

**APPENDIX B
REPORTED INCIDENTS & NEAR MISS & ACTIONS TAKEN IN 2019**

Month/ Year Reported	Details of Incident or Near Miss	Type of Establishment	Scoring			Zone Responsibility *	Action Taken /Lessons Learnt
			Likelihood	Impact	Risk score		
Apr-19	Minor incident of fire setting in a school playground by ex-pupils, resulting in minor damage to play surface.	Primary school	3	1	3	Head of Service	Play surface repaired. Advice given to school by Insurance officer on actions required to minimise damage from further arson which included: > making sure all combustible materials are at least 6 metres from the building, > ensuring that minibus vehicles are parked away from the building, > see if the CCTV can be extended so that persons in an offsite centre can verbally communicate with people who are on site and > advised that ideally that the sprinkler system is extended under the canopy that surrounds the school. The dangers of fire lighting was also reinforced by the school to its pupils.
Apr-19	Small fire lit on the ramp leading to the Youth Centre . Assumed that materials sourced to light the fire could have been from either rubbish collected in the area or from the wheelie bin.	Youth Centre	2	2	4	Head of Service	Site of fire cleared. Following a site inspection by the Insurance Officer it was recommended that the site wheelie bin should be chained up at least 6 metres from the building. This would reduce the likelihood of waste being used to start a deliberate fire.
Jun-19	Vandalism to roof of school community room by local children causing rain water to damage property. Premises were unoccupied when children accessed the roof, and roof was not checked until rain had caused damage.	Primary School	4	3	12	Directorate Management Team	Access points to roof reviewed. Recommended that in future roof is checked if it is known that access has been gained to it. CCTV facility at the premises to be checked . The school has reduced the risk from this occurring again by <ul style="list-style-type: none"> • Working with community officers • Distributing leaflets with the support of police in area • Publicising the damage caused and impact to local community through school newsletters and our home school app. • Putting up new signage around school

*** Zone Responsibility**

Score	Incident and Near Miss Procedure Reporting Responsibility
Score 1-9	Head of Service responsible for managing actions.
Score 10-12	Incident reported to the Directorate Management team for review and investigation.
Score 15-25	Incident reported to the Corporate Director.