

NMAT NEAR MISS PROTOCOL (Non-Statutory)



Near Miss Reporting Protocol

Every employee in Nunthorpe Multi Academy Trust has a responsibility for managing risk in their workplace.

An essential part of NMAT's risk management process is to have in place an effective system of recording and responding to any situation which could have led to a serious injury or significant loss or harm to the Academy or Trust.

A Near Miss is defined as:-

An unplanned event that did not result in injury or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented injury, fatality or damage such as: a member of staff detecting an error or unsafe condition and taking the appropriate corrective action.

When an incident arises a Near Miss Reporting Form **MUST** be completed.

When completing the Near Miss Reporting Form, a summary of the factual details of the incident must be recorded;

- **Who reported it?**
- **When did it happen?**
- **Where did it take place?**
- **What caused it and why?**
- **How was it able to take place?**

The form also requires the employee, in conjunction with the Buildings Development Manager, to assess the significance and seriousness of the event. Using the NMAT Risk Ranking Criteria and Near Miss Evaluation Matrix, the incident must be scored in terms of;

- **How likely is the incident to occur again?**
- **What would be the impact on the Academy/Trust if the incident had not been avoided?**

The scoring of the Near Miss will in turn determine **HOW** this will be dealt with and escalated in terms of the actions and reporting that must follow the completion of the Near Miss Form.

Escalation Procedures

There is a need to have an effective escalation process in place alongside the use of the Near Miss Reporting Form. This is to ensure that those events, which are scored highly, are immediately brought to the attention of the Trust's Executive Principal. The Board of Trustees will be informed where there is a need to address the strategic implications of these events.

The Board of Trustees is responsible for:

- Monitoring incidents
- Reviewing trend analysis of all incidents

This policy will be kept under regular review in light of legal developments and best practice.

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Using the scoring values shown in the Near Miss Evaluation Matrix, the following procedures have been derived.

1. 1 – 4 Risk situations are generally described as either negligible or unlikely to occur. Where this is the case, the situation can be managed through supervision by the Building and Development Manager.
2. 5 – 8 Risks are regarded as more likely and more significant but still manageable at a local level. It is advisable that these items are discussed in line management meetings or SLT meetings.
3. 9 – 14 Risks are identified as both likely and significant and **MUST** be reported to the Trust's Executive Principal and Board of Trustees.
4. 15 – 25 Risks that are assessed to be of critical and near certain nature should be referred **IMMEDIATELY** to the relevant Head of School, the Executive Principal and the Board of Trustees. Advice will be taken on the severity of the situation and appropriate action will be taken immediately.

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Definition of a Near Miss

A 'Near Miss' is an unplanned event that did not result in injury, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented injury, fatality or damage such as: a member of staff detecting an error or unsafe condition and taking the appropriate corrective action.

Part A - about the incident

When did it happen?

<i>Date</i>

<i>Time</i>

Where did it happen?
(Include building, department,
room number, etc)

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Part B - describing what happened

Explain what happened and the events leading up to the incident (Use the aid of sketches if appropriate).

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Part C – recommendations to prevent a similar incident

Describe any actions which you recommend should be taken to prevent a similar incident in the future.

Part D - about the person completing this report

What is your name?

What is your position at the Academy?

Your signature

Date

Likelihood	Near Miss Ranking					
5	Almost Certain	5	10	15	20	25
4	Very Likely	4	8	12	16	20
3	Likely	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Zero to Low	1	2	3	4	5
		Negligible	Insignificant	Significant	Critical	Catastrophic
	Impact	1	2	3	4	5

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TOTAL SCORE		Action to be taken
	Score 1 - 4	Manage through Supervision by the Buildings Development Manager
	Score 5 – 8	Managed through line management meetings or SLT meetings.
	Score 9 – 14	MUST be reported to the Executive Principal as well as the Buildings Development Manager and Board of Trustees.
	Score 15 - 25	Report IMMEDIATELY to the Executive Principal as well as the Buildings Development Manager

All completed forms must be forwarded to the Buildings Development Manager immediately upon completion.