

# Report a reservoir incident - part A: preliminary report

Complete part A as soon as possible and send to the Environment Agency at [reservoirs.incidents@environment-agency.gov.uk](mailto:reservoirs.incidents@environment-agency.gov.uk)

**Date of incident**

**Time of incident**

**Date this form completed**

## 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 1 option.

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

## Reservoir use

Tick all that apply.

- Water supply
- River regulation / navigation
- Flood risk management
- Hydro-electric or other power generation
- Agriculture
- Recreation or general amenity
- Conservation (nature)
- Conservation (ornamental/ heritage)
- No particular use
- Other

## About the undertaker

Undertaker name

## About you

Your name

Your position

Contact number

Email address

## Advising panel engineers (if used)

Has the supervising engineer (SE) been informed?

Yes

No

Not applicable – no SE

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

Yes

No

Name(s) of advising QCE(s)

## Initial observations

dam or embankment overflowing or overtopping

leakage or seepage from a new leakage point

leakage or seepage from a known leakage point

water flowing outside of engineered channels

instability or failure of water retaining pipes, valves or similar structures

deformation or instability of crest (settlement, cracking, depressions)

deformation or instability of embankment or dam wall (slumps, cracks, depressions, etc.)

slope or face deformation (slippage, cracking, slumps, mounds, depressions)

abnormal instrumentation readings

other (including pollution and unplanned scour release)

**Describe the incident**

**What immediate actions were taken to prevent or mitigate the incident?**

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

[Empty response box]

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

[Empty response box]

## **Privacy notice: how we use your personal data**

We are the Environment Agency and the Enforcement Authority of the Reservoirs Act 1975. Our personal information charter ([www.gov.uk/government/organisations/environment-agency/about/personal-information-charter](http://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter)) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

### **The personal data we collect:**

- Personal data we process:
- Name of the undertaker(s)
- Name and contact details – telephone number and/or email address of who provides the forms
- Name of any advising qualified civil engineer

We are allowed to process your personal data because article 6(1)(c) of the UK General Data Protection Regulation allows us to process personal data when this is necessary to comply with Regulation 14 (Reservoirs Act 1975: SI 2013/1277). This applies to mandatory reportable incidents. For non-mandatory reportable incidents, article 6(1)(e) of the UK General Data Protection Regulation applies, which allows us to process personal data when this is necessary to perform a task in the public interest. Sharing of incident data and the lessons learned has been identified as a key element in improving reservoir safety through continuous improvement.

### **What we do with your personal data**

Your personal data is held on the Reservoirs Act Compliance & Enforcement System within the applicable reservoir record. We do not share personal data collected from post-incident reporting with anyone else.

### **How long we keep your personal data**

We keep your personal data indefinitely as it forms a historical record.

### **Where your personal data is processed and stored**

We store personal information on the Reservoirs Act Compliance & Enforcement System – RACE. This is supported by SynApps Solutions and held and processed with Atos.

### **What we do with the incident information you provide**

Learning from incidents is a valuable tool for improving reservoir safety. We will share the information you provide us about your incident to the wider reservoir community. The details we will share include:

- Dam type, age and details
- Cause of the incident
- Impacts from the incident

- Description of the incident and response
- Lessons learned

We keep all case studies anonymous when we share this information. We will not share any personal information about you, the undertaker (if different from you) or identifiable details such as location of the site or names.

If you provide photographs to us, we may include these in an online report or via a website. If you provide photographs to us and confirm permission by sending the photographs accompanying this form, we will share the photographs under a CC0 license.

This means that the person who associated a work with this deed has dedicated the work to the public domain by waiving all of their rights to the work worldwide under copyright law, including all related and neighbouring rights, to the extent allowed by law. Anyone can copy, modify, distribute and perform the work, even for commercial purposes, without asking permission.

You can find more information on [CC0 licensing online](#).

### **Contact details**

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

Email: [dataprotection@environment-agency.gov.uk](mailto:dataprotection@environment-agency.gov.uk)

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

This notice was last updated on 25/02/2025.