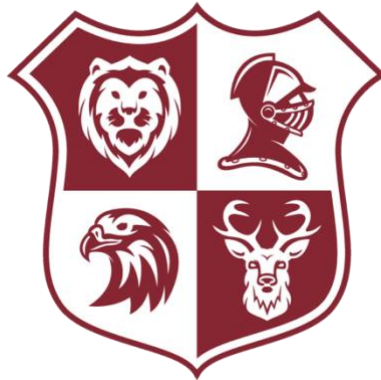


## Near Miss



<b>STATUTORY / NON-STATUTORY</b>	<b>NON-STATUTORY</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>BM (SSt)</b>
<b>DATE APPROVED BY Head/SLT</b>	<b>May 2020</b>
<b>GOVERNING BODY OR COMMITTEE RESPONSIBLE</b>	<b>GP</b>
<b>DATE OF FULL GOVERNING BODY APPROVAL</b>	<b>N/A</b>
<b>REVISION DUE DATE</b>	<b>May 2022</b>

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### Statement of Intent

A health and safety incident is an unplanned event which may result in injury, stress or other health effects to people, or damage to property. It can also include near misses, which may not result in injury or damage, but have the potential to do so.

This Near Miss Policy is to be enforced alongside the current Health and Safety Policy of Noadswood School. This information applies to staff, pupils, contractors and visitors of Noadswood School.

At Noadswood School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring, as is reasonably practicable, adequate resources are available to address health and safety issues.

Reporting a near miss allows Noadswood School the opportunity to take further precautions in order to avoid events that might lead to major, or even fatal, injuries.

The Premises Manager will undertake regular evaluations **of all reported incidents, both injuries and ill health. This will identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.**

Noadswood School **will seek to reduce** such incidents to as low a level as possible with a stated aim of achieving a zero level.

### Legal Framework

This policy will have due regard to legislation, including, but not limited to :

- The Health and Safety at Work etc. Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Management of Health and Safety at Work Regulations 1999

## Key Roles and Responsibilities

As an employee of Noadswood School, you must ensure that you know and understand the basic procedures you should follow (and are required by law to follow) in relation to reporting accidents and near misses.

All Noadswood School employees should follow the same procedures if the incident involves a student, visitor or contractor you are responsible for or are escorting.

It is a criminal offence for Noadswood School not to report specific incidents to the Health and Safety Executive (HSE).

## Near Miss Definition

For the purposes of this policy, a near miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property.

All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries.

Examples of common near miss incidents include the following :

- Slips, trips or falls
- Unauthorised vehicles entering a work area
- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

## Reporting a Near Miss

If you see or are involved in a near miss, you should report it using one of the following methods in order to allow consideration of how to prevent a possible accident happening in the future :

- Near Miss Report Form available in the Staffroom and the Health & Safety page on Frog,
- Shortcut button available under the Staffroom tab on the Frog Staff Dashboard.
- Helpdesk, available on the Frog Staff Dashboard.

If you see something you believe to be an immediate / significant hazard, you should instantly report it to the Site Team.

Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to a near miss.

Reporting should be conducted verbally to the Site Team as soon as possible, who will then inform the Premises Manager and Headteacher as appropriate.

If an individual reports a near miss, the remedial action must be detailed.

Certain serious near misses are reportable to the HSE as 'dangerous occurrences'; failure of the school to do this is an offence. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

On receipt of the Near Miss Incident Report, the Premises Manager will determine if a 'dangerous occurrence' has happened.

### **Incident Investigation**

All accidents and near misses, however small, will be reported and investigated by the Premises Manager, and the outcomes recorded.

The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

### **Monitoring and Review**

Staff will be routinely reminded of the Near Miss Policy, via the Health & Safety Spotlight, the Health & Safety Committee and the Health & Safety page on Frog.

The Premises Manager is responsible for monitoring this Policy and procedures, and amending accordingly following incidents or concerns.

This Policy will be reviewed by the Premises Manager every two years.

**Appendix 1**

NOADSWOOD SCHOOL NEAR MISS REPORT FORM							
<b>Name of Reporting Person</b>							
<b>Role in School</b>							
<b>Location of Near Miss</b>							
<b>Date &amp; Time of Near Miss</b>							
<b>Description of Near Miss</b>		Please insert details of near miss incident					
<b>Your Recommendations</b>		Please insert any recommendations you may have					
1.	Access & Egress		8.	Housekeeping		15.	Maintenance
2.	Children Involved		9.	Involved a fixed item		16.	Risk Perception
3.	Visitor/Contractor involved		10.	Moving/falling item		17.	PPE
4.	Environmental issue		11.	Moving & Handling		18.	Weather related
5.	Falls from Height		12.	Slip, trip or fall		19.	Supervision
6.	Use of Equipment		13.	Moving vehicle		20.	Curriculum related
7.	Harmful Substances		14.	Traffic Management		21.	Other (to discuss)

Thank you for taking the time to complete this form.  
Please keep a copy for your own records and forward the original to the Premises Manager.

Action Taken & Date	What action has been taken to prevent reoccurrence?		
<b>Signed off by Premises Manager</b>			
<b>Level of Risk Following Action</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>