

Report a reservoir incident - part A: preliminary report

Complete part A as soon as possible and send to the National Reservoir Safety team via reservoirs@environment-agency.gov.uk

About the reservoir

Reservoir name

Situation

Type the name of the town or village that's closest to where the incident occurred.

Legal status

Choose one option.

- Statutory (large raised reservoir)
- Non-statutory (small raised reservoir)

Reservoir use

Tick all that apply.

- Flood management
- Water supply
- Hydroelectric power or other power generation
- Fish farm
- Amenity and recreation
- Conservation
- Ornamental

About the undertaker

Undertaker name

About You

Your name

Your position/role

Contact number

Email address

Advising panel engineers (if used)

Name of reservoir supervising engineer (SE) if there is one appointed to the reservoir

Has the SE been informed?

Has a qualified civil engineer (QCE) been contacted to advise?

Name(s) of advising QCE(s)

The incident

Date of incident

Time incident was noticed

Incident classification (check box)

Tick which category your incident falls into. If a near miss, you may use the Report a Near Miss at a reservoir form instead.

Failure

An incident caused by the failure of dam, wall, embankment or other structure causing an uncontrolled release of water

Incident

Any incident which could have led to an uncontrolled release of water had measures not been taken and / or resulted in one or more of the following:

- damage to the site
- an unintentional but controlled release of water resulting in downstream impacts (environmental, social or financial)

Near miss (consider using 'report a near miss at a reservoir' form)

Any incident (an unplanned or unintentional event) which did not result in an uncontrolled or unintentional release of water (or damage to the site) but could have done.

You may also use this category to report any event or procedure from which wider learning can be gained

Initial observations

Tick all that apply.

- Abnormal instrumentation readings
- Dam or embankment overflowing outside of engineered channels
- Instability or failure of any water retaining pipes, valves and/or similar structures
- Crest deformation (settlement, cracking, depressions)
- Slope/face deformation (slippage, cracking, slumps, mounds, depressions)
- Leakage or seepage from known leakage point
- Leakage or seepage from new leakage point
- Other (expand below)

Describe the incident

What immediate actions were taken to prevent or mitigate an uncontrolled release of water?

[Empty response box for immediate actions]

What further actions do you plan to take to investigate, rectify or learn from the incident?

[Empty response box for further actions]

Date incident was declared closed (even if further remediation required)

External assistance and communication

Have any of the emergency services been alerted? (Check box)

Tick all that apply.

- Police
- Fire and Rescue
- Other (for example ambulance, emergency utilities call out)

If other, provide details:

Did emergency services attend?

Choose one option.

- Yes
- No

If yes, describe their input

Was there any engagement with, or impacts on, the local population?

Choose one option.

Yes

No

If yes, provide details (for example evacuation, door knocking)

Any further comments you want to include about the incident and incident response

Date form completed