



Caversham Preparatory School

Policies and Procedures

Near-Miss Policy

Near-Miss Policy

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. By reporting near misses and learning from them, everyone will benefit from working in a safer environment.

Reporting a Near-Miss

Reporting near-miss incidents is a very important way of identifying problem areas.

- It will help to highlight some of the less obvious hazards in a workplace, or identify areas where a problem is developing.
- If there is a good reporting system in place, the hazard can be dealt with before someone is injured.
- 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 give us more information to identify trends than those identified from accidents.

How can a near miss be reported?

Tell the Bursar 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.

Steps to be taken when a Near-Miss is Reported

- The Bursar will investigate to find the root cause:
 1. What is the problem?
 2. Why did it happen?
 3. What will be done to prevent it?
- Ensure that adequate control measures are in place to prevent a re-occurrence.
- The Bursar will review any near misses that have been reported. This information is collated and a report produced for the review by the SLT.
- More serious near misses (for example RIDDOR reportable dangerous occurrences) should be notified immediately to the Head Teacher to enable a more rigorous investigation to take place.

Conclusion

Caversham Preparatory School is totally committed to providing an accident & incident free working environment for children, staff and visitors and will consider every reported near-miss incident as an accident that did not happen, but could have happened, and will deal with it accordingly.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Health and Safety Policy

Quoted Legislation and Guidance

Review Schedule

Update Schedule – 3 Years or in response to any changes required

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	08.02.12	Written in response to the glass in the potato incident
J Lawson	12.08.15	Procedures reviewed
J Lawson	19.08.18	No change
A Lawson	05.03.2022	Updated and formatting