**CHST 12: Near Miss Form** 

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Report of a non-injury incident where there was a potential for injury

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| **Name** |  | | | **Job title** |  |
| **Date** |  | **Time** |  | **Location** |  |
| **Service** |  | | | **Manager’s name** |  |
| **What happened - brief description of near miss? *(to be completed by the person who observed the near miss or by that persons line manager who it was reported to by telephone)*** | | | | | |
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| **Manager to complete the sections below** | | | | | |
| **Who could have been harmed by the near miss reported above?** | | | | | |
| **How could they have been harmed?** | | | | | |
| **Action taken to prevent this happening again?** | | | | | |

**Associated documents and records collated:**

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| **Photos/ Sketches:**  (photographic evidence (where possible) | Yes/No – add comments |
| **Training/ Briefing/ Induction Records:** | Yes/No – add comments |
| **Work Procedures:** | Yes/No – add comments |
| **Risk Assessment:** | Yes/No – add comments |
| **Other documents/records:** | Yes/No – add comments |

**Send this completed form to:** [**employee.healthandsafety@derby.gov.uk**](mailto:employee.healthandsafety@derby.gov.uk) **and also your Head of Service/Head teacher**

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| **This section should be completed by Corporate Health and Safety Adviser if further information or actions are required and returned to the Manager/Head teacher for response.** | |
| Further information required: | Manager/Head teacher response |
| Further actions required | Manager/Head teacher response |
| Any further comments: | Managers/Head teacher response |

**Please return this form to:** [**employee.healthandsafety@derby.gov.uk**](mailto:employee.healthandsafety@derby.gov.uk) **with the additional information and your Head of Service/Head teacher**

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| **Near miss guidance:**  **What is a near miss?**  An event, that while not causing harm, has the potential to cause injury, ill-health or damage to property, equipment and materials.  **Why report and investigate near misses?**   * To comply with legal requirements * To improve H & S performance – prevent future incidents occurring, reviewing training, documentation, supervision * To collect information/to identify trends or poor health & safety performance * To identify uncontrolled events before a serious incident occurs * To prevent future accidents to employees, agency workers, contractors or members of the public * To avoid the financial consequences of accidents or serious incidents - i.e. disruption to services, bad publicity, criminal & civil actions   **Examples of near misses could include:**   * Unsafe vehicle movements e.g. speeding or poor reversing * Sparks from plug * Sign board falls or tree blown onto pavement/ road/playground * Wet floor spillage not been cleaned up or cordoned off * Tripping but not fallen * Someone who lacks capability trying to mobilise * Tools dropped from ladder * Overturn of plant and equipment * Collapse of an excavation * Disintegration of a rotating disc on a disc cutter   A number of specific near misses are considered **‘dangerous occurrences’** under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and as such must be reported to the Health and Safety Executive (HSE).  **Examples of dangerous occurrences which are reportable to the HSE are:**   * Collapse or overturning of lifting equipment (including MEWPs) * Any plant or equipment coming into contact with overhead electric lines * The malfunction of breathing apparatus * Any diving operation which causes a significant risk to a diver * Collapse of a scaffold   These examples may be added to the list above  A full list of dangerous occurrences can be obtained from the RIDDOR guidance (L73) |