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| ***SAFETY / ENVIRONMENTAL Near Miss / Hazard report card*** |  |
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| * **Don’t dismiss a near miss**
* **Prevent an incident before it occurs**
* **A Near Miss could be the next injury**
* **Report hazards**
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| **What is a Hazard?** | **What is a Near Miss?** |
|  **A Hazard is something with the potential to cause harm to people or the environment.** *Examples: could be a slippery surface, sharp edges, a leaking container, damaged equipment, missing guard on a machine. All of which are likely to injure someone if not removed, made safe or repaired.* |  **An actual event which occurred which could have caused actual harm or damage to people, the environment or equipment.***Examples: An object falls and misses you as you walk by. A handbrake fails and the vehicle rolls backwards hitting a bollard. A fence blows over into a walkway.* |
|  |
| ***SAFETY***  | ***x*** | ***ENVIRONMENTAL*** | ***x*** |
| ***NEAR MISS:***  |  | ***NEAR MISS:***  |  |
| ***HAZARD:***  |  | ***HAZARD:***  |  |
| **Name:** (not mandatory) | **Phone No.** |
| **Near Miss location:** |
| **Date:** |  |  **Do you wish to receive feedback?** Yes [ ]  No [ ]  |
| **What did you see?** |
|  |
| **What could have happened?** |
|  |
| **Is the area safe now?** Yes [ ]  No [ ] **You may need to call Security to attend the area on Ext:3200**  |
| **How can we avoid this happening again?** |
|  |
| **What do you think needs to be done?** |
|  |
| **Attach photographs here: (if on line)** |  |
| **Attach photographs here:** |  |
| **Please forward this form to the Health and Safety Team or Sustainability advisor (Email/hard copy)**  |
| **For SAFETY related contact:**CRhealthandsafety@northumbria.ac.uk  | **For ENVIRONMENTAL related contact:**Katie.a.ridley@northumbria.ac.uk  |
|  |
| **Health and Safety / Environmental Team ONLY** |
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| --- | --- | --- | --- | --- | --- | --- |
| **Level of Risk / Priority posed by hazard? (Tick) ✓**  | **High** |  | **Med**  |  | **Low** |  |

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| **Actioned by:** | **Close out Date:** |
| **Action taken / Feedback Given:** |

UNN/H&S/F/020 30/04/2018 V2