Near miss reporting guide

A near miss can be defined as an incident where under slightly different circumstances someone would have been harmed (injury or ill health). It is thought that for every accident, there are approximately 90 near misses. Our online incident reporting tool is a quick and simple way to report both near misses and accidents: [http://www.bristol.ac.uk/safety/accident/](http://www.bristol.ac.uk/safety/accident/).

Near miss: an event not causing harm, but has the potential to cause injury or ill health

Accident: an event that results in injury or ill health

We must encourage everyone to report near misses as well as accidents. Please report any incident where you believe there was potential for harm to be caused. This will help prevent future accidents and make your workplace safer. Some examples of near misses you should report include:

1: You are carrying a heavy item of equipment up the stairs, you drop the item down the stairs but no one else is there and no one gets hurt.

2: You witness the driver of a University owned vehicle reversing fast and hit a wall.

3: You notice a slippery floor in the reception area of the building you work in, no one appears to have slipped but you think it’s very likely someone could.

It can be difficult to get people to report near-misses or minor slip accidents, as they may be seen as funny or embarrassing occurrences, or not worth reporting. It is important to encourage all staff to report both accidents and near misses, using the online system. It is unacceptable to discourage or prevent anyone from reporting an accident or near miss.

As part of your monitoring, you should investigate incidents (near misses and accidents) to ensure that corrective action is taken, learning is shared and any necessary improvements are put in place.