



Recording a Near Miss

If a club activity does not go to plan, then details of the incident should be recorded on the below form. The form should then be presented to the club committee who in turn should discuss the recorded incident at the next committee meeting. If it is deemed necessary then the committee can look to amend club procedure to prevent recurrence of the incident.

Date	
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The date of the incident.

Full Name	
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The full name of the person completing the form.

Senior Instructor / Decision Maker	
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The full name of the person who was running the session.

Description of the Incident

Clearly note down details of the incident in a factual unopinionated format.

Suggested Solution

If you have a suggested solution to prevent the incident from reoccurring.