



## Environmental – Observations & Incidents Response Flowchart

See table below which gives examples of different types of observations and incidents and actions required. Note: the lists are not exhaustive as other types of incidents may occur. Contact the Group Health, Safety and Environment Advisor for advice when required.

LEVEL 4 - OBSERVATION:	LEVEL 3 – MINOR classified as: Site incident or emergency which is contained on site and can be managed by onsite personnel and resources. This could also be any minor incident or equipment failure	LEVEL 2 – SIGNIFICANT classified as: Site incident or emergency which requires assistance from off-site third parties and resources to manage or contain the situation, e.g. Oil spill response contractors, EA / EHO, Fire Service, etc. Including any near miss / any fire / any breach of Environmental Permit	LEVEL 1 – MAJOR classified as: Worksite Incident or Emergency which requires assistance from off-site third parties e.g. As per Level 2 plus: Police, Local Authority / Environment Agency
<b>Example Environmental Incidents</b> <ul style="list-style-type: none"> <li>➤ Inadequate storage/ disposal arrangements for hazardous substances.</li> <li>➤ Poor waste segregation</li> <li>➤ Failure to manage concrete / cementitious washout</li> <li>➤ Poor management of fuel storage areas</li> <li>➤ Failure to prepare / plan for nesting birds/bats</li> <li>➤ Minor drips of oils onto ground</li> <li>➤ Poor housekeeping</li> <li>➤ Wildlife found on site – left undisturbed and allowed to leave of own accord (bats, fox, badger, birds)</li> <li>➤ Failure to issue relevant permits</li> </ul>	<b>Example Environmental Incidents</b> <ul style="list-style-type: none"> <li>➤ Oil or other hazardous substance spills of less than 10 litres AND / OR requiring use of spill kit</li> <li>➤ Failure of equipment – e.g. poorly lined concrete washout skip / road sweeper pit</li> <li>➤ Minor disturbance to wildlife – birds nesting but not affecting works</li> <li>➤ Unauthorised work in a Tree Protection Zone – no damage</li> <li>➤ Breach of Planning Conditions</li> <li>➤ Discovery or damage to archaeological artefacts</li> <li>➤ Discovery of unknown contaminated land on site</li> <li>➤ Nuisance - noise, vibration, dust and odour issue.</li> </ul>	<b>Example Environmental Incidents</b> <ul style="list-style-type: none"> <li>➤ Breach of Environmental Permit condition (e.g. water quality)</li> <li>➤ Contaminated run-off / water leaving site (e.g. silty water, high pH etc.) – no visual impact/wildlife unaffected</li> <li>➤ Unauthorised discharge to sewer / environment about to occur or already occurring</li> <li>➤ Any instance of asbestos fibre release</li> <li>➤ Fire or Flood - dependent on severity, e.g. skip fire</li> <li>➤ Oil or other hazardous substances spills which have or may leave the site, over, underground or in pipes (of more than 10 litres)</li> <li>➤ Disturbance to wildlife – birds nesting and affecting works / schedule</li> <li>➤ Damage to tree or hedge branches or roots</li> <li>➤ Waste has or is about to leave site but not fully documented (e.g. no permit, exemption, waste carriers licence provided)</li> <li>➤ Repeated / ongoing nuisance complaints</li> </ul>	<b>Example Environmental Incidents</b> <ul style="list-style-type: none"> <li>➤ Breach of Environmental Permit condition leading directly to pollution event</li> <li>➤ Contaminated run-off / water leaving site (e.g. silty water, high pH etc.) leading directly to pollution event</li> <li>➤ Fishkill</li> <li>➤ Fire or Flood - dependent on severity</li> <li>➤ Oil or other hazardous substances spills which has left the site or contaminated shallow groundwater (of more than 100 litres) OR loss of control of the incident</li> <li>➤ Serious damage to wildlife e.g. protected species / habitats</li> <li>➤ Contamination that may or has caused damage to the environment and/or public health</li> <li>➤ Waste illegally dumped – disposed at location other than documented or expected</li> <li>➤ Wildlife fatality or nest/hive/den destroyed</li> </ul>
<b>CONTACTS (In order of Priority)</b> <ul style="list-style-type: none"> <li>➤ Site Management Team</li> <li>➤ Contract Manager</li> </ul>	<b>CONTACTS (In order of Priority)</b> <ul style="list-style-type: none"> <li>➤ Site Management Team</li> <li>➤ Contract Manager</li> <li>➤ Group Health, Safety &amp; Environment Advisor</li> </ul>	<b>CONTACTS (In order of Priority)</b> - immediately notify GHSEA <ul style="list-style-type: none"> <li>➤ Site Management Team</li> <li>➤ Contract Manager</li> <li>➤ Group Health, Safety &amp; Environment Advisor</li> <li>➤ Managing Director</li> <li>➤ Construction Director</li> <li>➤ Technical Director</li> <li>➤ Group Environment Manager</li> <li>➤ Group Health, Safety &amp; Environment Director</li> </ul> <p>Group Environment Manager to determine requirement to contact the appropriate Regulator and / or Specialist Contractors etc.</p> <p>HS&amp;E Director to determine requirement to contact the following:</p> <ul style="list-style-type: none"> <li>➤ Insurers</li> <li>➤ Specialist Legal Advisor</li> </ul>	<b>CONTACTS (In order of Priority)</b> - immediately notify GHSEA <ul style="list-style-type: none"> <li>➤ Site Management Team</li> <li>➤ Contract Manager</li> <li>➤ Group Health, Safety &amp; Environment Advisor</li> <li>➤ Managing Director</li> <li>➤ Construction Director</li> <li>➤ Technical Director</li> <li>➤ Group Environment Manager</li> <li>➤ Group Health, Safety &amp; Environment Director</li> <li>➤ Regional Chairman (Senior GHSE Advisor to notify)</li> </ul> <p>HS&amp;E Director to determine requirement to contact the following:</p> <ul style="list-style-type: none"> <li>➤ Insurers</li> </ul>
<b>ACTION:</b> Site team / supply chain partners to complete Toolbox Talks relevant to observation to raise awareness. Monitor performance. <b>POTENTIAL TO PROGRESS TO LEVEL 3</b>	<b>ACTION:</b> Site team to complete <b>EMS FOR 007 – Environmental Incident Report</b> <b>POTENTIAL TO PROGRESS TO LEVEL 2</b>	<b>ACTION:</b> Site team to complete <b>EMS FOR 007 – Environmental Incident Report</b> HSE Dept to complete “Environmental Alert” and “Lessons Learnt” investigation and communicate across Regions. <b>POTENTIAL TO PROGRESS TO LEVEL 1</b>	<b>ACTION:</b> Site team to complete <b>EMS FOR 007 – Environmental Incident Report</b> HSE Dept to complete “Environmental Alert” and “Lessons Learnt” investigation and communicate across Regions.