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| **C:\Users\MamDad\Desktop\A1_FullColour.jpg** | **Environmental Incident Reporting Form**  *Revision 6 (November 2019)* | **Report Ref No:** |
| **Audit Reference No:**  ***(if applicable)*** |

This form is to record any actual or potential environmental problems at the University (e.g. pollution, fly tipping, spillages etc.), non-compliance with environmental legislation, or non-conformance with the University’s Environmental Management System (EMS).

**PART A: (*To be completed by person(s) becoming aware of the Incident)***

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| **A1** | **Your Name/Position/Contact Details** |  | |
| **A2** | **Did you witness the Incident Yourself?** | **Yes/No** | |
| **A3** | **Did you receive a report of the Incident from someone else?** | **Yes/No** | |
| **A4** | **If you answered “Yes” to Question A3, please enter the following information** | **Name and contact details of person reporting the Incident to you** |  |
| **Date and time that they reported it to you** |  |
| **A5** | **Location of Incident** |  | |
| **A6** | **Date and Time of Incident** |  | |
| **A7** | **Description of the Incident (please provide as much information as possible)** |  | |
| **A8** | **Please give details of any immediate short term corrective action that has already been taken, including who took this action, and when.** | **NOTE: if the incident is related to fly-tipping on our land, please contact the police on 101 and report the crime. Please note the crime number given below.** | |

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| **Your Signature: Today’s Date:** |

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| **Following Completion of Part A please return the form immediately to** **the Environment Team, environment@bangor.ac.uk (Tel 01248 383847)** |

**PART B *(To be completed by an Environment Compliance Co-ordinator)***

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| **B1** | **Category of Incident** | 1. **Actual / Potential Environmental Damage** 2. **Actual / Potential Contravention of Legal or Other Requirements** | |
| **B2** | **Describe any environmental damage / breach of legislation, and further corrective or preventative action considered necessary** |  | |
| **B3** | **Who will manage this action?** |  | |
| **B4** | **This action will be completed by (enter date): as agreed by:** | | |
| **Name/Position:** | | **Signature:** |
| **Name/Position:** | | **Signature:** |
| **Name/Position:** | | **Signature:** |

**PART C *(To be completed by the person(s) listed in Question B4 above.***

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| **C1** | **Describe the corrective / preventative action you have implemented, and the date it was completed** |  |
| **C2** | **Signed: Print Name:**  **Date:** | |

**PART D *(To be completed by an Environment Compliance Co-ordinator)***

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| **D1** | **Confirmation that all necessary corrective / preventative actions have been completed and verified as effective** (*use PART E to record details of any additional/follow up actions that are considered necessary to eliminate or minimise the risk of reoccurrence*).  **Signed: Print Name:**    **Date:** |

**PART E: *Root Cause /Follow up Actions***

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| **E1: What was the “Root Cause” of this occurrence?** | | |
| **Actions required to eliminate / minimise risk of reoccurrence** | **Action completed by** | **Date of Completion** |
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