

MELTON MOWBRAY U3A

NEAR MISS FORM

Definition of a "near miss"

It is an incident or a situation where an accident has not yet happened but could do if evasive action is not immediately taken. For example: a piece of equipment is plugged in to a wall socket and the wire is trailing along the floor where people are likely to be walking and could potentially trip over the wire. The situation is recognised as potentially hazardous and evasive action is taken. In this example the options are to either cover the wiring safely or preferably use a socket adjacent to the equipment doing away with trailing wires altogether.

Completing a Near Miss Form should not be looked upon as a criticism of a situation or a person; rather it is a means of increasing awareness of potential health and safety issues that are ever present at events and gatherings of any size or form. Not only do we become more proficient at recognising a possibly hazardous or unsafe situation and dealing with it, but we learn to recognise and 'work' potential problems in advance and come up with an alternative and safer option. We can all learn from these "near misses" and hopefully become more proficient in avoiding similar situations in the future.

Procedure

Once a potential "near miss" has been identified, action should be taken either by the person who identified the potential safety risk and/or by the individual(s) directly involved with the hazardous situation.

As soon as is reasonably possible after the situation or incident has been made safe, those involved should complete a Near Miss Form and hand it to a member of the U3A Committee or the person in charge of the event at which the "near miss" occurred, who would then forward it to the Vice-Chairman. Where appropriate a copy of the form will be sent by the Vice-Chairman to the relevant Group(s)' Leaders.

If further action is required to prevent a similar situation occurring at a subsequent meeting or event then it should be discussed at the next U3A Committee meeting, and the relevant Group(s)' Leaders notified of the outcome.

Ultimately the forms will be retained by the Vice-Chairman.

