

Near Miss Report Form Template

A free form for recording near misses: events that could have caused harm but did not.

How to use this template

1. A near miss is an event that did not cause harm but could have. Report every one, however minor.
2. Fill in the form straight away and make the area safe first.
3. Describe both what happened and what could have happened.
4. Some near misses are dangerous occurrences that must be reported to the HSE under RIDDOR. Check with the free RIDDOR checker at useaccidentbook.co.uk/riddor-checker.
5. Use the near miss log to track reports and spot repeat hazards.
6. Never blame the person who reports a near miss. Reporting is how you prevent accidents.

Near Miss Report Form

Reference number: _____

Details

Date

Time

Exact location

Reported by (optional)

What happened

Describe what happened

What could have happened?

People nearby or involved (if any)

The hazard

What was the hazard?

Immediate action taken (for example, area cordoned off)

Follow-up

Is it a RIDDOR dangerous occurrence? (Yes / No) and HSE reference if reported

Why did it happen?

Actions to prevent it, with owner and date

Reviewed by (name and date)