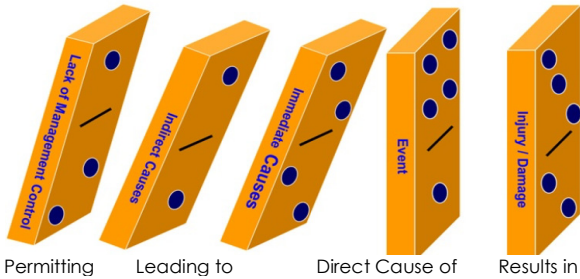


## Toolbox Talk / Note – Near Miss Reporting

Local Managers should communicate these key safety messages to their staff at handovers, staff meetings, huddles etc. They are developed in response to events that have occurred or identified hazards.

### Reporting Near Miss Incidents

Incidents have many causes. What may appear to be bad luck (being in the wrong place at the wrong time) can, on analysis, be seen as a chain of failures and errors that lead to the adverse event, this is often known as the Domino effect.



### What is a Near Miss

A Near Miss is an event or occurrence which, but for skilful management or a fortunate turn of events, would have led to harm, loss or damage, that is, the causes of adverse events.

### Examples of Near Misses

- Someone slips, but isn't injured, due to liquid on the floor.
- Incorrect disposal of Sharps (e.g. waste bag instead of sharps bin), that are discovered prior to anyone receiving a needlestick injury.
- Failure of a hoist during a patient manoeuvre. Staff are able to remove the patient from the hoist without injury to either the patient or themselves.

### Near Misses Lead to Serious Accidents

Studies show that there are many more unsafe acts and near misses in workplaces than there are accidents resulting in injury. The pyramid illustrates this and shows how



non-injury events support more severe incidents occurring.

While the underlying or root cause of these events is the same, the outcome or severity is often a matter of chance.

The incidents at the top of the pyramid, resulting in fatality or serious injury can occur at any point amongst the number of near misses.

**Therefore it is important to report the near misses immediately so that remedial action can be taken to prevent serious incidents occurring.**

Near miss reporting is an essential component of NHSGGC's health & safety management system. It provides an opportunity for effective risk management interventions and learning that can prevent injury to staff, patients, visitors or others accessing our sites and services.

Effective near miss reporting may also lead to changes in equipment, practice, standard operating procedures, training content and provision

### Legal Duties

Employees have a responsibility to take reasonable care of their own health & safety and the health & safety of others.

### Take Action

If you have an incident (including a near miss) or if you witness one, make sure it is reported promptly. **A Near Miss needs to be reported in the same manner as an accident would, in order to prevent further incidents occurring.**

### DATIX Reporting

When reporting incidents on DATIX, select 'Near Miss' from the Outcomes box in Section 3 of the DATIX Report Form.

### Related Guidance

[NHSGGC Incident Reporting Toolbox Talk](#)