|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***SAFETY / ENVIRONMENTAL Near Miss / Hazard report card*** | | | | | |  | |
|  | | | | | | | |
| * **Don’t dismiss a near miss** * **Prevent an incident before it occurs** * **A Near Miss could be the next injury** * **Report hazards** | | | | |  | | |
|  | | | | | | | |
| **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](mailto:CRhealthandsafety@northumbria.ac.uk) | | | | **For ENVIRONMENTAL related contact:**  [Katie.a.ridley@northumbria.ac.uk](mailto:Katie.a.ridley@northumbria.ac.uk) | | | |
|  | | | | | | | |
| **Health and Safety / Environmental Team ONLY** | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Level of Risk / Priority posed by hazard? (Tick) ✓** | **High** |  | **Med** |  | **Low** |  | | | | | | | | |
| **Actioned by:** | | | **Close out Date:** | | | | |
| **Action taken / Feedback Given:** | | | | | | | |

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