

**APPENDIX C  
REPORTED INCIDENTS & NEAR MISSES & ACTIONS TAKEN IN 2020**

| Month/<br>Year<br>Reported | Details of Incident or Near Miss   | Type of<br>Establishment | Scoring    |        |               | Zone<br>Responsibility *    | Action Taken /Lessons Learnt   |
|----------------------------|--|--------------------------|------------|--------|---------------|-----------------------------|--|
|                            |  |                          | Likelihood | Impact | Risk<br>score |                             |  |
| Jan-20                     | 2 unsecured cash bags were handed to our secure cash collection provider with no supporting paperwork. Value £491. Our cash collection provider realised the error and contacted the school. | Comprehensive School     | 3          | 1      | 3             | Head of Service             | After this incident all staff were told that on no account was anyone, other than the cook in charge of financial responsibilities, to hand monies to our cash collection service. |
| Sep-20                     | Vandalism to roof of school community room by local children causing rain water to damage property.  | Primary School           | 4          | 3      | 12            | Directorate Management Team | Access points to roof reviewed. CCTV not working. Update 13/01/2021 - This has been identified as a Risk by a compliance audit and further action to be taken.                     |

**\* Zone Responsibility**

| Score       | Incident and Near Miss Procedure Reporting Responsibility                          |
|-------------|--|
| Score 1-9   | Head of Service & Head Teacher 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.                                       |