

ENVIRONMENTAL INCIDENT REPORT

An unplanned, unwanted event which could or has led to an environmental related incident

This form is to be completed by a **Manager, Director** or a person nominated by them.

Incident details					
Scale of incident (tick appropriate box)	Major		Minor		Near miss
Type of incident:	Breach of permit/licence:		Oil/chemical spill:		
	Waste storage/disposal:		Other spill:		
	Smoke, fumes, odour:		Light pollution:		
	Noise nuisance:		Air pollution:		
	Natural environment and wildlife:		Architectural and heritage/conservation damage:		
	Land contamination:		Water pollution:		
	Public/other complaint:		Other:		
Is the incident reportable:	Yes:		No:		
If so, to which agency (see guidance for further information):					
What are the potential/foreseeable consequences known at this time:	Prosecution:		Enforcement notice:		
	Clean-up/restoration:		Withdrawal of permit/licence:		
	Civil claim:		Adverse publicity/reaction:		
	Health effects:		Other:		
Address at which incident occurred:			Ordinance survey grid reference (if available):		
Date of incident:			Time of incident:		
Duration of incident:			Previous similar incident reference:		
Manager responsible for work:			Incident discovered by:		
Names of others involved, i.e., members of the public, staff from other companies, contractors etc.			Names of staff/contractor's staff involved (list):		
Witness: (Include name and contact details)			Witness: (Include name and contact details)		

Incident details-further information	
What was happening immediately before the incident?	
Describe the incident sequence (attach photos if necessary):	
Is there CCTV footage of the incident?	
If relevant, describe any work equipment being used/involved:	
If relevant, describe the level of experience of those involved, e.g., years in the job:	
If relevant, describe relevant training received by those involved in the accident:	
If relevant, detail any other factors that may have contributed to the incident, i.e. time of day, weather conditions, hours worked prior to the accident, lighting, others:	

Analysis	
What were the possible causes (consider immediate and root cause/s)?	
What immediate action has been taken to prevent a recurrence of the incident?	
What further action has been taken to prevent a similar incident from happening?	

Immediate action to be taken		
Action	By whom:	By when:

Preventative action to be taken		
Action	By whom:	By when:

Person(s) completing document		
Names:		
Signatures:		
Position:		
Time and date completed:		
Contact details:		

ENVIRONMENTAL INCIDENT REPORT GUIDANCE NOTES

Describe what happened

Having made your enquiries, you should complete the form as factually as possible. Avoid making assumptions, reporting hearsay and giving opinions within your description of the incident.

Bear in mind that the completed form may be used in evidence in any court proceedings arising from the incident. Avoid making unjustified comments or jumping to conclusions.

Attach sketches or photographs if relevant, use additional paper and append to this report.

Retain evidence

If tools, equipment, or protective clothing are a contributory factor, then impound them and retain for evidence. Take plenty of photographs and ensure that copies are stored securely. For serious incidents you should avoid disturbing the scene – cordon it off until you know that the authorities, e.g., HSE, the Environment Agency or police, do not need to review it. Destroying evidence relating to a serious incident could be a criminal offence.

Further information	
Type of incident	Major: These include major damage to the ecosystem, major impact on property, or major damage to agriculture and/or commerce. Incidents such as these should be reported to the Environmental Agency (EA). Minor: These include minor damage to the ecosystem, minor impact on property or minimal effect on quality. Incidents such as these need not be reported to the EA.
The following guidance should help you identify the type of environmental incident and what damage may have occurred.	
Environmental water pollution	Has the incident affected a watercourse or groundwater by direct run-off or via a surface water drain?
Foul sewer pollution	Has the incident affected a water company or private foul sewage system? This is very important as it may damage a treatment plant or pumping station etc.
Air pollution	Has a toxic or obnoxious cloud affected the environment, or people and property?
Ecological damage	Has the incident done any obvious damage to the environment
Land contamination	Has the incident done any damage to land on or off site? This may have serious cost implications.

Further information	
The following guidance should help you identify the type of environmental incident and what damage may have occurred.	
Spill	Was the incident a result of a spillage of contaminating liquids or solids?
Waste (incorrect management)	Was the incident a result of poor waste management practices?
Architectural and heritage/conservation damage	Has the incident affected an important architectural or heritage site or a known conservation-designated site?
Details of affected watercourse/groundwater/surface water drains or sewers	If you are unsure of names etc., write what you know and describe positions for follow-up investigations:
Incident reported to:	Inform the EA if thought to be a major risk to groundwater or watercourse. It will inform drinking water abstractors if necessary.

Who to inform?	<ul style="list-style-type: none"> • Water company- if it's thought to impact foul sewer (mains drainage) or private treatment plant consent holder for others. • Local authority- if the incident poses an environmental health risk (odours/toxic clouds) • Neighbours, other landowners etc.-if they are at risk.
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Reporting incidents	
To report an environmental incident, call the EA's 24-hour incident hotline on 0800 80 70 60 . You should not use e-mail to report an incident, as this could delay the response.	
Incidents the EA deals with:	<ul style="list-style-type: none"> • Damage or danger to the natural environment • Pollution to water or land • Poaching or illegal fishing • Watercourse blocked by vehicle or fallen tree causing risk of flooding • Illegal dumping of hazardous waste or large amounts of industrial waste • Incidents at waste sites we regulate such as landfill, transfer station etc. • Illegal abstraction from watercourse • Unusual drop in river flow • Collapsed or badly damaged river or canal banks.
Incidents the EA do not deal with:	<ul style="list-style-type: none"> • Gas leaks • Burst water mains • Discolouration, odour, or taste of drinking water • Flooding from domestic burst pipe or overflow from highway drains • Fly-tipping of household rubbish or small amounts of commercial waste • Domestic noise nuisance • Odours from domestic or small commercial premises • Burning domestic or garden waste • Domestic infestations • Smoke emissions from vehicles • Road maintenance • Interruptions to electricity or water supplies • Blocked domestic drains and sewers <p>To report these issues, you should call your local authority or the appropriate utility company.</p>