

St Francis Xavier Catholic
Primary School



**Near Miss
Policy**

“I am the way, the truth and the life.”

(John 14:6)

St Francis Xavier Catholic Primary School is a Catholic school where we place our children at the heart of all we do, inspired by the love, life and teachings of Jesus and the Catholic Church.

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 next page), 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 St. Francis Xavier Catholic 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
Major / Disabling Lost Time Minor injury Unsafe act / condition

How can a near miss be reported?

- Tell the Premises Manager / School Office Staff /Member of the SLT 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 Form. Normally the forms can be found in the school office

- This form can be filled in anonymously giving details of any near misses to be reported or any hazards that the SLT/Premises Manager needs to be aware of. The form 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 Co-ordinator to enable a more rigorous investigation to take place. The Health and Safety Co-ordinator 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 St. Francis Xavier Catholic 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 our 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

St Francis Xavier Catholic 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!

Policy written January 2020

To be reviewed every two years

St Francis Xavier Catholic Primary School



Near Miss Report

Date				
Location in school				
Name				
Brief description of near miss				
Action taken to prevent near miss				
Highlight your role	Staff	Contractor	Other (please specify):	
Please highlight the correct category which applies to this near miss.	Moving machinery	Falling from height	Hit something	Manual handling
	Hit something	Slipped/tripped or fall same level	Fall from height	Incident with a person or persons
	Ladders	Other (please specify):		

Thank you for taking the time to complete this form, it may save a life in the future.