ALTERNATIVE PROVISION

Near Miss and Hazard Reporting

Approval Date: January 2026

Revision Due Date: January 2027

Approved by: RAISE-AP Educational Directors

Approval Signatures

RAISE-AP
Directors

Table of Contents

Near Miss

A near miss is:

- An accident waiting to happen

- A lucky escape or close call

- A minor incident / accident which could have been worse

Examples could include:

- Frayed carpet – trip hazard
- Wet floor / icy surface
- Unsafe contractor practices – e.g. tools unattended, work area not cordoned off
- Hot drink spills / collisions
- Broken railing / fencing
- Over-crowding
- Fire exit blocked
- Item falling from height (or high risk of falling)
- Unsafe working at height practice
- Water near a source of electricity

Reporting

Reporting a near miss is extremely important, as the reporting process:

1. Help prevent a re-occurrence
2. Reduce risk of accident / injury
3. Identify any weaknesses in operational procedures
4. Reveal patterns from which lessons can be learned

To report a near miss, the near miss online form should be completed via the RAISE AP Staff VLE. There is the option to report this anomalously if you wish.

This form is sent to the RAISE AP educational directors who will investigate.

Do not worry that your report may be a waste of time or a criticism. Report all hazards you see and report all close calls you experience or witness.

Near Miss Form

To report a near miss, the near miss online form should be completed via the RAISE AP Staff VLE. There is the option to report this anomalously if you wish.

The near miss form has the following areas:

1. Name of compiler (optional)

2. Date of incident

3. Time of incident

4. Location of incident

5. Brief description of incident

Raise Values

Our RAISE-AP values (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our Accessibility policy.