

# ENVIRONMENTAL INCIDENT REPORT

FORM — SITE FILE

A pollution event or an environmental breach — what happened, why, the response, and who was notified

KD-ENV-IR-007 Rev A0

A pollution event, not an injury: a spill that reached a drain or the ground, a discharge that should not have happened, a load that went with the wrong carrier or without a note, a complaint that became a regulator's visit, a nest or a sett disturbed, a tree damaged inside its fencing. The safety incident and near-miss report is KD-SITE-NR-026; this report is the environmental one, and an event that is both gets both. It is started the same day by the person who saw it or was told, sections 1–3 before the shift ends, with the notifications made and their reference numbers — the Environmental Permitting (England and Wales) Regulations 2016, the Environmental Protection Act 1990 s.34 duty of care and the Control of Pollution (Oil Storage) (England) Regulations 2001 are the offences a regulator will test the response against.

## 1 THE EVENT

|                    |      |      |             |
|--------------------|------|------|-------------|
| PROJECT / SITE REF | SITE | DATE | REPORTED BY |
|                    |      |      |             |

- ☐ Spill to ground
- ☐ Spill or discharge to a drain, sewer or watercourse
- ☐ Silty or contaminated water off site
- ☐ Waste breach — wrong carrier, no note, wrong destination, fly-tip on or from the site
- ☐ Dust, noise, vibration or smoke complaint escalated to the local authority
- ☐ Protected species or habitat disturbed
- ☐ Retained tree or root protection area damaged
- ☐ Regulator or local authority visit, notice or warning
- ☐ Other (say below)

|               |               |                                   |
|---------------|---------------|-----------------------------------|
| DATE AND TIME | WHERE EXACTLY | SUBSTANCE / MATERIAL AND QUANTITY |
|               |               |                                   |

WHAT HAPPENED

IMMEDIATE CAUSE, AS FAR AS KNOWN NOW

## 2 THE RESPONSE — THE FIRST HOUR

WHAT WAS DONE

|          |                      |                       |           |
|----------|----------------------|-----------------------|-----------|
| KIT USED | IS IT CONTAINED NOW? | PHOTOGRAPHS / SAMPLES | WITNESSES |
|          |                      |                       |           |

## 3 NOTIFICATION — WHO WAS TOLD, WHEN, AND THE REFERENCE THEY GAVE

| NOTIFIED | BY (NAME) | DATE / TIME | HOW | REFERENCE GIVEN | WHAT THEY REQUIRED |
|----------|-----------|-------------|-----|-----------------|--------------------|
|          |           |             |     |                 |                    |
|          |           |             |     |                 |                    |
|          |           |             |     |                 |                    |

☐ No external notification made — reason recorded below

REASONING

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continued

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## 4 FOLLOW-UP

### CLEAN-UP AND DISPOSAL

- ☐ Investigation to follow (KD-SITE-IV-027)
- ☐ Workforce briefed
- ☐ Aspects register updated (KD-ENV-RR-002)
- ☐ Client informed in writing
- ☐ Plan revised (KD-ENV-WP-004 / DN-003 / SW-001 / ET-005)
- ☐ Regulator's requirements met and closed

## 5 SIGNATURES

### Reported by:

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

### Site manager:

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE | TIME |
|--------------|------|---------|-----------|------|------|
|              |      |         |           |      |      |

## R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                            | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-09-02 | first-issue | First issue.                                                                                                                                                            | — not yet approved —                                                          |
| A0  | 2026-09-02 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.