

Near Miss Recording Policy

At Bright Beginnings we record, monitor and investigate near miss incidents, as a way of actively monitoring the potential of accidents in the Centre. We have a reporting system which allows any member of the team to easily report a near miss incident to their supervisor / manager. This practice is actively encouraged and commended as we recognise that feedback from the team is critical in reducing hazards and preventing accidents and ill health in the Centre.

What is an incident?

An unplanned occurrence or event where there is loss of life, injury, loss or damage to persons or property. It can include any event that may give rise to physical, emotional or psychological harm.

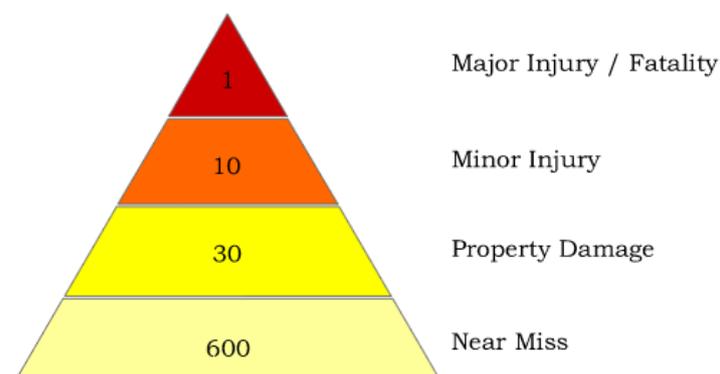
What is a near miss?

A near miss is any incident that had the potential to cause harm but was prevented, resulting in no harm.

Examples of near misses:

- Someone slips on spilt fluid but is not injured.
- Someone slips on the stairs but did not fall down.
- Too many children in one small area create an incident.

The accident triangle demonstrates that for every serious injury there is a multiplier effect. For each major incident or fatality there are many near misses, unsafe behaviours and unsafe conditions. This is illustrated by the accident hierarchy triangle below:



Near Miss Recording Policy

It is good practice to report all near misses where nobody was actually hurt or made ill. Near misses provide an early warning sign to the potential for more serious accidents.

Incident and Near Miss Reporting

Why report incidents and near misses?

Research has shown that the more incidents that are reported the more information is available about any problems, and the more action can be taken to make the Centre safer.

The benefits of incident and near miss reporting include:

- Identifying trends across the Centre that may not be apparent for one particular area
- Pre-empting complaints
- Making sure areas of concern are acted on
- Targeting resources more effectively
- Increasing awareness and responsiveness

This Policy was adopted on	19 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	19 th July 2018