



THE NEW GUILD TRUST

Near Miss Policy

POLICY

This policy has been adopted on behalf of all academy schools in the New Guild Trust:

Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School

Approval and Review

| | |
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| Committee to Approve Policy | Trust Board |
| Date of Trustee Board / Academy Committee Approval | February 2025 |
| Chair of Trustee Board / Academy Committee | Mrs L Eagle |
| Signature | <i>L Eagle</i> |
| Accounting Officer | Mrs K Peters |
| Signature | <i>K Peters</i> |
| Policy Review Period | 12 months |
| Date of Policy Review | February 2026 |

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| Version | Date Approved | Changes | Reason for Alterations |
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| | Feb 2022 | Executive Headteacher removed; Head of School role included | SLT update |
| | Feb 2023 | No change | |
| | Feb 2024 | No change | |
| | Feb 2025 | No change | |
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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 implemented in conjunction with the current Health and Safety Policy of The New Guild Trust. This information applies to staff, pupils, contractors and visitors of the school.

All academy schools in The New Guild Trust 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 environment in our academy schools.

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 in health and safety decisions.
- Monitoring and reviewing our policies at least annually 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, the provision of adequate resources that are available to address health and safety issues.

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

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

The New Guild Trust will seek to reduce such incidents to as low a level as possible with a stated aim of achieving a zero level.

1. Legal Framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:
- 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.

2. Near-Miss Definition

- 2.1. 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.
- 2.2. 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

3. Key Roles and Responsibilities

- 3.1. As an employee of The New Guild Trust, with a duty of care to yourself, fellow staff, pupils, visitors and contractors, 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.
- 3.2. The policy is provided on induction to all new members of staff and is available on the main trust and each individual school's website.
- 3.3. All school employees should follow the same procedures if the incident involves a pupil, visitor or contractor you are responsible for or are escorting.
- 3.4. It is a criminal offence for The New Guild Trust not to report specific, dangerous occurrences to the Health and Safety Executive (HSE). (See point 4.5 for definition)

4. Reporting a Near-Miss

- 4.1. If you see or are involved in a near-miss, you should report it using the Near-miss Incident Reporting Form available at the school office (also accessible within the appendix of this policy), in order to allow consideration of how to prevent a possible accident happening in the future.
- 4.2. If you see something you believe to be an immediate/significant hazard, you should instantly report it to the Headteacher/Head of School or/and School Business Manager.
- 4.3. 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.
- 4.4. If an individual reports a near-miss using the required form, the remedial action must be detailed.
- 4.5. 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 Reporting Form, the School Business Manager & Headteacher/Head of School will determine if a 'dangerous occurrence' has happened.
- 4.6. Parents/carers will be notified by a member of school staff (as agreed by SLT or the SBM) of a near miss incident involving their own child on the day of the incident.

5. Incident Investigation

- 5.1. All accidents and near misses, however small, will be reported and investigated by the School Business Manager, and the outcomes recorded and shared with the Headteacher/ Head of School.
- 5.2. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- 5.3. After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

APPENDIX 1

Near Miss Incident Reporting Form

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| Date of Near Miss Incident: | |
| Time of Near Miss Incident: | |
| Name of Employee Reporting Near Miss Incident: | |
| Department: | |
| Name of Senior Leadership Team Member: | |
| Location of Near Miss Incident (e.g. room number/corridor/entrance): | |

Name and Status of Person(s) Involved:

| Status(please tick): | Name of person(s) involved: |
|--------------------------------------|-----------------------------|
| Employee <input type="checkbox"/> | |
| Pupil <input type="checkbox"/> | |
| Visitor <input type="checkbox"/> | |
| Contractor <input type="checkbox"/> | |
| Third party <input type="checkbox"/> | |

Type of Near Miss (please tick most appropriate):

| | |
|-------------------------|--------------------------|
| Unsafe equipment | <input type="checkbox"/> |
| Unsafe act | <input type="checkbox"/> |
| Unsafe condition | <input type="checkbox"/> |
| Unsafe use of equipment | <input type="checkbox"/> |

Details of Near Miss Incident (including activity taking place):

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Description of corrective action taken (e.g. remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Were there any preventative measures in place before the near miss incident occurred? If so, were these followed? (e.g. risk assessments, personal protective equipment, written procedures):

What further action could be taken to prevent re-occurring near misses and/or accidents causing injury? (e.g. replacement of equipment, review of risk assessments, further staff training, control measures etc.):

| | |
|---------------------------------|-----|
| | |
| Further action taken: | Y/N |
| If yes, please provide details: | |

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|--|--|-------|--|
| Signed Employee: | | Date: | |
| Signed Headteacher/ Head of School: | | Date: | |