

Sedgley Park Community Primary School



Near Miss Policy

Mrs S Kemp
March 2016

Near Miss

Definition

A **near miss** is an unplanned event that does not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.

A simple, and potentially anonymous, system for reporting near-miss incidents is a very important way of identifying problem areas. This will help to highlight some of the less obvious hazards in a workplace, or identify areas where a problem is developing.

Some models suggest that for every accident there are approximately ninety near-misses.

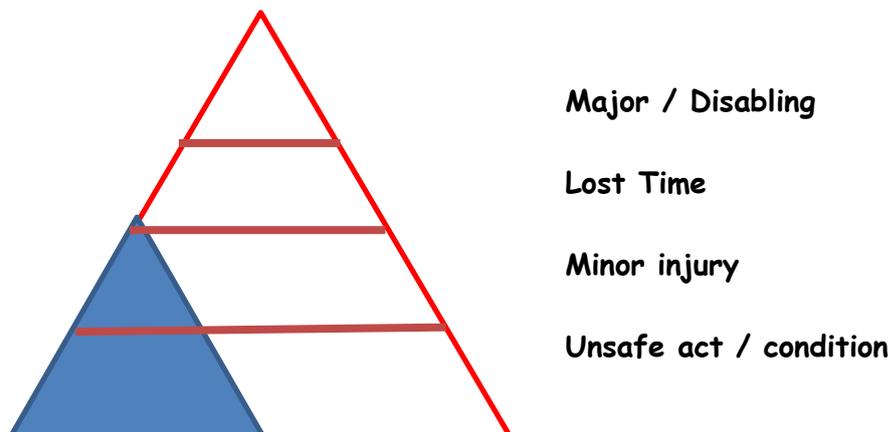
If there is a good reporting system in place, the hazard could be dealt with before someone is injured.

It can be difficult to get staff to report near-misses or minor slip accidents, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these accidents.

Why Report Near Misses?

- Near misses are a **warning** that something is not working and enables us to learn lessons before a serious incident occurs, maybe involving you or a working colleague.
- It helps management to find **trends** and **faults** within the system and introduce effective control measures.
- Near miss reports give us the opportunity to work at the bottom of the triangle (see diagram on the left), which is always better as it does not involve injuries and gives us **more information** to identify trends than those identified from accidents.
- By reporting near misses and **learning** from them, everyone at Sedgley Park Community Primary School will benefit from working in a **safer environment**.

Learning from near misses reduces the base and thus reduces the chance of reaching the serious accidents at the top of the triangle



How can a near miss be reported?

- Tell the **Caretaker / School Office Manager /Line Manager immediately**, this is the best way of reporting near misses as it allows an unsafe way of working to be quickly stopped and put right and allows a proper investigation into the root causes to be carried out.
- Fill '**Near Miss Report Card**'. Normally the cards can be found in the school office
- This card can be filled in anonymously giving details of any near misses to be reported or any hazards that the Site Management need to be aware of. The card can be left with the staff in the school office.

What Happens when I report a near miss?

When your near miss is reported it should be **investigated** on site or in the office to ascertain the root cause (*What is the problem? Why did it happen? What will be done to prevent it?*) and to ensure that adequate **control measures** are in place on site or in the office to prevent a reoccurrence. More serious near misses (for example RIDDOR reportable dangerous occurrences) should be notified immediately to the Health & Safety Officer supporting your working area to enable a more rigorous investigation to take place.

The Health and Safety Officer will at the end of the month report the number and type of near misses that have been reported on site or in the office. This information is collated and a report produced for the **review** by the SLT.

Therefore by reporting near misses Sedgley Park Community Primary School will be able to reduce accidents by

1. Putting **control measures** in place to ensure that individual near misses are not repeated.
2. By interpreting **trends** coming from our near miss reports we can look at Sedgley Park Community Primary School performances on issues and put in place control measures or introduce initiatives and campaigns to raise awareness and therefore reduce the likelihood of future trends.

Your near miss is an important learning opportunity not only for you individually but for our school. Remember no action will be taken against you for reporting near misses, in fact we will actively encourage near miss reporting.

You will also start to see feedback on trends reported back at staff meetings. We will also give individual feedback on the progress or outcome. This is obviously dependant on whether the report was given anonymously or not

Conclusion

Sedgley Park Community Primary School is totally committed to providing an accident & incident free working environment; however we require your help to achieve this by reporting all near misses.

Remember if you don't report it, we cannot learn from it!

Reviewed March 2017

Signed Chair of Governors

Near Miss Reporting Card

Please complete the details and actions taken to prevent and select the appropriate category on the back of this card

Date Location in school

Name (optional)

Brief Description of Near Miss

.....
.....
.....
.....

Action taken to prevent re-occurrence:

.....
.....
.....

Tick if reported by Staff Contractor

Thank you for making a difference

Near Miss Reporting Card

Please complete the details and actions taken to prevent and select the appropriate category on the back of this card

Date Location in school

Name (optional)

Brief Description of Near Miss

.....
.....
.....
.....

.....Action taken to prevent re-occurrence:

.....
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.....

.....
Tick if reported by Staff Contractor

Thank you for making a difference

Near Miss Reporting Card

Please tick to indicate the correct category

- Moving machinery
- Falling from height
- Hit something
- Manual handling
- Slipped tripped or fall same level
- Fall from height
- Incident with a person
- Ladders

Near Miss Reporting Card

Please tick to indicate the correct category

- Moving machinery
- Falling from height
- Hit something
- Manual handling
- Slipped tripped or fall same level
- Fall from height
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