

Accidents/incidents/near misses

We are a micro management consultancy who does not visit construction sites.

There have been no accidents/incidents or near misses since we formed the business.

In the event of a near miss (**company name**) would capture and analyse the following data;

1. **Basic Information**
 - **Date and Time:** When the near miss occurred.
 - **Location:** Specific place or project site where the incident happened.
2. **Incident Details**
 - **Description:** A detailed account of what happened.
 - **Activity:** What activity was being performed at the time.
 - **Potential Consequence:** What could have happened if the near miss had resulted in an incident.
3. **People Involved**
 - **Witnesses:** Names and contact information of any witnesses.
 - **Persons Involved:** Names and roles of individuals directly involved.
4. **Immediate Actions Taken**
 - **Immediate Response:** Actions taken immediately after the near miss to prevent an actual incident.
 - **Reporting:** Who was informed about the near miss and how (e.g., verbally, via email).
5. **Risk Factors**
 - **Root Causes:** Underlying reasons why the near miss occurred (e.g., human error, equipment failure).
 - **Contributing Factors:** Additional factors that may have contributed to the near miss.
6. **Corrective Actions**
 - **Short-Term Measures:** Actions taken to immediately mitigate the risk.
 - **Long-Term Solutions:** Proposed or implemented actions to prevent recurrence.
7. **Follow-Up**
 - **Investigation Details:** Summary of any investigation conducted.
 - **Lessons Learned:** Key takeaways and learnings from the near miss.
 - **Documentation:** Attachments such as photos, diagrams, or reports.
8. **Reporting and Review**
 - **Report Author:** Name of the person reporting the near miss.
 - **Review Date:** When the report was reviewed by management.
 - **Reviewer Comments:** Any additional comments or insights from the review process.
9. **Categorization**
 - **Type of Near Miss:** Categorisation based on predefined types (e.g., procedural, mechanical, environmental).

- **Severity Rating:** Assessment of the potential severity had the near miss resulted in an incident.

10. Impact Analysis

- **Business Impact:** Potential impact on business operations or client projects.
- **Client Impact:** Potential impact on client satisfaction or deliverables.

11. Reporting System Information

- **Unique ID:** A unique identifier for tracking and referencing the near miss report.
- **System Used:** The reporting system or tool used to log the near miss (e.g., internal database, third-party software).

Capturing these data points will help our business to analyse trends, identify risk patterns, and implement effective preventive measures to enhance safety and efficiency in the company.

Your name – Director

Mobile xxxxx

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