

ENVIRONMENTAL INCIDENT – WITNESS STATEMENT

This statement should be completed by any witness to an environmental incident which is likely to result in pollution to the ground, water or air, illegal disposal of waste, noise, dust or odour pollution. This is to be completed in conjunction with **Environmental Incident Investigation Report**. This investigation is being completed to ensure that the effects of the incident are minimised, and similar ones do not occur in the future.

Instructions

- This statement should be completed by the witness as soon as possible following the incident
- The witness should restrict their statement to facts and not include assumptions
- If the witness only saw some of the events leading to the incident, this should be stated.
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Details of witnesses			
Name:		Contact details, i.e., telephone number(s), e-mail address:	
Home address:		Position, i.e employee, subcontractor, visitor, other:	
Line manager name and contact details (if employee):		Employer details (if subcontractor):	
Please describe the incident which you witnessed below:			
Where were you at the time of the incident?			
What were you doing when the incident occurred?			
Did you see the incident occurring?			
Did you take any photos, or video of the incident?			
Who else witnessed the incident, i.e., members of the public, others?			
Do you know if the incident has been reported to the authorities?			

Please describe the incident which you witnessed below:	
Please describe, in as much detail as possible, exactly what happened? (Please use additional pages if necessary)	
What was the outcome of the incident, i.e., was pollution caused?	
Did you witness anyone taking steps to clean up? And, if so, what did they do?	
Did anyone from the authorities, i.e., the police or the Environment Agency, visit the scene of the incident?	
Do you have any other information, which may help deal with the incident and to prevent a recurrence?	

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, later, it is discovered that I have knowingly misrepresented the facts, disciplinary action may be taken against me, which may include dismissal.

Person completing document:	
Signature:	
Position:	
Time and date completed:	
Date for revision.....(insert date here) or sooner if significant changes are made to the work area or processes	

Note: A copy of this document should be kept for three years.