Near-miss report

Two minutes, on the day. Near misses, unsafe conditions, unsafe acts and damage with no injury. Office-use columns (follow-up, action, closure, control checked) are on the log sheet.

1. Ref office use — NM-____	
2. Date	**3. Time** to the nearest minute — it matters when footage is checked later
4. Location zone, then the exact spot	**5. Shift**
	☐ Early ☐ Late ☐ Night ☐ Days
6. Reported by role (name optional, per site policy)	
7. What happened one or two sentences, e.g. forklift reversing out of bay 4, pedestrian stepped from behind the trailer, driver stopped short	
8. Type	☐ Near miss ☐ Unsafe condition ☐ Unsafe act ☐ Damage, no injury
9. People involved roles	**10. Vehicle / equipment** fleet number if known
11. Could it have been worse? potential outcome, not actual	☐ Minor ☐ Serious ☐ Life-changing
12. Immediate cause	☐ Line of sight ☐ Speed ☐ Route ☐ Lighting ☐ Procedure not followed ☐ Procedure unclear ☐ Equipment ☐ Housekeeping ☐ Other
13. Done on the day what was done immediately	
14. Evidence photo file name, CCTV camera + time	

Hand to: _____ or photograph and send to: _____

Free from RoboK · Latest version, and an email when the HSE guidance changes: robok.ai/guides/near-miss-log-template

Near misses are not reportable under RIDDOR, unless listed as a dangerous occurrence. They are still the most useful thing you can record.