



NEAR MISS INCIDENT - DANGEROUS OCCURRENCE REPORTING FORM -HS1(b)

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the Council's privacy notice for employees which is available at:
<https://www.eastdunbarton.gov.uk/council/privacy-notices>.

For further information on any part of this form please either telephone 0141 574 5528 or 0141 574 3219 or by email to
Health.Safety@eastdunbarton.gov.uk

Near Miss: An incident with the POTENTIAL to cause an injury / harm to persons, damage to plant/ equipment or other type of loss - yet it did not). Certain near miss incidents come under Dangerous Occurrences and must be reported to the HSE. The H&S Team will carry out the RIDDOR reporting.

Section A

Directorate (select from drop down)

Strategic Group (select from drop down)

Section B - Location of incident

Date of incident

Time of incident

Site/ Office location

Address (Including post code)

Is this location a Council Property?

Yes

☐

No

☐

Section C - About the incident

Location

Description of incident and cause if known

(Please use an additional continuation sheet/
sketch if required and attach)

Choose File

To open the attachment please click on the arrow on the left sidebar of your screen and then the paperclip symbol

Section D - About you, the person completing this record

This information is optional. However, it will assist the H&S Team to action the near miss if we can contact you for more details if needed.

Full name

Occupation

Work location

Contact number

Please forward this form to the Health and Safety team: Health.Safety@eastdunbarton.gov.uk

For Health & Safety Team use only

Full list of RIDDOR reportable injuries/diseases/dangerous occurrences is available on THE HUB/IBM CONNECTIONS. If classified as “Reportable”, incident must be reported to HSE within 15 Days of occurrence. Please forward form to Health & Safety Team immediately upon completion but no later than 10 days after the date of the accident. Line Management are required to contact the H&S Team on the 8th day of absence for all work related injuries.

Is this incident reportable under RIDDOR (check boxes as appropriate):

Yes ☐

Date form F2508 completed by Health & Safety Team.

Information only ☐

Log onto system ☐

Report to Health and Safety executive (H.S.E)
F2508 ☐

Investigate ☐

Incident category

Summary