**Leading Learners**

**Multi Academy Trust**



**Near Miss Policy**

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| **Approved by:** | Trust Board  | Date: 9th May 2022 |
| **Last reviewed on:** | 3rd June 2025 by Audit & Risk Committee  |
| **Next review due by:** | 3rd June 2028 |

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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 Health and Safety Policies of Leading Learners Multi Academy Trust. This information applies to staff, pupils, contractors and visitors in the Trust Schools.

At Leading Learners Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school communities is of paramount importance to us and this policy reflects our dedication to creating safe schools.

We are committed to:

* Providing productive and safe learning environments.
* Preventing accidents and any work-related illnesses.
* Compliance with all statutory requirements.
* Minimising risks via assessments and policies.
* 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 Trust’s schools’ culture of continuous improvement.
* Ensuring adequate welfare facilities are available throughout our schools.
* Ensuring, as is reasonably practicable, adequate resources are available to address health and safety issues.

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

The Headteachers in consultation with the Trusts Head of Finance and Operations 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.**

Leading Learners Multi Academy Trust **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 Leading Learners Multi Academy Trust, 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 Leading Learners Multi Academy Trust 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 Leading Learners Multi Academy Trust 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 the Near Miss Report form which is located in the school office.

If you see something you believe to be an immediate / significant hazard, you should instantly report it to a member of the senior leadership 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 a Senior Leader as soon as possible.

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 Headteacher will liaise with the Head of Finance and Operations to determine if a ‘dangerous occurrence’ has happened.

**Incident Investigation**

All accidents and near misses, however small, will be reported and investigated by the Headteacher, 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**

This Policy will be reviewed by Leading Learners Multi Academy Trust every three years.

**Appendix 1**

**Near-Miss Report Form**

A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples of near-misses are unsafe conditions, improper use of equipment, use of faulty equipment, not following procedures. It is everyone’s responsibility to report and correct any of these potential hazards immediately. Please use this form to report any near-misses.

|  |
| --- |
| **Department/Location of Incident:** |
| **Date of Incident:** | **Time of Incident:** |
| **Conditions (mark all appropriate conditions):**🞏 Near Miss🞏 Safety Concern🞏 Other (please give details below): | **Type of Concern:**🞏 Unsafe Act🞏 Unsafe Condition of Area🞏 Unsafe Equipment🞏 Other (please give details below): |
| **Describe the potential incident/hazard/concern (please give as much detail as possible):** |
| **Name:** | **Date:** |

**To be completed by Headteacher (or nominated person in their absence)**

|  |
| --- |
| **Corrective action taken:** |
| **Full Investigation Needed:** 🞏 Yes 🞏 No(If yes, please use school investigation form) |
| **Headteacher or representative signature:** | **Date:** |

**Appendix 2**

**Near Miss Investigation Form**

|  |
| --- |
| **Details of Accident/Incident** |
| **Person Investigating:** (Name and Role) |  |
| **Date investigation began:** |  |
| **Reason for investigation:** (Brief overview of the matter) |  |
| **Evidence collected:** (List all evidence collected) |  |
| **Persons interviewed:** (Names & Roles) |  |

**Findings**

|  |  |
| --- | --- |
| **Summary of findings:** |  |
| **Mitigating factors:** (Detail if there were any mitigating factors uncovered that are relevant to the investigation) |  |
| **Other relevant information:** [detail any other information that is relevant to the matter]  |  |

**Conclusion**

|  |  |
| --- | --- |
| **Recommendations:**  |  |
| **Formal action/Informal action/No action required**  |  |
| **Investigator’s signature:** **Date:** |