6 Remove loose objects



Report or remove loose objects
on walkways

Remove loose mats/carpets, e.g.
edge of mat turned up at main
entrances.

Deal with simple issues where you
can safely do so





7 Don't run

Don't run **and pay attention to where you are going**

Organise properly for busy periods

Allow sufficient time for actions required

Plan properly

Have a contingency plan if busier than expected



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This is the end of the training
Put the simple steps into use



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Keep records here





**Remember:
if it doesn't seem
safe
it probably isn't**



Topics in this series



Retail - Manual Handling

Retail - Slips, Trips & Falls

Retail - Cuts

Retail - Falling Objects

Retail - Falling from a Height



END

