

NEAR MISS REPORT

Project: Residential New Build – 2 Storey Dwelling

Site Address: 24 Cavendish Rd | HS17J | London | United Kingdom

Principal Contractor: SZG Ltd

Report Reference: NM-001

Date of Report: [DD/MM/YYYY]

Reported By: [Site Manager / Assistant Site Manager]

1. TYPE OF INCIDENT

- ☐ Near Miss
- ☐ Accident
- ☐ Dangerous Occurrence

2. DATE & TIME OF NEAR MISS

Date: [DD/MM/YYYY]

Time: [HH:MM]

3. LOCATION ON SITE

[Example: Rear of site – excavation area]

4. DESCRIPTION OF NEAR MISS

During groundworks operations, an operative was walking close to an active excavation area when a reversing dumper approached the same area. The dumper operator stopped immediately after a banksman intervened. No contact occurred and no injuries were sustained.

5. POTENTIAL CONSEQUENCES

If the near miss had resulted in an incident, the potential consequences could have included:

- Serious injury to the operative
 - Damage to plant or equipment
 - Project delays
 - Enforcement action by authorities
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6. IMMEDIATE ACTIONS TAKEN

- Works were stopped immediately
 - Operatives were reminded to use designated pedestrian routes
 - Banksman positioning was reviewed
 - Toolbox talk delivered to reinforce plant and pedestrian segregation
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7. ROOT CAUSE ANALYSIS

The near miss occurred due to:

- Operative entering a plant movement area
 - Temporary lapse in awareness of pedestrian routes
 - Changing site conditions during groundworks
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8. CORRECTIVE & PREVENTIVE ACTIONS

- Improved signage around excavation and plant movement zones
 - Reinforcement of pedestrian segregation measures
 - Additional supervision during high-risk activities
 - Regular toolbox talks on plant movement safety
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9. PERSON RESPONSIBLE FOR ACTIONS

Name: (Site Manage)

Role: Site Manager

10. REVIEW & CLOSE-OUT

This near miss has been reviewed and corrective actions have been implemented. Ongoing monitoring will be carried out to ensure compliance with site safety procedures.

Signed:

Name: _____

Role: _____

Signature: _____

Date: _____