**Environmental Incident Report**

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| **Operating Business** |  | **Development & COINS no.** |  |
| **Site Address** |  | **Incident date**  **Incident time** |  |
| **Site Manager** |  | **Contact no.** |  |

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| **Incident Type** [✓] | | | | | |
| *Archaeology / Heritage* |  | *Ecology (wildlife, plants etc.)* |  | *Oil Spillage / Discharge* |  |
| *Water / Silt Discharge* |  | *Sewage / Pumping Station* |  | *Permit / Licence Breach* |  |
| *Dust (nuisance)* |  | *Noise (nuisance)* |  | *Vibration (nuisance)* |  |
| *Light (nuisance)* |  | *Waste management* |  | *Other* |  |
| *If other insert brief description:* | | | | | |

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| **Person Completing Form** | | | | | |
| **Name** |  | **Position** |  | **Contact no.** |  |

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| **Incident Reported By** [✓] | | | |
| Employee [ ] | Contractor [ ] | Member of public [ ] | Other [ ] |
| **Reporter details** |  | | |

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| **Level of Observation / Incident** [✓] | | | | | | | |
| **L4 – observation** |  | **L3 - minor** |  | **L2 - significant** |  | **L1 - major** |  |

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| **Description of the Incident** |
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| **Exact Location** |
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| **Trade Involved** |  |
| **Name of Contractor** |  |
| **Principal Root Cause** |  |

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| **Action taken** |
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| **Notifications** [✓] | | | |
| Site Management [ ] | Contract Manager [ ] | HS&E Advisor [ ] | Senior Management [ ] |

Senior management includes – Construction Director, Managing Director, Group Environment Manger, Group HS&E Director