

# FLOORSLIP Ltd

## RISK ASSESSMENT and CHECKLIST for Pendulum and Surface Roughness Testing

**This Risk Assessment statement should be included in the documentation held with any Pendulum Testing Equipment and used as the check list when testing.**

### Authorising Authority (The Client)

1. Determine who is the authorising authority on the site and that person holds authority to allow the floor testing to commence and has given specific permission to start the testing (make sure it is the correct site!)

#### **INFORM THE AUTHORISING AUTHORITY OF THE FOLLOWING: -**

- a. The test is likely to be checking areas of high footfall, example doorways and corridors and a trip hazard / obstruction hazard is possible and injuries to pedestrians and damage to the equipment is likely if access is not controlled effectively

If necessary reschedule the test for a quieter period; alternatively request if you can erect a rope barrier preventing access to the test area, ensure the test signs are visible and the barrier does not cause a trip hazard itself. Or ask the client to provide a 'safety person' to ward off pedestrian intervention (People are naturally interested in what FLOORSLIP do and will ask questions, be polite and advise them succinctly)

- b. The floor will have to be tested wet, dry and where necessary, contaminated with substances relevant to the environment where the floor is (For example – cooking oil or food spills in a kitchen). If the floor is already wet (Post cleaning for example) then advise the client that if they only want a wet test to be conducted and the test fails then the overall test will be a FAIL; any retests will require a new test fee to be paid.
- c. The test will take approximately 90 minutes for a single floor area to be tested in 3 positions and in 4 planes.

### General Safety

2. Wear safety shoes in the event the equipment is dropped on your feet; it weighs around 30KG (65 lbs) and will do damage to your feet.
3. Wear a high visibility waistcoat where pedestrians are likely to be
4. When handling the Pendulum Equipment box, ensure you can do so without causing injury to yourself, use the built in wheels wherever possible and ask the client to give you a hand with it if it's too heavy.
5. If the thermometer should get broken, then replace it but do not replace with a mercury filled item.

6. If the floor gauge is misplaced and an improvised solution is required then the inner lines must be set at 4 ¾” and the outer lines 5” apart.
7. In the event of an incident or accident involving you or your equipment then advise the client immediately if it is likely to be subject to an investigation or time off sick. Also fill in the ‘FloorSlip on-site accident form’ and ask the client to make an entry into their own accident book.

### **Pre Testing**

8. Check the sliders are in date and were ‘conditioned’ in accordance with the OEM’s instructions before use
9. Check the Pendulum is in calibration and there is no obvious damage

### **Conducting the Test – Pendulum and Surface Roughness Meter**

10. When conducting the test, ensure your equipment does not cause a trip hazard, particularly the equipment container. Keep all items in the container wherever possible – Do not leave it out of your sight, they are expensive ‘attractive items’ which could be stolen.
11. Make sure the Pendulum is levelled at EACH ‘spot’ test (using spirit level)
12. Make sure the pointer is zeroed at each set of tests – Note - it is adversely affected by temperature changes (See next point)
13. Check the temperature at each spot and record it on the pendulum test form – The temperature will slightly effect the materials of the pendulum and a rise in temperature can mean a reduction in slip resistance
14. Make sure the weight provided (The ‘sandbag’) is used consistently for each test. Do not be tempted to use foot force on the rear of the pendulum as the weight on the floor can vary the readings as some floors will flex
15. Ensure any water poured on the floor is cleaned up immediately the ‘spot’ test is done (Don’t forget to do the Dry Test First!) – Only use clean tap water (Potable water).
16. If a contaminated floor test is required and it must be conducted at the same ‘spot’ as the wet test, then do the wet test before the contaminated test. Subsequently dry the floor using paper towels / dry cloths first and allow a period of time (15 – 20 minutes) for it to dry properly if for example it is a wooden floor or a composite floor that soaks up water.
17. Handle the pendulum with care, any serious knock or drops will render the tests invalid and a recalibration of the equipment might be required – At £500 a recalibration, we would ask you to be very careful.
18. Handle the Surface Roughness Meter with care, any serious knock or drops will render the equipment useless and will require recalibration or replacement – DO NOT TOUCH THE STYLUS – AND KEEP IT COVERED AT ALL TIMES.
19. Fill in the Pendulum Test Forms AND Surface Roughness Forms clearly and accurately as you test, the client can not afford mistakes; particularly if the floor is subject to a slip claim.

– If there are many floors then make a ground plan and mark on it where each test was conducted. Additionally, Surface Roughness Testing will enable FLOORSLIP to create a 'picture' of the floors to advise the clients in the future.

**20. Immediately after EACH Test** - clean up and properly dispose of any paper towels, rags etc and

**MAKE SURE THE FLOOR IS DRY AND CLEAN OF CONTAMINANTS**

The client should not be able to see where you have been nor should your testing cause a slip hazard.

**21. Immediately after a series of Tests** - advise the client when you have completed a particular series of tests and wish to move onto another floor area etc. There may be different implications involved, find out if there are any other factors and allow for them

22. Clean up and properly dispose of any paper towels, rags etc. The client should not be able to see where you have been nor should they cause a slip hazard.

**Post Testing**

23. When placing the Pendulum back in its case ensure it is dry and the pointer is placed centrally in the box with its clear plastic holding tube affixed correctly

24. Dispose of wet paper towels correctly or put into disposable bags provided in the pendulum case and dispose of later – Wring out the specially provided sponge type cloths and dry after you have left the clients establishment – do not throw them away – they are specially provided for this purpose

25. Advise the client when you have completed the tests; the client will generally ask for the results, if it is a simple single test then this is possible but where there are a multitude of tests then ask the client to await your report.

**Remember, if in doubt then call the Head Office and seek immediate help.**

Mark Boast



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