



NEAR MISS REPORT FORM

Company name: Bullen Conservation Ltd
Location: The Kimpton Clocktower Hotel, Manchester

Name of Person Reporting

Michael Lees

Job Title	Department
Site Manager	Masonry

Details of the Incident (describe what happened)

On Tuesday 5th March 2024 at 10am I went to the Kimpton Clocktower Hotel to carry out my inspection ahead of liquid rubber repairs being carried out to the gym tower roof on Wednesday 6th March 2024.

At 10.45am during my inspection I noticed a chisel had been left on the scaffolding, so I placed this inside my jumper pocket to return to the site to lock up to prevent the tool falling from the scaffold.

10.58 whilst climbing down the access ladder the chisel fell out of my pocket, bounced from the scaffold handrail, hit the parapet wall coping then bounced into the lightwell smashing through the HR office lightwell window.

At 10.59 I immediately phoned Ryan Bonser (Hotel Facilities Director) to make him aware of the incident. Ryan explained he was aware of the incident as he was on the phone to somebody in the same office at the time.

I then called Steve Eccleshare (BCL line manager) to explain the incident, he already was aware of the incident as Ryan Bonser had called him.

Steve asked me to immediately stop anything I was doing and immediately make my way to the location of the incident to check if everyone is ok and nobody has suffered any injuries.

On approach to the HR office 3 staff members were in the room and they explained they heard an almighty bang, and the chisel came through the glass roof and missed Kelly Andreasson by a 2 ft distance, along with fragments of glass within the room.

After speaking again to Steve Eccleshare (line manager) at 12.38pm he advised that he would cancel all his further meetings for the day and come to site to carry out an investigation of the incident.

Exact Location of the Incident	
HR Office	
Who was nearly injured?	Kelly Andreasson
What plant/equipment was damaged (if any)?	Rooflight window
In your opinion, what is the most serious injury that <u>might</u> have happened?	Fatality
Name the person to whom the report will be sent/given	Steve Eccleshare
Signature of Person Reporting	
Date	5 March 2024
<p>LINE MANAGER NOW COMPLETES AN ACCIDENT INVESTIGATION REPORT</p> <p>I will investigate this incident and send a copy of the recommended corrective actions (if any) to the originator of this report.</p>	
Line manager's name	
Steve Eccleshare	
Line manager's signature	Date
	5 March 2024