

Near Miss Policy



Policy

We will record all minor near-miss incidents and ensure they are rectified, as and when they occur. Significant near-miss incidents are recorded on the Near Miss Form. Where appropriate, we will investigate significant near-misses to try to prevent something similar occurring again in the future. We will co-operate with our insurers, Health and Safety Executive (HSE) and will follow their advice, where reasonably practicable, to reduce risk.

Definition

Near-miss — an unplanned event which does not cause injury, damage or ill-health, but could do so. Examples include articles falling near to people, trip hazards.

Key Legislation

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995: These regulations provide a statutory requirement for the nursery to report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE) in writing within 10 days.

General Statement

This policy outlines the procedures which are to be adopted when any employee, business visitor, contractor has a near-miss during the course of their time in the nursery. In addition, this will also apply to children, parents, carers or members of the public whilst on nursery premises or involved in nursery activities. The person responsible for co-ordinating all incident reporting is the Manager.

Near-Miss Reporting Procedure

Near-Miss Records

The person completing the near miss form should complete it as soon as possible. It is important to complete as many details as possible. Names, address and contact details of witnesses to the near miss should also be logged. Once details of a near miss are completed, the form must hand it to the manager who will store it in a locked filing cabinet in the office to ensure that all personal information is kept confidential. Significant near-miss incidents should be investigated fully.

Employees

Employees must ensure that they are aware of the location of the near miss forms.

Visitors/Contractors/Children/Parents

Any non-employee who is involved in a near-miss incident whilst on nursery premises must report the incident immediately to the person responsible for his or her presence on site and the Manager. Contractors should also notify their own employer where applicable.

Near-Miss Investigation Procedures

Near miss investigation is important in order to prevent similar incidents occurring again in the future. Effective near-miss investigations can make a major contribution to the nursery health and safety management. They may result in risk assessments being modified and additional control measures being implemented and may also lead to an improvement in

overall "safety culture". The cause of all near miss incidents will be investigated by the nursery manager and any improvement/changes made noted.

Where necessary, a written investigation will be completed. Minor near-miss incidents will be rectified, as and when they occur, however, the manager will also carry out investigations, where necessary, for significant near-miss incidents.

Carrying out an investigation

The four main steps in near miss investigation are:

- Gathering information
- Analysing this information
- Identifying risk control measures
- Implementing an action plan.

It is important to collect facts, not opinions and avoid speculating, or drawing final conclusions prematurely where the circumstances are complicated or unclear.

Key steps to consider/follow are:

- Conditions which could have contributed to the incident e.g. lighting, floor surface, weather conditions, injured persons clothing, etc.
- Existing risk assessments and control measures.
- Speak to witnesses separately.
- Machinery or equipment which may have been involved in or contributed to the incident should be identified and not returned to service until the investigation is completed and recommendations made to prevent a recurrence. Check any maintenance records.
- The immediate cause of an accident is seldom the root cause of the accident. Understanding the root cause is the key to further accident prevention.

It is important to complete investigations, as soon as possible after the near-miss incident

Investigation Report

A significant near miss investigation report should include the following:

- The precise location of the incident
- If possible, photographs of the location and any equipment, containers or anything else believed to be involved with the incident.
- Details of plant, substances, machinery or equipment involved in the incident.
- Reference to the existing risk assessment, where relevant.
- Investigators conclusions
- Action plan or list of recommendations for prevention of a recurrence.
- Risk assessments will be reviewed in light of near miss incidents and amended where necessary

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Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

Linked Policies

- First Aid Policy
- Critical Incident Policy