

INCIDENT AND NEAR-MISS REPORT

FORM — SITE FILE

What happened, what nearly happened, and what was done in the first hour

KD-SITE-NR-026 Rev A0

An incident is anything that hurt someone, damaged something or nearly did. A near miss is the free warning; the same event a metre to the left is a fatality. This report is completed in the first hour, by the person who saw it or was told, with what was done immediately. Investigation (KD-SITE-IV-027) follows; RIDDOR (KD-SITE-RD-028) is decided separately.

1 THE EVENT

PROJECT / SITE REF	SITE	DATE	REPORTED BY
☐ Injury	☐ Damage to plant / property	☐ Involved the public	
☐ Near miss	☐ Environmental	☐ Dangerous occurrence	
DATE AND TIME	WHERE EXACTLY	PEOPLE INVOLVED (NAMES, EMPLOYERS)	

WHAT HAPPENED

IMMEDIATE CAUSE, AS FAR AS KNOWN NOW

2 IMMEDIATE ACTION

WHAT WAS DONE IN THE FIRST HOUR

WITNESSES	PHOTOGRAPHS / EVIDENCE	REPORTED TO (MANAGER)

3 NEXT STEPS

☐ Investigation to follow (KD-SITE-IV-027)	☐ Accident book entry made (KD-SITE-AB-025)
☐ RIDDOR to be decided (KD-SITE-RD-028)	☐ Workforce briefed on the near miss

4 SIGNATURES

Reported by:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Site manager:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.