Organisation name Site or unit		STANDARD OPERATING PROCEDURE **Environmental falls-risk survey and hazard control**	
Document ID	ACS-SOP-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › Standard operating procedures (SOPs)

Standard operating procedure (SOP) · ACS-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

At a glance

- Walk each patient route, corridor, stair, ramp and toilet each quarter.
- Check the handrails, the lighting and the floor.
- Remove any trip hazard at once; mark it if it cannot be removed.
- Record each hazard and the date it is closed.
- Stop and get help straight away if: a trip hazard is found on a patient route and left with no mark and no action.

1. 1. Purpose

To find and fix the environment hazards that cause falls (4.1, 4.5, 4.8).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out

Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

A cable, a box or a mat on the floor is among the commonest causes of falls in a ward. Clear routes, with any hazard that cannot be removed marked, keep patients moving safely.

5. 5. Responsibilities

Role	Responsibility	Competence
Estates and facilities manager	Leads the survey and the fixes	Management
Ward staff	Report hazards the same shift	Trained staff

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Walk the route.

- Walk the route with the survey form (ACS-FRM-001) and check handrails, lighting, floors and clutter.

Key point: Walk it as a patient would.

Step 2. Fix.

- Remove the hazard at once, or mark it and put a plan in place to fix it.

Key point: Remove first.

Step 3. Close.

- Record the close date and check it on the next survey.

Key point: Closed and checked.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Survey findings closed within the set time	At least 90%	Quarterly	Estates and facilities manager	Escalate to chief executive

14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy.

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
ACS-FRM-001	Environmental falls-risk survey record	Survey
PSF-GDL-001	Falls prevention in hospital patients	Guideline

17. 17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

19. References

Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Related standard

Standard 2: Governance and Safety Culture